

ORDINARY COUNCIL

Thursday 20 March 2025

Ordinary Council Meeting

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1 Leadership and Governance

What we are trying to achieve

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

What the result will be

We will have:

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

How we will get there

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

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	16/04/2024 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 outlining 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-22-19 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 to 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								
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	G/M/G	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	G/M/G	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 - Wasapangal Road Thruarter	16/04/2024 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 Razing - 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 to 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	20/05/2024 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	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative	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	https://www.planning.nsw.gov.au/plans-for-your-area/infrastructure-funding/low-cost-loans-initiative	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	https://www.servicesaustralia.gov.au/	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	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	https://www.ipart.nsw.gov.au/	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	http://lirs.olg.nsw.gov.au/projectmanagement/	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	Council meeting	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	Council meeting	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	Council meeting	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	Council meeting	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	Council meeting	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	Council meeting	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)	Council meeting	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	Council meeting , copy to finance@olg.nsw.gov.au	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	finance@olg.nsw.gov.au	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	Council meeting	ASAP	Ongoing	N/A	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	
Local Government Act 1993	s.412 s.413	Accounting records Preparation of financial reports	www.pmtc.nsw.gov.au	30-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Lodged on time
Local Government Act 1993	s.415 s.416	Financial statements to be audited within four months of EOFY	https://www.olg.nsw.gov.au/council-portal/council-surveys/	31-Oct	Annually	100	Chief Finance Officer	Finance and Commercial Operations	Business and Performance	Completed and lodged on time

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	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	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	www.pmhc.nsw.gov.au	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	Council meeting	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	www.pmhc.nsw.gov.au 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	www.pmhc.nsw.gov.au 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	www.pmhc.nsw.gov.au	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	Council meeting	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	www.pmhc.nsw.gov.au	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 Councillor Election Results return to be submitted to OLG (Return to be sent early September)	https://www.olg.nsw.gov.au/council-portal/council-surveys/	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	olg@olg.nsw.gov.au	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 1988	s.11	CEO duty to notify Commission of possible corrupt conduct	www.icac.nsw.gov.au	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 Councillors 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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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)	Canetaker 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 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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	At least 16months 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	www.pmhc.nsw.gov.au	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	Council meeting	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	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.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 https://www.dlg.nsw.gov.au/council-portal/council-surveys/	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	www.ombo.nsw.gov.au	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	www.ombo.nsw.gov.au	30-Jul	Annually	100	Group Manager	Governance	Business and Performance	Annual return complete
Public Interest Disclosures Act 2022	s.34	Deinmental action offence—referrals of information	www.ombo.nsw.gov.au	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	www.ombo.nsw.gov.au	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	www.ombo.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	ASAP	Ongoing	100	Group Manager	Governance	Business and Performance	Disclosure log available on Council's website
Government Information (Public Access) Act 2009	s.126	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.126	GIPA report submitted to Information & Privacy Commission	gipa-ipc-nsw.gov.nsw.gov.au/salesforce.com	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(ii)	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 https://surveys.dlg.nsw.gov.au/ef/orm/SV_etgobLCw9bj184S	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	https://surveys.dlg.nsw.gov.au/ef/orm/SV_etgobLCw9bj184S	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	www.pmhc.nsw.gov.au	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 car parks 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	s.75	Public authorities to notify TNSW of proposal to carry out road work on classified roads	TNSW	ASAP	Ongoing	100	Group Manager	Community Infrastructure Planning and Design	Community Infrastructure	Complied 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	Waste and Resource Reporting Portal (WARRP)	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	Waste and Resource Reporting Portal (WARRP)	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)	eConnect EPA	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)	eConnect EPA	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)	eConnect EPA	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)	eConnect EPA	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	Wauchope Sewage Treatment Plant Environmental Protection License 804 (reporting conditions)	eConnect EPA	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	Dumbogan Waste Management Depot Environment Protection License 5924 (reporting conditions)	eConnect EPA	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	Camrossa Waste Management Facility Environment Protection License 11189 (reporting conditions)	eConnect EPA	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)	eConnect EPA	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 www.pmhc.nsw.gov.au	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	s.40 - 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	s.67A - 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	s.67A - 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	s.67A - 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	s.11A - 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	s.31 - 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	s.32A 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	s.64B - 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	https://www.epa.nsw.gov.au/ 33 - Orders Register (authority) 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)	www.pmhc.nsw.gov.au	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	https://www.swimmingpoolregister.nsw.gov.au	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	www.pmhc.nsw.gov.au	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, Dumbogan, NSW (EPBC 2013/6757)	www.pmhc.nsw.gov.au , & email, epbcmonitoring@dcceew.gov.au	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)	www.pmhc.nsw.gov.au , & email epbcmonitoring@dcceew.gov.au	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)	www.pmhc.nsw.gov.au	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 www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.frp.nsw.gov.au	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	NA	1-Aug 1-Feb	6 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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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)	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au	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	www.pmhc.nsw.gov.au , 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	https://www.olp.nsw.gov.au/councils/co-uncl-finances/local-government-recovery-grants-program/ https://www.nsw.gov.au/grants-and-funding/companion-animal-care-and-rehoming-competitive-grant	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	https://www.olp.nsw.gov.au/councils/co-uncl-finances/local-government-recovery-grants-program/	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)	Council meeting	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	Council meeting	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 Mgmt Plan (10yrs)	Council meeting	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	Council meeting	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	Council meeting	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

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	
Grants & Other Funding														
To recognise the grant funding received for the Supporting Spontaneous Volunteers Program.														
Description:		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	Community Planning & Environment	0	-13,322	-93,500	-68,322	55,000	Grant	Grants and Contributions	0	
To bring to account grant funding received for Youth Week 2025, including Council's contribution to this project.														
Description:		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		-4,500	-4,500	-4,970	-9,470	4,970	Grant	Grants and Contributions	0	
Community Activation	411	Community Wellbeing	C3.1	Operating		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	
To recognise the new grant received for Youth Excellence Program, including Council's contribution towards this project.														
Description:		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		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	
To recognise grant funding for Australia Day 2025.														
Description:		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	Community Planning & Environment	0	46,400	0	31,400	15,000	Grant	Grants and Contributions	0	
Total Grants & Other Funding										84,970		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	
Reserve Movements														
Transfer of Reserve Funds required for the purchase of suvery equipment.														
Description:		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		0	0	0	-49,000	49,000	Reserve	Transfer from Rstricted Assets	0	
Total Reserve Movements										49,000		0		
Movement between Projects														
Transfer of funds between linked projects. Accounting entry only.														
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	
Transfer of funds between projects. Accounting entry only.														
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		391,969	391,969	274,504	351,969	40,000	Revenue	Materials and Contracts	40,000	
Total Movements between Projects										47,575		0		
Budget Variation Requests - Approved by Executive														
A Budget Variance Request has been approved by Executive for Trunk Main Upgrades at Jindalee Road.														
Description:		Additional funds required for this project, the original budget was based on refence 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		-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	
A Budget Variance Request has been approved by Executive for Glasshouse Heat Pump Replacement and Roof Repairs.														
Description:		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	
Total Budget Variations - Approved by Executive										669,558		0		
2024-2025 Works Program Review														
Projects recommended for deferral.														
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													
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
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	Community Infrastructure	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

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
Total 2024-2025 Works Program Review										51,309,135	0		
ORGANISATIONAL TOTAL - THIS REVIEW										52,160,238	0		
FORECAST FOR FINANCIAL YEAR ENDED 30 JUNE 2025													
		Original Budget as at 1 July 2024			Balanced	0							
		Plus: Adjustments											
		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							
		FORECAST FOR 30 JUNE 2025			Balanced	0							
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.											
		Revenue - All funds that are generated through rates, annual charges, fees and charges, interest etc. These funds are untied and can be expended on any project that Council considers appropriate.											
		Grants - Government grants can either be monetary or otherwise and may be tied or untied. Tied grants are required to be used for a specific purpose such as the construction of a road. Untied grants may be applied for any purpose council considers appropriate.											
		Contributions - Contributions are non-reciprocal transfers to Council in the sense that Council is not required to give value in exchange for the contributions directly to the contributor. Examples are contributions given by ratepayers towards capital works in their vicinity.											
		Reserves - Reserves are internal restrictions held for a specific purpose, e.g. The airport has its own reserve and all income and expenditure relating to the airport is credited/debited to that reserve.											
		S7.11 and S64 Contributions - Section 7.11 of the NSW Environmental and Planning Act (1979) and section 64 of the Local Government Act (1993) provides NSW local government with a formal legal framework for levying developers for the provision of infrastructure, services and amenities - known as developer contributions.											
	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>

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Fleet & Depot Management CIR 03_AHP 4.2	42479	Laurieton Depot Building Upgrade	\$175,000	2025/26	This activity is reported as Off Track at 31 December 2024, noting that the combination of statutory requirements (REF, Section 68 Permit, Native Title/Agreements, Land Claims) and availability of project management staff has delayed the project.
Health & Building Regulation HBR 01_R 3.1	42482	On Site Sewerage Management Policy	\$100,000	2025/26	This activity was reported as Off Track as at 31 December 2024. Project is reliant on the NSW Government publishing updated the OSSM Guidelines (Silver Book) which is behind schedule and remains unpublished. Project cannot proceed without new Guidelines being issue and the activity will be included in the Draft 2025-26 Operational Plan.
Strategic Land Use Planning LUP 04_L 1.1	42062	Develop precinct plan	\$100,000	2025/26	This activity was reported as Off Track as at 31 December 2024, and requiring deferral to 2025/26. Project scope and drafted project management framework documents are complete and are approved to seek proposals from specialist consultants in key areas. Council is seeking grant funding to support this work, which is one element of broader piece of the City Heart Master Plan and it will be delivered together.
Parks & Recreation SPA 03_L 3.2	41435	Amethyst Way Reserve - Playground Upgrade	\$98,500	2028/29	This activity was reported as Off Track as at 31 December 2024. This project is being deferred due to the asset still being in good condition and will only need renewal in five years. This activity will be included in the Long Term Financial Plan for the year 2029-30.
Parks & Recreation SPA 06_L 3.2	41950	Rainbow Beach Sports Fields- Preconst&Stge1 Construction	\$307,220	2029/30	This activity was reported as Off Track as at 31 December 2024. This is a park that is still in the control of the Developer and subject to VPA, thus project being deferred to a later year. This activity will be included in the Long Term Financial Plan for the year 2029-30.

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Parks & Recreation SPA 07_L 3.2	42486	Rainbow Beach - Pedestrian Facility	\$306,199	2029/30	This activity was reported as Off Track as at 31 December 2024. This is a park that is still in the control of the Developer and subject to VPA, thus project being deferred to a later year. This activity will be included in the Long Term Financial Plan, planned for 2029-30.
Parks & Recreation SPA 02_L 3.2	41345	Greenmeadows Reserve - Playground Upgrade	\$43,000	2025/26	This activity was reported as Off Track as at 31 December 2024. The carry over is being requested to support the continuation of the project in 2025-26, with delays due to contractor availability. This activity will be included in the Draft 2025-26 Operational Plan.
Parks & Recreation SPA 27_L 3.2	41723	Hastings Regional Sporting Complex	\$292,914	2025/26	This activity was reported as Off Track as at 31 December 2024. Acquisitions underway but have been paused due to owners family situation. This will continue into the new financial year and this activity will be included in the Draft 2025-26 Operational Plan.
Parks & Recreation SPA 31_L 3.2	42357	Port Macquarie Regional Stadium Upgrades	\$180,000	2025/26	This activity was reported as Off Track as at 31 December 2024. Carry over requested to support the continuation of the project in 2025-26 as these upgrades have been impacted by delays due to the contractor. This activity will be included in the Draft 2025-26 Operational Plan.
Parks & Recreation SPA 35_L 3.2	42055	Thrumster Sports Fields - Construction	\$10,200,000	2025/26	This activity was reported as Off Track as at 31 December 2024. The developer is still undertaking the works they require to do before handing over to Council it is anticipated that this will not be transferred to Council until really late this financial year. This activity will be included in the Draft 2025-26 Operational Plan. This action includes SPA 36 which was also reported as Off Track as at 31 December 2024

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Parks & Recreation SPA 09_L 3.2	42487	Wallace Reserve, Scarborough Way - Playground Upgrade	\$60,000	2025/26	This activity was reported as Off Track as at 31 December 2024. Project is delayed due to contractor availability. The carry over is requested to support the purchase of materials and construction early in the new financial year, this activity will be included in the Draft 2025-26 Operational Plan.
Sewerage Services WAW 02_L 2.2	39304	Thrumster STP Area 13 Preconstruction Phase 2 10000EP Aug	\$5,975,000	2026/27	This activity was reported as Off Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program, with minor delays in finalising the EIS Response to Submissions Report, and associated budget phasing a budget carry forward of construction funding is required. This activity will be addressed in the Long Term Financial Plan, in the year 2026-27.
Water Supply WAS 04_L 2.2	29561	Port Macquarie Bulk WTP at Cowarra Dam	\$8,300,000	2026/27	This activity was reported as Off Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program, with minor delays in finalising the EIS Response to Submissions Report, and associated budget phasing a budget carry forward of construction funding is required. This activity will be addressed in the Long Term Financial Plan, deferred to the year 2026-27.
Water Supply WAS 31_L 2.2	29552	Preconstruction Works for Kew (Area 15) Reservoir	\$1,220,000	2026/27	This activity was reported as Off Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program, with minor delays finalising the concept designs, and associated budget phasing a budget carry forward of construction funding is required. This activity will be addressed in the Long Term Financial Plan, deferred to the year 2026-27.
Water Supply WAS 23_L 2.2	20240	Telegraph Point Clearwater Storage - Increase Capacity	\$655,000	2026/27	This activity was reported as Off Track as at 31 December 2024.

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
					<p>The delivery of this multi-year project is on-going. Based on the current project program, with minor delays finalising the concept design, and associated budget phasing, a budget carry forward of construction funding is required.</p> <p>This activity will be addressed in the Long Term Financial Plan, deferred to the year 2026-27.</p>
Water Supply WAS 30_L 2.2	29557	Preconstruction Cowarra to Wauchope Backfeed Pump Station	\$1,000,000	2025/26	<p>This activity was reported as Off Track as at 31 December 2024.</p> <p>The delivery of this project is on-going with some delays experienced in tender negotiations and subsequent contract award.</p> <p>The minor delays and associated long lead time procurement of pumps requires a budget carry forward of construction funding, this activity will be included in the Draft 2025-26 Operational Plan.</p>
Water Supply WAS 28_L 2.2	20251	Replacement Koree Island Water Intake Pump Set#2	\$650,000	2025/26	<p>This activity was reported as Off Track as at 31 December 2024.</p> <p>Following detailed investigations the project scope has been refined, this scope adjustment has resulted in delivery delays. Based on the updated project program and associated budget phasing a budget carry forward is required. This activity will be included in the Draft 2025-26 Operational Plan.</p>
			\$31,691,833		

Proposed 2024/2025 Works Program Carryovers

Other Carry Overs, including those identified as On Track in the 31 December 2025 - 2024-25 Operational Plan Status Report with works continuing in future years



Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Airport AIRP 07 C1.2	42341	Airport Overflow Car Parking	\$180,000	2025/26	<p>This activity remains On Track as at 31 December 2024 with stage 1a carpark works to be completed by June 2025.</p> <p>The requested carry over is to facilitate the stage 1b carpark works that will commence in 2025-26.</p> <p>This activity will be included in the Draft 2025-26 Operational Plan.</p>
Digital Technology DIG 02 AHP 4.4	41470	Computer Capital Projects	\$130,000	2025/26	<p>The Workforce Management project is part of a broader Information & Communications Technology programme and is reported as On Track at 31 December 2024.</p> <p>The Workforce Management project that will be continuing in 2025-26 and the activity will be included in the Draft 2025-26 Operational Plan.</p>
Fleet & Depot Management CIR 02_AHP 4.2	42400	Rationalisation of PM & Wauchope Depot Operations	\$100,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>The Port Macquarie Depot is a multi-year delivery project. Works are progressing in line with agreed performance measures however expenditure to date has been lower than originally planned due to the concept design progression being completed using internal design staff. Detailed survey and environmental constraints assessment are complete and consultant procurement will occur through Q4 of the 24-25 and carry over is requested to support the continuing work in 2025-26.</p> <p>This activity will be included in the Draft 2025-26 Operational Plan.</p>

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Landuse Planning LUP 01_L 1.1	42300	Urban Growth Management Strategy & Landuse Strategy	\$30,000	2025/26	This activity was reported as On Track as at 31 December 2024. The majority of this work to date has been completed with internal resources and has not made use of the external budget. The small amount carried forward to 2025-26 is only a deferral by definition. It is specifically for the studies to review the drafting and provide some data when the Strategy is substantially complete to support its implementation. That is a different phase to the purpose of the 2024-25 budget, this activity will be included in the Draft 2025-26 Operational Plan.
Natural Resources NRM 19_ES1.1	42273	CMP - Aboriginal Cultural Heritage Study	\$60,000	2025/26	This activity was reported as On Track as at 31 December 2024. This project is being carried over to next year as engagement with and advice from project stakeholder is currently behind schedule.
Natural Resources NRM 23_ES1.3	42469	Water Quality Improvement Strategy	\$20,000	2025/26	This activity was reported as On Track as at 31 December 2024. This project is being carried over to next year as engagement with and advice from project stakeholder is currently behind schedule.
Natural Resources NRM 01 ES 1.1	42483	Biodiversity Management - Fauna Management	\$15,000	2025/26	This activity was reported as On Track as at 31 December 2024. Requested carryover for implementation of Biodiversity Management Action Plan when the Policy (under development) is adopted.
Natural Resources NRM 24_ES 1.1	42351	Koala Habitat Mapping	\$200,000	2025/26	This activity was reported as Off Track as at 31 December 2024. Delay in spending funds due to initial procurement process being unsuccessful. The carry over is requested to support the continuation of the project in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.
Parks & Recreation SPA 14_L 3.2	41666	Wayne Richards Park - Design Stg 3 & 4	\$85,000	2025/26	This activity was reported as On Track as at 31 December 2024. The carry over is requested to support the design that is currently underway and continuing into the 2025-26, with additional engineering

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
					requirements. This activity will be included in the Draft 2025-26 Operational Plan.
Procurement & Stores PRO 01_AHP 4.3	42259	Procurement - Functional Business Plan Projects	\$160,000	2027/28	This activity was reported as On Track as at 31 December 2024. The Project is continuing with the revised program currently in development. This activity will be addressed in the Long Term Financial Plan, in the year 2027-28.
Procurement & Stores PRO 02_AHP 4.3	42408	Procurement- Review of Building Related Contracts	\$80,000	2025/26	This activity was reported as On Track as at 31 December 2024. The carry over is requested to support the completion of the project which will continue into 2025-26.
Sewerage Services WAW 17_L2.2	30182	Gravity Sewer Trunk Mains (Area 15) - Construction	\$2,469,500	2025/26	This activity was reported as On Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program with the majority of construction in 2025-26 and associated budget phasing a budget carry forward of construction funding is required. This activity will be included in the Draft 2025-26 Operational Plan.
Sewerage Services WAW 27_L2.2	30196	PM SPS #1 Preconstruction	\$2,588,270	2025/26	This activity was reported as On Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program with the majority of construction in 2025-26 and associated budget phasing a budget carry forward of construction funding is required. This activity will be included in the Draft 2025-26 Operational Plan.
Sewerage Services WAW 07_L2.2	30224	PM WwTP Augmentation, Renewal & Optimisation	\$1,100,000	2025/26	This activity was reported as Off Track as at 31 December 2024. The delivery of this multi-year project is on-going. Minor delays have been experienced with the completion of technical specifications for the aerator upgrades. Based on updated project program and associated

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
					budget phasing a budget carry forward is required and this activity will be included in the Draft 2025-26 Operational Plan.
Sewerage Services WAW 11_L2.2	30199	Sewerage Network Redirection to Thrumster WwTP	\$2,770,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>The delivery of this multi-year project is on-going. Based on the current project program, with minor delays in finalising the EIS Response to Submissions Report, and associated budget phasing a budget carry forward of construction funding is required. This activity will be included in the Draft 2025-26 Operational Plan.</p>
Strategic Planning ED 01_AHP 3.3	42295	Economic Analysis for PMHC LGA	\$50,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>This carry over is requested to support the study that will continue into 2025-26, which will inform the Economic Development Strategy development which is the subject of a Council Resolution prioritising its development.</p>
Strategic Property Investments SPI 01_AHP 4.3	41845	Property Purchase Investigations (Prop Res)	\$25,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>This carry over is to support the delivery of the subdivision planning in 2025-26, as per the Council resolution. This activity will be included in the Draft 2025-26 Operational Plan.</p>
Transport and Traffic TPT 24_C 2.1	42281	Beach to Beach - Pedestrian Facility Camden Haven	\$134,580	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>The carry over is requested to support the contracted program for the delivery of stage D5 of the beach to beach pathway. The design and construct contract was awarded in late 2024 with construction expected to continue into FY 25-26. Works are progressing in accordance with grant funding milestones.</p> <p>The overall performance measure for continuation of the pathway construction remains on track and this activity will be included in the Draft 2025-26 Operational Plan.</p>

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Transport and Traffic TPT 06_C 1.1	42415	Hastings River Drive - Land Acquisition	\$250,000	2025/26	This activity was reported as On Track as at 31 December 2024. Land acquisition associated with the duplication of Hastings River Drive is a multi-year delivery project. Works are progressing in line with agreed performance measures however expenditure to date has been slower than originally planned due to progression being completed using internal staff resources. The carry over is requested to support the revised expenditure phasing in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.
Transport and Traffic TPT 03 C1.1	42416	Hastings River Drive - Signalisation	\$153,000	2025/26	This activity was reported as On Track as at 31 December 2024. Works are progressing in line with agreed performance measures however securing external approvals have resulted in a delay to construction commencement and subsequent expenditure. Overall construction program with still meet grant program milestones. The carry over is requested to support the revised expenditure phasing in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.
Transport and Traffic TPT 05 C 1.1	41486	John Oxley Drive Upgrade - Planning	\$465,000	2025/26	This activity was reported as On Track as at 31 December 2024. Land acquisition associated with the duplication of John Oxley Drive and Major Innes is a multi-year delivery project. Works are progressing in line with agreed performance measures however expenditure to date has been slower than originally planned due to progression of works being completed using internal staff resources. The carry over is requested to support the revised expenditure phasing in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Transport and Traffic TPT 23_C 1.1	41776	Kindee Bridge - Critical Structural Repairs & Maintenance	\$800,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>Works are progressing in line with the performance measure as this project has been earmarked for a multi-year project. Delivery of this project was contingent on external disaster funding to deliver both this project and flood damage works in a coordinated manner. Due to delays in external funding approvals the repair commencement has been slightly delayed. This activity will be included in the Draft 2025-26 Operational Plan.</p>
Transport and Traffic TPT 07 C 1.1	42490	Lake Road Upgrade - Stage 2 & 3 Continue Planning	\$285,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>This project budget includes allowance for detailed design and environmental assessment progression and for land transfers. Design works are progressing in accordance with intended delivery milestones and costs associated with land transfers are not expected to be required within the current financial year.</p> <p>This activity will be included in the Draft 2025-26 Operational Plan.</p>
Transport and Traffic TPT 11 C 1.1	42132	Maria River Road Sealing	\$2,000,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>Maria River Road is a multi-year project. Works are progressing in line with agreed performance measures however issues with securing external approvals has resulted in a delay to construction commencement and subsequent expenditure. The carry over is requested to support the revised expenditure phasing in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.</p>

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Transport and Traffic TPT 18 C 1.1	41969	Pembroke Road - Stoney Creek Bridge Upgrade	\$250,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>The design tender has been awarded and acquisition discussions are progressing the performance measure is shown as on track. As this project is multi-year delivery, based on the current project program and associated budget phasing, the budget carry forward is requested in support the of design and acquisition funding that is planned for 2025-26.</p> <p>The overall performance measure for continuation of detailed design and property acquisitions progresses however remains on track. This activity will be included in the Draft 2025-26 Operational Plan.</p>
Transport and Traffic TPT 21 C1.1	42494	Rehab High Priority Bridges - Sesqui Centenary & Lake Cathie	\$900,000	2025/26	<p>This activity was reported as On Track as at 31 December 2024.</p> <p>Works are progressing in line with agreed performance measures with reduced expenditure in 2024-25 budget due to complexities with the pile remediation design works at Sesqui Centenary Bridge. The complexities of the structural design modelling & assessment have resulted in increased time to resolve the required repair strategy which has led to delays in tendering and commencement of rehabilitation works associated with the Sesqui Centenary Bridge. Lake Cathie design is complete with proposal to install cathodic corrosion protection.</p> <p>A budget adjustment for the Sesqui Centenary Bridge will be undertaken to address the reduced expected spend during the current 2024-2025 Operational Plan year based on the expected construction commencement timing and associated project program and budget phasing.</p> <p>The overall performance measure for the priority bridge rehabilitation program remains on track and this activity will be included in the Draft 2025-26 Operational Plan.</p>

Proposed 2024/2025 Works Program Deferrals

Service Operational Plan Reference	GL Ref.	Description	Amount	Deferral Year	Comments
Transport and Traffic TPT 25_C 2.1	42006	Schools to Schools Shared Pathway - Plan & Design	\$236,952	2025/26	This activity was reported as On Track as at 31 December 2024. The overall performance measure for completion of detailed design for the highest priority sections remains on track. The reduction in expected costs is due to utilising in house design resources along with external designers already undertaking concurrent works on the Bonny Hills to Kew trunk water main project upgrade in the same area. The carry over is requested to support the continuation of the works in 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.
Water Supply WAS 06_L 2.2	20235	Northern Arm Trunk Main (DN750)-Cowarra to PM Dam	\$4,100,000	2026/27	This activity was reported as On Track as at 31 December 2024. The delivery of this multi-year project is on-going. Based on the current project program, with minor delays in finalising the EIS Response to Submissions Report, and associated budget phasing a budget carry forward of construction funding is required. This activity will be addressed in the Long Term Financial Plan, deferred to the year 2026-27.
Work Health & Safety PSP 04_AHP 5.2	41803	Work Health & Safety Initiatives	\$80,000	2025/26	This activity was reported as On Track as at 31 December 2024. Plans and resourcing finalised in quarter 3 of 2024-25. The carry over is requested to support the initiatives that will extend into 2025-26 and this activity will be included in the Draft 2025-26 Operational Plan.
			\$19,717,302		



Monthly Investment Review



As at 28 February 2025

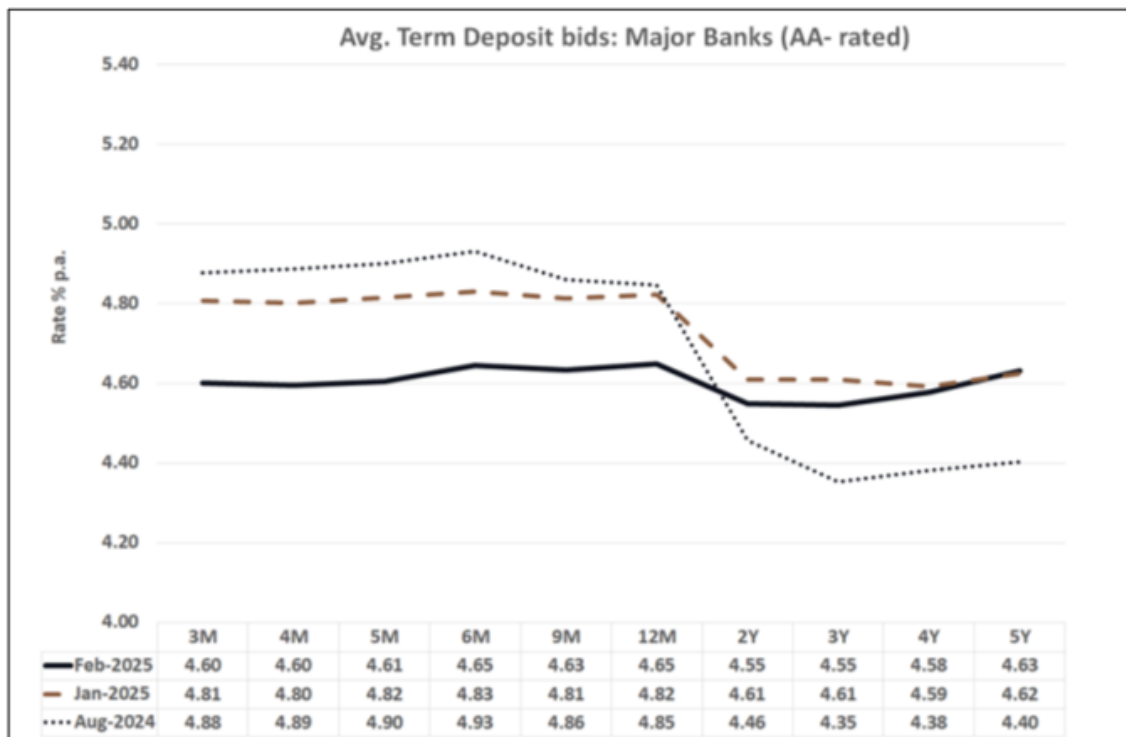
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Market Update Summary

Risk markets experienced a downturn over February on the back of tariff uncertainty (led by the US) and ongoing geopolitics in the middle east.

In the deposit market, over February, at the very short-end of the curve (less than 12 months), the average deposit rates offered by the major banks fell by around 15-20bp compared to where they were the previous month (January), in response to the RBA's first rate cut this easing cycle. At the medium to longer-end of the curve (2-3 years), the average rates fell by around 5bp compared to where they were in January (and largely unchanged for 4-5 years).



Source: Imperium Markets

With additional rate cuts and a global economic downturn priced in over 2025, investors should consider diversifying and taking an 'insurance policy' against a potentially lower rate environment by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. (small allocation only).



Port Macquarie–Hasting Council's Portfolio Summary

Compliance

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

[^]Compliance measures as per NSW Minister's Order & Council's adopted Investment Policy

Performance

As at 28/02/2025	1m (actual)	1m (% p.a.)	FYTD (actual)	FYTD (% p.a.)
AusBond Bank Bill Index	0.34%	4.51%	2.98%	4.51%
Council's Portfolio[^]	0.29%	3.78%	2.28%	3.44%
Relative Performance	-0.05%	-0.73%	-0.70%	-1.07%

[^]Total portfolio performance excludes Council's cash account holdings.

Council's Portfolio & Compliance

Asset Allocation

The portfolio is predominately directed to fixed term deposits (89.55%). The remainder of the portfolio is directed to fixed bonds with the Northern Territory Treasury Corporation (3.96%) and the overnight cash account with Westpac (6.49%).

Senior FRNs are starting to become expensive on a historical basis, although new issuances should continue to be considered on a case by case scenario. In the interim, staggering a mix of fixed deposits between 12 months to 5 years remains a more optimal strategy to maximise returns over a longer-term cycle.

With additional interest rate cuts and a global economic downturn being priced in 2025, investors can choose to allocate a small proportion of longer-term funds and undertake an insurance policy against additional rate cuts by investing across 1-5 year fixed deposits, locking in and targeting yields above 4½% p.a.





Term to Maturity

All maturity limits (minimum and maximum) comply with the Investment Policy. Short-Medium Term (1-3 years) assets account for around 36% of the total investment portfolio, with capacity of around \$129m remaining. Future investments should be directed to the 1-5 year horizon as this is where we currently see the best value to maximise returns over a longer-term cycle.



Where there is (counterparty) capacity to invest in attractive 1-5 year investments, we recommend this be allocated to new any remaining attractive fixed term deposits (refer to respective sections below).

Compliant	Horizon	Invested (\$)	Invested (%)	Min. Limit (%)	Max. Limit (%)	Available (\$)
✓	0 – 1 year	\$216,143,326	57.08%	40%	100%	\$162,500,000
✓	1 - 3 years	\$136,000,000	35.92%	0%	70%	\$129,050,329
✓	3 – 5½ years	\$26,500,000	7.00%	0%	40%	\$124,957,331
✓	5½ - 10 years	\$0	0.00%	0%	10%	\$37,864,333
		\$378,643,326	100.00%			



Counterparty

As at the end of February 2025, Council was within policy limits with each individual ADI. Overall, the portfolio is diversified across the investment grade credit spectrum (rated BBB- or higher).

Compliant	Issuer	Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	ANZ	AA-	\$31,000,000	8.19%	30.00%	\$82,592,998
✓	NAB	AA-	\$58,000,000	15.32%	30.00%	\$55,592,998
✓	North. Territory	AA-	\$15,000,000	3.96%	30.00%	\$98,592,998
✓	Westpac	AA-	\$47,643,326	12.58%	30.00%	\$65,949,671
✓	ICBC Sydney	A	\$50,000,000	13.21%	20.00%	\$25,728,665
✓	ING Bank	A	\$71,000,000	18.75%	20.00%	\$4,728,665
✓	BOQ	A-	\$10,000,000	2.64%	20.00%	\$65,728,665
✓	Aust. Military	BBB+	\$20,000,000	5.28%	10.00%	\$17,864,333
✓	Bank of Us	BBB+	\$14,000,000	3.70%	10.00%	\$23,864,333
✓	BankVIC	BBB+	\$16,000,000	4.23%	10.00%	\$21,864,333
✓	Hume Bank	BBB+	\$7,000,000	1.85%	10.00%	\$30,864,333
✓	P&N Bank	BBB+	\$27,000,000	7.13%	10.00%	\$10,864,333
✓	Auswide Bank	BBB	\$7,000,000	1.85%	10.00%	\$30,864,333
✓	MyState Bank	BBB	\$5,000,000	1.32%	10.00%	\$32,864,333
			\$378,643,326	100.00%		

In July 2024, ANZ's takeover of Suncorp Bank was formalised, and ratings agency S&P upgraded Suncorp's long-term credit rating to that of its parent company immediately (now rated AA-). Investor's exposure to Suncorp is now reflected under the parent company being ANZ.



Fossil Fuel Investments

What is Council's current exposure to institutions that fund fossil fuels?

Using the following link <http://www.marketforces.org.au/banks/compare>, based on the Council's investment portfolio balance as at 28/02/2025 (~\$379m), we can roughly estimate that ~72% of the investments have some form of exposure.

Council's exposure is summarised as follows:

Counterparty	Credit Rating	Funding Fossil Fuel
ANZ^^	AA-	Yes
NAB	AA-	Yes
NTTC	AA-	Yes
WBC	AA-	Yes
ICBC, Sydney	A	Yes
ING Bank Australia	A	Yes
BoQ	A-	No
Australian Military	BBB+	No
Bank of Us	BBB+	No
BankVIC	BBB+	No
Hume Bank	BBB+	No
P&N Bank	BBB+	No
Auswide	BBB	No
MyState Bank	BBB	No

Source: <https://www.marketforces.org.au/info/compare-bank-table/>

^^Reflects the exposure to Suncorp following the takeover by ANZ

Funding Fossil Fuel	Amount	Invested %	Wgt. Avg. Yield % p.a.
Yes	\$272,643,326	72%	3.39%
No	\$106,000,000	28%	4.74%
Total / Wgt. Avg.	\$378,643,326	100%	3.76%

**Transition to investments without major exposure to fossil fuels**

Council has not made a decision to divest from the current portfolio of investments which have exposure to fossil fuels. To do so would have unfavourable implications to the credit quality, rating and interest income forecasts.

However, where possible, and within the ministerial and policy guidelines, Council will continue to favour newly issued fossil fuel free investment products, providing it does not compromise the risk and return profile.

In time it is Council's intention to move to a more balanced portfolio which has less exposure to fossil fuels, providing it is prudent to do so.

What would be implications on our portfolio credit rating?

By adopting a free fossil fuel policy or an active divestment strategy, this would eliminate the major banks rated "AA-" as well as some other "A" rated banks (e.g. Macquarie and ING). Council would be left with a smaller sub-sector of banks to choose to invest with.

What would be risks and implications on Council's portfolio performance?

Some implications include:

- High concentration risk – limiting Council to a selected number of banks;
- Increased credit/counterparty risk;
- May lead to a reduction in performance (e.g. most of the senior FRN issuances are with the higher rated ADIs);
- Underperformance compared to other Councils which could result in a significant loss of income generated – could be in excess of hundreds of thousands or millions of dollars per annum.

It may actually be contrary to Council's primary objective to preserve capital as the investment portfolio's risk would increase (all things being equal). Council may not be maximising its returns – this is one of the primary objectives written in the Investment Policy.



Credit Quality

The portfolio remains diversified from a credit ratings perspective. The portfolio is mainly directed to the investment grade ADIs (BBB- or higher). There is high capacity to invest in the higher rated ADIs (A or higher).

There remains high capacity to invest with the "BBB" rated ADIs (~\$36m remaining as at the reporting date) following the recent ratings upgrade for BoQ (moved up from BBB to A category range). From a ratings perspective, the "BBB" rated banks still generally dominate the number of ADIs issuing deposits within the investment grade space. There has been some signs of appetite growing in the wholesale deposit market as additional lower rated ("BBB" and unrated) ADIs have come to market to raise 'new' money.

Over coming years, we may start to see a more 'normalised' environment where the lower rated banks start to offer higher rates compared to the higher rated banks as the competition for deposits grow. As more of these banks become more competitive for funds, Council may look to allocate additional funds amongst this sector, particularly with those ADIs that are not lending to the Fossil Fuel industry i.e. the more 'ethical' banks.

If there are any attractive deposits being offered in the "BBB" rated sector, we will inform Council to take advantage and invest accordingly. All ratings categories are within the current Policy limits:

Compliant	Credit Rating	Invested (\$)	Invested (%)	Max. Limit (%)	Available (\$)
✓	AA Category	\$151,643,326	40.05%	100%	\$227,000,000
✓	A Category	\$131,000,000	34.60%	60%	\$96,185,996
✓	BBB Category	\$96,000,000	25.35%	35%	\$36,525,164
✓	Unrated ADIs	\$0	0.00%	5%	\$18,932,166
		\$378,643,326	100.00%		



Performance

Council's performance for the period ending February 2025 is summarised as follows:

Performance (Actual)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.31%	1.04%	2.12%	2.86%	4.33%	4.21%	3.40%
AusBond Bank Bill Index	0.34%	1.10%	2.21%	2.98%	4.48%	4.29%	3.44%
Council's T/D Portfolio	0.29%	0.91%	1.78%	2.35%	3.46%	3.16%	2.70%
Council's Bond Portfolio	0.10%	0.32%	0.62%	0.82%	1.22%	1.21%	1.21%
Council's Portfolio [^]	0.29%	0.89%	1.72%	2.28%	3.35%	3.07%	2.64%
Rel. Performance	-0.05%	-0.22%	-0.49%	-0.70%	-1.13%	-1.22%	-0.80%

[^]Total portfolio performance excludes Council's cash account holdings.

Performance (% p.a.)	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	3.70%	4.18%	4.24%	4.32%	4.33%	4.21%	3.40%
AusBond Bank Bill Index	4.51%	4.54%	4.51%	4.51%	4.48%	4.29%	3.44%
Council's T/D Portfolio	3.89%	3.75%	3.62%	3.56%	3.46%	3.16%	2.70%
Council's Bond Portfolio	1.35%	1.30%	1.25%	1.24%	1.22%	1.21%	1.21%
Council's Portfolio [^]	3.78%	3.64%	3.51%	3.44%	3.35%	3.07%	2.64%
Rel. Performance	-0.73%	-0.90%	-1.00%	-1.07%	-1.13%	-1.22%	-0.80%

[^]Total portfolio performance excludes Council's cash account holdings.

For the month ending February 2025, the total portfolio (excluding cash) provided a solid return of +0.29% (actual) or +3.78% p.a. (annualised), underperforming the benchmark AusBond Bank Bill Index return of +0.34% (actual) or +4.51% p.a. (annualised). The relative 'underperformance' over the past few years has been due to the unexpected aggressive rate hikes undertaken by the RBA following the pandemic period to temper inflation. Whilst this 'underperformance' may continue in the short-term, we do anticipate this to be fairly temporary after the RBA begun its easing cycle in February 2025. Council should also remind itself it has consistently 'outperformed' over longer-term time periods as demonstrated by the longer-term returns of the overall investment portfolio.

We are pleased that PMHC remains amongst the best performing Councils in the state of NSW where deposits are concerned over longer-term periods (+5yrs). We have been pro-active in our advice about protecting interest income by strategically maintaining a slightly longer duration position. Council has reaped the benefits during the pandemic period (and historically). The portfolio should outperform by undertaking a similar strategy in the long-run.



Recommendations for Council

Term Deposits

As of February 2025, Council's **deposit** portfolio was yielding 3.81% p.a. (up 7bp from the end of the previous month), with a weighted average duration of ~1.15 years. Where possible, we recommend Council maintains this weighted average duration to optimise returns in the long run.

Please refer to the section below for further details on the Term Deposit market.

Securities

Primary (new) Senior **FRNs** (with maturities between 3–5 years) continue to be appealing (particularly for those investors with portfolios skewed towards fixed assets) and should be considered on a case by case scenario. On a historical basis, they are starting to become 'expensive' as the 5yr senior major bank margin heads towards +80bp. Please refer to the section below for further details on the FRN market.

Council's Senior Fixed Bonds

During September 2021, Council placed parcels in NTTC (AA-) fixed bonds as follows:

Investment Date	Maturity Date	Principal	Rate % p.a. [^]	Remaining Term (Yrs)	Interest Paid
14/09/2021	15/12/2025	\$5,000,000	1.10%	0.79	Annually
02/09/2021	15/12/2026	\$5,000,000	1.40%	1.79	Annually
07/09/2021	15/12/2026	\$5,000,000	1.40%	1.79	Annually
Totals / Wgt. Avg.		\$15,000,000	1.30%	1.46	

[^]Council received the full rebated commission of 0.25% (plus GST) on the face value of investment on all these parcels (currently totalling \$55,000).

We believe these investments were prudent at the time of investment, especially after the rate cut delivered in early November 2020 and the RBA's forward guidance on official interest rates (no rate rises 'until at least 2024').

The NTTC bonds are a 'retail' offering and not 'wholesale' issuances. Given the lack of liquidity and high penalty costs if they were to be sold/redeemed prior to the maturity date, they are considered to be a hold-to-maturity investment and will be marked at par value (\$100.00) throughout the term of investment.



Term Deposit Market Review

Current Term Deposits Rates

As at the end of February, we see value in the following:

ADI	LT Credit Rating	Term	Rate % p.a.
ING Bank	A	5 years	4.82%
Hume Bank	BBB+	5 years	4.68%
Westpac	AA-	5 years	4.59%
ING Bank	A	4 years	4.70%
BoQ	A-	4 years	4.55%
Westpac	AA-	4 years	4.53%
Hume Bank	BBB+	4 years	4.52%
ING Bank	A	3 years	4.61%
Westpac	AA-	3 years	4.50%
BoQ	A-	3 years	4.50%
Hume Bank	BBB+	3 years	4.50%
ING Bank	A	2 years	4.60%
NAB	AA-	2 years	4.55%
Westpac	AA-	2 years	4.51%
BoQ	A-	2 years	4.50%

The above deposits are suitable for investors looking to maintain diversification and lock-in a slight premium compared to purely investing short-term.

For terms under 12 months, we believe the strongest value is currently being offered by the following ADIs (*we stress that rates are indicative, dependent on daily funding requirements and different for industry segments*):



ADI	LT Credit Rating	Term	Rate % p.a.
ICBC Sydney	A	12 months	4.74%
Westpac	AA-	12 months	4.70%
ING Bank	A	12 months	4.67%
NAB	AA-	12 months	4.65%
ICBC Sydney	A	9 months	4.72%
BankVIC	BBB+	9 months	4.70%
NAB	AA-	9 months	4.65%
ING Bank	A	9 months	4.63%
Bank of Sydney	Unrated	6 months	4.78%
BankVIC	BBB+	6 months	4.75%
NAB	AA-	6 months	4.70%
Westpac	AA-	6 months	4.66%
Bank of Sydney	Unrated	3 months	4.79%
NAB	AA-	3 months	4.70%

For those investors that do not require high levels of liquidity and can stagger their investments longer term, they will be rewarded over a longer-term cycle if they roll for an average min. term of 12 months, with a spread of investments out to 5 years (this is where we see current value). In a normal market environment (upward sloping yield curve), investors could earn over a cycle, on average, up to ¼-½% p.a. higher compared to those investors that entirely invest in short-dated deposits.

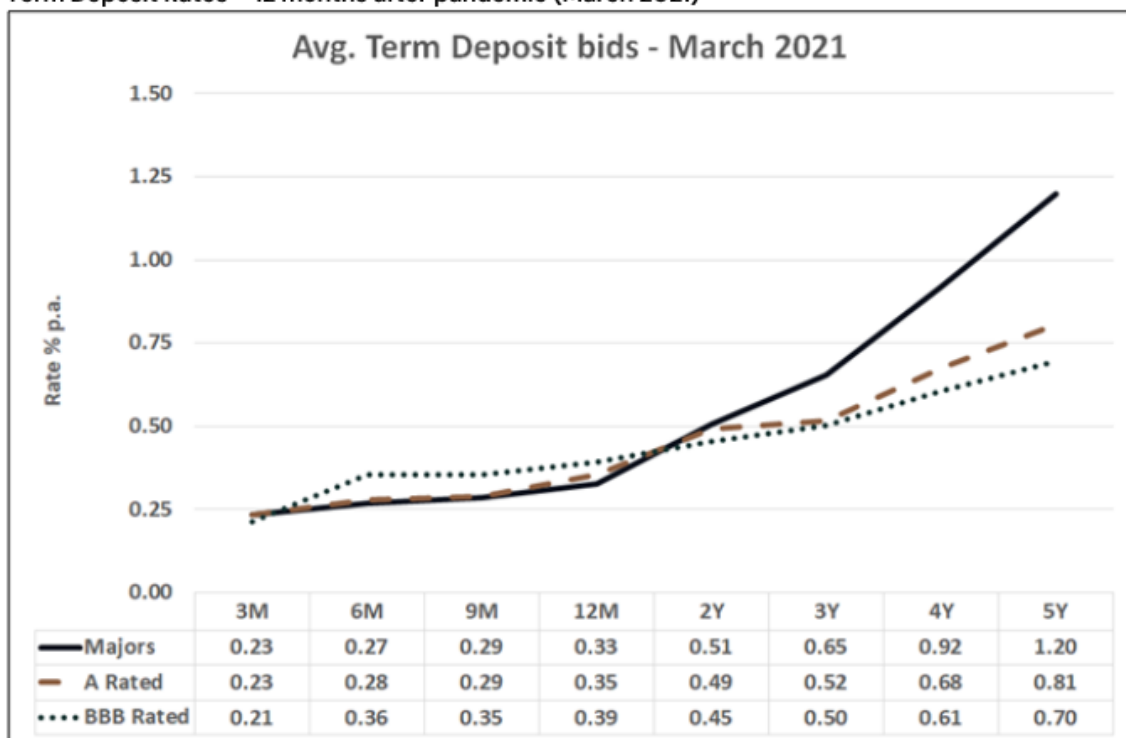
With additional rate cuts and a global economic downturn priced in over 2025, investors should consider allocating some longer-term surplus funds and undertake an insurance policy by investing across 1-5 year fixed deposits and locking in rates above 4½% p.a. This will provide some income protection if the RBA decides to continue cutting rates over 2025.



Term Deposits Analysis

Pre-pandemic (March 2020), a 'normal' marketplace meant the lower rated ADIs (i.e. BBB category) were offering higher rates on term deposits compared to the higher rated ADIs (i.e. A or AA rated). But due to the cheap funding available provided by the RBA via their Term Funding Facility (TFF) during mid-2020, allowing the ADIs to borrow as low as 0.10% p.a. fixed for 3 years, those lower rated ADIs (BBB rated) did not require deposit funding from the wholesale deposit. Given the higher rated banks had more capacity to lend (as they have a greater pool of mortgage borrowers), they subsequently were offering higher deposit rates. In fact, some of the lower rated banks were not even offering deposit rates at all. As a result, most investors placed a higher proportion of their deposit investments with the higher rated (A or AA) ADIs over the past three years.

Term Deposit Rates – 12 months after pandemic (March 2021)



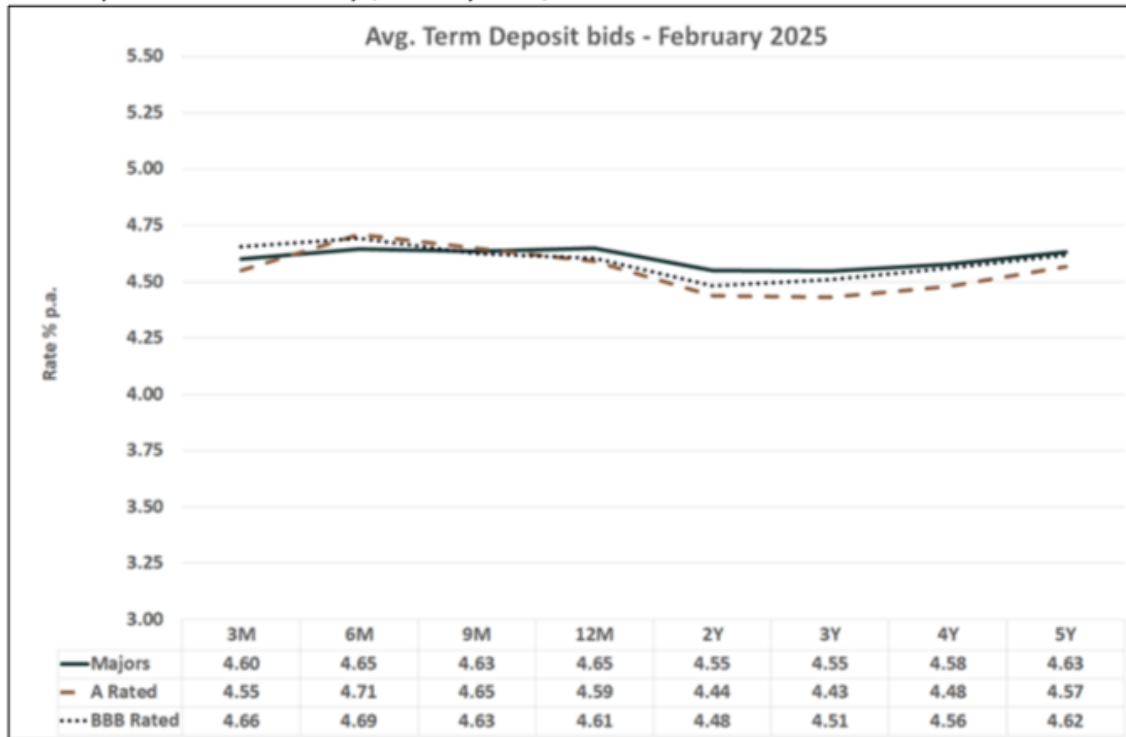
Source: Imperium Markets

The abnormal marketplace experienced during the pandemic is starting to reverse as the competition for deposits slowly increases, partially driven by the RBA's term funding facility coming to an end. In recent months, we have started to periodically see some of the lower rated ADIs ("A" and "BBB" rated) offering slightly higher rates compared to the domestic major banks ("AA" rated) on different parts of the curve (i.e. pre-pandemic environment). Some of this has been attributed to lags in adjusting their deposit rates as some banks (mainly the lower rated ADIs) simply set their rates for the week.



Going forward, investors should have a larger opportunity to invest a higher proportion of its funds with the lower rated institutions (up to Policy limits), from which the majority are not lending to the Fossil Fuel industry or considered 'ethical'. We are slowly seeing this trend emerge, although the major banks always seem to react more quickly than the rest of the market during periods of volatility:

Term Deposit Rates – Currently (February 2025)



Source: Imperium Markets

Financial Stability of the Banking (ADI) Sector

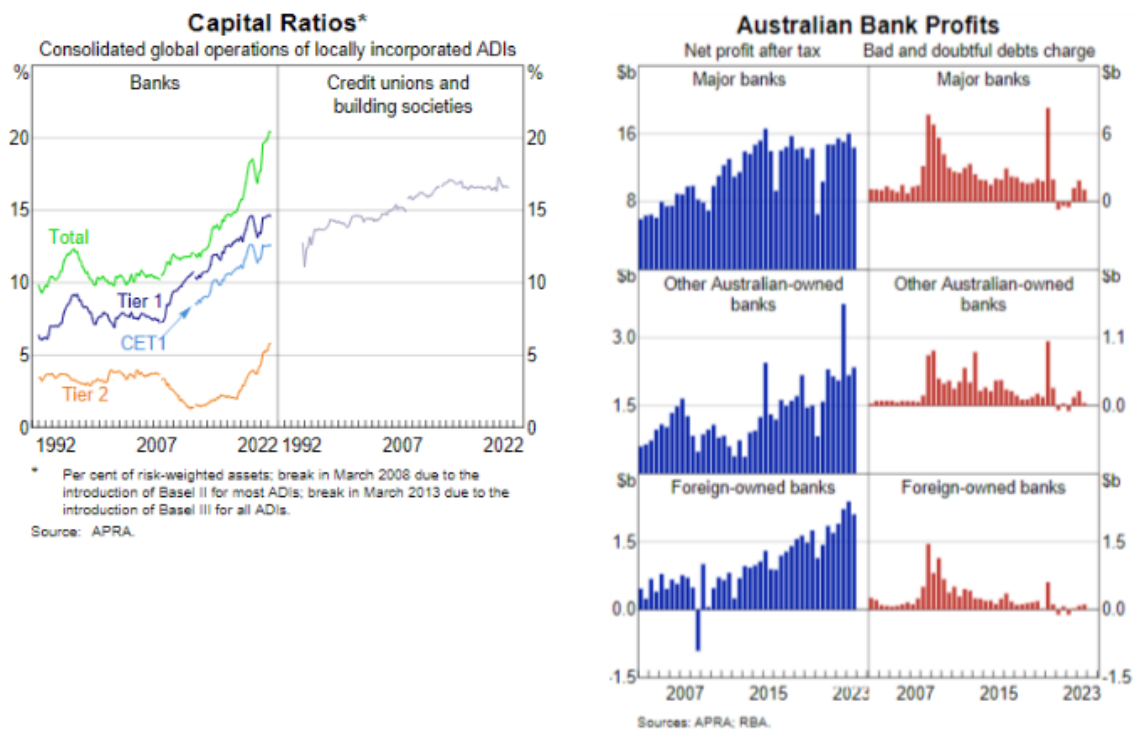
The RBA's latest Financial Stability report of 2024 reaffirms the strong balance sheet across the ADI sector. They noted that the risk of widespread financial stress remains limited due to the generally strong financial positions of most (individual) borrowers. Very few mortgage borrowers are in negative equity, limiting the impact on lenders (ADIs) in the event of default and supporting their ability to continue providing credit to the economy. Most businesses that have entered insolvency are small and have little debt, limiting the broader impact on the labour market and thus household incomes, and on the capital position of lenders (ADIs).

Australian banks (collectively the APRA regulated ADIs) have maintained prudent lending standards and are well positioned to continue supplying credit to the economy. A deterioration in economic conditions or temporary disruption to funding markets is unlikely to halt lending activity. Banks have anticipated an



increase in loan arrears and have capital and liquidity buffers well above regulatory requirements (see *Capita Ratios chart below*). APRA's mandate is to "protect depositors" and provide "financial stability".

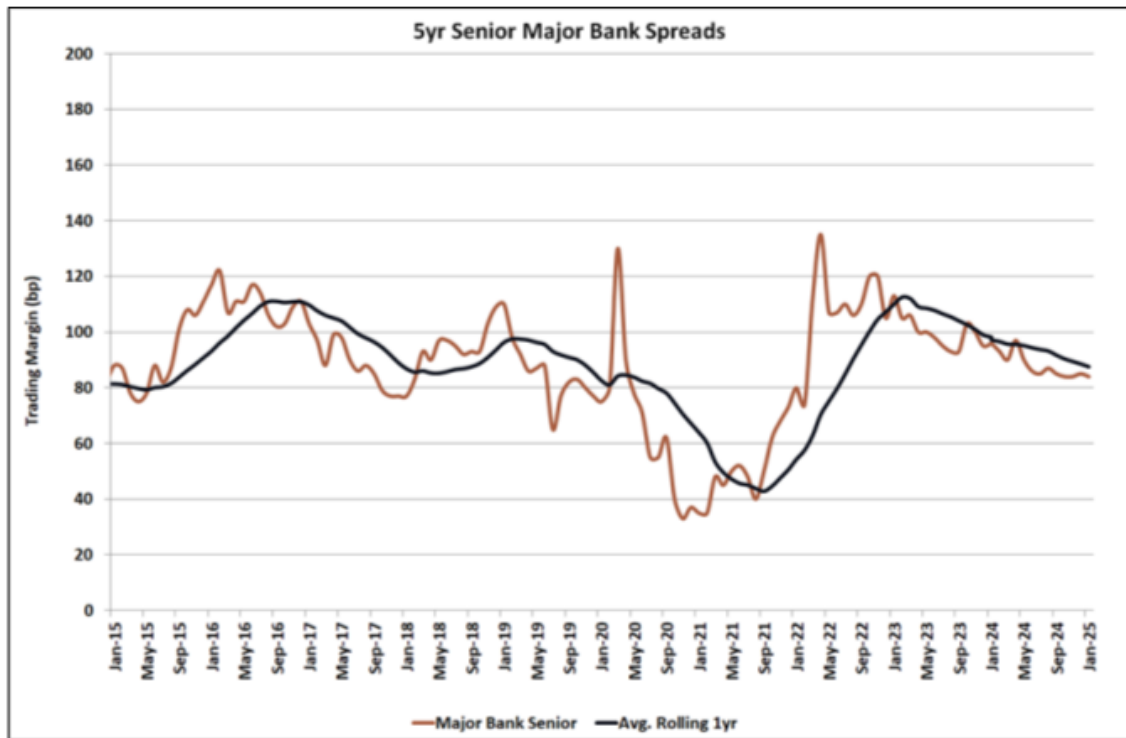
Over the past two decades, both domestic and international banks continue to operate and demonstrate high levels of profitability (see *Australian Bank Profits chart below*), which also includes two stress-test environments being the GFC (September 2008) and the COVID pandemic (March 2020):





Senior FRNs Market Review

Over February, amongst the senior major bank FRNs, physical credit securities tightened by up to 5bp at the longer-end of the curve. During the month, ANZ (AA-) issued a dual 3 and 5 year senior security +68bp and +81bp respectively. Long-term major bank senior securities are approaching the 'expensive' territory especially if the 5yr margin tightens towards +80bp.



Source: IBS Capital

Outside of ANZ (AA-), there was a few more notable primary deals:

- Rabobank (A+) 2½ and 5 year senior FRN at +65bp and +85bp respectively
- Mizuho (A) 3¼ year senior FRN at +72bp
- United Overseas Bank (AA-) 3 year senior FRN at +65bp
- MUFG (A) 3 year senior FRN at +67bp

Amongst the "A" and "BBB" rated sectors, the securities tightened by around 3–5bp at the longer-end of the curve. Overall, credit securities remain fair value on a historical basis without being overly exciting. FRNs will continue to play a role in investors' portfolios mainly based on their liquidity and the ability to roll down the curve and gross up returns over ensuing years (in a relatively stable credit environment), whilst also providing some diversification to those investors skewed towards fixed assets.



Senior FRNs (ADIs)	28/02/2025	31/01/2025
"AA" rated – 5yrs	+81bp	+84bp
"AA" rated – 3yrs	+65bp	+70bp
"A" rated – 5yrs	+90bp	+95bp
"A" rated – 3yrs	+72bp	+78bp
"BBB" rated – 3yrs	+115bp	+117bp

Source: IBS Capital

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

- On or before mid-2027 for the "AA" rated ADIs (domestic major banks);
- On or before mid-2026 for the "A" rated ADIs; and
- Within 6-9 months for the "BBB" rated ADIs (consider case by case).

Investors holding onto the above senior FRNs ('benchmark' issues only) in their last few years are now generally holding sub optimal investments and are not maximising returns by foregoing realised capital gains. In the current challenging economic environment, any boost in overall returns should be locked in when it is advantageous to do so, particularly as switch opportunities become available.



Senior Fixed Bonds – ADIs (Secondary Market)

With global inflation remaining elevated by historical standards, this has seen a lift in longer-term bond yields over the past 3 years (valuations have fallen) as markets have reacted sharply.

This has resulted in some opportunities in the secondary market. We currently see value in the following fixed bond lines, with the some now being marked at a significant discount to par (please note supply in the secondary market may be limited on any day):

ISIN	Issuer	Rating	Capital Structure	Maturity Date	~Remain. Term (yrs)	Fixed Coupon	Indicative Yield
AU3CB0278174	UBS	A+	Senior	26/02/2026	1.00	1.10%	4.41%
AU3CB0280030	BoQ	A-	Senior	06/05/2026	1.19	1.40%	4.64%
AU3CB0299337	Bendigo	A-	Senior	15/05/2026	1.21	4.70%	4.52%
AU3CB0296168	BoQ	A-	Senior	27/01/2027	1.92	4.70%	4.68%



Economic Commentary

International Market

Risk markets experienced a downturn over February on the back of tariff uncertainty (led by the US) and ongoing geopolitics in the middle east.

Across equity markets, the US S&P 500 Index fell -1.42%, whilst the NASDAQ lost -3.97%. Europe's main indices bucked the trend, with gains in Germany's DAX (+3.77%), France's CAC (+2.03%) and UK's FTSE (+1.57%).

US President Trump postponed the tariff increases on Canada and Mexico to early April, whilst the 10% additional tariffs on China have gone ahead. Canada, Mexico and China have all said they would retaliate, while Trump's Executive Order also includes a clause that would allow the US to increase the scope of duties in the event of retaliation.

In the US, headline payrolls came in at 143k, below the 175k consensus. The unemployment rate fell 0.1% to 4.0% (consensus 4.1%). Headline US CPI grew at +0.5% m/m in January and the core ex-food and energy measure at +0.3% m/m. Rate cut expectations have been pared, with just 25bp of cuts now priced this year.

Canadian employment data was stronger than expected, with employment rising 76k vs 25k expected and the unemployment rate falling 0.1% to 6.6% (6.8% expected). Headline CPI was as expected at +1.9% y/y but core measures was around 0.2% higher than expected.

The Bank of England (BoE) cuts Bank Rate by 25bp to 4.50% as expected. The vote was 7:2 with 2 dissenters preferring a 50bp cut. The unemployment rate in the UK was steady at 4.4% compared to an expected pickup to 4.5%. UK January CPI rose to +3.0% from +2.5%, above the +2.8% expected.

The RBNZ cut rates by 50bp to 3.75%. Governor Orr said he anticipated the cash rate will be around 3.00% by year-end but that the Bank needs to be a bit more cautious depending on inflation prints (positioning 25bp cuts the remainder of this year).

Chinese CPI was +0.5% vs +0.4% expected. The core measure rose to +0.6% from +0.4%, its fourth straight rise.

The MSCI World ex-Aus Index fell -0.75% for the month of February:

Index	1m	3m	1yr	3yr	5yr	10yr
S&P 500 Index	-1.42%	-1.29%	+16.84%	+10.83%	+15.05%	+10.96%
MSCI World ex-AUS	-0.75%	+2.67%	+14.29%	+8.67%	+12.36%	+8.11%
S&P ASX 200 Accum. Index	-3.79%	-2.56%	+9.94%	+9.24%	+8.87%	+7.51%

Source: S&P, MSCI



Domestic Market

The RBA cut rates by 25bp to 4.10% as widely expected. The post-Meeting Statement stated that “some of the upside risks to inflation appear to have eased and there are signs that disinflation might be occurring a little more quickly than earlier expected”. However, risks were seen as two sided and the post-meeting commentary was seen as hawkish – if policy is “eased too much too soon, disinflation could stall, and inflation would settle above the midpoint”.

The RBA’s trimmed mean inflation is now forecast to return to the 2–3% target band six months earlier, however it flatlines at 2.7% from mid-2025. The RBA also lowered its projection of the unemployment rate by 0.3%, seeing unemployment peaking at 4.2% in June-2025 from a prior peak of 4.5% by December 2025.

The January Monthly CPI Indicator printed close to consensus at +2.5% y/y vs. +2.6% expected. The monthly core measures of inflation came in largely as expected at +2.8%–2.9% y/y.

The wage price index (WPI) rose +0.7% q/q in Q4 and +3.2% y/y. The consensus and RBA forecasts were for +0.8%/+3.2%. Wages growth has moderated substantially from its peak of +4.2% y/y over 2023 as the labour market has rebalanced.

The seasonally adjusted unemployment rate rose by 0.1% to 4.1% in January. Employment rose +44k, following a bump of +56k a month prior.

Retail sales in December was strong, falling just –0.1% m/m in December (consensus –0.7% m/m).

The Australian dollar fell around –0.18%, finishing the month at US62.14 cents (from US62.25 cents the previous month).

Credit Market

The global credit indices remained relatively flat during the month. They remain near the levels seen in early 2022 (prior to the rate hike cycle from most central banks):

Index	February 2025	January 2025
CDX North American 5yr CDS	50bp	48bp
iTraxx Europe 5yr CDS	53bp	53bp
iTraxx Australia 5yr CDS	65bp	66bp

Source: Markit



Fixed Interest Review

Benchmark Index Returns

Index	February 2025	January 2025
Bloomberg AusBond Bank Bill Index (0+YR)	+0.34%	+0.38%
Bloomberg AusBond Composite Bond Index (0+YR)	+0.93%	+0.19%
Bloomberg AusBond Credit FRN Index (0+YR)	+0.47%	+0.47%
Bloomberg AusBond Credit Index (0+YR)	+0.79%	+0.44%
Bloomberg AusBond Treasury Index (0+YR)	+0.90%	+0.14%
Bloomberg AusBond Inflation Gov't Index (0+YR)	+0.72%	-0.23%

Source: Bloomberg

Other Key Rates

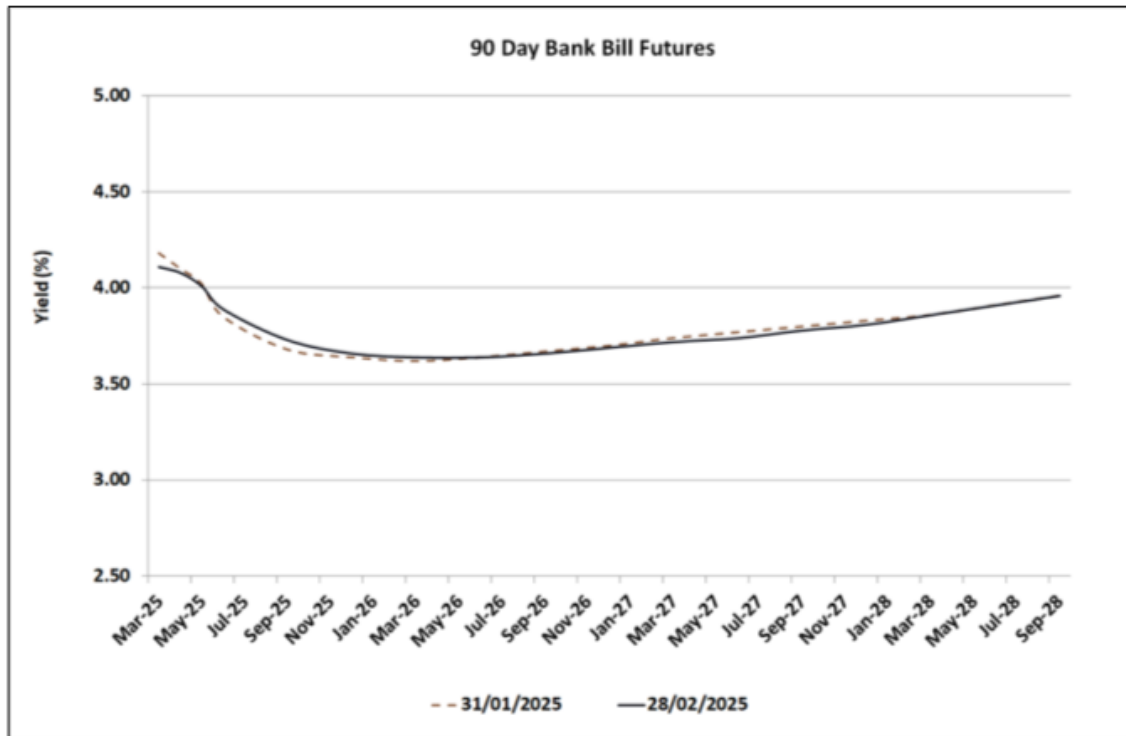
Index	February 2025	January 2025
RBA Official Cash Rate	4.10%	4.35%
90 Day (3 month) BBSW Rate	4.12%	4.25%
3yr Australian Government Bonds	3.75%	3.80%
10yr Australian Government Bonds	4.30%	4.43%
US Fed Funds Rate	4.25%-4.50%	4.25%-4.50%
2yr US Treasury Bonds	3.99%	4.22%
10yr US Treasury Bonds	4.24%	4.58%

Source: RBA, ASX, US Department of Treasury



90 Day Bill Futures

Bill futures remained relatively flat this month after the RBA delivered its first rate cut and downplayed expectations of the markets timing of additional rate cuts:



Source: ASX

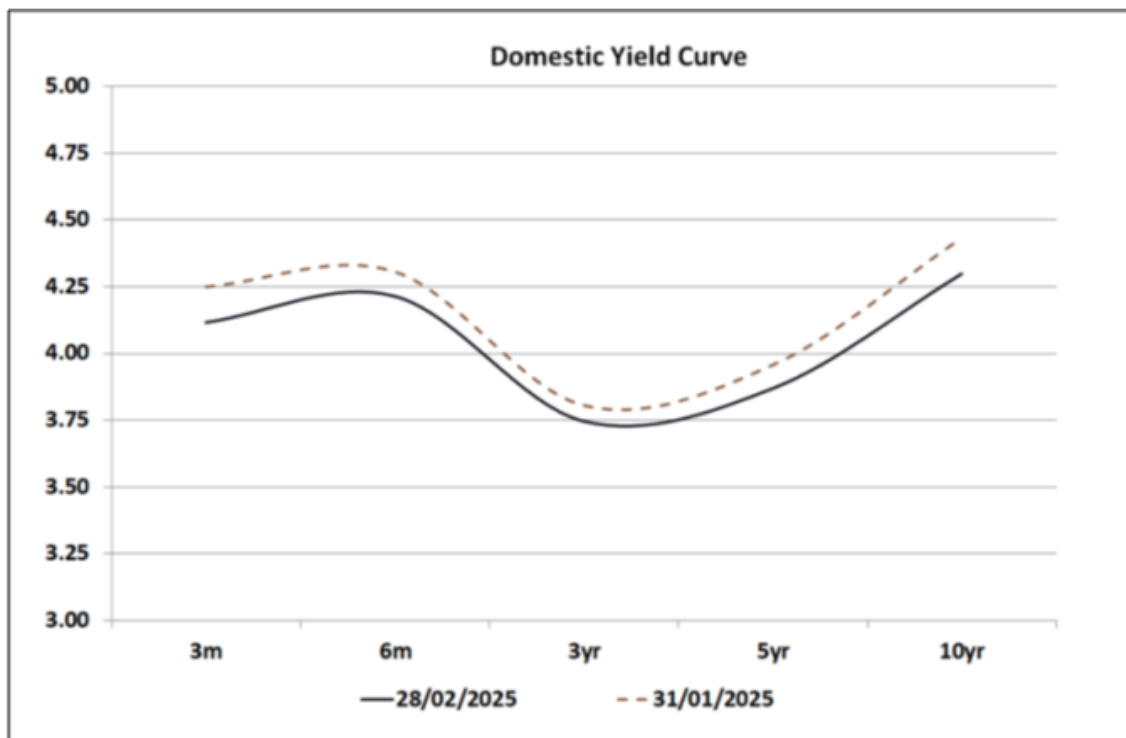


Fixed Interest Outlook

US Fed Chair Powell's recently confirmed the Fed is going to be much more cautious in 2025 and they *"do not need to be in a hurry to adjust our policy stance"*, reflective of sticky inflation combined with President-elect Trump's proposed economic policies (which is expected to exacerbate price pressures). The futures market is now only pricing in two rate cuts in the US over 2025.

Domestically, RBA Governor Bullock reinforced the hawkish framing after their first cut. She explicitly pushed back on the additional 50bp of rate cuts underpinning their forecasts given they only forecast trimmed mean CPI flatlining at 2.70% from mid-2025. The Governor said, *"the board needs more evidence that inflation is continuing to decline before making decisions about the future path of interest rates"*. She noted the RBA wants to see easing wage costs, disinflation in market services and housing inflation continuing to ease.

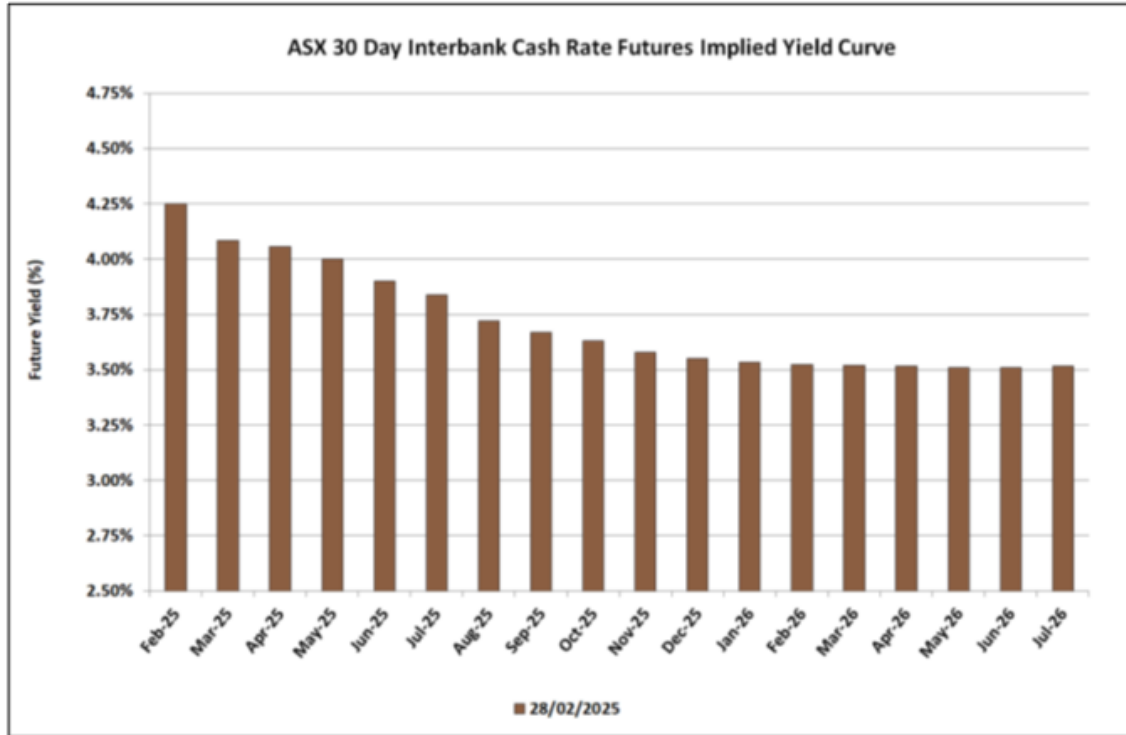
Yields remained fell up to 13bp across the short and long-end of the curve, adjusting to the RBA's first rate cut.



Source: ASX, RBA



Financial markets continue to price in up to two additional rate cuts in 2025, despite Governor Bullock's jawboning against such expectations:



Source: ASX

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Investment Report

01/02/2025 to 28/02/2025



Portfolio Valuation as at 28/02/2025

Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/03/2022	03/03/2025	2.3000	4,000,000.00	4,000,000.00	91,243.84	7,057.53
NAB	AA-	TD	GENERAL	Annual	02/03/2021	03/03/2025	0.9500	4,000,000.00	4,000,000.00	37,687.67	2,915.07
Suncorp Bank	AA-	TD	GENERAL	Annual	05/03/2024	05/03/2025	5.1600	5,000,000.00	5,000,000.00	255,172.60	19,791.78
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	10/03/2023	10/03/2025	5.1000	3,000,000.00	3,000,000.00	148,808.22	11,736.99
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	10/03/2023	10/03/2025	5.1000	4,000,000.00	4,000,000.00	198,410.96	15,649.32
P&N Bank	BBB+	TD	GENERAL	Annual	15/03/2022	17/03/2025	2.4600	3,000,000.00	3,000,000.00	70,969.32	5,661.37
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	23/03/2023	24/03/2025	4.5500	4,000,000.00	4,000,000.00	170,032.88	13,961.64
P&N Bank	BBB+	TD	GENERAL	Annual	28/03/2022	28/03/2025	2.9000	5,000,000.00	5,000,000.00	134,273.97	11,123.29
Auswide Bank	BBB	TD	GENERAL	Annual	04/04/2023	04/04/2025	4.9000	4,000,000.00	4,000,000.00	177,742.47	15,035.62
Suncorp Bank	AA-	TD	GENERAL	At Maturity	12/06/2024	14/04/2025	5.2200	5,000,000.00	5,000,000.00	187,347.95	20,021.92
Hume Bank	BBB+	TD	GENERAL	Annual	28/04/2023	28/04/2025	4.7000	3,000,000.00	3,000,000.00	118,208.22	10,816.44
NAB	AA-	TD	GENERAL	Annual	29/04/2024	29/04/2025	5.3000	5,000,000.00	5,000,000.00	222,164.38	20,328.77
Bank of Us	BBB+	TD	GENERAL	At Maturity	12/06/2024	12/05/2025	5.2300	5,000,000.00	5,000,000.00	187,706.85	20,060.27
Suncorp Bank	AA-	TD	GENERAL	At Maturity	19/06/2024	19/05/2025	5.2900	4,000,000.00	4,000,000.00	147,830.14	16,232.33
Bank of Us	BBB+	TD	GENERAL	Annual	20/05/2024	20/05/2025	5.3000	2,500,000.00	2,500,000.00	103,458.90	10,164.38
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	29/05/2024	29/05/2025	5.2700	5,000,000.00	5,000,000.00	199,249.32	20,213.70



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	03/06/2024	03/06/2025	5.3100	5,000,000.00	5,000,000.00	197,124.66	20,367.12
P&N Bank	BBB+	TD	GENERAL	At Maturity	12/06/2024	12/06/2025	5.3300	5,000,000.00	5,000,000.00	191,295.89	20,443.84
ICBC Sydney Branch	A	TD	GENERAL	Annual	18/06/2020	18/06/2025	1.7500	2,000,000.00	2,000,000.00	24,547.95	2,684.93
Suncorp Bank	AA-	TD	GENERAL	At Maturity	19/06/2024	19/06/2025	5.2900	4,000,000.00	4,000,000.00	147,830.14	16,232.33
NAB	AA-	TD	GENERAL	Annual	26/07/2021	28/07/2025	1.0000	5,000,000.00	5,000,000.00	29,863.01	3,835.62
Hume Bank	BBB+	TD	GENERAL	Annual	13/08/2024	13/08/2025	5.0400	4,000,000.00	4,000,000.00	110,465.75	15,465.21
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	16/08/2023	18/08/2025	5.2100	5,000,000.00	5,000,000.00	140,598.63	19,983.56
ICBC Sydney Branch	A	TD	GENERAL	Annual	16/08/2022	18/08/2025	4.4200	4,000,000.00	4,000,000.00	95,423.56	13,562.74
Westpac	AA-	TD	LOCAL BRANCH	At Maturity	21/08/2024	21/08/2025	4.2500	20,000.00	20,000.00	447.12	65.21
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/09/2021	02/09/2025	1.2000	5,000,000.00	5,000,000.00	29,589.04	4,602.74
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	05/09/2023	05/09/2025	5.0500	5,000,000.00	5,000,000.00	122,445.21	19,369.86
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	12/09/2023	12/09/2025	5.0000	5,000,000.00	5,000,000.00	116,438.36	19,178.08
P&N Bank	BBB+	TD	GENERAL	Annual	13/09/2022	15/09/2025	4.6500	4,000,000.00	4,000,000.00	86,120.55	14,268.49
NAB	AA-	TD	GENERAL	Annual	19/09/2023	19/09/2025	5.0800	5,000,000.00	5,000,000.00	113,430.14	19,484.93
P&N Bank	BBB+	TD	GENERAL	Annual	19/09/2022	19/09/2025	4.6500	5,000,000.00	5,000,000.00	103,828.77	17,835.62
ICBC Sydney Branch	A	TD	GENERAL	Annual	10/10/2022	10/10/2025	4.8400	3,000,000.00	3,000,000.00	56,488.77	11,138.63



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ICBC Sydney Branch	A	TD	GENERAL	Annual	16/10/2020	16/10/2025	1.2000	5,000,000.00	5,000,000.00	22,356.16	4,602.74
Westpac	AA-	TD	LOCAL BRANCH	At Maturity	07/11/2024	07/11/2025	4.0000	56,760.00	56,760.00	709.11	174.17
ICBC Sydney Branch	A	TD	GENERAL	Annual	12/11/2024	12/11/2025	5.2000	4,000,000.00	4,000,000.00	62,115.07	15,956.16
ICBC Sydney Branch	A	TD	GENERAL	Annual	17/11/2020	17/11/2025	1.3000	6,500,000.00	6,500,000.00	23,845.21	6,482.19
NAB	AA-	TD	GENERAL	Annual	17/11/2020	17/11/2025	0.8500	3,500,000.00	3,500,000.00	8,395.21	2,282.19
ICBC Sydney Branch	A	TD	GENERAL	Annual	03/12/2020	03/12/2025	1.2000	5,000,000.00	5,000,000.00	14,465.75	4,602.74
MyState Bank	BBB	TD	GENERAL	Annual	04/12/2024	04/12/2025	5.1500	5,000,000.00	5,000,000.00	61,376.71	19,753.42
BankVic	BBB+	TD	GENERAL	Annual	05/12/2023	05/12/2025	5.3500	5,000,000.00	5,000,000.00	63,027.40	20,520.55
P&N Bank	BBB+	TD	GENERAL	Annual	05/12/2022	05/12/2025	4.6500	5,000,000.00	5,000,000.00	54,780.82	17,835.62
ICBC Sydney Branch	A	TD	GENERAL	Annual	07/12/2020	08/12/2025	1.2000	5,000,000.00	5,000,000.00	13,479.45	4,602.74
NAB	AA-	TD	GENERAL	Annual	07/12/2020	08/12/2025	0.9000	5,000,000.00	5,000,000.00	10,109.59	3,452.05
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	14/09/2021	15/12/2025	1.1000	5,000,000.00	5,000,000.00	11,301.37	4,219.18
NAB	AA-	TD	GENERAL	Annual	29/01/2021	29/01/2026	0.9100	4,000,000.00	4,000,000.00	3,091.51	2,792.33
ICBC Sydney Branch	A	TD	GENERAL	Annual	17/02/2025	17/02/2026	4.8600	2,000,000.00	2,000,000.00	3,195.62	3,195.62
NAB	AA-	TD	GENERAL	Annual	02/03/2021	02/03/2026	1.2100	4,000,000.00	4,000,000.00	48,002.19	3,712.88
Suncorp Bank	AA-	TD	GENERAL	Annual	05/03/2024	05/03/2026	4.9000	5,000,000.00	5,000,000.00	242,315.07	18,794.52
Westpac	AA-	TD	GENERAL	Quarterly	09/03/2021	09/03/2026	1.2500	5,000,000.00	5,000,000.00	14,041.10	4,794.52



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
NAB	AA-	TD	GENERAL	Annual	16/03/2021	16/03/2026	1.2500	5,000,000.00	5,000,000.00	59,589.04	4,794.52
BankVic	BBB+	TD	GENERAL	Annual	03/04/2024	07/04/2026	4.9500	3,500,000.00	3,500,000.00	157,586.30	13,290.41
Auswide Bank	BBB	TD	GENERAL	Annual	04/04/2023	07/04/2026	4.9000	3,000,000.00	3,000,000.00	133,306.85	11,276.71
Bank of Us	BBB+	TD	GENERAL	Annual	20/05/2024	20/05/2026	5.1200	2,500,000.00	2,500,000.00	99,945.21	9,819.18
NAB	AA-	TD	GENERAL	Annual	26/05/2021	26/05/2026	1.2500	5,000,000.00	5,000,000.00	47,602.74	4,794.52
ICBC Sydney Branch	A	TD	GENERAL	Annual	02/06/2021	02/06/2026	1.4000	2,500,000.00	2,500,000.00	25,986.30	2,684.93
NAB	AA-	TD	GENERAL	Annual	02/06/2021	02/06/2026	1.3000	2,500,000.00	2,500,000.00	24,130.14	2,493.15
Australian Military Bank	BBB+	TD	GENERAL	Annual	03/06/2024	03/06/2026	5.2500	5,000,000.00	5,000,000.00	194,897.26	20,136.99
Westpac	AA-	TD	GENERAL	Quarterly	23/06/2021	23/06/2026	1.3200	5,000,000.00	5,000,000.00	12,295.89	5,063.01
Westpac	AA-	TD	GENERAL	Quarterly	23/06/2021	23/06/2026	1.3200	5,000,000.00	5,000,000.00	12,295.89	5,063.01
NAB	AA-	TD	GENERAL	Annual	26/07/2021	27/07/2026	1.2000	5,000,000.00	5,000,000.00	35,835.62	4,602.74
ICBC Sydney Branch	A	TD	GENERAL	Annual	28/07/2021	28/07/2026	1.3200	2,000,000.00	2,000,000.00	15,550.68	2,025.21
Bank of Us	BBB+	TD	GENERAL	Annual	13/08/2024	13/08/2026	4.8500	4,000,000.00	4,000,000.00	106,301.37	14,882.19
Australian Military Bank	BBB+	TD	GENERAL	Annual	20/08/2024	20/08/2026	4.7100	5,000,000.00	5,000,000.00	124,524.66	18,065.75
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	04/09/2024	04/09/2026	4.6300	2,500,000.00	2,500,000.00	56,447.95	8,879.45
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	05/09/2023	07/09/2026	5.0000	5,000,000.00	5,000,000.00	121,232.88	19,178.08
NAB	AA-	TD	GENERAL	Annual	23/09/2021	23/09/2026	1.2000	5,000,000.00	5,000,000.00	26,136.99	4,602.74



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
BankVic	BBB+	TD	GENERAL	Annual	11/10/2024	12/10/2026	4.6900	4,000,000.00	4,000,000.00	72,470.14	14,391.23
Suncorp Bank	AA-	TD	GENERAL	Annual	12/11/2024	12/11/2026	4.9200	4,000,000.00	4,000,000.00	58,770.41	15,096.99
BOQ	A-	TD	GENERAL	Annual	04/12/2024	04/12/2026	4.8000	5,000,000.00	5,000,000.00	57,205.48	18,410.96
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	07/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	14,575.34	5,369.86
Northern Territory Treasury	AA-	BOND	GENERAL	Semi-Annual	02/09/2021	15/12/2026	1.4000	5,000,000.00	5,000,000.00	14,575.34	5,369.86
Australian Military Bank	BBB+	TD	GENERAL	Annual	10/02/2025	10/02/2027	4.7100	5,000,000.00	5,000,000.00	12,258.90	12,258.90
BankVic	BBB+	TD	GENERAL	Annual	03/04/2024	05/04/2027	4.8500	3,500,000.00	3,500,000.00	154,402.74	13,021.92
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	29/05/2024	31/05/2027	5.1200	5,000,000.00	5,000,000.00	193,578.08	19,638.36
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	03/06/2024	03/06/2027	5.2000	5,000,000.00	5,000,000.00	193,041.10	19,945.21
Suncorp Bank	AA-	TD	GENERAL	Annual	11/10/2024	11/10/2027	4.6000	4,000,000.00	4,000,000.00	71,079.45	14,115.07
Australian Military Bank	BBB+	TD	GENERAL	Annual	10/02/2025	10/02/2028	4.7300	5,000,000.00	5,000,000.00	12,310.96	12,310.96
Westpac	AA-	TD	GENERAL	Quarterly	17/02/2025	17/02/2028	4.6500	4,000,000.00	4,000,000.00	6,115.07	6,115.07
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	03/06/2024	05/06/2028	5.2600	5,000,000.00	5,000,000.00	195,268.49	20,175.34
BOQ	A-	TD	GENERAL	Annual	17/09/2024	18/09/2028	4.4500	5,000,000.00	5,000,000.00	100,582.19	17,068.49
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	28/02/2024	28/02/2029	5.1300	5,000,000.00	5,000,000.00	702.74	702.74
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	04/09/2024	04/09/2029	4.6700	2,500,000.00	2,500,000.00	56,935.62	8,956.16



Issuer	Rating	Type	Allocation	Interest Paid	Purchase Date	Maturity Date	Rate (%)	Capital Value (\$)	Face Value (\$)	Accrued (\$)	Accrued MTD (\$)
ING Bank (Australia) Ltd	A	TD	GENERAL	Annual	17/09/2024	17/09/2029	4.5900	5,000,000.00	5,000,000.00	103,746.58	17,605.48
Westpac	AA-	TD	GENERAL	Quarterly	17/02/2025	18/02/2030	4.7500	4,000,000.00	4,000,000.00	6,246.58	6,246.58
Westpac	AA-	CASH	GENERAL	Monthly	28/02/2025	28/02/2025	4.6000	24,566,566.47	24,566,566.47	86,400.86	86,400.86
TOTALS								378,643,326.47	378,643,326.47	7,336,784.36	1,041,915.58

Loan Repayments for Financial Year 2024/2025

Loan #	Purpose	Year Drawdown	Term of Loan	Interest Rate	Original Balance	Outstanding Balance as at 01/07/2024	Repayments due for 6mths ending 31/12/2024		Repayments due for 6mths ending 30/06/2025	
							Principal	Interest	Principal	Interest
2015.1	Hastings River Drive (LIRS)	2015	10yrs	3.780%	\$5,600,000	\$658,966	\$326,226	\$12,627	\$332,740	\$6,286
2015.2	General - Roadworks	2015	10yrs	3.780%	\$800,000	\$94,138	\$46,604	\$1,804	\$47,534	\$898
2015.3	General - Stormwater Remediation	2015	10yrs	3.780%	\$200,000	\$23,534	\$11,651	\$451	\$11,884	\$224
2015.5	Stingray Creek Bridge (LIRS)	2015	10yrs	3.780%	\$8,600,000	\$1,011,983	\$500,990	\$19,391	\$510,993	\$9,653
2016.1	Waste Management - Kew Transfer Stn	2016	10yrs	3.440%	\$1,500,000	\$342,342	\$83,419	\$5,872	\$84,850	\$4,441
2016.8 LR	Stormwater	2016	10yrs	3.270%	\$1,730,000	\$394,835	\$96,210	\$6,773	\$97,860	\$5,122
2018.1	Bridge Replacement	2018	10yrs	3.930%	\$3,350,000	\$1,498,546	\$174,871	\$29,366	\$178,297	\$25,939
2018.2	Stormwater Renewal	2018	10yrs	3.930%	\$1,000,000	\$447,327	\$52,200	\$8,766	\$53,223	\$7,743
2018.3	Footpath Construction	2018	10yrs	3.930%	\$500,000	\$223,664	\$26,100	\$4,383	\$26,612	\$3,871
2020.2	Roadworks	2020	10yrs	2.120%	\$2,252,500	\$1,408,235	\$110,622	\$14,968	\$111,948	\$13,642
2020.3	Natural Resource - Various	2020	10yrs	2.120%	\$147,500	\$92,215	\$7,244	\$980	\$7,331	\$893
2021.1	Regional Sporting Complex Construction	2021	10yrs	2.150%	\$1,500,000	\$1,083,175	\$72,108	\$11,644	\$72,883	\$10,869
2021.2	Timber Brides Renewals and Repairs	2021	10yrs	2.150%	\$1,200,000	\$866,733	\$57,646	\$9,375	\$58,484	\$8,537
2023.1	Purchase Tuffins Lane	2023	10yrs	6.230%	\$1,375,000	\$1,237,500	\$68,750	\$38,656	\$68,750	\$34,743
2023.2	Airport Parallel Taxiway	2023	10yrs	6.230%	\$3,620,000	\$3,258,000	\$181,000	\$101,770	\$181,000	\$91,469
2016.6 LR	Glasshouse	2016	8yrs	3.270%	\$11,035,000	\$736,871	\$736,871	\$694	\$0	\$0
2007.2	Glasshouse	2007	20yrs	6.270%	\$5,435,954	\$1,097,466	\$1,097,466	\$17,145	\$0	\$0
2007.3	Glasshouse	2007	20yrs	6.270%	\$10,873,801	\$2,193,311	\$2,193,311	\$34,296	\$0	\$0
2005.5	Glasshouse	2005	20yrs	6.030%	\$3,500,000	\$290,537	\$290,537	\$4,080	\$0	\$0
2017.1	Town Centre Master Plan	2017	10yrs	3.510%	\$3,425,000	\$1,155,537	\$1,155,537	\$5,000	\$0	\$0
Totals					\$67,644,755	\$18,114,915	\$7,289,360	\$328,041	\$1,844,389	\$224,330

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

Port Macquarie Athletics Track

The people whose names, addresses and signatures appear below, petition the Port Macquarie Hastings Council:

Our community needs an athletics track. We understand council has started some planning for an athletics track, to be positioned at Wayne Richards Park, where the current council depot resides, and as such, no works can commence until the depot is removed.

As per the council meeting of 16th June 2022 (item 11.16) 'Council has been reviewing options for our depots for a number of years, the need to move the depot has now become a critical path for not only ensure safe and efficient facilities for our staff to deliver operational services but also to facilitate the future expansion of sporting facilities in the Port Macquarie area.' Further to this, representatives from Little Athletics and the Senior Athletics club (Port Pacers) met with the mayor in late June 2022.

In May of 2023 council staff advised 'there is funding allocated in the Draft 2023/2024 Operational Plan for the design development of the next stage of Wayne Richards Park and the Athletics track is still part of the scope of the next stages of work. We do not currently have any funding past the development of the design but once the design is completed, we will seek grant funding and Council funding on the identified next stages of the new design.'

We the undersigned ask of council to provide:

1. Clarity about when the depot will be removed, and when building of the athletics track can commence
2. If the depot is to be relocated to land that needs rezoning, when is the rezoning expected to commence, and be completed
3. Does council have the necessary funds to build the new depot, and if not, are they actively sourcing funds for the build of the new depot, and when can we expect those funds to be ready for use
4. acknowledgement from council that the completion of the Wayne Richards sporting grounds is a council priority
5. acknowledgement from council that there are over 600 members of the combined juniors/seniors athletics clubs, with no year round, permanent, maintained facilities to accommodate them.
6. an update on the design development of the next stage of Wayne Richards Park.
7. Other suitable locations that could house an athletics track in the event that the removal of the council depot will remain stalled or in limbo.

Note to people signing this petition:

Please include your name, address and signature when signing the petition, to ensure the petition is able to be accepted by Council. Be aware your details could be public record should the petition form part of a council document.

Responses to this petition:

Please address responses to this petition to Laura Philp, 20 Widderson St Port Macquarie, 0402 358 408 liaulia@hotmail.com

No.	First Name & Last Name	Street Address & Suburb	Signature
1.	HONG CHAI	6A CLIPSTONE CLOSE, PMQ	[Signature]
2.	KATE WRIGHT	7 RESERVOIR, WAUCHOP	[Signature]
3.	Sarah Bar	1/155 LORD ST, PMQ	[Signature]
4.	Jade Langhorne	202 Bradshaw Rd	[Signature]
5.	Nathalie UNWIN	23 Antigua Ave Lake Cathie	[Signature]
6.	David Aird	4 Jade Street	[Signature]
7.	Zoe Smith	1/2 Glebe Close PMQ	[Signature]
8.	Paulas Bush	543 Rollands Plains Road	[Signature]
9.	Fitye Sasa	3 Fitzroy Place Port Macquarie	[Signature]
10.	Denise Miguel	1/1 Jonas Absalom Dr. PMQ	[Signature]

PORT MACQUARIE HASTINGS	
TRIM No	CRM No
1-0 FEB 2025	
Keyword	
Activity	
Subject	
Folder 3521/101	

Port Macquarie Athletics Track

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1.	Bev Fraser	28/27 Waugh St PMQ	[Signature]
2.	Becky Davis	5 Anderson St PMQ	[Signature]
3.	Julia Baird	17 Bangalay Drive PMQ	[Signature]
4.	Martin Baird	17 Bangalay Drive PMQ	[Signature]
5.	Sally Hume	17 Bangalay Drive PMQ	[Signature]
6.	Bobbie Jo Liastro	55 cattle brook rd Port Macquarie	[Signature]
7.	Tyle Sander	212 the hains way PMQ	[Signature]
8.	Crystal Rae	4/38 chalmers st Port Mac	[Signature]
9.	Kerri-Anne Manns	19 Sherwood Rd, Port Mac	[Signature]
10.	Luckybianic	Lake Cathie	[Signature]

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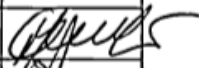
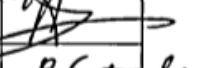
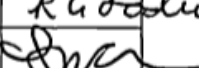

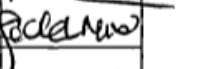



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1.	LAURA PHILP	20 Widderson St - PMQ	
2.	ADAM PHILP	20 WIDDERSON ST. PMQ	
3.	Rachael Goodwin	2/4 The Peninsula PMQ	R Goodwin
4.	Scott McKenna	26 Nottingham Street, PMQ	
5.	Mark Worthing	13 Kemp St Port Mac	
6.	Jade Middleton	3/97 Lord St PMQ	J Middleton
7.	ROS LLOYD	7 VERDE RTT PORT MACQUARIE	
8.	MATT BELL	8 AMIRA DR PORT MACQUARIE	
9.	Greg Eather	30 Kirmington Tce West Haven	
10.	Luke Barry	2/66 Chalmers St. Port Macquarie	

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1.	PATRICIA DAVIS	U13 4 HASTINGS RIVER DR PORT MACQUARIE 2444	Trish Davis
2.	MAUREEN MCGOVERN	317 SUNSET AVE PORT MACQUARIE	Maureen McGovern
3.	KARINA SYMONS	12 DRYANDRA PL PORT MACQUARIE	Karina Symons
4.	Susan Fitzgerald	4 June St Port Macquarie	Susan Fitzgerald
5.	Suzie Cast	161 Kennedy Dr	Suzie Cast
6.	Honni Goyne	8 Ericson Pl Port Macquarie	Honni Goyne
7.	Amanda FORREST	41 Granite Street Port Macquarie	Amanda Forrest
8.	Kristy Joyce	11 warrego Place, Port Mac	Kristy Joyce
9.	Maide Owen	45 Shore Break, Lake Cathie	Maide Owen
10.	Corinne COX	43 Pappinbarra Ave, Port Macq	Corinne Cox

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1.	Carina Gregory	50 Moruya Drive, PMQ	[Signature]
2.	Nicole Redfern	18 Home Ridge Tce PMQ	[Signature]
3.	Jeremiah Redfern	18 HOME RIDGE TCE PMQ	[Signature]
4.	Liz Brennan	1/24 Waugh St. PMQ	[Signature]
5.	TERRY SMITH	21 LITCHFIELD PARKWAY THROMSTER	[Signature]
6.	Elisa Brown	21 LITCHFIELD PARKWAY, THROMSTER	[Signature]
7.	Damian Walter	4 Jupiter cres PMQ	[Signature]
8.	Renee Walker	4 Jupiter cr, PMQ	Renee Walker
9.	Steve Pares	36 Christina Circuit, PMQ	[Signature]
10.	GRENOUV PRINCE	23 NAVIGATORS WAY, PMQ	[Signature]

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2.	Melanie Hickling	72 Yarranabee Rd, PMQ	M Hickling
3.	Annabelle Jones	Unit 20/12 Hollingworth St, PMQ	A Jones
4.	Lenny Collett	166 Kenwood Dr. Lake Cathie	L Collett
5.	Vickie Meade	104/110-118 Hilltop Cresc. PMQ	V Meade
6.	Natalie Cosgrove	120 High street Wauchope	N Cosgrove
7.	Cathy Quirk	151 Riverside Drive PMQ	C Quirk
8.	Susie Thompson	3 Silky Oak Rise, Kew	S Thompson
9.	Sally Grech	39 Tasman Road PMQ	S Grech
10.	Amira Grech	39 Tasman Road PMQ	A Grech

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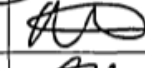
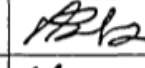
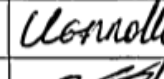





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1.	Grace Adlington	59 Bellevue Dr, Port Macquarie	
2.	Joel Armitage	81 Widdon Dr Sarcrook	
3.	Michelle Bushell	5 The Summit Rd, Port Macquarie,	
4.	Laura Erbert	20 Hibiscus crescent, Port Macquarie	
5.	Laura Connolly	19 Jones Abrahams Drive Port Macquarie	
6.	Mathew Rolfe	27 Rowthorne way Port Macquarie	
7.	Shami Moodie-Hedderley	21 Riverbreeze Dr. Grasslands	
8.	AARON PEIRCE	Unit 1, 6 Hilltop Cres, PMA	
9.	Jason Huxtable	42a Burroughs Drive PMA	
10.	Ben Kernahan	22a Ocean Ridge terrace	

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2.	CARLY TERRETT	16 Hibiscus Crescent PMQ	[Signature]
3.	Stephanie Baker	217 Matthew Flinders Dr	[Signature]
4.	Joanna Ryan	31 Anderson St, PMQ	[Signature]
5.	MELINDA JONES	9 Robin Drive, PMQ, 2444	[Signature]
6.	LURMA FERRARA	5 FEDERATION GARDENS PM	[Signature]
7.	Kylie Jess	208 Verdun Dr Sancroix	[Signature]
8.	Nathan O'Sullivan	208 Verdun Drive Sancroix	[Signature]
9.	Craig Robinson	51 Sally Nuss Barry Hills	[Signature]
10.	Corine Medlin	46 Cattlebrook Rd Port Mac	[Signature]

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2.	Tim Lawrence	5 Tristram Ct 2444	[Signature]
3.	Mark Collins	10 CHRYSOBERYL CT, 2444	[Signature]
4.	Jessica Craig	6 Lee Street 2444	[Signature]
5.	Cameron Barnes	25 Sien Rd .2444	[Signature]
6.	Toni Robinson	51 Jolly Rose Dr. 2445	[Signature]
7.	Bernadette Wood	36 Gourmand Rd 2444	[Signature]
8.	Cam Emms	11 Pandora Place 2444	[Signature]
9.	Chloe Emms	11 Pandora Place 2444	[Signature]
10.	Eden De Bond	16 Koorong ave 2444	[Signature]

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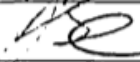
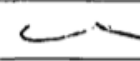

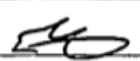
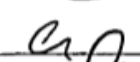
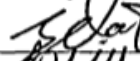
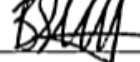


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1.	XANDER REEPY	15 WHISTLER DRIVE	
2.	Joshua Sund	52 Anderson St, PMQ	
3.	Scott Fisher	6 BRISTONE MELOS PMQ	
4.	Paul Thompson	23 Bundaberg Cr, PMQ	
5.	ELIZABETH FURDON	14 SUMMER CT, PMQ 2444	
6.	Bronwyn Orr	100 Settlement Point Rd PMQ.	
7.	Greg Date	37 Watunga St PMQ	
8.	Bianca Steep	25 Ernest St, Lake Cathie, NSW, 2445	
9.	Matt Hromin	11 Queen street PMQ	
10.	Jack Lavender	39 St Kitts way Bonny Hill	

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2.	PAUL SMITH	16 TOPAZ PL PORT MACQUARIE	[Signature]
3.	DEREK HOLLINS	10 ANDERSON ST PMQ.	[Signature]
4.	R McMurtrie	12 Syd Hopkins Tce PMQ	[Signature]
5.	Phil Johns	19 JUNG CLOSE Port Macquarie	[Signature]
6.	Stephen Wright	23 Kallunda Br PMQ	[Signature]
7.	JANET DWYER	8 HAKEA PL PORT MACQ	JMP
8.	Tom Dwyer	8 HAKEA Place Port Macquarie	[Signature]
9.	Shirley Danbar	1 21-23 Surf St Port Macq.	[Signature]
10.	Nebula Wild	41 Vandal crescent Port mac	[Signature]

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1.	Jeff Thompson	11 Daintree Lane Port Macquarie	[Signature]
2.	MARY BATTY	2/52 WATONGA ST. PORT MACQUARIE	[Signature]
3.	Neil [unclear]	2/52 Watonga St. "	[Signature]
4.	Peter Brooks	12 MARBOK AVE Port Macquarie.	[Signature]
5.	Kelly Carrall	18 Tobey place P. mac	[Signature]
6.	Logan Carrall	128/129 Frederick St Surfers Paradise	[Signature]
7.	Penelope Short	41 Vendul Cres, Port Mac	[Signature]
8.	NEIL CARRALL	43 VENDOR CR PORT MACQUARIE	[Signature]
9.	Leigh Carrall	43 Vendul Cres Port Macquarie	[Signature]
10.	ADAM CARRALL	9 LINDALE AVE "	[Signature]

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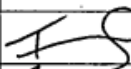
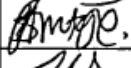

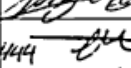
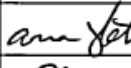
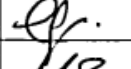




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2.	Sodie Almitage	81 Verdun St Sarcro NSW 2446	
3.	TOM SUMSKY	4/2 KILINER Close PMA 2444	
4.	Andrew Hingston	67 Jonas Absalom Dr. PMA, 2444	
5.	Carol Gallagher	16 Florida St Port Macquarie 2444	
6.	Anna Stelmach	316 Leura Place Port Macquarie 2444	
7.	Catharina James	3 Kadinga Crescent, PMA 2444	
8.	Mary Spackma	1 Sandy Close, PMA 2444	
9.	KERRY DWYER	2/3 Myee Place PMA	
10.	James Stevenson	2/3 Myee Place PMA	

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2.	Sarah Clark	Unit 2, 53 Merymen Way PMQ	[Signature]
3.	DIANNE HEDGE	2 PALMVIEW PLACE PMQ	[Signature]
4.	GROFF HAWKINS	27 Grandview Ave PMQ	[Signature]
5.	John Channells	274 SANCROY Rd. Wauchope	[Signature]
6.	TERENCE CAMPBELL	13 NORTARIDGE DRIVE BAT	[Signature]
7.	Leah Dudgeon	3/19 CROSS ST	[Signature]
8.	KAT BURHAM	293/1 GREENMEADOWS DR. PMQ	[Signature]
9.	JUDY SHEPHERD	62/14 LINCOLN RD PORT MACQUARIE	[Signature]
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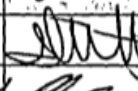
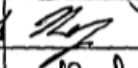
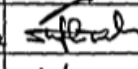
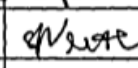
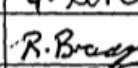
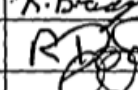
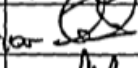
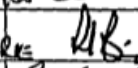
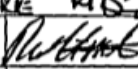
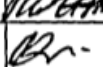
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2.	Mark Macuse	15 RONALD WILKES AVE KEMPSEY	
3.	Sydney Toller	3 Wangi Place Port Macquarie	
4.	Christine Vertch	6 Short St Larriston	
5.	Ross Bradbury	6 Short St Larriston	
6.	Rae Dobson	22 GRASSMERE WAY PORT	
7.	Carol Craig	6 Somerset Place Port Macquarie	
8.	Ross Bird	10 WATERFORD TERRACE PORT MACQUARIE	
9.	Rob Southwood	112 HINDMAN ST PORT MACQUARIE	
10.	Ann Dunn	307 SOUTHSEA RD KENDRIBUNG	

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2.	Jane Yates	4 Briarwood Row	[Signature]
3.	Julie Wood	57 Straight St Hat Head	[Signature]
4.	B. E. Mackay	27 FRANCIS ST PORT MACQUARIE	[Signature]
5.	H SHRESTHA	9 HANBURY ST, PORT MACQUARIE	[Signature]
6.	Dob Lochan	50 Commodore St Bondi	[Signature]
7.	C. GODES	11/14 WACCAH ST	[Signature]
8.	L. West	46 The Summit Rd P.M.Q	[Signature]
9.	B. Pritchard	Unit 213 Parkes St Port Macquarie	[Signature]
10.	H. INGRAM	301/18 GRANT ST PORT MACQUARIE	[Signature]

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2.	WARRICK HARRIS	63 HICK ST WARRICK	[Signature]
3.	Margaret Mostyn	6 Cowanall Ct, Wauchope	[Signature]
4.	Ted Small	9/59 Church St. P.M	[Signature]
5.	P. Shales	90/1 GREENMEADOWS DR.	[Signature]
6.	G. Perry	35 Mermaid Cres,	[Signature]
7.	Wayne Hyde	48 Ocean drive PMAC.	[Signature]
8.	Margaret Blight	35 Laguna R. PM	[Signature]
9.	TREVOR LUNN	447/100 BLIPGUS ST PM	[Signature]
10.	IRENA LANGRAN	92/1-5 GREENMEADOWS DRIVE PM	[Signature]

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No.	First Name & Last Name	Street Address & Suburb	Signature
1.	R. Casey	3/21 DANCE ST PORT MACQUARIE	[Signature]
2.	T. Williams	262 Crestwood Dr PMQ	[Signature]
3.	P. Wicks	32 MITCHELL CRT	[Signature]
4.	Kary Wu	76 O'Brien Rd PMQ	[Signature]
5.	Therese Glen-Holmes	19 Cooperabung Dr J Point	[Signature]
6.	SAN STEPHANSEN	6 ARAWA CLOSE PORT MACQUARIE	[Signature]
7.	WAYNE STEPHANSEN	6 ARAWA CLOSE PORT MACQUARIE	[Signature]
8.	Nick Cook	32 Regatta Crescent PMQ	[Signature]
9.	Garry Lee	22 Heather St PMQ	[Signature]
10.	D. Lee	22 Heather St - PMQ	[Signature]

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1.	Marie Lane	40 Hidden Valley Rd Telegor point	[Signature]
2.	Lisa Collett	318 LEURA PL PORT MACQUARIE	[Signature]
3.	Mason Stevens	Hermitage Medical Centre 72 Lorne Rd, Port Macquarie	[Signature]
4.	Alison Kenny	82 Redbank Rd, Redbank	[Signature]
5.	Brooke Perry	10 mareeba cres. PMQ.	[Signature]
6.	Debi McDonald	26 Clearwater Cres Port Macquarie	[Signature]
7.	N F MALCOLM	2413 LINCOLN RD PORT MACQ	[Signature]
8.	N. LINGMAN	40 Watonga St PORT MACQUARIE	[Signature]
9.	J A STACEY	112 The Ruins Way Port Macquarie	[Signature]
10.	JEN SOUTHWOOD	112 HINOMAN ST PORT MACQUARIE	[Signature]

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1.	Melissa Sheppard	18 Gray St, Port Macquarie	[Signature]
2.	Lorraine Collett	15 ASTRONOMERS Tce, Port Macquarie	[Signature]
3.	IKWIN Collett	15 ASTRONOMERS Tce, Port Macquarie	[Signature]
4.	Jodie Coombe	47 GORDON Rd Wauchope	[Signature]
5.	Maria Niba	100 HIDDEN VALLEY Rd TELIGRAH Pt	[Signature]
6.	GARRY HAY	2/245 HIGH ST, Wauchope	[Signature]
7.	Jenna Fedak	32 Regatta cre Port Macquarie	[Signature]
8.	Lesley Power	5/46 William St Port Macquarie	[Signature]
9.	KEVIN WILLIAMS	42 Mimosas Dr " "	[Signature]
10.	PHILIP READING	36 BELLANGRY RD PORT MACQUARIE	[Signature]

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1.	Rob Bates	72-80 Lakelwood PM	[Signature]
2.	Lee-Anne [unclear]	195 Matthew Flinders Dr PM	[Signature]
3.	Serena [unclear]	72-80 Lakelwood	[Signature]
4.	NEIL MORGAN	29 THE SANCTUARY CL PORT MACQUARIE	[Signature]
5.	Dorothy Morgan	29 THE SANCTUARY CL. Port Macquarie	[Signature]
6.	TRISH ANDREWS	3/140 MATTHEW FLINDERS PORT MACQUARIE	[Signature]
7.	BILL ANDREWS	3/140 MATTHEW FLINDERS PORT MACQUARIE	[Signature]
8.	Vicki Dave	8 Bellangry Rd Port Macquarie	[Signature]
9.	Rob [unclear]	19 Mitchell Crc. Port Macquarie	[Signature]
10.	Lesley Mace	19 Mitchell Crc. PMQ	[Signature]

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1.	Wendy Beck	20 Candelo Close Port Macquarie	[Signature]
2.	Vera Beck	302/16-18 Hilltop Cres Port Macquarie	[Signature]
3.	E HEUSTON	84 Dempsey Acc Collouratti	[Signature]
4.	Mc Napier	11 Camden st North Haven	[Signature]
5.	Tanya Sand	1 Richard Pl PMO	[Signature]
6.	Evan Ross	52 Church St PMO	[Signature]
7.	[Signature]	3 Rose Ave Port Mac	[Signature]
8.	Margie Mc	41 Wome Ridgeway PM	[Signature]
9.	Stephanie McDade	72 Lake Road Port Mac	[Signature]
10.	Tammi V.D. W	72 LAKE ROAD PMO	[Signature]

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1.	Colin Ross	257 - 1-5 GREENMEADOWS Dr PORT MACQUARIE	[Signature]
2.	Mark Johnson	7 Matthew Flinders Drive Port Macquarie	[Signature]
3.	Michelle Gibbs	5 Marines Way Port Macquarie	[Signature]
4.	LETICIA BALOGH	57 Clifton Dr. Port Macquarie	[Signature]
5.	Sandra Cross	Unit 133 1A Lincoln Rd Port Macquarie	[Signature]
6.	Jessica Meldrum	11 Chapman St, Port Macquarie	[Signature]
7.	Fiona Marsh	150 Tower Rd Pembrooke	[Signature]
8.	KENTH BURSOP	13 MARCH MOUNT ST. THURMSTON	[Signature]
9.	GAY COWAN	100 RIVER PARK RD, PT MACQ 2444	[Signature]
10.	Paul Cairns	27 The Point Drive Port Macq 2444	[Signature]

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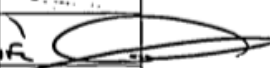


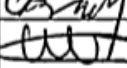
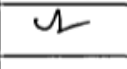

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2.	SUE WARD	55 Sinclair Dr Bonny Hills	
3.	GAIL BAKER	109 BRIDGE ST P.M	
4.	CASS BERRY	3 Famba Ct PM	
5.	Christina Wright	4/164 Lord St, PM	
6.	TAZREEN ZAMAN	54 PACIFIC AVE. PM	
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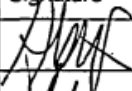

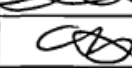

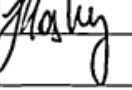
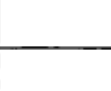
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2.	Madelie Rex	11 John St. Port Macquarie	
3.	Christie Cristoforo	11 Riviera Pl, Sancroft	
4.	Cat Morris	33 Matthew Flinders Dr PMQ	
5.	Karen Hosking	15 Rose St PMQ.	
6.	Tammy Hosking	" " " "	
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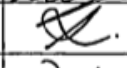
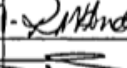
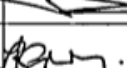
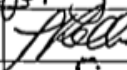
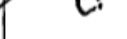

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3. Does council have the necessary funds to build the new depot, and if not, are they actively sourcing funds for the build of the new depot, and when can we expect those funds to be ready for use
4. acknowledgement from council that the completion of the Wayne Richards sporting grounds is a council priority
5. acknowledgement from council that there are over 600 members of the combined juniors/seniors athletics clubs, with no year round, permanent, maintained facilities to accommodate them.
6. an update on the design development of the next stage of Wayne Richards Park.
7. Other suitable locations that could house an athletics track in the event that the removal of the council depot will remain stalled or in limbo.

Note to people signing this petition:

Please include your name, address and signature when signing the petition, to ensure the petition is able to be accepted by Council. Be aware your details could be public record should the petition form part of a council document.

Responses to this petition:

Please address responses to this petition @ Laura Philp, 20 Widderson St Port Macquarie, 0402 358 408 liaulua@hotmail.com

No.	First Name & Last Name	Street Address & Suburb	Signature
1.	Brooke Darcy	15/2A Taarak Crt Port Macquarie NSW	
2.	Victor Matthews	26 Lonsdale Rd, New	
3.	Lauren Pye	3 Nautical Cove PMQ	
4.	Robyn Cooper	54 Waniara Pkwy, Port Macquarie	
5.	Kristine Kilpatrick	18 Motors & Thrumster	
6.	Ron McAndrew	24 Sovereign Drive Thrumster 244	
7.	Talia Stuart	6 Brunner Drive Warrage	
8.	Jaelca Barry	31 The Lakeside Foder	
9.	Tadley Kelliker	117 Park St, PMQ	
10.			

and return this valuable community service back to the only viable and safe location we have in Wauchope

APPENDIX 1 - PETITION

To the Councillors of Port Macquarie-Hastings Council

The Petition of the residents of the Port Macquarie-Hastings Council

Brings to the attention of the Council **Application for ADRA Community Connect SouperVan**

to return to its previous location at Bain Park on High Street Wauchope

[Briefly state the circumstances of the issue that the petitioners wish to bring to the notice of the Council.]

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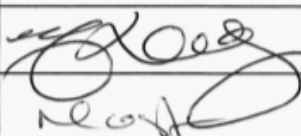
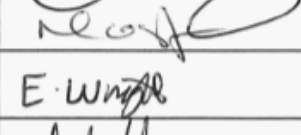
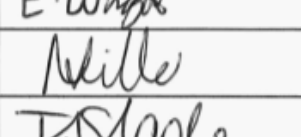
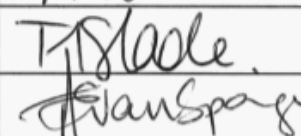
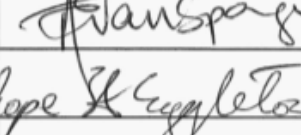
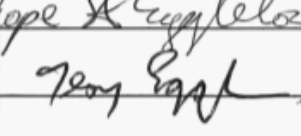
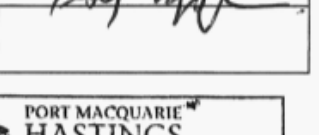
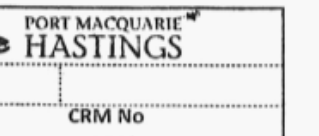
[Outline the action that the Council should, or should not, take.]


Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
M. DOHERTY	14 WOODLAND GROVE YIPPIN CREEK	
N. LOSTICAN	3497 Oxley Highway	
E Wright	688 Beechwood Road	
M. Miller	59 Fishers Ridge	
T. Slade	47 Vanilla Close	
A. van Spanje	23 Forest Glen, Kendall	
H. Eggleton	176 King Ck Rd Wauchope	
T. Eggleton	176 King Creek Road Wauchope	

 PORT MACQUARIE HASTINGS	
TRIM No	CRM No
7 March 2025	
Keyword	
Activity	
Subject	
Folder <u>SF21/101</u>	

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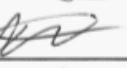

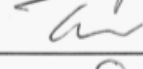


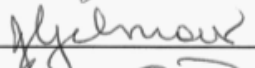

[Outline the action that the Council should, or should not, take.]

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Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Sofia Lord	121 Koree ls Rd Beechwood	
Denise Everidge	Raudor Island	
Ruby Maud	593 Lake Ina Pr.	
Diane Thompson	Wauchope.	
Tim Walker	Bunny Hilli	
Olivia Woollard	Hevons creek	
Rag Gilmore	cross/ends	
Jean Gilmore	Cross/ends	
Shera Minton	King Creek	

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
SUMMER MINTURN	KING CREEK	
Kyle Newton	Riverbreeze One	
Lauris Weelands	King Creek	
Solomon Hill	Commodore Cres	
Iolie William	King Creek	
Penny Cole	King Creek	
Gary William	King Creek	
Charles Norvill	8 Colonial Circuit	
Antony Brawn	Settlers ct. Wauchope Redbank 2446	
Sam Hughes	Port Macquarie	
Andrew Russ	Lower Pappinbarra	
A.M. Raney	Port Macquarie	
K. Makepeace	12 Beechwood Road Wauchope	
S. Johnston	LOWER PAPPINBARRA	
B. Wright	Port Macquarie	
Ann Egge	Redbank Wauchope	
Deirdre Harris	Pappinbarra	
Pam Papali	Wauchope	
Phanna Grace	Wauchope	

The undersigned petitioners ask the Council to Swiftly Action our application and grant permission

[Outline the action that the Council should, or should not, take.]

[illegible]

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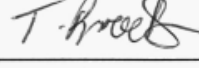
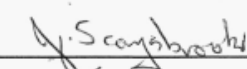


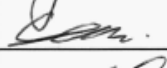
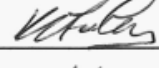

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Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Kylie Hinze	PO Box 243 Wauchope	
Mary Michale	PO Box 65 Beechwood	
Tanya Brooks	22 Rosemary Ave Yippin Creek	
Jan Scaybrook	Cobbler's Place Wauchope	
Dee Kozzic	2 Commercial St. Wauchope	
Leah Ames	Conaboyne	
Steven Hay	Wauchope	
Kathrine Tarley	King Creek	
Sonia Smith	4. ppavale CCI	

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Name	Address	Signature
JERRY STANTON	2, LOCKSLEY PLACE PORT MACQUARIE	J. Stanton
PHILLIP CHALCOMBE	10 Pondwatt Pl Port Macquarie	Phil Chalcombe
Deb Jewell	12 Range St, Wauchope	Deb Jewell
Alvan Carroll	18 Morton St Wauchope	A P Carroll
MAUREEN AVERY	3 PARKER STREET WAUCHOPE	M. Avery
K. Combes	Henry St Long Flat	K Combes
C Bourn	Wattle St Wauchope	C Bourn
L. River	2899 Pappinbarr Rd Pappinbarr	L. River
T. Downy	27 NECKER CL.	T Downy
R. Downy	King Creek	R Downy
R. Cimador	Cadaga Ridge, KING CREEK	R Cimador
N. Rose	76 ALFRED ST North Haven	N Rose
S. McGowan	9 Carpenter St Wauchope	S. McGowan
A. KISS	71 KANGAROO DR BEECHWOOD	A Kiss
A. KERIE	" "	A Kerie
B Formosa	2 Graham St, Wauchope	B Formosa
C. Williams	Wauchope	C Williams
S. Gibbs	BALOR RD WAUCHOPE.	S Gibbs
C. GIBBS	BALOR RD WAUCHOPE	C Gibbs

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Joan White	64, 142a Cameron St Wauchape	Joan White
Bonrah Anderson	60 Glenview Drive, Yippin Ch.	Bonrah Anderson
Janedean River	2099 Pappinbarra Rd	Janedean River
JAN NAW CARROW	23 TIMBERTOWN CRES	JAN NAW CARROW
Angela Lamb	7 Kingside Rd	Angela Lamb
Trevor Smith	822A Pappinbarra	Trevor Smith
Jane King	8 Colonial Court Wauchape	Jane King
LES MITCHELL	13/52 CALWALLA CRES ^{FORT} MACQUARIE	LES MITCHELL
Taylor Allencamp	47 Cadogan Ridge King Creek	Taylor Allencamp
Corey McLean		Corey McLean
ADAM BOWEN	BEULAH RD.	ADAM BOWEN
Gail Taylor	1/13 Woodbell St, Nambucca	Gail Taylor
Mary Forbes	9 Biridi Close, Wauchape	Mary Forbes
Gladys Steinfort	51 Manzanillo ^{King Creek} Drive	Gladys Steinfort
Melissa Collins	97 Walsman St Wauchape	Melissa Collins
FRANK TUNTLE	50 KANGAROO DR DEENHURST	FRANK TUNTLE
Amy Brown	73 BAIN ST WAUCHAPE	Amy Brown
Mikaela Burrows	Wauchape	Mikaela Burrows
Kylie Roberts	Sancroft	Kylie Roberts

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
B. Mansell	BAIN ST. WAUCHOPE	
L. Oates	Comboyne Road	
J Luff	Resort Rd Kew	
S KELLY	KOREE IS RD BEECHWOOD	
S. Cooper	18 Lakeview Way Lake Cathie	
ANNE WAUGH	17 CAMPBELL ST W/HOPE	
L. Becker	PO Box 403 Wauchope	
S. McKinnon	3 clareville ave	
G MILLICEN	3247 WINGHAM RD COMBOYNE	
G. ROBINSON	3/263 Victoria St Taree	
H M Riek	484 HERONS CREEK	
A Patterson	4 Bob Stanton Cl	
Sue Bolton	6 Campbell St. Wauchope	
Jon Olive	Koree Is Rd.	
Marian Agnelli	1 Quindary Pl	
R Rawson	1/39 Eliza Crt P.M.	
D. Saad	Roach Rd, Lower Pappinbarra	
B. Saad	Roach Rd, Lower Pappinbarra	
Renton McKee	Frozers Creek NSW	

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Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
E Lindsay	Blackbutt Dr Wauchope	E Lindsay
Wynne Hobbs	Port Lane Wauchope	Wynne Hobbs
S. Huger	Wauchope	S. Huger
L. Gale	Pembroke	L. Gale
M. Beedee	River breeze Dr	M. Beedee
X. Lovell	River breeze DR	X. Lovell
B. Ezz	SARAH'S CRS. KING CREEK	B. Ezz
K. Casey	Cedar close	K. Casey
S. Mudford	Wauchope	S. Mudford

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[Outline the action that the Council should, or should not, take.]

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Name	Address	Signature
V Cox	8 Rainbow Beach Dr ^{Bony Hills}	V Cox
G. Cox	" "	G Cox
L SWARTY	Ky Creek	ASwarty
M Martin	High St W/loop	M Martin
J. Kovostenski	6 Phav Lap cct Port Macquarie	Jm.
Alex Draskovic	6 Phav Lap cct P.M.	A Draskovic
JOSIP DRASKOVIC	6 THAR LAP CCT P.M.	J. Draskovic
TOMER KORAN	6 Phav Lap cct Port Mac	Tomer Koran
Coral Potts	288 Wallis Rd Ellenborough	GP. Potts
Thomas Todd	12 Weismantle St Mandile	T Todd
Lauren Beattie	c/o Colonial Circuit.	LB
KM Loren	Commerce St	KM
J. Thomas	13 Princess Avenue	J Thomas
L. SUTTON	2/3 JAMES ST, WAUCHOPE	L Sutton
B Hyde	12 Yippenvale Ct, crosslands	B Hyde
S Dunkin	Comelon St Wauchope	S Dunkin
B. MURPHY	Homeslead Dve W/loop	B Murphy
Katie Makepeace	Beechwood Rd	K. Makepeace
R Whatnough	High St Wauchope	R Whatnough

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Name	Address	Signature
N. NIXON	12 FOREST WAY	N. Nixon
A Graham	Lake Innes	A Graham
S. CURTIS	OXBOW CIRCUIT	S. Curtis
J. TOMPKINS	9 ERIN DRIVE K.B.	J. Tompkins
T BROAD	130 HIGH ST	T Broad
K BURLING	5 INNES ST	K Burling
L. Bentley	High St Wauchope	L Bentley
J Rideout	454/142a Cameron St N	J Rideout
R. THOMPSON		R. Thompson
K.A. Thompson	High St Wauchope	K.A. Thompson
A-Pittard	Brigo	A-Pittard
N Cantale	Heritage Pl Wauchope	N Cantale
R.T-Smith	Kindee rd Kindee	R.T-Smith
M. A. McKay	46/142a Cameron St Wauchope	M. A. McKay
STB Cooper	111 Riverbreeze Ave	STB Cooper
B. WRIGHT	174 Cameron St Wauchope	B. Wright
C. Towell	5/7 Bain St W/W	C. Towell
R Towell	5/7 Bain St	R Towell
P. Beyatt	19 Wallace St W/HO	P. Beyatt

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Name	Address	Signature
Robert HARRISON	36 PEAR ST WAUCHOPE	<i>[Signature]</i>
Julienne Slater	19 Blackbth Dr Wauchope	<i>[Signature]</i>
Richard Hayward-Hen	184 Toms Creek Rd	<i>[Signature]</i>
T. Dooling	102 River breeze dr	<i>[Signature]</i>
M. Heeron	75 Jullalla Dr	<i>[Signature]</i>
D. Russell	WAUCHOPE	<i>[Signature]</i>
D. Welch	Wauchope	<i>[Signature]</i>
M. Murray	Pappin barr Rd Beechwood	<i>[Signature]</i>
T. Graham	Beechwood Rd Beechwood	<i>[Signature]</i>
Dianne Cook	Todes Pl Wauchope	<i>[Signature]</i>
Todd Orr	47 Campbell st Wauchope	<i>[Signature]</i>
Nicole maura	10A Johnstone Street	<i>[Signature]</i>
Taryn Gibson	1 Wailters St Wauchope	<i>[Signature]</i>
CAMERON JAMES	127 Blights Rd Port	<i>[Signature]</i>
Jesse Webber	7 Waugh St, w/hope	<i>[Signature]</i>
BRIDIE STEINMETZ	Tarragon Drive	<i>[Signature]</i>
Peter Douglas	44 Gum Scrub Rd Gum Scrub	<i>[Signature]</i>
MEG WARE	71 QUARRY RD ROBINSON	<i>[Signature]</i>

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[Outline the action that the Council should, or should not, take.]

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Name	Address	Signature
Amanda	13 Rosemary ave Tiffin creek	Ashw
DAVE	12 CENTRAL CRT	D. Rumer
Sue TROTH	559 Bagin Rd Byabarra	S. Troth
Rosa Watson	40 Burrawan Dr	R. Watson
T. Hall	808 Beechwood Rd	T. Hall
Chelsey Day	6 Eucalypts close wauchope	Chelsey Day
E COOMBS	500 BIRCHWOOD	E. Coombs
S. Keating	22 James St	S. Keating
M. Dark	1427 Cameron St	M. Dark
K. Rankin	Comboyne	K. Rankin
WILLIAM	Wauchope	W. Rankin
Karen Milne	Pori Macquarie	K. Milne
Caitlin McManus	Wauchope	C. McManus
A. GAINSFORD	Wauchope	A. Gainsford
G Slattery	Wauchope	G. Slattery
B. Lowry	Wauchope	B. Lowry
A. Clements	Wauchope	A. Clements
A. Berry	Wauchope	A. Berry
L. McKinnon	Wauchope	L. McKinnon

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Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

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Name	Address	Signature
R Clune	Julalla Dr King Creek	R Clune
K. Sydenham	Pappinbarra	K.S.
C. Warner	Wauchope c/o showgrounds	C Warner
C. Hockley	Wauchope NSW	C Hockley
J. Wrigley	Wauchope NSW	J Wrigley
K Hayes	1 Wallace St Wauchope	K Hayes
N Hayes	1 WALLACE ST Wauchope	N Hayes
H. Godfrey	8B Angelica Ct Wauchope	H Godfrey
M Ebbs	5 Jocks Pl Wauchope	M Ebbs

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Email: TroyEggleton@volunteer.adra.org.au

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Name	Address	Signature
Sara Coombes	17 Graham St Wauchope	Sara Coombes
Cherrie Caltabiano	487 Mackay Valley Way	Cherrie Caltabiano
COLIN LUCK	214/36 MUMFORD ST PT MACQUARIE	Colin Luck
CHRISTINE LUCK	216/36 MUMFORD ST PTM	Christine Luck
Christine Dickson	1/12 Golf St P.M.Q	Christine Dickson
VIVIAN JONES	21 Craig Street, East Kempsey Port	Vivian Jones
Greer Garlick	5/12 Emerald Dr, Macquarie	Greer Garlick
Deb Salloway	405/27 Gordon St 2444	Deb Salloway
Rosemary Macquarie		Rosemary Macquarie

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Name	Address	Signature
Dave Steadman	22 Table St PMQ	#
Sally Jensen	22 Table St PMQ	#
Monika Hars	U21 / 79 Hollingworth	#
David Sarsom	PMQ	#
Harold Bruce	PMQ	#
Annette Hill	20/21 Home St Port Mac	AHill
Carmen Dwyer	Home Street Port Mac	OK
Tony Jones	Rae St PM	~
WARREN GREY	198 ROLLANDS RD BIRDOULOOD	W Grey
KEVIN DAVIES	BRIGADOON C/PARK	RIS Davies
Michelle Fernanck	Wauchope	M Fernanck
Jason Berry	5 Wallace St	JB
KEVIN DICK	PMQ	KEVIN DICK
ALEX LAUGHAN	PMQ	Alex
Alexandra Zappia	108 Tall Timber Rd Lake Innes	AKallia
Naomi O'Bree	42 Chalmers St Port Macquarie	Naomi
Stephen Duke	5/12 Golf St Port Macquarie	SD
Katherine Davies	133 Horton St Port Macquarie	K Davies
Wendy Herron	135 Horton St Port Macquarie	Wendy

and return this valuable community service back to the only viable and safe location we have in Wauchope

APPENDIX 1 - PETITION

To the Councillors of Port Macquarie-Hastings Council

The Petition of the residents of the Port Macquarie-Hastings Council

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to return to its previous location at Bain Park on High Street Wauchope

[Briefly state the circumstances of the issue that the petitioners wish to bring to the notice of the Council.]

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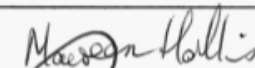


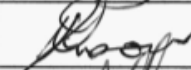


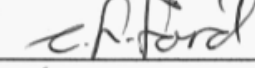

[Outline the action that the Council should, or should not, take.]

Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
LISA BAKER	294 Rosewood Rd, Rosewood	
Mareen Hallis	RMB 426 Comboyne	
Dallas Mumford	5201 Oxley Highway	
EMILY WIEGAND	5A MURRAE ST TANNAMORE	
DAVE MASSEY	SOUTH ARM BOWRAVILLE	
Sandra Hanson	Mortons Clark Mortons	
Greg Maroun	King Creek	
Craig Ford	P. pie clay	
Kate Miller	Mortons Creek	

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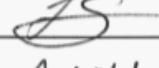
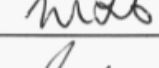
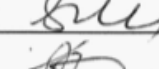

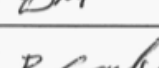
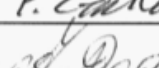
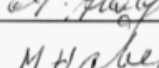
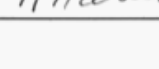
[Outline the action that the Council should, or should not, take.]

Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Felicity Fagh	30a Boshell Drive	
Fay SLOWORTHY	26 HASTINGS STREET.	
Margaret Hastie	26 Cedar Cl. Wauchope	
Sophie	61 Firmin Dr. Wauchope	
Simon	115 Bill Bill Rd	
Derek Hastie	26 Cedar Cl. Wauchope	
Peter CAMPBELL	853 Pembroke RD	
Sheryl M. Raglus	169 High St. Wauchope	
M Haberfeld	9 Crossland AV.	

The undersigned petitioners ask the Council to.....Swiftly Action our application and grant permission

[Outline the action that the Council should, or should not, take.]

[illegible]

and return this valuable community service back to the only viable and safe location we have in Wauchope

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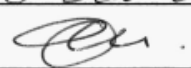
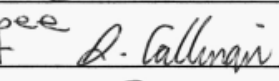

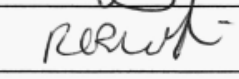

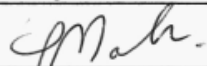
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Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Sue McManus	465 Pembroke Village Rd	
Janet Elliott	62 Warrigal Ridge ^{Suncro}	
Sue Barnes	388 Redbank Rd.	
Donella Hall	2/4 Timbarra Cl. Tarce	
Debbie Callinan	11 Noreena Pl ^{Boambee} East	
Shandelle Bours	7 Freesia Place PMG	
Raecheil Blanch	255 Rawdon Island Rd ^{Smethurst}	
Linda Coe	14 Bellevue Dr. P. Mac.	
J. Machnes	59 Matthew Flinders P. Mac	

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Laren Hays	10 Northridge Dr Port	LHays
Donna Varalovich	2/51 Pacific Dr	Donna V
Emily Scoles	2a Queenswood, Port Mac	Em
Felicity Stewart	21 Johnstone St, Wauchope	F Stewart
Jane Packer	11 St Andrews Ave Port Mac.	Jane
Sharon McKay	24 Charingham Lane Pt Mac	Sharon
Vici Hollis	40 Campbell St Wauchope	Vici
Steph Martens	173 Granite St Port Mac.	Steph
LINDA COLLINS	1 CATHIE CIRCUIT, LAKE CATHIE	L. Collins
JACQUI HARRIS	22 TALLOWOOD PL, SOUTH WR.	J Harris
Melany Prigg	7 Railway St Kendall	Melany
A. Ramer	Sanerax	A Ramer
A. Ferrell	Kendalbing	A Ferrell
M. Martin	Wauchope.	M Martin
Heather Smith	King Creek	H Smith
MICHELE FOX	Port Mac.	M Fox
Lea Bailey	JOHNS RIVER	Lea Bailey
Sharon Black	Wauchope	Sharon
Gael Bonville	Lake Cathie	Gael

PTO →

CHERYL NASH *Cheryl* Wauchope
LESLIE LEY RANDALL ST WAUCHOPE *Leslie*

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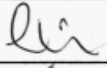

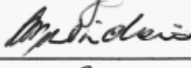
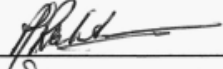
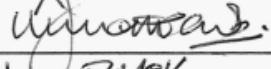

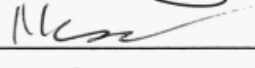
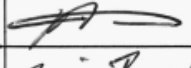
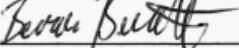
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Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Chris Flockhart	29 Berawra Place, King Creek	
Lee Heng	201 Berawra Place, King Creek	
Don Window	210 SMITHSCK RD KUNDABUNG	
PETER ROBERTSON	264 HASTINGS RIVER DRIVE PORT MAC	
MICHAEL MATTHEWS	12 WALUS ST, PORT MACQUARIE	
Russel McKenzie	211 Pembroke Rd Redbank	
Nathan Dunn	23 Parkurst Port Macquarie	
PETER CONSTANTINE	23/6 MANNING DRIVE PORT MAC	
BERNIE BURNETT	55 RUSHCUTTER WAY	


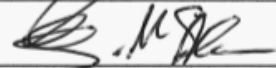











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[Outline the action that the Council should, or should not, take.]

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Name	Address	Signature
Rob Rodgers	5/22 HILLTOP LANE PORT MAC	
Greg McAdam	Port Macquarie	
Kayla Marsch	Port Macquarie	
Roy Harbour	3 Lincoln Rd, Port Mac	
Don Sarawant	9 O'Brien Rd Port Macquarie	
Iuri Lage	27 Everard Street	
Diane White	28 Garsmore Way Inq	
Rochelle Staple	11 Cain Ct Long Creek	
Amy Hubers	Hollisdale	
DAVID PRICE	P.O. BOX 573, WAUCHOPE	
Karma Norman	Thatcher St Wauchope	
Cameron Tuxford	Thatcher St Wauchope	
KEITH VEST	18 BORRAWAN Dr Wauchope	

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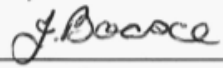
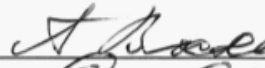
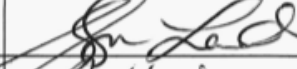
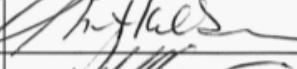

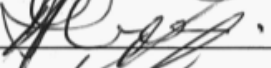


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Address: 12 Sarahs Crescent King Creek

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You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Louis Herdy	16 Wagh St Wauchope	
JACINTA BOCKE	3/32 HEATHER ST. PMQ	
ADRIAN BOCKE	DITTO	
GLAUCIE M'LAUGHLIN	1980 PARRABARRA RD PARRABARRA	
Michelle KILBURN	55 Tall Timber Rd Lake Innes	
Roger Kilburn	55 TALL TIMBER RD LAKE INNES	
Perry Thompson	116 WEST FRAZERS CRES BEECHWOOD	
Margaret Whitbread	18 Bundara Drive Beechwood	
KEVIN WHITBREAD	18 BUNDARA DR BEECHWOOD	

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Name	Address	Signature
Sara Kelly	145 Neville Rd, Beechwood 2446	S Kelly
Suzanne Pollett	7 Evans st Lake Cathic	S. Pollett
JOHN STEPHENS	10 PARKER ST WAUCHOPE	J Stephens
DIANA REYNOLDS	6 Bonny Ridge Bonny Hills	D Reynolds
George Campbell	533 Beechwood Rd Beechwood	G Campbell
Paul Pollett	7 EVANS ST LAKE CATHIC	P Pollett
Neville Purser	11 Oak Ridge Road King Creek	N Purser
HELENA LAURIE	25 JORDAN AVE BONNY HILLS	H Laurie
GORDON DAVEN	2 Thatchw St Wauchope	G Daven
MARY McENALLY	3/5 FORESTWAY WAUCHOPE	M McEnally
Gail Kirkpatrick	105 Quarry Rd Rosewood	G Kirkpatrick
Jane Barnes		
Pat Kemp	113 Old King Creek Pl. King Creek	P. P Kemp
BARBARA MURPHY	15 Homestead Ave W'chope	B Murphy
Jane Dale	4 Crosslands Dr. Crosslands	J Dale
Rose Willingham	36 TURPENTINE CR Wauchope	R Willingham
Julie McDade	11 Maroon Pl Wauchope	J McDade
Isabel Purser	1/11 Cameron St, Wauchope	I Purser
Gwen Taylor	29 Egan, Gum Pl. Frasers Creek	G Taylor

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Name	Address	Signature
HILDA SAUNDERS	12 GRAHAM ST WAUCHOPE	H Saunders
Susan Veage	8 Walters St Wauchope	S Veage
Michael Veage	" " " "	M Veage
Sandy Hoogland	69 Oak Ridge Rd King Creek	Sandy Hoogland
Maggie McEralley	46 Mahogany Way	M McEralley
Deidre Pfeiffer	LOT 1 - 1332 Pipeclay Rd. Pipeclay	Deidre Pfeiffer
Donna McKenzie	211 Pembroke Rd Redbank	DMckenzie
Jenny Gaudry	Bell St Dunbogan	J Gaudry
Kathy Jeanes	462 Kelodong Rd Taree	K-Jeanes
Pauline Stahl	3 Lake Place, Mosslands.	P Stahl
Lorraine Rumble	28 Explorers Way Lake Cathie	L Rumble
STEVE WRIGLEY	16 Waugh St. Wauchope	Steve Wrigley
AUSON PENROD	4 TIMBERTOPS WAUCHOPE CLOSE	A Penrod

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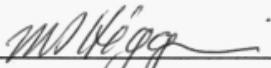
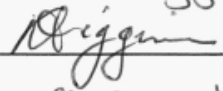
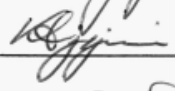
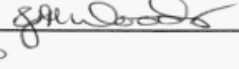
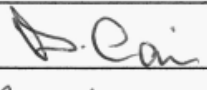
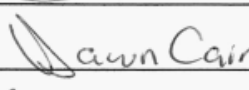


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[Outline the action that the Council should, or should not, take.]

Lodged by: **Troy Eggleton**..... Contact Phone **0428731379**.....

Address: **12 Sarahs Crescent King Creek**.....

Email: **TroyEggleton@volunteer.adra.org.au**.....

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Angela Rodriguez	44 MANUKA Pkwy King Creek	
Helen Stahlhut	40 Wauchope 2446	
Michele Higgins	14 Bril Bril Rd, Rollands Plains	
	" "	
gR Woods.	3200 ooley Hwy Hastings Plains	
	33 High St. 2446	
Ross Cameron	2/94 Fore St. Port 2446	
Annette Henwood	38/28 John Oxley Drive	

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Name	Address	Signature
LOREANE HAYDEN	12 SEMMAR ST THURMSTER	L Hayden
OLIVER WAMBECK	57 CURRANONG DR PMQ	Oliver W. Wambek
Marie Wambek	" " " "	Marie W. Wambek
Eva Cicimiewski	4 Leaders Way	E. Cicimiewski
David Hall	808 Beechwood Rd Beechwood	D. Hall
BELINDA RODRIGUEZ	44 MANUKA PARKWAY KING CREEK	B. Rodriguez
Amber-lee Destcroix	148 king Creek RD 2446	A. Destcroix
Demi Magnus	18 Colin Street Sanvix	D. Magnus
Rob & Kate Chew	2152 Calwalla Cres Port Macq	R. & K. Chew
Tiane Misen	274 Rosewood Road	T. Misen
ALAN DARRAGH	355 ^{ROCKHOP PLUMES RD} CHAREFIELD JUNGAY	A. Darragh
Michelle Feher	2B Ballina cr, Port	M. Feher
Hannah Christie	649 Redhill Rd, ^{Coopersburg}	H. Christie
Brayden Morton	34 Ericson Pl, Port Mac	B. Morton
Luisiana Martin	" "	L. Martin
Jeri Wambek	26 Neville Rd Beechwood	J. Wambek
Norlan Wambek	26 Neville Rd Beechwood	N. Wambek
Margaret Luthy	24 Cheseguen Ln Port Macquarie	M. Luthy
Serena Piccoluzzi	50 Vendul crescent Port Mac	S. Piccoluzzi

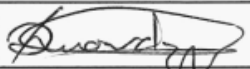
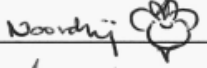
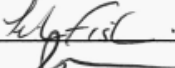

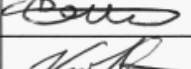
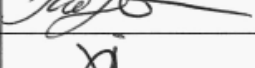




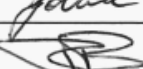
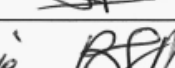
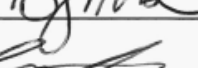



[Subsequent pages of a petition must repeat the request from the first page of the petition.]

The undersigned petitioners ask the Council to..... Swiftly Action our application and grant permission

for this valuable community service to return to its only viable and safe location in Wauchope.....

[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Tokasa Noordzy	5B Nutmeg Close Vippin Ck NSW 2446	
Lusi-Ann Noordzy	"	
Petra Fisher		
Tan Fisher	Randall St Wauchope	
Brandon Green	3/2 Fernhill Road Port Mac	
Kelly Green	3/2 Fernhill Rd Port Mac.	
Jayree Salazar	3 Bellevue Dr. Port mae	
DAVID MISON	31 ARNCLIFFE AVE, PORT MAC	
Shimon Mamed	358 Rollands Plains Rd	
José Rf	Unit 2/192 Matthew Flinders	
Jasmine Dinis	174 Pacific Drive, Port Macquarie	
RED BAILEY.	665 URP. RD. ROLLANDSPAINS	
Bronwyn Mison	31 Arncliffe Ave, Port Macquarie	
Eden King	5 Campbell Street Wauchope	
Ashley King	5 Campbell St Wauchope	
Jean Clements	101 Hight St Wauchope	

and return this valuable community service back to the only viable and safe location we have in Wauchope

APPENDIX 1 - PETITION

To the Councillors of Port Macquarie-Hastings Council

The Petition of the residents of the Port Macquarie-Hastings Council

Brings to the attention of the Council **Application for ADRA Community Connect SouperVan**

to return to its previous location at Bain Park on High Street Wauchope

[Briefly state the circumstances of the issue that the petitioners wish to bring to the notice of the Council.]

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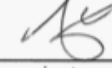


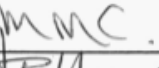



[Outline the action that the Council should, or should not, take.]

Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Christine Cameron	481 King creek rd	
Anthony Chubb	2 Szeperes Rd Kempsey	
Cynthia	Kempsey	
Kay Hanly	PORT McQUARIE	
Tammy Hodge	Kew	
Michelle Cook	Wauchope	
John Higgins	Beechwood	
Tim Brown	Beechwood	
Seethin Jacobs	Beechwood	


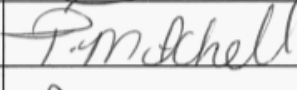




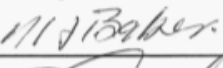

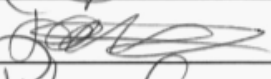
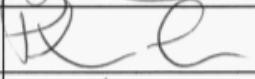
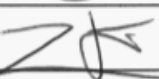


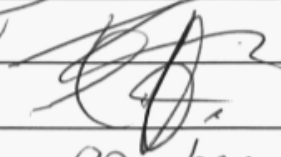
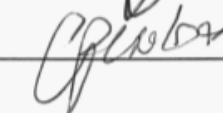
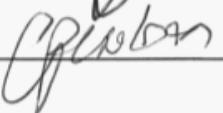
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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
MARIO BORO	24 Rocks Ferry RD	
Tenneille Mitchell	Yippin Creek.	
Dean Sones	6a Waugh St, Wauchope	
Shakora Mison	274 Rosewood Rd	
TEENA WATERSON	65A, GRANITE STR, PMQ	
Loean Jones	6a Waugh St, Wauchope	
Margaret Baker	26A Harting ST	
Deborah Gardell	21 Flabern Ave	
Jasmine Mison	31 Arncliffe Avenue	
PAULA GARCIN	Wauchope	
Jyl van der Zee	4 Beechtree ct, Port Mac	
Leah Hestie	13 Weismottle st wau	
M. Daltham	P.O. Box 774 Wauchope NSW	
D. Murrell	P.O. Box 774 Wauchope NSW	
S. HEAL	16 PALINCESS ST.	
C. Paulson	8 Cameron Street Wau.	

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APPENDIX 1 - PETITION

To the Councillors of Port Macquarie-Hastings Council

The Petition of the residents of the Port Macquarie-Hastings Council

Brings to the attention of the Council **Application for ADRA Community Connect SouperVan**

to return to its previous location at Bain Park on High Street Wauchope

[Briefly state the circumstances of the issue that the petitioners wish to bring to the notice of the Council.]



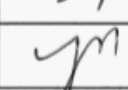
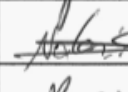

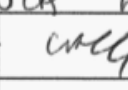

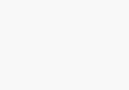
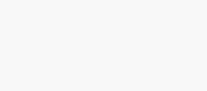
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Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Mary VanTiggden	18 Hastings st Wauchope	
Martin VanTiggden	18 Hastings st Wauchope	
Rosene Hensley	10 Muri Cl King Creek	
Jarral Hensley	10 Muri Cl King Creek	
Nalani Mison	274 Rosewood rd	
Keonee mison	274 Rosewood Rd	
DEB LOVERDAY	36 Secombe lane Redbank	
wendy Hec	16 Princess Ave. Wauchope	
Ava Mitchell	Yipin creek	

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Sharon Marshall	59 McMillen's Rd Ellenborough	D. Marshall
Nancy Hansard	McMillen Drive Blockmans Pt	Nancy Hansard
Deidre Pfeiffer	1332 Pipeclay Rd Pipeclay	Deidre Pfeiffer
Colin Howard	Brookhouse rd Pembroke	Colin Howard
Sam Nue	77 PAPPINBARRA RD	Sam Nue
Rick Bowdler	PAPPINBARRA Rd Bescor	Rick Bowdler
Tracey Gibson	4396 Oxley Highway	Tracey Gibson
Jen Hayden	13 Moncreff Cl. King Creek	Jen Hayden
Josh Guthrie	Frazers Creek	Josh Guthrie
Josh Bensted	Frazers Creek	Josh Bensted
Samatha Bensted	" "	
T. Guthrie		T. Guthrie
Matt Guthrie		M L
Roxanne Mann	Upper Rellands Plains	Roxanne Mann
Sue Haddad	Bago Rd. Wauchope	Sue Haddad
Kirstie Appleby	17 Algonia RD Middle brother	Kirstie Appleby
Jackson Muddford	17 Algonia Road Middle brother	Jackson Muddford
Josie Kruse	5 Brookhouse Rd Mortons	Josie Kruse
Cassie Smith	205A The Hatch Rd The Hatch	Cassie Smith
GREG ANDERSON	650 LAKE INNES DR L.A.	GREG ANDERSON



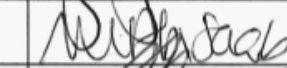

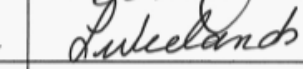



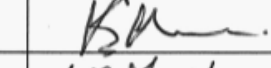
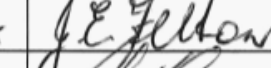


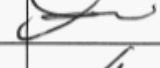




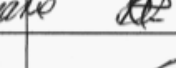

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for this valuable community service to return to its only viable and safe location in Wauchope.....

[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
DAVID MARSHALL	8 APRILIE RD.	
Grace Mifed	712 Rosewood Rd	
Maxine Abisado	49 Bengal St, Sorex	
Hanna Day	665 Ballenger Rd, Mordonbrook	
Lauris Weelands	101 Oak Ridge Rd Kingcreek	
NONA BYRNES	808 Pembroke Rd Pembroke	
Abby Cass	641 Beechwood Rd Beechwood	
Kerrie Smith	1087 Pappinbarr Rd	
Bill BUSH	1087 PAPPINBARRA RD	
Jillian FELTON	339 KingCk Rd KING CREEK	
145 KIRKMAN	11 PEPPERMINT CRES.	
Donna Largent	R/3 Chicory Pl	
Sally	Horty Plains	
Loise de B...	10 Alydes Lane	
Heather Smith	1024 Pappinbarr Rd Pappinbarr	
Berinda Neere	11 Marchmont Street	
R. Mulvey	380 PEMBROKE RD	
Barbara Atkinson	167/3 Lincoln Rd Port Macquarie	
Cecilia Few	98 Oak Ridge Rd Kingcreek	

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You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Hayden Walsh	48 Korce Island Rd Beechwood	H. Walsh
TERRY GIFFILL		T. Giffill
Michaela Pittard	60 Blanches Rd Bylong	M. Pittard
Fay Stephenson	Porto	F. Stephenson
Ray Griffith	426 Bril Bril Rd Rolling Plains	R. Griffith
Reg & Rhyl Hollis	1451 Mt Pleasant Yassas	R. & R. Hollis
Amanda Adams	1002 Bellangry Rd	A. Adams
Riclie Hayward-Kea	484 TOMS CREEK RD TOMS CREEK	R. Hayward-Kea
Ross France	219 DAREBY RD Bramble	R. France
Dwyl K.A	759 Rosewood Rd Rosewood	Kathy Dwyl
Chlee Dwyl	" " "	C. Dwyl
Denis Dwyl	" " "	D. Dwyl
Tanya Baker	CHAREFIELD DUNGEY 370 CR RD Harlowmer	T. Baker
Caitlin Coombes	846 TOMS CREEK RD Ellenborough	C. Coombes
CORANIE HARRIS	1473 FORBES RIVER Rd BIRDSWOOD	C. Harris
Keni Morgan	7492 Oxley H/Way, Yarrac	K. Morgan
Darran Luckwell	123 High " Wauchape	D. Luckwell
Sorell Masters	Po Box 419 Wauchape	S. Masters
Vicki Paulson	14 Brookhouse Rd Morton's Creek	V. Paulson

Caroline
Weed Force

Received By: _____

Received Date: _____

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APPENDIX 1 - PETITION

To the Councillors of Port Macquarie-Hastings Council

The Petition of the residents of the Port Macquarie-Hastings Council

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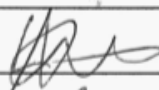

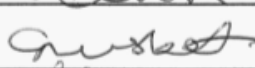
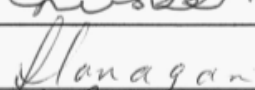
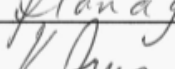
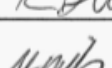
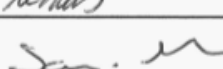


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Lodged by: Troy Eggleton Contact Phone 0428731379

Address: 12 Sarahs Crescent King Creek

Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Lachlan Angus	13 Charles St	
Stuart Blain	Glenview	
Grace Nisbet	Thrumster	
Tammy Flanagan	College Rise	
Kyisha Dunn	10 Stephen St	
Wendy Mills	438 Oxley Hwy Bagnoo	
Jamie Hall	4/24 Home St Port Mac	
B. CRANE	1 WATTLE ST	
E. Oates	6 Cook St Nth Haven	

[Subsequent pages of a petition must repeat the request from the first page of the petition.]

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[Outline the action that the Council should, or should not, take.]

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
JAN McWELLAND	SOLOMON DRIVE LAKE CATHERINE	JMcWelland
KATRINA HARRIS	31 WAUGH ST WAUCHOPE	KHarris
BRUCE FRAZER	33 FOREST OAK RD, KING CREEK	BFrazer
Robyn Rosenthal	34 ERICSON PL PMQ	RRosenthal
Debbie Rosenthal	26 MAHER RD. PMQ	DRosenthal
SHANE EAGLE	1-37 HIGH STREET WAUCHOPE	SEagle
LYNDALL GOETZ	117 High St, Wauchope	LGoetz
ERWIN GOETZ	" " "	EGoetz

and return this valuable community service back to the only viable and safe location we have in Wauchope

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Email: TroyEggleton@volunteer.adra.org.au.....

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<i>Name</i>	<i>Address</i>	<i>Signature</i>
Kelly Hartman	26 Randall St Wauchope	K Hartman
Leanne Graham	Port Macquarie	Leanne Graham

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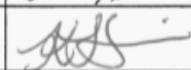

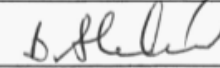

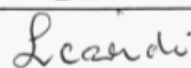
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Name	Address	Signature
Ashley Gee	1 Charles St Wauchope	
Jade Blake		
DAVID WEBB	7 ALLAMBIE CLOSE TAREE	
B HARRIS	40 THE LIP	
Krystal Smith	60 Tabrett St, Kempsey	
Libby Cooté	1/33 Lord St Laureton	
J. SHARLAND	137 Lake INNSIDE OUBURNES	
LUKE GIBSON	11 TRISTANIA CRT	
Wyd Caridi	29/21 GORE ST PORT.M	

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You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Helen Kilpatrick	1/50 Home St Port Macquarie	H. Kilpatrick
Dison Neale	8/2027 Grant St PMQ	
Sonya Waters	14 Fiona Cres, Lake Cathie	
Madisson Morante	8/27 Grant Street, PMQ	
Alyssa Quiney	6 Oxicle Street PMQ	
Carissa Embling	113 ^{Horton} Wauchope St, Port Mac	
Jess Flakelar	53 Land St, Port Mac	
Kelly Butler	23 Charles St Wauchope	
Mischia Rose	8 cogo close	
Jodie Stoertzer	31 Wauchope St Wauchope	
Maria Tanner	30/21 Gore St Port Macquarie	
	6 Lake Rd PM	
Rodney Taylor	PMQ.	
Shirley Harris	7 Young St Wauchope	
Mike Gaskin	DRIFTING	
Paula Gaskin	DRIFTING	
Dan Barltrop	326 Tam Creek Road.	
Chr. S Puck	REDBANK RD	
Michael Duxey	7 Holles St Wauchope	

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Email: TroyEggleton@volunteer.adra.org.au

You acknowledge that any information provided below may be a public record when considered by Council.

Name	Address	Signature
Jenni Pas Coombes	6. Isabel Pl. Wauchope. 2446	<i>Jenni Pas Coombes</i>

ACKNOWLEDGEMENT

Reserve Use to Stage an Event

Date: 7 March 2025

Booking ID: 3938

NAME OF EVENT:	Soupervan Service	
DATE/S OF USE OF RESERVE	05 March 2025	13 August 2025
	12 March 2025	20 August 2025
	19 March 2025	27 August 2025
	26 March 2025	03 September 2025
	02 April 2025	10 September 2025
	09 April 2025	17 September 2025
	16 April 2025	24 September 2025
	23 April 2025	01 October 2025
	30 April 2025	08 October 2025
	07 May 2025	15 October 2025
	14 May 2025	22 October 2025
	21 May 2025	29 October 2025
	28 May 2025	05 November 2025
	04 June 2025	12 November 2025
	11 June 2025	19 November 2025
	18 June 2025	26 November 2025
	25 June 2025	03 December 2025
	02 July 2025	10 December 2025
	16 July 2025	17 December 2025
	23 July 2025	24 December 2025
	30 July 2025	07 January 2026
	06 August 2025	14 January 2026

Please ensure no adverse noise occurs during bump in and out times.

EVENT COMMENCEMENT/END DATE:	05 March 2025 to 14 January 2026
EVENT OPERATIONAL HOURS:	5.00pm - 8.00pm
EVENT LOCATION:	Bain Park
APPLICANT DETAILS:	Soupervan Service Troy Eggleton 0428 731 379 TroyEggleton@volunteer.adra.org.au

Reserve Use to Stage an Event

TYPE OF ACTIVITY	We provide free soup, buns, produce, bakery and other grocery items to community members experiencing food insecurity due to homelessness or cost of living crisis and we provide a warm and friendly environment for those suffering social isolation to interact with members of the community.
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Pursuant to Chapter 7 of the [Local Government Act 1993](#) notice is now given of the determination by Council of your application for the subject activity.

The application has been determined by the granting of approval subject to the following conditions:

The event organiser must contact the following Council representatives at least seven (7) days prior to setting up for the activity on the reserve. Please ensure that contact is made during business hours.

Parks & Open Space Co-ordinator - 0417 696 137

Contact for site set up, including location of temporary structures within the reserve.

Electrical Projects Officer - 0418 429 584

Contact for power access requirements, failure to do so may result in power not being available for the event.

Please ensure you submit your **Key Collection Request** allowing 48 hours' notice for staff to make necessary arrangements.

SITE OCCUPATION

1. The applicant is to liaise with Parks & Open Space Co-ordinator Trent Arnold on 0417 696 137 or (02) 6581 8075 prior to 3.30 pm on weekdays, at least seven (7) days prior to setting up for the activity with respect to the location of the activity within the reserve.
2. The applicant shall lodge with Council, at least seven (7) days prior to the commencement of set up for the activity, a performance bond of \$2,000.00 with an authorisation for Council to expend part or all the bond to repair or restore the ground surface or associated fixtures at the reserve. A joint inspection is to be carried out by both the applicant and Council at least 48 hours prior to and at the completion of the activity to determine any necessary works. In this regard, please liaise with Parks & Open Space Co-ordinator Trent Arnold on 0417 696 137 or (02) 6581 8075.
3. The applicant is to ensure that any Council invoice is paid in full prior to initial access to the Venue/Facility.

EMERGENCY SERVICES - OVER 500

1. Please ensure that you notify local emergency services that your event is taking place.
2. You are to ensure that emergency services have access and egress around the site.

ROAD CLOSURES/TRAFFIC MANAGEMENT/PARKING

1. The applicant is to abide by and comply with any directions or conditions set out in the [Section 138](#) approval issued by Council's Infrastructure Planning Team.

TEMPORARY STRUCTURES

Reserve Use to Stage an Event

This approval is issued subject to the terms and conditions contained in development consent 2016/56 and any subsequent modifications to that consent. Should any condition in this approval differ from any condition issued under development consent 2012/358, the conditions in the development consent will prevail.

Tents, marquees, or booths for community events

The proposed tent, marquee or booth will be exempt from development consent only if the structure meets the criteria specified in Part 2, Division 3, Subdivision 7 of the [State Environmental Planning Policy \(Exempt and Complying Development Codes\) 2008](#)

SMALL STRUCTURES

1. In the event you are unable to comply with the attached provisions, it is likely that development consent will be required. For more information on this process, please contact Council's Duty Planner on (02) 6581 8111, Monday - Friday, between 8:30am and 1:00pm. It should be noted that development applications can take approximately 8 weeks to process.
2. The applicant is responsible for ensuring that the temporary structures are suitably weighted down trying to avoid securing devices (i.e.: pegs/star pickets) being driven into the ground.
3. If securing devices are required the applicant is responsible for locating any underground services that may be impacted by pegs, star pickets, or other securing devices. [A Dial Before You Dig](#) plan is to be obtained prior to the event to locate underground services including Essential Energy, Telstra services etc. These plans should be provided to an accredited plant locator to identify the position of the underground service.
4. For assistance with the location of Council underground services please contact Council's Electrical Technical Officer Gavin Lunn on (02) 6581 8146 and Water Services Co-ordinator Ben Freeman on (02) 6581 8455 prior to 3.30 pm on weekdays, at least seven (7) days prior to setting up for the activity with respect to the location of the activity within the reserve.
5. The cost of any damage or repairs to underground services is to be paid for by the applicant.
6. The structure is to be able to resist loads determined in accordance with the following Australian and New Zealand Standards and Guidelines:
 - [AS/NZS 1170.0:2002, Structural design actions, Part 0: General principles](#)
 - [AS/NZS 1170.0 Sup 1.2002 \(R2016\) Structural design actions - General principles - Commentary](#)
 - [AS/NZS 1170.1:2002 \(R2016\), Structural design actions, Part 1: Permanent, imposed and other actions](#)
 - [AS/NZS 1170.1:2002 Structural design actions, Part 1: Permanent, imposed and other actions](#)
 - [AS/NZS 1170.2:2021 Structural design actions, Part 2: Wind actions](#)
 - [Hire & Rental Industry Association LTD - HRIA Marquee Weighting Guide](#), along with any other temporary structure instructions, procedures, manuals, warnings, or other programs available to owners or users for the type of temporary structure being utilised.
7. The structure is to be erected in accordance with the manufacturer's instructions in a secure and safe manner, be erected on a surface that is sufficiently firm and level, be structurally sound and capable of withstanding the loadings likely to arise from its use.
8. The applicant is to comply with current safety regulations and any requirements of [Safe Work Australia](#).

Reserve Use to Stage an Event

WASTE MANAGEMENT

1. The applicant is to provide sufficient waste bins for any waste generated by the event.
2. The waste bins are to be removed from the area promptly at the completion of the event.
3. Public place waste bins within the event boundaries are not permitted to be used during the event or for post-event clean up.
4. The principles of event waste reduction, recycling and management are to be implemented and waste bins are to be provided to enable attendees to separate their waste, thereby reducing waste to landfill.
5. The applicant is responsible for all costs incurred in relation to waste management including the provision of the waste bins, collection, and disposal costs.
6. The applicant is responsible for keeping the site clean during and after the event. This includes ensuring that any rubbish from the van is collected and properly disposed of, as well as removing any materials from the surrounding area that may have originated from the van during the event.
7. If the site is not left clean and free of waste, a clean-up will be organised for the site, with the cost charged to the applicant.
8. The applicant may be required to prepare and submit a formal Waste Management Plan based on proposed activities and/or attendance estimations.

USE OF POWER

1. To obtain access to power, you must contact Council's Electrical Projects Officer on (02) 6581 8145 or 0418 429 584 prior to 3.30 pm Monday to Friday, at least seven (7) working days prior to the event. Failure to do so will result in power not being available for the event.
2. In accordance with Council's **Fees and Charges**, power access fees apply per power outlet and per day. Payment is due at least seven (7) days prior to the commencement of set-up for the activity.
3. Any electrical leads or equipment shall be set up in accordance with the requirements of **SafeWork NSW** and the provisions of **Australian Standard AS3002-2021 Electrical Installations - Shows and Carnivals**, by a licensed electrician.
4. Event holder is responsible for ensuring that the event meets the PMHC electrical specifications and requirements as outlined in the document as attached.
5. The applicant is responsible for all costs incurred for misuse or overloading of the electrical facility as well as all costs associated with out of hours' callouts.

No On-Site Facilities Available

1. If power is required and use of Council's power is not available at the site, the applicant is to make all necessary arrangements with the local power authority for the supply of sufficient power to conduct the event. Any associated costs are the responsibility of the applicant.
2. The applicant is to ensure that any temporary facilities are removed from the site immediately following the staging of the event.

Reserve Use to Stage an Event

LIGHTING

1. All lighting provided for the event must be installed to meet the requirements of [AS4282.1997 – Control of the Obtrusive Effects of Outdoor Lighting](#).

SALE/PROVISION OF FOOD

1. The preparation, handling, and storage of food in conjunction with the activity shall comply with the [Food Act 2003 and Regulations](#), the NSW Food Authority's [Guidelines for food businesses at temporary events](#), and the requirements of Council's Food Safety Officer.
2. The applicant is to ensure that the external Food/Beverage Vendors are not a direct conflict with existing businesses in the area. Provision of food/beverages of the same category/type must be negotiated with the onsite establishment to ensure financial conflict/loss does not occur.
3. Final details of any activity involving the handling of food must be submitted to Council's Food Safety Officer no less than seven (7) days prior to the event and the applicable fees paid (where required). Failure to do so may result in the approval being cancelled. Please contact Council's Environmental Health Team on (02) 6581 8111 for further information on food safety requirements or to speak with [Council's Food Safety Officer](#).
4. It is recommended that the mobile food vehicle comply with the NSW Food Authority [Guidelines for mobile food vending vehicles \(December 2023\)](#).

AMENITIES

Reserve Amenities Blocks

1. The on-site amenities at reserves are cleaned and serviced as part of a regular maintenance schedule for use by the public. The applicant is to monitor usage of these amenities and provide additional toilet paper and hand towels, if required. Should any damage occur at these amenities please report to Council as soon as possible on (02) 6581 8111 or [report an issue](#) via our website.

SPECIAL CONDITIONS

1. This approval is issued subject to the terms and conditions contained in development consent 2016/56 and any subsequent modifications to that consent. Should any condition in this approval differ from any condition issued under development consent 2016/56, the conditions in the development consent will prevail.
2. This approval only relates to Council owned or managed lands. Should this event also be held on or traverse through, any private property, Crown Land, National Park, State Forest, or any other areas that are not owned or managed by Council, the event organiser is required to follow up with the relevant agencies for any approvals that may be required from them.
3. Event Risk Management - you may need to refer to [Australia's Strategy for Protecting Crowded Places from Terrorism](#), please see their website for further information:

GENERAL CONDITIONS

1. The applicant is to ensure that this approval is available on site during the occupation of the reserve and is to be produced if so requested.

Reserve Use to Stage an Event

2. The onus is on the applicant to ensure that a) all employees, volunteers, contractors and any other personnel involved in the set-up, set-down, and/or operation of the event, abide by the conditions outlined in this approval and b) potential risks identified in the applicant's risk assessment for the set-up, set-down, and/or operation of the event are eliminated or minimised.
3. The applicant is responsible for the management of the event and by holding the event agrees to indemnify Port Macquarie-Hastings Council from and against all actions, costs, claims and damages which may arise out of or in relation to the use or occupation of the land or arising from the care, control, or management of the land for the event.
4. Port Macquarie-Hastings Council reserves the right to modify this approval should an unforeseen major event be proposed for the approved area. A major event could include a state, national or international event, or an event of significance to the community or local government area. Should this action be necessary, we will advise you immediately and endeavour to accommodate your group at an alternate venue. Council also maintains the right to cancel the event at any time due to current or predicted weather conditions.
5. The applicant agrees that Council has no responsibility or liability for any loss or damage to the applicant's fixtures or fittings or personal property.
6. The cost of repairs to damaged paths, grassed surfaces, underground services, roadways, the reserve area, or other public facilities used in conjunction with the event is to be paid by the applicant.
7. The applicant must comply with any Act, Regulation, code of practice, Australian standard, council policy, protocol and or any other third-party licences/permits that may be required relating to the event and/or use of the reserve area.
8. The activity shall be carried out in accordance with the application submitted except where varied by any condition of this approval.
9. Vehicles are not permitted on the reserve.
10. Footpath/walkways are not to be obstructed during the activity.
11. This approval does not confer on the applicant any exclusive right, entitlement or interest in the reserve area and access is not to be denied to the public.
12. You may need to lodge with the NSW Police Service a Notice of Intention to Hold a Public Assembly, please contact the local Police Station for further details.
13. The applicant is to provide a Certificate of Currency - Public Liability Insurance with a minimum of \$20 million coverage. The certificate is to note Port Macquarie Hastings Council as an interested party and must be received not less than 7 days prior to the event. If this event approval covers multiple dates and your Insurance Policy expires within the approval period, please provide Council with your updated Policy cover as soon as possible.

Should your insurance coverage lapse during a multiple date approval and a renewal is not received by Council, this approval will automatically cancel.

Note - If you outsource market stall holders, entertainers, amusement operators etc., to take part in your event, unless your insurer agrees to cover them as part of your cover and this is noted on the policy, the onus is on the applicant to ensure that each person/group taking part holds their own public liability insurance.

Reserve Use to Stage an Event

The above conditions are imposed in conformity with Chapter 7 of the Local Government Act, 1993, the Local Government (General) Regulation 2005 and with Council's current Codes and Policies.

It is an offence under Section 627(3) of the **Local Government Act, 1993** to fail to comply with this approval. Council's regulatory staff may inspect the premises/event to ensure compliance with the conditions at any time during operation.

Right of Appeal

If you are unsatisfied with this determination, Section 176(1) of the **Local Government Act 1993** gives you the right of appeal to the Land and Environment Court within 12 months of the determination date.

Right of Review

Section 100 of the **Local Government Act 1993** provides for an applicant to request Council to review its determination. This does not apply to applications made on behalf of the Crown. The request for review must be made within 28 days of the date of determination or prior to an appeal being heard by the Land and Environment Court. A decision on a review may not be further reviewed under Section 100.

Note - The **Work Health and Safety Act 2011** places a duty of care on the applicant to ensure the safety and well-being of all members of the public as well as employees or volunteers that are involved with an event. As the applicant, you should undertake a risk assessment of the event and then an on-site check to ensure that all areas of risk and potential hazards have been addressed.

Lucilla Marshall
Group Manager
Liveable Communities

Port Macquarie Hastings Council
BIRPAI COUNTRY

pmhc.nsw.gov.au

Email Bookings@pmhc.nsw.gov.au

PO Box 84 Port Macquarie NSW 2444

Tel 02 6581 8111 Socials [@pmhcouncil](#)



Reserve Use to Stage an Event

AFTER HOURS CONTACT

For any after-hours enquiries or issues please phone (02) 6581 8111

Note - The below contacts are to be utilised only during business hours, outside business hours please use the Afterhours contact number above, if it is not an emergency you may also **Report an issue**.

Ground Inspections and Event Set-up Contacts

Parks & Open Space Co-ordinator

(02) 6581 8075
0417 696 137

Electrical Projects Officer

(02) 6581 8145
0418 429 584

Electrical Technical Officer

(02) 6581 8146

Sale/Provision of Food

Food Safety Officer
(02) 6581 8082

Amusement Device Inspections (Mechanical)

Compliance Officer
(02) 6581 8111

Road Closures/Traffic/Parking

Administration Officers Infrastructure Planning
(02) 6581 8111

Public Amenities (Vandalism)

Facilities Team
(02) 6581 8111

Water Operations Co-ordinator

(02) 6581 8455

Developments, Compliance & Consents

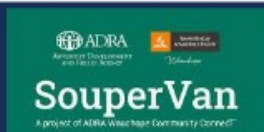
Duty Planner
(02) 6581 8111

It is the responsibility of the applicant to read through these conditions of consent and contact the relevant officers above prior to event set up.

www.invarion.com



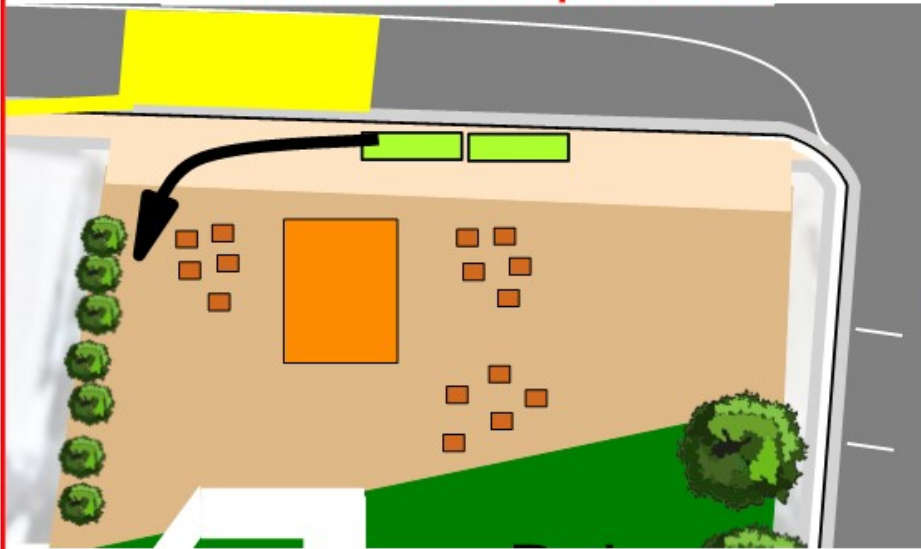
Community Connect SouperVan



Legend

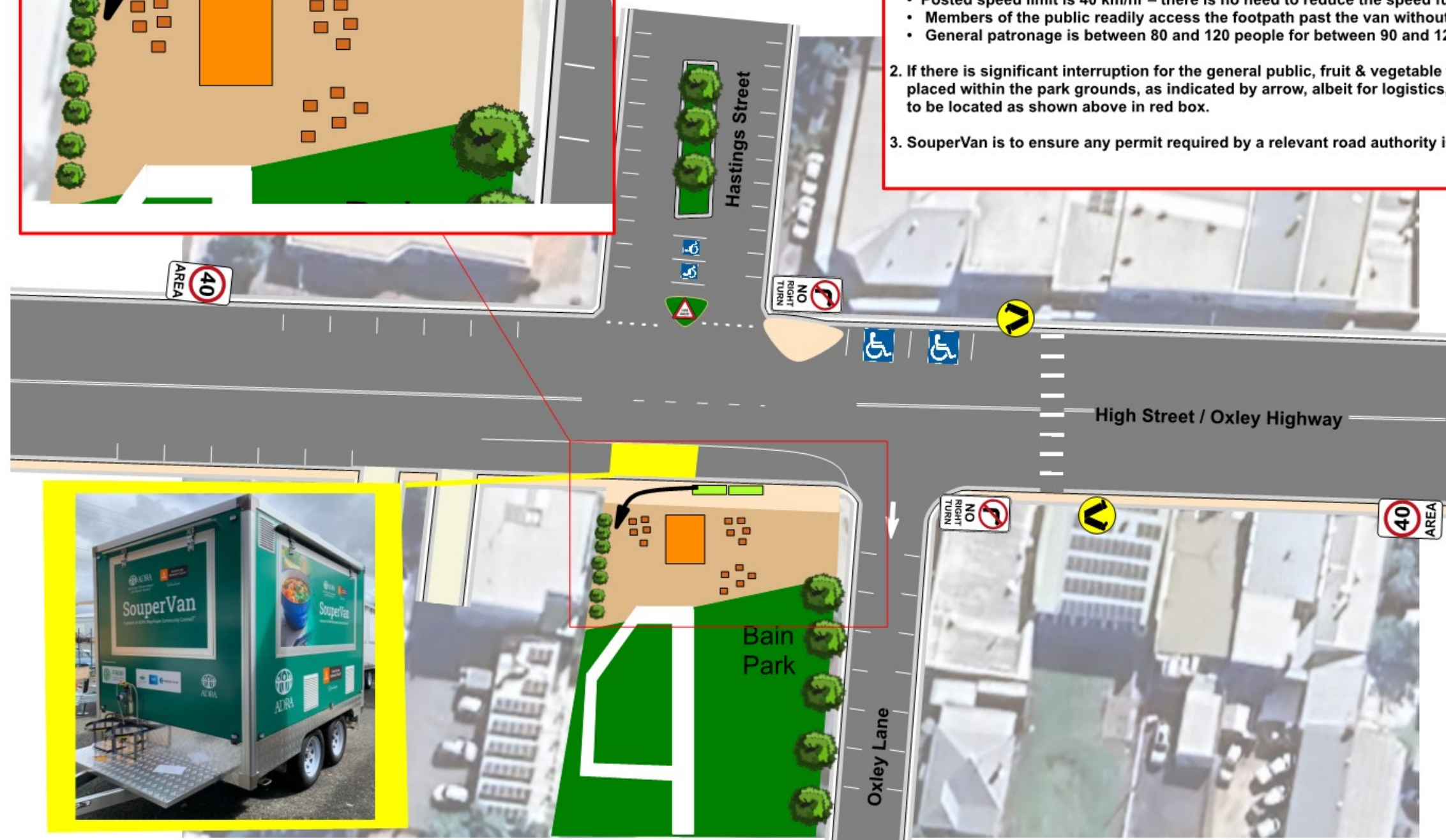
- Fruit & Veg tables
- Indicative location - tables & chairs
- SouperVan Site

Zoomed view of SouperVan site



GENERAL NOTES

1. No additional signs and devices are required for the SouperVan to operate in this location:
 - The High Street travel lane has a width of 4 meters
 - The SouperVan is parked within the designated parking lane
 - Access to the van is via the rear in the designated parking lane
 - Patrons access the van from the kerb side of the van
 - Posted speed limit is 40 km/hr – there is no need to reduce the speed further
 - Members of the public readily access the footpath past the van without disruption
 - General patronage is between 80 and 120 people for between 90 and 120 minutes.
2. If there is significant interruption for the general public, fruit & vegetable tables can be placed within the park grounds, as indicated by arrow, albeit for logistics, it is preferred to be located as shown above in red box.
3. SouperVan is to ensure any permit required by a relevant road authority is kept on site at all times.





Authorised by: Council
Authorised date: 21/07/2021
Effective date: 21/07/2021
Next review date: 21/07/2024
File Number: D2021/223507

Council Policy BEACH DRIVING POLICY

1. INTRODUCTION

This Policy has been developed by Council to provide a framework for the management of recreational vehicles on beaches in the Port Macquarie-Hastings Local Government area, with the aims of:

- a) Establishing a consistent approach to regulating beach access by vehicles on beaches
- b) Protecting the coastal environment
- c) Ensuring the safety of all beach users
- d) Allowing for sustainable and equitable recreational use of the beaches

Beaches and dunal ecosystems are highly valued by the local community and the many visitors to the Port Macquarie-Hastings region.

Improper use can compromise this valuable resource. Projected population increase in the Port Macquarie-Hastings Local Government Area will place increased pressures on our beaches, with higher levels of competing use and the need for clear guidelines for all users.

2. POLICY STATEMENT AND SCOPE

The purpose of this policy is:

- To provide permits which allow the recreational use of motor vehicles on the beaches and adjacent reserves in the Port Macquarie Hastings Local Government Area.
- To enforce compliance with the Beach Driving Guidelines
- To utilise income generated through the sale of permits for maintenance of beach access points and associated infrastructure

This policy applies to all motor vehicles other than those used by:

- Emergency services, surf lifesaving clubs, lifeguards and other persons during bonafide rescue operations.
- Authorised servants of Local, State and Commonwealth Governments in performance of their duties.
- Commercial fishers with a valid fishing license.

3. BEACH DRIVING PERMITS

- 3.1 All 4WD users must hold, or obtain, a valid permit prior to accessing any designated beach within the Port Macquarie-Hastings Council, Kempsey Shire or Nambucca Valley Council areas.
- 3.2 Beach Driving Permits can be purchased online using the PayStay App, via Council Customer Service Offices, the Glasshouse Information Centre or nominated Outlets.
- 3.3 Beach Driving Permits are not transferrable between vehicles.
- 3.4 Council will maintain a register of valid permits issued via the PayStay App.
- 3.5 Permit fees are variable based on permit timeframes, currently 30-day permits, Yearly Permits, and Pensioner Yearly Permits. Permit fees are determined by Council each financial year.
- 3.6 Fees from Beach Driving Permits are allocated towards improved signposting, access tracks for vehicles and pedestrians, dunal fencing and revegetation works.

4. BEACH DRIVING GUIDELINES

The following guidelines provide further information on Council issued Beach Driving Permits and the associated requirements permit holders must abide by:

4.1 New South Wales road rules apply

Vehicles accessing beaches must be registered and their drivers must hold a valid drivers licence. Laws relating to drug and alcohol use on NSW roads are applicable to beaches. Disabled drivers may apply for a special licence under RTA unregistered vehicles provision.

4.2 Maximum Speed

A speed limited of 40 km/h applies and vehicles are required to slow to a speed of not more than 25 km/h when within 100 metres of people on beaches.

4.3 Defined Areas

Vehicles are prohibited on the vegetated dune area at all times.

Vehicles are to drive between the low and high tide marks (where the sand is firmer) except when entering or exiting the beach. Enter or exit via designated, signposted access points only. Access is prohibited outside these areas. Fines may apply.

Access may be reviewed/closed at any time due to a change in environmental conditions which may affect safety or circumstances ie. Severe weather events, shorebird breeding periods. If when driving a section is encountered that cannot be passed safely, drivers are to turn around and not proceed through the section.

4.4 Beach Users

Pedestrians and other beach users engaged in recreational activities have right of way all times, except at officially defined vehicle access points.

Motor vehicles shall keep a reasonable and safe distance from other beach users.

4.5 Parking on the beach

Vehicles must only park on the section of beach between the high water mark and the front of the dunal system (immediately above high tide mark) at least 25 metres from a beach access point, unless signage advises otherwise.

Vehicles must park responsibly away from dunes, vegetation or threatened species.

Vehicles and trailers are not to be left on the beach whilst actively engaged in ocean (deep sea) fishing.

4.6 Surf Patrol Areas

Vehicles are not permitted to drive through a surf patrol area, unless arrangements are made with the patrol captain on duty.

4.7 Share the Shore

Our 4WD accessible beaches are important nesting habitat for many threatened species, who nest from September to March on the beach above the high tide mark. Help save these species from extinction by acting responsibly, being alert to sign-posted nesting sites, staying away from the dunes and controlling your pets.

5. RECIPROCAL RIGHTS - KEMPSEY SHIRE AND NAMBUCCA VALLEY COUNCILS

Reciprocal beach permit rights have been established between Port Macquarie-Hastings, Kempsey Shire and Nambucca Valley Councils. Holders of current beach permits issued by any of these Councils are valid at the nominated beaches within the Port Macquarie-Hastings, Kempsey and Nambucca Council areas. (see Mid North Coast beach access Map as Attachment 1)

Residents in the Port Macquarie-Hastings area must obtain their permit from Port Macquarie-Hastings Council, or nominated outlets, and similarly, person residing in the Kempsey or Nambucca Valley Shires must apply for their permit in the Local Government area in which they live.

6. SPECIAL OCCASIONAL USE

Council will give consideration to the organisers of sporting, cultural or other special events to take nominated vehicles onto restricted areas with Council's prior written approval.

Applications for special occasional beach usage must be made to Council in writing at least 21 days prior to the requested beach access. Applications will be considered on merit having regard for the public interest.

Vehicles must access via designated access points and abide by the Beach Driving Guidelines.

7. COMMERCIAL FISHERS

Commercial Fishers, who hold a valid fishing licence, are permitted to drive on all permissible areas listed below without obtaining a beach driving permit, whilst working in the Port Macquarie-Hastings local government area. In addition, they are permitted to drive on North Beach from the North Shore Drive beach access point south to the breakwall.

8. TEMPORARY PROHIBITION

In the event of any beach being unsuitable for motor vehicle use following short-term damage due to storm conditions, then the Council, the Department of Land & Water Conservation and where necessary, the appropriate land management authority, shall have authority to temporarily close the beach to permit the return of sand and dunal vegetation.

9. OFFENCES

It is an offence to operate a vehicle on the vegetated dune of any beach.

It is an offence to drive or park on any beach (except at boat launching sites) without a current beach driving permit. Any person contravening the Policy will be considered to be in breach of the *Local Government Act 1993*, which provides for penalties of up to \$1,100. On-the-spot fines of \$110 may also be issued for failing to comply with a notice.

The permit holder must be able to provide evidence of a valid beach driving permit, either by displaying a valid permit sticker or showing details in the PayStay App. Breach of this policy carries a \$110 on-the-spot fine.

Any person driving in restricted or prohibited areas will be considered to be in breach of the *Recreation Vehicles Act 1983*, which provides for penalties of up to \$500, or a breach of the *Local Government Act 1993*, which provides for penalties of up to \$550. Driving in restricted or prohibited areas resulting in injury to a person or animal, or disturbing or removing plants in a public place carries a maximum penalty of \$2200.

Port Macquarie-Hastings Council reserves the right to withdraw the beach driving permit from vehicles found contravening this policy.

10. ENFORCEMENT

The following persons are authorised to enforce this policy:

- Council Rangers
- Officers of the NSW Police Force

NPWS Officers are authorised to enforce the National Parks and Wildlife Regulation 2019 on NPWS estate. This includes all of North Shore Beach within Limeburners Creek National Park and Dunbogan Beach within Crowdy Bay National Park above the high water mark.

10.1 Legal Action

Port Macquarie-Hastings Council will determine all breaches of this policy and the course of action to be taken except in the situation where an on-the spot fine is issued.

In the event of non-payment of on-the-spot fines as set out in the Infringement Notice issued for breach of this policy, legal proceedings will be instigated automatically without further advice from Council.

11. SIGNS AND STRUCTURES

Signs are erected at the designated beach access locations to indicate Council's requirements in relation to the use of vehicles on beaches.

Acting contrary to signs erected by Council is a breach of the Local Government Act 1993 and will be subject to action indicated in Section 632 (1) and (2) of the Act.

12. RESPONSIBILITIES AND AUTHORITIES**12.1 Roles and Responsibilities**

The following Council officers are responsible for the implementation of this Policy:

- Administration Officer, Recreation, Property & Buildings (Asset owner)
- Customer Service Officers (selling of Beach Permits)
- Regulatory Services Staff (Enforcement)
- Community Engagement team (Education)
- Communications team (Social media, promotion of policies)

The following Council officers are responsible for the adherence to this Policy:

- Group Manager Recreation, Property & Buildings
- Group Manager Environment and Regulatory Services

In implementing this Policy, Council will liaise with the following stakeholders, if required, in any manner considered necessary by Council to achieve the Policy objectives:

- NSW Police
- The Land and Property Management Agency
- NSW National Parks & Wildlife Services (Office of Environment & Heritage)
- Climate Change and Water
- The Department of Primary Industries/Fisheries
- Crown Lands
- Aboriginal Land Council
- Or any one or more of such bodies

12.2 Support and Advice

The following Council officers may provide support and advice on this Policy:

- Parks Management Officer
- Administration staff (Recreation, Property & Buildings, Regulatory Services)
- Customer Service Officers

12.3 Communication

The Policy will be communicated utilising the Port Macquarie-Hastings Council website, social media, various education plans, the 'Vehicles on Beaches' brochure and signage.

13. REFERENCES

Local Government Act 1993 and Regulations
Roads Act 1993
Recreational Vehicles Act 1983
Road Transport (Vehicle Registration) Act 1997
Road Transport (Vehicle Registration Regulation) 2007
Road Transport (Driver Licensing) Act 1998
Road Transport (Driver Licensing Regulation) 1999
Port Macquarie-Hastings Council 'Vehicles on Beaches' brochure

14. DEFINITIONS

For the purpose of this policy:

4WD Vehicle: means a road registered four wheel drive or all wheel drive car including SUVs, Landrovers, utilities and the like. For the purposes of this definition a 4WD vehicle may include a boat trailer.

Beach Access: the designated access provided to the beach by way of public road or land under the control of Council, or another public land management authority.

Commercial Fishers hold a commercial fishing licence under the Fisheries Management Act 1994 authorised to operate in the Ocean Hauling or Estuary General hand gathering share managed fisheries.

High water mark: A point that represents the maximum rise of a body of water over land. A mark left on a beach by wave wash at the preceding high water/high tide.

Dunal Area: the vegetated area comprising the fore and hind dunes. Dunal areas are critical for the protection of beaches. They are natural 'buffer zones' that reduce the impact of fluctuations of the shoreline and erosion by the sea.

Council Rangers: Officers employed by Local Government Areas to enforce the by-laws of those local governments and a limited range of state laws. Rangers are responsible for enforcing off-road vehicles laws by patrolling bush lands, beaches and reserves to protect sensitive areas from unauthorised off-road vehicle use.

Emergency Services: refers to any recognised government or community group providing rescue operations or disaster relief, including, but not limited to Surf Life Saving Service, Marine Rescue, State Emergency Service (SES), Police, Ambulance, National Parks and Wildlife Services (NPWS), Rural Fire Services (RFS), and the like.

NPWS: National Parks and Wildlife Services (NSW Office of Environment & Heritage)

15. PROCESS OWNER

The Group Manager Recreation, Property & Buildings is responsible for reviewing this Policy three (3) years after the commencement date of the Policy, in conjunction with other key stakeholders.

Mid North Coast beach access

Beaches are changing environments. Access may be restricted at times due to safety, conservation, severe weather or environmental changes. Beach access permit holders must comply with the beach driving rules at all times.



Reciprocal permits Your beach access permit is valid at nominated 4WD beaches within the Port Macquarie-Hastings, Kempsey and Nambucca Council areas.

PORT MACQUARIE
HASTINGS COUNCIL**BEACH DRIVING POLICY****Document Control**

Content Manager Record No.: D2021/223507

Action	Version	Completed by	Completion Date	Approved by	Approval Date	Review Date
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1. Purpose

This Policy has been developed by Council to provide a framework for the management of recreational vehicles on beaches in the Port Macquarie-Hastings Local Government area, with the aims of:

- a) Establishing a consistent approach to regulating beach access by vehicles on beaches
- b) Protecting the coastal environment
- c) Ensuring the safety of all beach users
- d) Allowing for sustainable and equitable recreational use of the beaches

Beaches and dunal ecosystems are highly valued by the local community and the many visitors to the Port Macquarie-Hastings region.

Improper use can compromise this valuable resource. Projected population increase in the Port Macquarie-Hastings Local Government Area will place increased pressures on our beaches, with higher levels of competing use and the need for clear guidelines for all users.

2. Policy Statement and Scope

The purpose of this policy is:

- To provide permits which allow the recreational use of vehicles on the beaches and adjacent reserves in the Port Macquarie Hastings Local Government Area.
- To enforce compliance with the Beach Driving Guidelines
- To utilise income generated through the sale of permits for maintenance of beach access points and associated infrastructure

This policy applies to all vehicles other than those used by:

- Emergency services, surf lifesaving clubs, lifeguards and other persons during bonafide rescue operations.
- Authorised servants of Local, State and Commonwealth Governments in performance of their duties.
- Commercial fishers with a valid fishing license.

3. Beach Driving Permits

- 3.1 All vehicle users must hold, or obtain, a valid permit prior to accessing any designated beach within the Port Macquarie-Hastings Council, Kempsey Shire or Nambucca Valley Council areas.
- 3.2 Beach Driving Permits can be purchased online using the PayStay App, via Council Customer Service Offices, the Glasshouse Information Centre or nominated Outlets.
- 3.3 Beach Driving Permits are not transferrable between vehicles.
- 3.4 Council will maintain a register of valid permits issued via the PayStay App.
- 3.5 Permit fees are variable based on permit timeframes, currently 30-day permits, Yearly Permits, and Pensioner Yearly Permits. Permit fees are determined by Council each financial year.
- 3.6 Fees from Beach Driving Permits are allocated towards improved signposting, access tracks for vehicles and pedestrians, dunal fencing and revegetation works.



4. Beach Driving Guidelines

The following guidelines provide further information on Council issued Beach Driving Permits and the associated requirements permit holders must abide by:

4.1. New South Wales Road rules apply.

Vehicles accessing beaches must be registered and their drivers must hold a valid drivers licence. Laws relating to drug and alcohol use on NSW roads are applicable to beaches. Disabled drivers may apply for a special licence under 'Services NSW' unregistered vehicles provision.

4.2. Maximum Speed

A speed limited of 40 km/h applies and vehicles are required to slow to a speed of not more than 25 km/h when within 100 metres of people on beaches.

4.3. Defined Areas

Vehicles are prohibited on the vegetated dune area at all times.

Vehicles are to drive between the low and high tide marks (where the sand is firmer) except when entering or exiting the beach. Enter or exit via designated, signposted access points only. Access is prohibited outside these areas. Fines may apply.

Access may be reviewed/closed at any time due to a change in environmental conditions which may affect safety or circumstances ie. Severe weather events, shorebird breeding periods. If when driving a section is encountered that cannot be passed safely, drivers are to turn around and not proceed through the section.

4.4. Beach Users

Pedestrians and other beach users engaged in recreational activities have right of way all times, except at officially defined vehicle access points.

Motor vehicles shall keep a reasonable and safe distance from other beach users.

4.5. Parking on the beach

Vehicles must only park on the section of beach between the high-water mark and the front of the dunal system (immediately above high tide mark) at least 25 metres from a beach access point unless signage advises otherwise.

Vehicles must park responsibly away from dunes, vegetation or threatened species.

Vehicles and trailers are not to be left on the beach whilst actively engaged in ocean (deep sea) fishing.

4.6. Surf Patrol Areas

Vehicles are not permitted to drive through a surf patrol area unless arrangements are made with the patrol captain on duty.

4.7. Share the Shore

Our 4WD accessible beaches are important nesting habitat for many threatened species, who nest from September to March on the beach above the high tide mark. Help save these species from extinction by acting responsibly, being alert to sign-posted nesting sites, staying away from the dunes and controlling your pets.



5. Reciprocal Rights - Kempsey Shire and Nambucca Valley Councils

Reciprocal beach permit rights have been established between Port Macquarie-Hastings, Kempsey Shire, and Nambucca Valley Councils. Holders of current beach permits issued by any of these Councils are valid at the nominated beaches within the Port Macquarie-Hastings, Kempsey, and Nambucca Council areas. (see Mid North Coast beach access Map as Attachment 1)

Residents in the Port Macquarie-Hastings area must obtain their permit from Port Macquarie-Hastings Council, or nominated outlets, and similarly, person residing in the Kempsey or Nambucca Valley Shires must apply for their permit in the Local Government area in which they live.

6. Special Occasional Use

Council will give consideration to the organisers of sporting, cultural or other special events to take nominated vehicles onto restricted areas with Council's prior written approval.

Applications for special occasional beach usage must be made to Council in writing at least 21 days prior to the requested beach access. Applications will be considered on merit having regard for the public interest.

Vehicles must access via designated access points and abide by the Beach Driving Guidelines.

7. Commercial Fisheries

Commercial Fishers, who hold a valid fishing licence, are permitted to drive on all permissible areas listed below without obtaining a beach driving permit, whilst working in the Port Macquarie-Hastings local government area. In addition, they are permitted to drive on North Beach from the North Shore Drive beach access point south to the breakwall.

8. Temporary Prohibition

In the event of any beach being unsuitable for motor vehicle use following short-term damage due to storm conditions, then the Council, the Department of Land & Water Conservation and where necessary, the appropriate land management authority, shall have authority to temporarily close the beach to permit the return of sand and dunal vegetation.

9. Offences

It is an offence to operate a vehicle on the vegetated dune of any beach.

It is an offence to drive or park on any beach (except at boat launching sites) without a current beach driving permit. Any person contravening the Policy will be considered to be in breach of the *Local Government Act 1993*, which provides for penalties of up to \$1,100. On-the-spot fines of \$110 may also be issued for failing to comply with a notice.



The permit holder must be able to provide evidence of a valid beach driving permit, either by displaying a valid permit sticker or showing details in the PayStay App. Breach of this policy carries a \$110 on-the-spot fine.

Any person driving in restricted or prohibited areas will be considered to be in breach of the *Recreation Vehicles Act 1983*, which provides for penalties of up to \$500, or a breach of the *Local Government Act 1993*, which provides for penalties of up to \$550. Driving in restricted or prohibited areas resulting in injury to a person or animal or disturbing or removing plants in a public place carries a maximum penalty of \$2200.

It is an offence to tamper with, damage, or remove any signage without authorisation. Any person contravening this policy will be considered to be in breach of the Local Government Act 1993, which provides for penalties of up to \$1,100.

Port Macquarie-Hastings Council reserves the right to withdraw the beach driving permit from vehicles found contravening this policy.

10. Enforcement

The following persons are authorised to enforce this policy:

- Council Rangers
- Officers of the NSW Police Force

NPWS Officers are authorised to enforce the National Parks and Wildlife Regulation 2019 on NPWS estate. This includes all of North Shore Beach within Limeburners Creek National Park and Dunbogan Beach within Crowdy Bay National Park above the high-water mark.

10.1 Legal Action

Port Macquarie-Hastings Council will determine all breaches of this policy and the course of action to be taken except in the situation where an on-the spot fine is issued.

In the event of non-payment of on-the-spot fines as set out in the Infringement Notice issued for breach of this policy, legal proceedings will be instigated automatically without further advice from Council.

11. Signs and Structures

Signs are erected at the designated beach access locations to indicate Council's requirements in relation to the use of vehicles on beaches.

Acting contrary to signs erected by Council is a breach of the Local Government Act 1993 and will be subject to action indicated in Section 632 (1) and (2) of the Act.

12. Responsibilities and Authorities

12.1 Roles and Responsibilities

The following Council officers are responsible for the implementation of this Policy:

- Group Manager - Liveable Communities (Asset owner)
- Customer Service Officers (selling of Beach Permits)
- Regulatory Services Staff (Enforcement)

PORT MACQUARIE-HASTINGS COUNCIL | BEACH DRIVING POLICY

- 5 -



- Community Engagement team (Education)
- Communications team (social media, promotion of policies)

The following Council officers are responsible for the adherence to this Policy:

- Group Manager - Liveable Communities
- Group Manager - Environment and Regulatory Services

In implementing this Policy, Council will liaise with the following stakeholders, if required, in any manner considered necessary by Council to achieve the Policy objectives:

- NSW Police
- The Land and Property Management Agency
- NSW National Parks & Wildlife Services (Office of Environment & Heritage)
- Climate Change and Water
- The Department of Primary Industries/Fisheries
- Crown Lands
- Aboriginal Land Council
- Or any one or more of such bodies

12.2 Support and Advice

The following Council officers may provide support and advice on this Policy:

- Spaces and Places Manager
- Administration staff (Liveable Communities)
- Customer Service Officers

12.3 Communication

The Policy will be communicated utilising the Port Macquarie-Hastings Council website, social media, various education plans, the 'Vehicles on Beaches' brochure and signage.

13. References

Local Government Act 1993 and Regulations Roads Act 1993
 Recreational Vehicles Act 1983
 Road Transport (Vehicle Registration) Act 1997
 Road Transport (Vehicle Registration Regulation) 2007 Road Transport (Driver Licensing) Act 1998
 Road Transport (Driver Licensing Regulation) 1999
 Port Macquarie-Hastings Council 'Vehicles on Beaches' brochure

14. Definitions

For the purpose of this policy:

4WD Vehicle means a road registered four-wheel drive or all-wheel drive car including SUVs, Landrovers, utilities and the like. For the purposes of this definition a 4WD vehicle may include a boat trailer.

Beach Access the designated access provided to the beach by way of public road or land under the control of Council, or another public land management authority.



Commercial Fishers hold a commercial fishing licence under the Fisheries Management Act 1994 authorised to operate in the Ocean Hauling or Estuary General hand gathering share managed fisheries.

High water mark A point that represents the maximum rise of a body of water over land. A mark left on a beach by wave wash at the preceding high water/high tide.

Dunal Area the vegetated area comprising the fore and hind dunes. Dunal areas are critical for the protection of beaches. They are natural 'buffer zones' that reduce the impact of fluctuations of the shoreline and erosion by the sea.

Council Rangers Officers employed by Local Government Areas to enforce the by-laws of those local governments and a limited range of state laws. Rangers are responsible for enforcing off-road vehicles laws by patrolling bush lands, beaches, and reserves to protect sensitive areas from unauthorised off-road vehicle use.

Emergency Services refers to any recognised government or community group providing rescue operations or disaster relief, including, but not limited to Surf Life Saving Service, Marine Rescue, State Emergency Service (SES), Police, Ambulance, National Parks, and Wildlife Services (NPWS), Rural Fire Services (RFS), and the like.

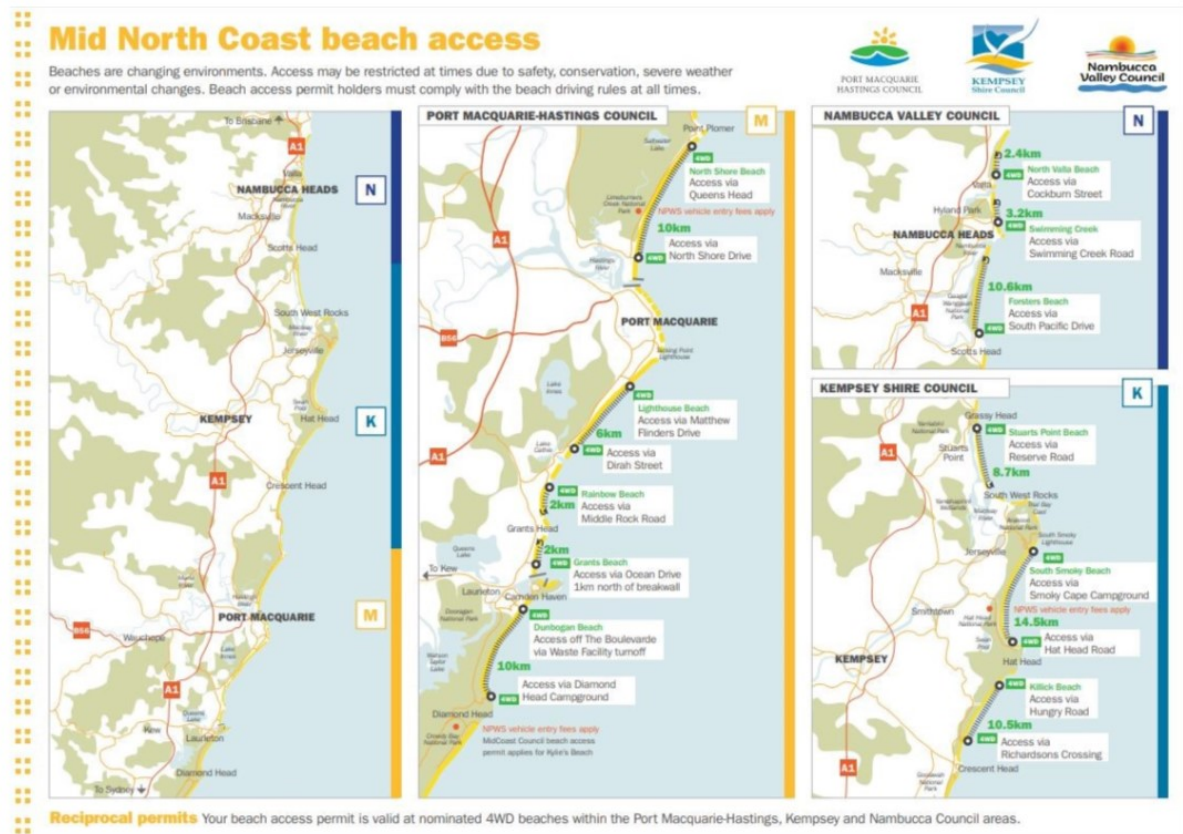
NPWS National Parks and Wildlife Services (NSW Office of Environment & Heritage)

15. Process Owner

The Group Liveable Communities is responsible for reviewing this Policy three (3) years after the commencement date of the Policy, in conjunction with other key stakeholders.

PORT MACQUARIE
HASTINGS COUNCIL

Attachment 1:



Watercraft Access & Fishing Areas



WATERCRAFT ACCESS & FISHING AREAS



What is a Watercraft Access and Fishing Area?

Watercraft access areas refer to locations specifically designed or designated for launching watercraft such as boats, kayaks or canoes for recreational purposes. Fishing areas refer to locations specifically designed or allocated for fishing activities including jetties, pontoons and wharfs. These areas often come equipped with amenities to facilitate safe and convenient access to the water.

This plan focuses exclusively on water access and fishing areas for watercraft and fishing activities. It does not include areas designated for swimming. Council recognises the need for a dedicated approach to managing swimming areas and will be developing a separate 'Places to Swim' plan which will address beach, river and lake swimming locations and other designated swimming spots across the region.

Our Watercraft Access & Fishing Area network

Our Watercraft Access and Fishing area network includes all the watercraft access and designated fishing infrastructure within the Port Macquarie-Hastings LGA based on their geographical relationships and how they are interconnected at the non-powered, local, neighbourhood and regional levels. By strategically

planning this network we aim to ensure that the infrastructure and associated land cater to a wide array of recreational activities. Using a hierarchical planning framework allows us to acknowledge the varying levels of provision and investment needed to sustain and offer a diverse range of facilities within the LGA.

Scope

The Watercraft Access and Fishing Areas Plan applies to those in Council owned or managed public parks and reserves across the LGA. It includes those that are co-located with other recreation facilities such as play spaces and picnic areas and may include associated facilities such as pontoons, fish cleaning tables, wash down areas, parking and more.

Strategy objectives

1. Set the direction for future planning and delivery of Watercraft Access and Fishing areas within the LGA
2. Establish the criteria/framework for the provision of Watercraft Access and Fishing areas within the LGA
3. Increase engagement with watercraft access and fishing area user groups, as well as the broader community, to ensure future supporting infrastructure meets their needs effectively.

Guiding design principles

- **Protect Environmental Values** by considering their environmental impact and sustainability to minimise impacts on surrounding sensitive land and marine environments.
- **Planning for Fit for Purpose and Functional Facilities** that recognise diverse demographic and community groups and plan for versatile and flexible design that can adapt to changing needs and multiple users. This approach should align with the hierarchy and provision standards to enhance the functionality.
- **Equitable Distribution** of quality infrastructure and facilities across the LGA that caters to the requirements of the region ensuring both an adequate supply and appropriate variety.
- **Inclusive and accessible** infrastructure and facilities that consider the diverse range of uses, abilities and ages that can be enjoyed by everyone.
- **Co-location** with other facilities such as parking, fish cleaning tables, wash down areas, reserves and amenities to maximise capacity and usage.
- Implement the 'Everyone Can Play' guidelines

Can I
get there?Can I
play?Can I
stay?ENVIRONMENTAL SUSTAINABILITY AND PROTECTION
OF ENVIRONMENTAL VALUES

This plan prioritises the protection of sensitive ecosystems, including marine environments, wetlands, and coastal areas, through sustainable development practices. All new infrastructure projects will adhere to the relevant environmental review processes, including the Review of Environmental Factors (REF), to assess and mitigate potential impacts on these ecosystems.

The reviews will focus on the potential effects on marine and coastal ecosystems, water quality, and biodiversity, ensuring that any infrastructure development minimises disruption to the environment. Sustainable materials, such as recycled or low-impact options, will be used, and designs will be carefully integrated into the natural environment to reduce the overall environmental footprint.

New infrastructure will be strategically located to avoid ecologically significant areas, with buffer zones or restricted access implemented where necessary. These measures will ensure infrastructure development promotes both environmental protection and safe, accessible water access.

WATERCRAFT/FISHING

SUPPORTING INFRASTRUCTURE

Supporting infrastructure increases the usability, enjoyment, and accessibility of the entire facility, not just the watercraft access and fishing area.

Typical supporting infrastructure may include:

- Pontoons
- Fish cleaning tables
- Washdown areas
- Kayak/canoe launches
- Access ramps
- Beach matting
- Parking (including boat and trailer specific parking bays)
- Storage
- Seating, tables and picnic shelters
- Shade structures and natural shade
- Public toilets
- Pathways
- Bins
- Drinking fountains
- Signage
- BBQ's
- Reserves
- Play spaces
- Marinas
- Businesses nearby

“

There's no such thing as a bad day when you're fishing.

John D. Williams

”



WATERCRAFT/FISHING

STORAGE FOR NON-POWERED WATERCRAFT

This plan acknowledges the growing demand for storage facilities to accommodate non-powered watercraft used by established clubs and emerging water sports groups including sailing clubs, dragon boating clubs, rowing clubs and other clubs. To support these activities and encourage community participation the provision of storage facilities will be considered on a case-by-case basis.

The assessment for providing storage infrastructure will take into account factors such as:

- **Club Membership and Demand:** Demonstrated need from a registered club with a significant membership base and regular watercraft usage.
- **Site Suitability:** The availability of suitable land and proximity to designated non-powered watercraft access points, while ensuring minimal environmental impact.
- **Existing Infrastructure:** The presence of complementary amenities such as clubhouses, jetties or launching facilities that align with the intended use.
- **Community and Environmental Considerations:** The potential impact on public access, safety and the surrounding environment, balanced against the benefits of supporting organised water sports activities.
- **Aesthetic Amenity:** The visual impact and design quality of the storage facilities should complement the surrounding landscape and preserve the area's visual character. The structures should be aesthetically pleasing and unobtrusive, incorporating features that enhance the overall visual experience for both users and visitors.



Watercraft Access and Fishing Area categories and distribution

Watercraft access and fishing area distribution serves different residential catchments and has different types and capacity of usage. These categories determine the type of facilities and level of amenity that is provided. They guide the budget allocations needed to support safety inspections and routine maintenance. The categories are derived from the Coastal Recreation Facility and Infrastructure Provision Standards.

LOCAL WATERCRAFT ACCESS AND FISHING AREAS

What: These make up 23 percent of the watercraft access and fishing area network and are generally located on a small parcel of land or linear stretch of open space along a beach, river or lake. They provide a basic standard of facilities but do not generally support a wide range of activities and services. These facilities usually include a lower level of investment and service provision.

Examples are Kendall Boat Ramp Reserve in Kendall, Blackmans Point Old Ferry Ramp in Blackmans Point, Fernbank Creek Old Ferry Ramp in Fernbank Creek.

Where: Ideally most users are within 1km, or a 15 minute walk to the site.

Who: These watercraft access and fishing areas are designed to serve local residents and accommodate a limited number of users due to their offering of basic facilities and limited supporting infrastructure.



This local facility at Kendall Boat Ramp Reserve in Kendall features a single lane concrete boat ramp, 2 person fish cleaning table, and a small informal area on the river bank to fish from. There is also parking, a seat, picnic setting, a bin and a small grass area.

NON-POWERED WATERCRAFT ACCESS AND FISHING AREAS

What: These make up 59 percent of the watercraft access and fishing area network. These areas cater for non-powered watercraft such as kayaks, canoes, sailboats, rowing boats and dragon boats. Unlike traditional boat ramps, they feature launch points for non-motorised vessels, often relying on the natural shoreline for unstructured entry. Some locations have specific infrastructure like purpose-built kayak/canoe launches or beach matting to improve access.

In addition, all local, neighbourhood and regional level watercraft access and fishing areas are also considered as non-powered watercraft launch sites.

In this plan, all beaches have been identified as non-powered watercraft access points, with certain locations highlighted for additional infrastructure to enhance accessibility and ensure equitable water access.

Examples include Rowing Club Reserve in Port Macquarie and Queens Lake Sailing Club Reserve in West Haven.

Where: These facilities are distributed throughout the LGA along suitable stretches of coast, including beaches, rivers, lakes and estuaries, often located in parks and reserves with supporting infrastructure like clubhouses and storage. They are generally unstructured. Due to their informal nature these facilities provide minimal infrastructure and cater to a limited number of users,

making them suitable for low-impact recreational water activities.

Who: Non-powered watercraft access areas serve both casual users and organised clubs. They cater to individuals, families and groups engaging in recreational paddling or competitive water sports, and also act as social hubs for local user groups and water sports enthusiasts.



This non-powered watercraft launch point at Queens Lake Sailing Club Reserve utilises the natural shoreline for watercraft access. The reserve also offers supporting infrastructure including storage facilities, a clubhouse, amenities and picnic areas.

NEIGHBOURHOOD WATERCRAFT ACCESS AND FISHING AREAS

What: These make up 16 percent of the watercraft access and fishing area network and service multiple suburbs and estates. A neighbourhood facility ideally includes two or more pieces of marine infrastructure such as parking, fish cleaning tables, wash down areas, storage and toilets to maximise use.

Examples are Rocks Ferry Reserve in Wauchope, McInherney Park in Port Macquarie, and Ostler Park in North Haven.

Where: Ideally most users are within 5km or a 15 minute drive to the site.

Who: These watercraft access and fishing areas accommodate both the needs of nearby residents and visitors from surrounding suburbs and estates. They cater for individuals and families seeking a slightly enhanced experience compared to local facilities but without the extensive facilities found in regional locations.



This district facility at Rocks Ferry Reserve in Wauchope features a two lane concrete and pontoon boat ramp, 4 person fish cleaning table, and a washdown area. There is strong supporting infrastructure including parking, amenities, picnic area, bins and connected pathways.

REGIONAL WATERCRAFT ACCESS AND FISHING AREAS

What: These make up 2 percent of the watercraft access and fishing area network. They attract and serve people across the whole region and from outside the LGA. They cater for an extensive range of water-based activities and often serve as destination facilities within the network. These facilities can be part of or near regional marine precincts like marinas or harbours, offering services for both public and commercial users. They require the provision of other supporting infrastructure to allow users to spend more time in, on and around the water. This includes play spaces, BBQ's, picnic areas, parking and public toilets.

Examples include Westport Park in Port Macquarie.

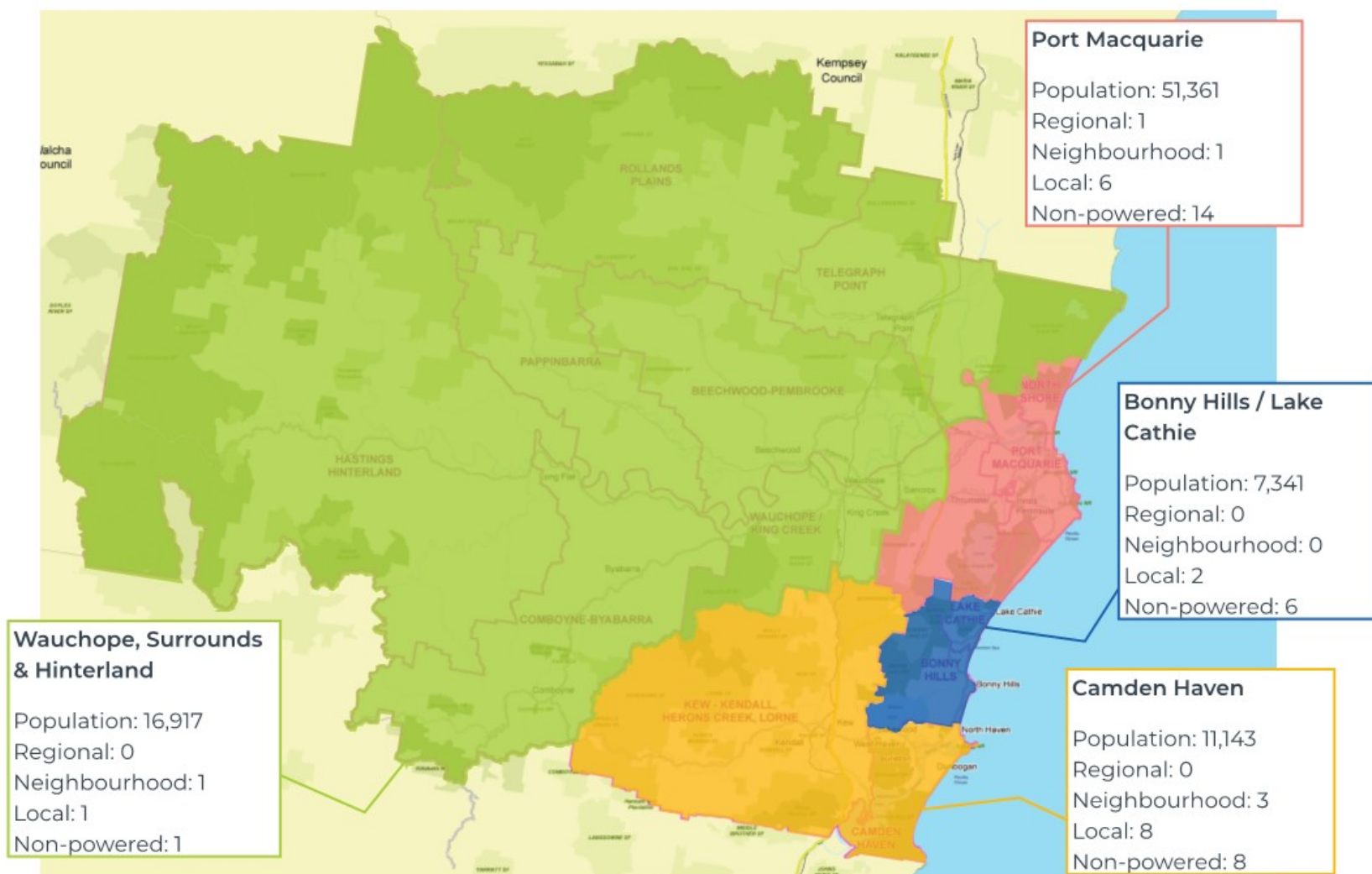
Where: Users will travel more than 10km and from outside the LGA to access the facility.

Who: These watercraft access and fishing areas aim to cater for a diverse range of users by providing the greatest capacity and variety of facilities.

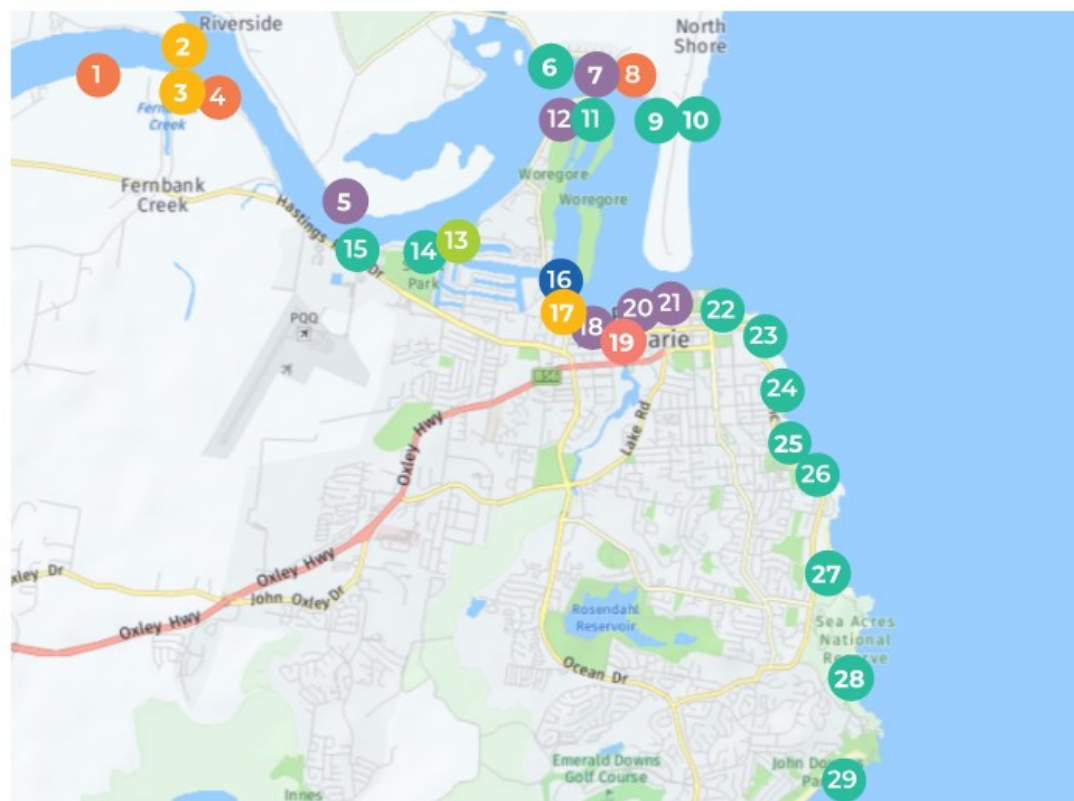


This regional facility at Westport Park in Port Macquarie features a four lane concrete and pontoon boat ramp, 8 person fish cleaning table, jetty, wharf and is located next to the marina. There is strong supporting infrastructure including parking, amenities, an event space, play space, picnic area, bins and is part of the coastal walk.

Watercraft Access and Fishing Areas map



PORT MACQUARIE



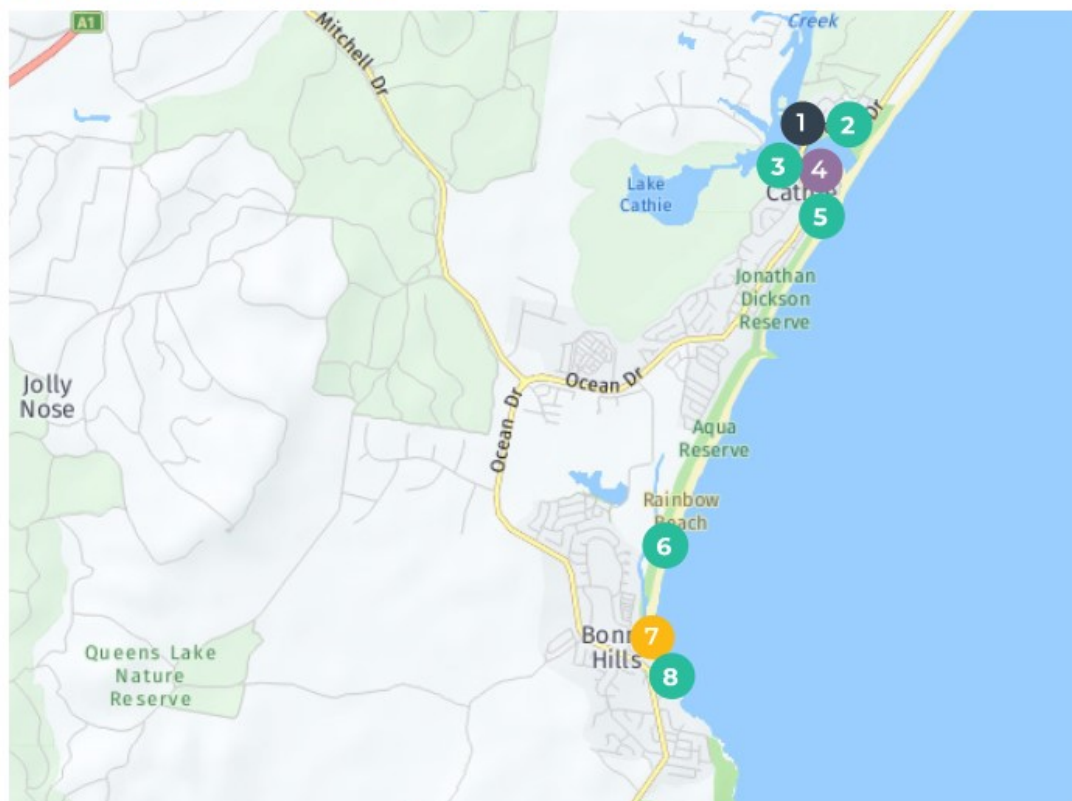
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- | | | | |
|---|---|---|--|
| # Local | # Neighbourhood | # Regional | # Proposed |
| # Proposed to retire | # Non-powered | # Other | # Upgrade |

1. Oakes Crescent Old Ferry Ramp
2. Blackmans Point Old Ferry Ramp
3. Fernbank Creek Old Ferry Ramp (West)
4. Fernbank Creek Old Ferry Ramp (East)
5. North Hibbard Jetty
6. Riverfront Reserve
7. TBC (Pontoon)
8. Ferry Reserve Old Ferry Ramp
9. Coal Wharf Reserve
10. North Shore Beach
11. Settlement Point Reserve
12. Settlement Point Road
13. McInherney Park
14. Rowing Club Reserve
15. Hibbard Reserve
16. Westport Park
17. Sea Rescue Boat Ramp
18. Hollingsworth Street Wharf
19. Hollingsworth Street Jetty
20. Fisherman's Public Wharf
21. Lady Nelson Wharf
22. Town Beach
23. Oxley Beach
24. Rocky Beach
25. Flynns Beach
26. Nobby's Beach
27. Shelly Beach
28. Miners Beach
29. Lighthouse Beach

* All local, neighbourhood and regional level watercraft access and fishing areas are also considered as non-powered watercraft launch sites.

LAKE CATHIE / BONNY HILLS



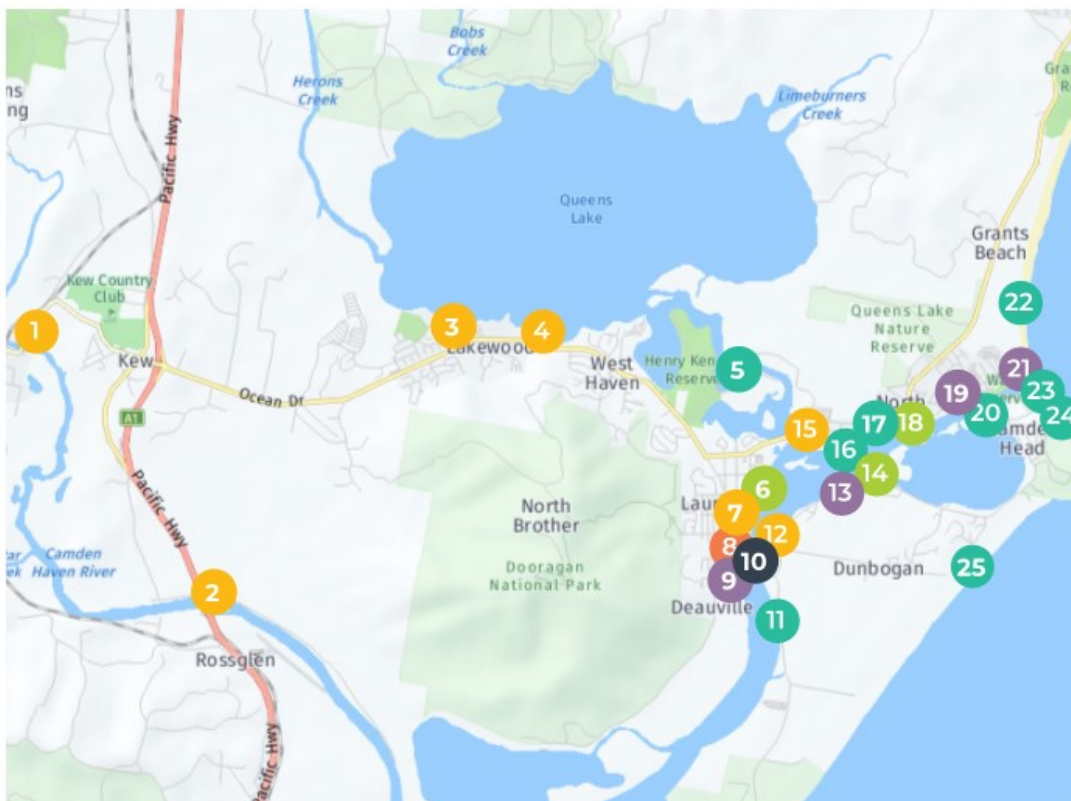
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|---|--|--|--|
| # Local | # Neighbourhood | # Regional | # Proposed |
| # Proposed to retire | # Non-powered | # Other | # Upgrade |

1. Jabiru Reserve
2. Lake Cathie Foreshore Reserve
3. Public Reserve on Tallong Drive (corner of Tallong Drive and Ocean Drive)
4. Aqua Reserve
5. Lake Cathie Beach
6. Rainbow Beach
7. Spooney's Bay
8. Bartlett's Beach
9. Grants Beach (Sharkies Beach)

* All local, neighbourhood and regional level watercraft access and fishing areas are also considered as non-powered watercraft launch sites.

CAMDEN HAVEN



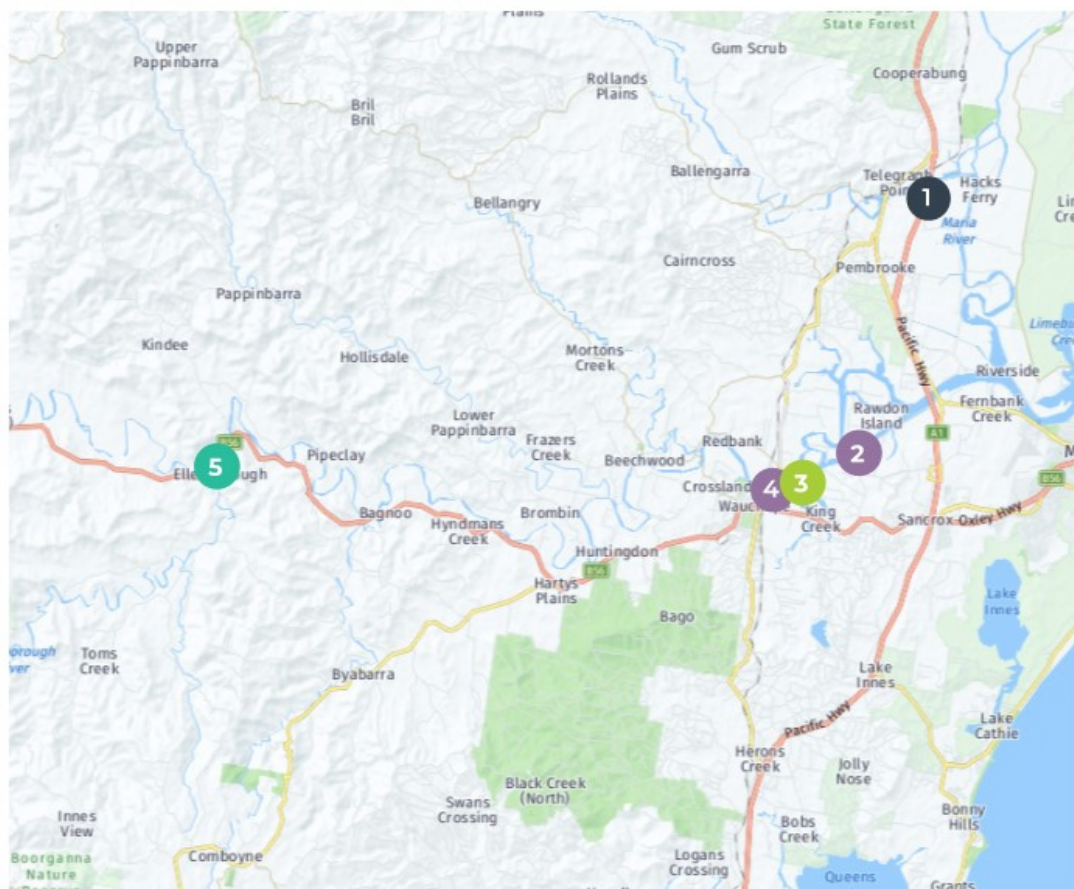
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1. Kendall Boat Ramp Reserve
2. Sunnyvale Road
3. Sirius Drive Reserve
4. Queens Lake Sailing Club Reserve
5. Henry Kendall Reserve
6. Bruce Porter Reserve
7. Club Reserve
8. Laurie Street Reserve
9. Fish Co-op Reserve
10. Apex Park
11. Diamond Head Road Reserve
12. Dunbogan Old Ferry Ramp
13. The Hatch Foreshore Reserve
14. Dunbogan Reserve
15. River Street Reserve
16. Bunny's Corner Reserve
17. Riverview Reserve
18. Ostler Park
19. Wall Reserve
20. Gogley's Lagoon
21. Hughes Road Reserve
22. Grants Beach (North Haven Beach)
23. Pilot Beach
24. Washhouse Beach
25. Dunbogan Beach (South Beach)

* All local, neighbourhood and regional level watercraft access and fishing areas are also considered as non-powered watercraft launch sites.

WAUCHOPE, SURROUNDS AND HINTERLAND



Legend



1. Log Wharf Reserve
2. Sancrox Reserve
3. Rocks Ferry Reserve
4. Jack Dwyer Reserve
5. Ellenborough Reserve

* All local, neighbourhood and regional level watercraft access and fishing areas are also considered as non-powered watercraft launch sites.

WATERCRAFT/FISHING

Determining which Watercraft Access and Fishing Areas to retain, relocate or retire

In establishing the provision standards for watercraft access and fishing areas in the LGA it is essential to assess the relationship between the marine estuaries, the distribution of residential housing, nearby population density and the availability of recreational land for supporting infrastructure. These are the driving factors that determine how many facilities are necessary, what supporting infrastructure they require and whether a facility will be categorised as Non-powered, Local, Neighbourhood or Regional.

Higher-density residential areas with convenient access to estuaries may necessitate regional or neighbourhood level facilities while areas with lower population density may be better served by non-powered or local level facilities.

This approach ensures that boat ramps are strategically located to meet the diverse needs of residents and visitors in the LGA.

After a thorough review of all the Watercraft Access and Fishing Areas it has been determined that the current supply is adequate and the existing locations are strategically positioned. However, some facilities require upgrading from a local to a neighbourhood level and certain locations need improvements to their supporting infrastructure.



WATERCRAFT/FISHING



Key findings

BONNY HILLS/LAKE CATHIE

Jabiru Reserve

- Propose pontoon at the boat ramp
- Formalise parking and define a boat drop off area
- Improve pathway connectivity to the reserve from nearby streets

Lake Cathie Foreshore Reserve

- Propose accessible ramp to the lake to improve inclusion
- Propose formal kayak/canoe launch
- Improve pathway connectivity to the reserve from nearby streets

Spooney's Bay

- Boat ramp to remain as it also provides beach access for vehicles

CAMDEN HAVEN

Kendall Boat Ramp Reserve

- Formalise car parking
- Upgrade fish cleaning table
- Improve pathway connectivity to the reserve
- Improve signage and way finding to the reserve

Norrie Reserve

- Proposed pathway connection underneath Kendall Bridge connecting the heritage wharf to the proposed pathway along River Street

Sunnyvale Road

- Renew boat ramp
- Propose 1-2 person stainless steel fish cleaning table
- Propose bin
- Define gravel parking

Henry Kendall Reserve

- Propose formal kayak/canoe launch

Laurie Street Reserve

- Upgrade wharf to be an inclusive fishing platform and add a wharf mounted fish cleaning table
- Retire boat ramp
- Retire the fish cleaning table adjacent to the boat ramp

Apex Park

- Propose pontoon at the boat ramp
- Propose an 8 person fish cleaning table
- Provide accessible pathway to the amenities

Ostler Park

- Propose accessible ramp into tidal baths



WATERCRAFT/FISHING

Hughes Road Reserve

- Investigate inclusive fishing platform adjacent to the existing fish cleaning table

Wall Reserve

- Formalise car parking inclusive of accessible parking
- Propose pathway connection from car park to the breakwall pathway

Bruce Porter Reserve

- Propose 4-6 person fish cleaning table
- Formalise car parking inclusive of boat and trailer parking and accessible parking

Queens Lake Sailing Club Reserve

- Propose 1-2 person stainless steel fish cleaning table
- Upgrade and formalise car parking inclusive of boat and trailer parking and accessible parking

River Street Reserve

- Upgrade fish cleaning table

Club Reserve Laurieton

- Formalise car parking inclusive of boat and trailer parking and accessible parking

Fish Co-op Reserve

- Improve pathway connectivity to the wharf

Dunbogan Reserve

- Propose additional boat and trailer car parking spaces

The Hatch Foreshore Reserve

- Upgrade wharf to be an inclusive fishing platform
- Improve pathway connectivity to the wharf

Lakewood Village Boat Ramp

- Renew boat ramp
- Renew wharf

PORT MACQUARIE**Blackmans Point Old Ferry Ramp**

- Renew boat ramp
- Propose 1-2 person stainless steel fish cleaning table
- Define boat and trailer car parking spaces

Oakes Crescent Old Ferry Ramp

- Retire boat ramp

Fernbank Creek Old Ferry Ramps

- Retire 1 of the 2 boat ramps
- Renew the remaining boat ramp
- Formalise car parking inclusive of boat and trailer parking
- Propose fish cleaning table

Ferry Reserve, North Shore

- Retire boat ramp

WATERCRAFT/FISHING



McInherney Park

- Upgrade and formalise car parking inclusive of boat and trailer parking and accessible parking
- Propose 8 person fish cleaning table

Westport Park

- Separate park users from boat ramp users
- Propose amenities

Sea Rescue Boat Ramp

- Improve pathway connectivity
- Car park design improvement required to increase the safety of pedestrians

Hollingworth Street Wharf

- Propose construction of a new jetty
- Propose a formal kayak/canoe launch

Fisherman's Public Wharf

- Propose additional seating and picnic areas

North Hibbard Jetty

- Upgrade of jetty to be completed 2025

North Shore

- Investigate location for a pontoon

Settlement Point Reserve

- Propose a formal kayak/canoe launch
- Upgrade amenities to include accessible toilets
- Improve pathway connectivity

Coal Wharf Reserve

- Propose a formal kayak/canoe launch

Rowing Club Reserve

- Investigate accessible ramp to the water
- Inclusion of accessible parking

Town Beach

- Increase accessibility to the beach with proposed mobi-matting

Flynns Beach

- Increase accessibility to the beach with proposed mobi-matting

Shelly Beach

- Investigate future opportunities for modified access to the southern area of Shelly Beach

Hibbard Reserve

Improve activation

WAUCHOPE, SURROUNDS & HINTERLAND

Log Wharf Reserve

- Propose pontoon at the boat ramp
- Upgrade wharf to be an inclusive fishing platform
- Propose accessible parking

Sancroix Reserve

- Upgrade wharf to include a fishing platform
- Propose a wharf mounted fish cleaning table

Jack Dwyer Reserve

- Upgrade wharf
- Propose a wharf mounted fish cleaning table

Community Gardens





COMMUNITY GARDENS

What is a Community Garden?

A community garden is a shared space where people come together to grow fresh produce, flowers and herbs. It is a place where people can learn about gardening, share knowledge, stay active and socialise.

Our Community Garden network

Our community garden network in the Port Macquarie-Hastings LGA consists of all the community gardens that are located across the region. These gardens are managed by local residents, volunteers and not-for-profit organisations who are passionate about gardening and community building.

Scope

The Community Garden Plan applies to community gardens in public parks and reserves across the LGA. It includes those that are co-located with other recreation facilities such as community halls and may include associated facilities such as play spaces, outdoor courts, amenities and more.

Strategy objectives

1. Set the direction for future planning and delivery of community gardens within the LGA
2. Establish the criteria/framework for the provision of community gardens within the LGA

“

My garden is my most beautiful masterpiece.

Claude Monet

”



COMMUNITY GARDENS

Guiding design principles

- **Protect Environmental Values** by considering their environmental impact and sustainability to minimise impacts on surrounding sensitive land and marine environments.
- **Planning for Fit for Purpose and Functional Facilities** that recognise diverse demographic and community groups and plan for versatile and flexible design that can adapt to changing needs. Some community gardens focus on food production only, while others promote social interaction and education. Well-designed spaces maximise efficiency with essential infrastructure like water sources, composting areas, tool storage, wide pathways and raised garden beds.
- **Equitable Distribution** of quality community gardens across the LGA that caters to the requirements of the region.
- **Inclusive and accessible** community gardens that consider the diverse range of abilities, ages and cultures that can be enjoyed by everyone. They should be easy to access, easy to move around and have appropriate facilities in a comfortable environment. This includes features like ramps, wide pathways, and raised beds for people with mobility challenges.
- **Co-location** with other facilities such as parking, amenities, play spaces and halls to maximise capacity and usage.
- Implement the ***Everyone Can Play Guidelines*** and adopt the 3 principles:



Can I
get there?



Can I
play?



Can I
stay?

SUPPORTING INFRASTRUCTURE

Supporting infrastructure increases the usability, enjoyment and accessibility of community gardens. Typical supporting infrastructure may include:

- Water supply
- Raised garden beds
- Storage shed
- Composting system
- Worm farm
- Propagation area
- Greenhouse
- Fencing
- Seating, tables and picnic shelters
- Shade structures and natural shade
- Signage

In addition, community gardens located in public reserves often have additional supporting infrastructure that enhances community engagement, activation, and social interaction such as:

- Public toilets
- Parking
- Bins
- Drinking fountains
- BBQ's
- Community Hall
- Library
- Play spaces
- Sporting fields
- Skate spaces
- Bike tracks
- Outdoor fitness equipment
- Outdoor courts
- Businesses nearby



Design requirements for Community Gardens

To ensure the successful establishment and sustainability of community gardens it is essential to provide clear design principles. These principles outline key design elements that promote accessibility, environmental sustainability, and community engagement. They address both functional and aesthetic considerations to ensure the gardens meet the diverse needs of the community. The goal is to create spaces that are practical for gardening while fostering social interaction and a strong local identity.

1. SITE AND ACCESSIBILITY

- **Location:** Positioned within accessible and central areas of parks or reserves, ensuring high visibility and easy access for the community.
- **Size:** The garden size should be based on the site's available area, with a minimum area of 250m² to ensure sufficient space for key features and community engagement.
- **Terrain:** The garden site should have level ground and be free from significant obstacles or steep inclines. If the terrain is uneven, grading should be done for accessibility.
- **Accessible Pathways:** Pathways should be at least 1.5m wide to accommodate wheelchair, pram and

wheelbarrow access. Pathways should have a smooth, firm surface like compacted gravel, asphalt or pavers.

- **Car Parking:** At a minimum, on-street parking spaces should be available close to the garden site. Ideally, accessible parking spaces should be available and clearly marked near the entrance.
- **Public Transport:** The site should be easily accessible by public transport within 1km of the garden.

2. SECURITY AND SURVEILLANCE

- **Perimeter Fence:** A secure, 1.5m-high transparent perimeter fence to keep animals out and provide a sense of security for garden users.
- **Gate for Pedestrian Access:** A self-closing gate with a minimum width of 1.2m, designed to ensure easy access for all users including those with mobility aids or wheelchairs.
- **Gate for Vehicle Access:** A vehicle gate of at least 3m in width for deliveries and large-scale projects.
- **Passive Surveillance:** Position the garden near park entrances or pathways to ensure it is visible from surrounding areas, promoting natural surveillance and deterring anti-social behaviour.

3. WATER AND IRRIGATION

- **Mains Water Connection:** Ensure a direct water connection is available for garden irrigation and other uses, such as cleaning tools and washing hands.
- **Tank Water Supply:** Install rainwater tanks with a capacity tailored to the garden's irrigation needs, promoting sustainable water use and reducing reliance on mains water.
- **Irrigation System:** Installation of drip irrigation is encouraged to maximise water efficiency, reduce evaporation, and ensure targeted watering of plants.

4. GROWING AND GARDENING FEATURES

- **Garden Beds:** Provide raised garden beds with a height of 800-1000mm to ensure accessibility for individuals with mobility issues. For wheelchair users, raised garden beds should be 750-800mm high if accessed from the front, with sufficient knee clearance (450-500mm). For side access, a height of 600-750mm is recommended. Include both raised and in-ground beds depending on space and soil quality.
- **Adequate Sunlight Exposure:** Position the garden in a location that ensures garden beds receive at least 6 hours of full sunlight daily, accounting for seasonal variations in light availability.
- **Propagation Area:** If possible, designate a space for

propagation or seedling growing. This space should be equipped with shelving, storage for tools and space for the community to engage in seed raising.

- **Greenhouse:** Include a small greenhouse if space permits, offering a controlled environment for growing sensitive plants, seedlings or seasonal vegetables.
- **Organic Practices:** Organic gardening methods are encouraged, including composting, crop rotation, and natural pest control, to promote healthy soil and reduce environmental impact. This supports long-term sustainability by minimising the use of synthetic chemicals and fostering a more resilient garden ecosystem.

5. INFRASTRUCTURE AND FACILITIES

- **Composting System:** Install a composting area to encourage organic waste recycling. Include multiple bins or composting systems for ease of use.
- **Worm Farm:** A worm farm should be considered for nutrient recycling, especially for organic waste generated within the garden.
- **Tool Shed for Storage:** A secure shed for storing gardening tools and equipment with a lockable door and adequate shelving for tools and supplies.
- **Shelter/Shade Structure:** Provide a shaded area for gardeners to rest and for socialising in warmer weather.

COMMUNITY GARDENS



- **Seating:** Include benches and seating areas for gardeners to rest. The raised garden beds themselves should also act as seating, allowing for community interaction.
- **Signs:** Clear signage should be installed including rules, directions and information about the garden. This ensures that both members and visitors understand the garden's purpose, operating hours and guidelines.

6. CLIMATE AND DISASTER RESILIENCE

- **Site Selection:** Choose sites that are resilient to climate-related impacts such as flooding, extreme heat, and storms. Avoid areas prone to erosion and ensure soil stability.
- **Flood and Drought Mitigation:** Incorporate raised garden beds, permeable surfaces, and rainwater harvesting systems to reduce waterlogging and conserve water. Use drought-resistant landscaping and drought-tolerant plants to minimise water use.
- **Climate-Resilient Materials:** Choose durable, weather-resistant materials for structures like fences, sheds, and seating to ensure their longevity in extreme conditions.
- **Biodiversity:** Encourage biodiversity by incorporating native plants and supporting pollinator habitats to maintain ecological balance and support wildlife.

SUMMARY OF KEY CONSIDERATIONS

- Ensure new or upgraded community gardens align with the community's vision, needs and available resources.
- Engage with the community and stakeholders to foster support and participation in the planning and activation phase.
- Prioritise strategic locations to maximise accessibility while avoiding oversupply in certain areas.
- Integrate sustainable practices and ensure that the design incorporates environmental, safety and maintenance considerations.
- Plan for the long-term viability of the garden ensuring it serves a diverse range of community members and is well-supported by infrastructure.
- Address governance, risk management and dispute resolution processes to maintain smooth operations.
- Utilise Council's Community Activation team to support ongoing community participation

COMMUNITY GARDENS



Council support for Community Gardens

Council recognises the valuable role that community gardens play in fostering social connection, sustainability, and local food production. Council is committed to supporting community gardens and provides funding opportunities through its Community Grants program. While Garden Groups lead the day-to-day planning and management of events and programs, Council grants can help expand their efforts to create strong, sustainable, and welcoming garden spaces.

Examples of activities that may be eligible for funding:

1. EDUCATION AND SKILL DEVELOPMENT

- Hands-on gardening workshops, such as composting, growing veggies, and looking after plants year-round.
- Invite experienced gardeners or local experts to share tips and advice.
- Create easy-to-read signs and guides to help people learn as they garden.

2. BUILDING COMMUNITY CONNECTIONS

- Partner with local schools, disability groups, seniors, and cultural groups to get more people involved.
- Share tools, seeds, and knowledge with other nearby community gardens.
- Work with local clubs, libraries, or community centres to support garden projects.

3. EVENTS AND ACTIVITIES

- Plan garden working bees, harvest celebrations, open days, and guided tours.
- Organise seasonal gardening events where people of all ages can learn and get involved.

4. STRENGTHENING THE GARDEN GROUP - CAPACITY BUILDING

- Help volunteers learn how to organise projects, apply for funding, and keep the garden running smoothly.
- Set up simple ways to welcome and involve new members.

5. WELCOMING EVERYONE - CULTURAL INCLUSION




- Make sure the garden is a friendly place for people from different backgrounds.
- Organise events that celebrate different cultures and gardening traditions.




These activities can bring people together, encourage learning, and help community gardens thrive in the long run.

Community Garden distribution

While there is no fixed provision rate (e.g. per number of residents or distance), the provision of community gardens will be prioritised in main community centres, with proposals assessed on a case-by-case basis. Priority will be given to sites in high-density areas and near community centres or organisations that can support or partner the project. Other key factors include community interest, available land, and accessibility to ensure equitable distribution.

ANALYSIS OF EXISTING COMMUNITY GARDENS

Cathie Hub Garden @ Lake Cathie Community Hall Reserve, Lake Cathie	Camden Haven Community Garden @ Apex Park, Laurieton	Kendall Community Global Food Garden @ Kendall Community Centre, Kendall*
 <p> Site and Accessibility: Good Security and Surveillance: Good Water and Irrigation: Adequate Growing and Gardening Features: Good Infrastructure and Facilities: Good Climate and Disaster Resilience: Good </p>	 <p> Site and Accessibility: Good Security and Surveillance: Good Water and Irrigation: Good Growing and Gardening Features: Good Infrastructure and Facilities: Adequate Climate and Disaster Resilience: Good </p>	 <p> Site and Accessibility: Fair Security and Surveillance: Good Water and Irrigation: Adequate Growing and Gardening Features: Fair Infrastructure and Facilities: Good Climate and Disaster Resilience: Good </p> <p>*(Community Managed Crown Land)</p>

Port Macquarie Library 'Seed n Read', Port Macquarie	The Lost Plot Community Garden, Port Macquarie	Wauchope Community Garden @ Wauchope Scout Hall, Wauchope
		
<p>Site and Accessibility: Poor</p> <p>Security and Surveillance: Poor</p> <p>Water and Irrigation: Poor</p> <p>Growing and Gardening Features: Fair</p> <p>Infrastructure and Facilities: Fair</p> <p>Climate and Disaster Resilience: Adequate</p>	<p>Site and Accessibility: Good</p> <p>Security and Surveillance: Fair</p> <p>Water and Irrigation: Good</p> <p>Growing and Gardening Features: Good</p> <p>Infrastructure and Facilities: Good</p> <p>Climate and Disaster Resilience: Good</p>	<p>Site and Accessibility: Fair</p> <p>Security and Surveillance: Good</p> <p>Water and Irrigation: Fair</p> <p>Growing and Gardening Features: Good</p> <p>Infrastructure and Facilities: Good</p> <p>Climate and Disaster Resilience: Good</p>

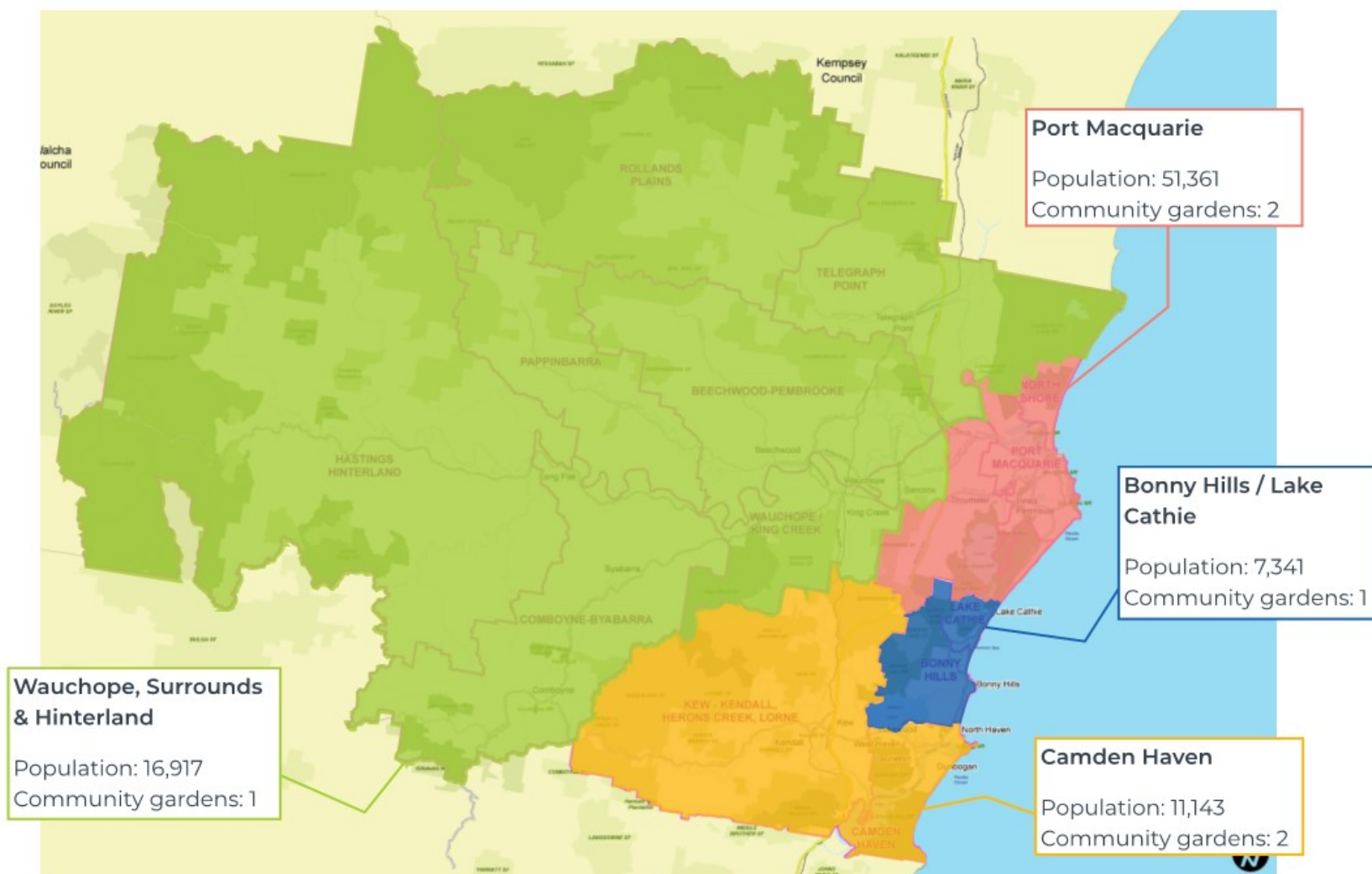
“To forget how to dig the earth and to tend the soil is to forget ourselves.”

Mahatma Gandhi



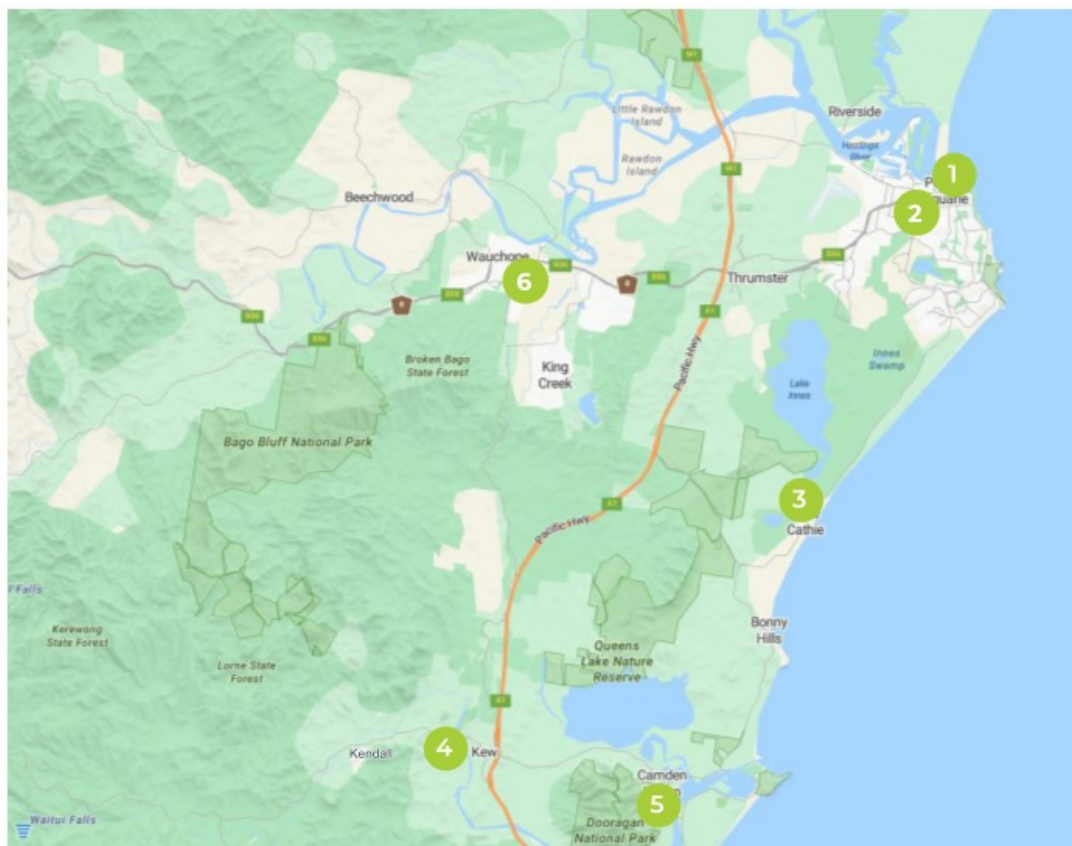
COMMUNITY GARDENS

Our Community Gardens map





COMMUNITY GARDENS



Legend

- # Retain # Relocate/Retire P# Proposed

PORT MACQUARIE

- 1 Port Macquarie Library 'Seed n Read'
- 2 The Lost Plot Community Garden

LAKE CATHIE / BONNY HILLS

- 3 Cathie Hub Garden

CAMDEN HAVEN

- 4 Kendall Community Global Food Garden
- 5 Camden Haven Community Garden

WAUCHOPE, SURROUNDS AND HINTERLAND

- 6 Wauchope Community Garden

Adequacy of current provision

The current provision of community gardens within the region reflects a mix of established sites in main community centres and emerging interest in new locations. Existing gardens vary in size, facilities, and community involvement, with some well-utilised spaces operating effectively and others facing challenges related to maintenance, accessibility, or community engagement.

Overall, while the current provision of community gardens meets demand in some areas, opportunities exist to enhance distribution, improve existing infrastructure, and ensure sustainable community involvement. Future planning will focus on prioritising new gardens in main community centres, addressing access gaps, and supporting existing gardens with the resources needed to maximise their use and community benefit.



Future planning considerations

As the population of the Port Macquarie-Hastings LGA is expected to exceed 99,491 (currently 86,762) by 2031, additional community garden spaces will likely be required to meet growing demand and provide opportunities for residents to engage in gardening activities. To ensure consistency and sustainable management, all existing and future community gardens on Council-owned or managed land will be required to operate under a Memorandum of Understanding (MOU), outlining key responsibilities. When considering case-by-case proposals for meeting future demand, the following points should be taken into account:

1. COMMUNITY NEED AND ENGAGEMENT

- Assess local demand and ensure strong community support.
- Engage key stakeholders, including residents, gardening groups, and council departments.
- Consider the diverse needs of different age groups, abilities, and cultural backgrounds.

2. SITE SELECTION AND INFRASTRUCTURE

- Ensure accessibility, appropriate size, and proximity to existing gardens to avoid over-servicing.
- Evaluate land suitability, including zoning, ownership, soil quality, drainage, and sunlight availability.
- Provide necessary infrastructure such as water access, parking, toilets, and public transport links.

- Consider environmental impacts by avoiding sites where the removal of mature native vegetation would be required to establish the garden. Also, assess potential indirect impacts, such as the need to remove adjacent trees due to safety concerns (e.g. falling branches).

3. GOVERNANCE AND MANAGEMENT

- Establish clear management structures, including roles, responsibilities, and dispute resolution processes.
- Implement a code of conduct and long-term sustainability strategies.
- Develop lease agreements, insurance, and risk management plans.
- Require all existing and proposed Community Gardens

COMMUNITY GARDENS



on Council-owned or managed land to operate under a Memorandum of Understanding (MOU), outlining responsibilities for maintenance, water use, public access, and compliance with Council policies.

- New community garden proposals must be submitted by an Incorporated Group.
- New community garden proposals on Council-owned or managed land must follow the correct Planning Approval Pathway which may require a Development Application (DA) and additional approvals such as Review of Environmental Factors (REF), Exempt Development (ED), and Section 68 approval under the Local Government Act to ensure compliance with planning regulations, land use policies, and environmental considerations.

4. SAFETY AND ENVIRONMENTAL CONSIDERATIONS

- Apply Crime Prevention Through Environmental Design (CPTED) principles for user safety.
- Incorporate environmentally sustainable practices, such as water conservation and composting.
- Ensure compliance with health and safety regulations.
- Ensure no species recognised within the North Coast Regional Strategic Weeds Management Plan or the PMHC Local Weeds Plan are to be planted or stored onsite.

By integrating these considerations, new and existing community gardens can be developed in a way that ensures equitable access, long-term sustainability, and strong community engagement.

DETERMINING WHICH COMMUNITY GARDENS TO RETAIN, RETIRE OR PROPOSE

By applying the 'Guiding Design Principles' and the 'Everyone Can Play Guidelines' new community garden locations will be considered on a case-by-case basis, prioritising co-location with existing supporting infrastructure. This approach optimises resource allocation, provides opportunities for regular use and community engagement, and ensures community gardens are accessible to a broad range of users.

Before starting a new community garden, consider joining an existing group.

Context for urban, suburban and rural areas

In the Port Macquarie-Hastings LGA, the planning and development of community gardens must account for the unique challenges and opportunities presented by urban, suburban and rural contexts. Each of these communities has distinct needs and expectations. By considering community gardens on a case-by-case basis and prioritising co-location with existing supporting infrastructure, we can ensure we meet the growing demand for accessible, high-quality community gardening spaces.

URBAN CONTEXT (PORT MACQUARIE)

- **Population and Need:** Port Macquarie currently has a population of 51,361, with a projected increase to 71,000 by 2046. This population growth will increase demand for community gardens as more residents, particularly from residents living in villas, apartments, townhouses or homes with limited outdoor space. Urban areas, with their higher population density and limited land availability, require strategically located community gardens to maximise accessibility. To ensure equitable access, urban areas will likely need more community gardens per capita than suburban and rural areas.

SUBURBAN CONTEXT (BONNY HILLS/LAKE CATHIE, CAMDEN HAVEN)

- **Population and Need:** The Bonny Hills/Lake Cathie area currently has a population of 7,341, with projections indicating an increase to 10,557 by 2046. The Camden Haven area has a population of 11,143 and is expected to grow to 13,194 by 2046. Suburban areas, such as Bonny Hills/Lake Cathie and Camden Haven, generally have lower population densities than urban centres and residents often have private yards which reduces reliance on community gardens for personal gardening. However, community gardens are still valued for socialisation, sustainability practices, and activities like growing communal crops or learning gardening skills. The demand for community gardens is moderate compared to urban areas, reflecting the lower population density and greater access to private outdoor space.

RURAL CONTEXT (WAUCHOPE, SURROUNDS AND HINTERLAND)

- **Population and Need:** Wauchope, the main township in this area, is a suburban locality characterised by a high concentration of residential housing within a 2km radius. The Surrounds and Hinterland are predominantly rural. The current population of this area is 16,917, with a projected population of 20,000 by 2046. In rural areas with sparse populations and larger properties most residents have ample space for gardening, reducing the need for community gardens. Although rural residents may use community gardens for social interaction or specialised purposes, such as collaborative projects or learning opportunities, a single centralised garden is often adequate to serve the broader region. The demand for community gardens in these areas is lower compared to urban and suburban areas.



Key findings

Currently, there is no formal internal process for assessing new community garden proposals. As part of the key findings, it was determined that establishing such a process is necessary. To ensure consistency and alignment with Council objectives, a Community Garden Guidelines and Assessment Framework will be developed. This document will outline key criteria for evaluating proposals, ensuring they align with the Guiding Design Principles, Design Requirements for Community Gardens, and broader Future Planning Considerations. It will also address essential factors such as supporting infrastructure, community engagement, long-term management, partnerships, and the overall purpose of the garden. This framework will provide a structured approach for Council to assess feasibility, support community-led initiatives, and facilitate sustainable garden development.

BONNY HILLS/LAKE CATHIE

- Cathie Hub Garden is adequate in location, size, type and quality. There is sufficient room to expand its footprint if required in the future.

CAMDEN HAVEN

- Camden Haven Community Garden is adequate in location, size, type and quality. There is sufficient room to expand its footprint if required in the future.
- Kendall Community Global Food Garden is adequate in location, size, type and quality.

PORT MACQUARIE

- The Lost Plot Community Garden is adequate in location, size, type and quality.
- The Port Macquarie Library 'Seed 'n Read' garden is adequate as its purpose is to learn gardening, grow fresh produce, collect seeds, and connect with the community.

WAUCHOPE, SURROUNDS AND HINTERLAND

- Wauchope Community Garden is adequate in location, size, type and quality.



Contact us

Council welcomes the opportunity to hear if you have any questions, feedback or if you require a copy of this Plan.

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Visit us online:

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Mail us:

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National Relay Service:

Number: 1300 555 727

TTY number: 133 677

SMS relay number: 0423 677 767





PLACES TO PLAY PLAN



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Acknowledgement of Country

Yii Birrbay Barray

This is Birpai Country

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

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

Gathay Nyiirun Wakulda

Let's all go together as one

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

Aboriginal and Torres Strait Islander people are advised that this publication contains images of deceased persons.

Our vision

Imagine2050 Community Strategic Plan

The most liveable, sustainable
and innovative place in Australia

Mission statement

Places to Play Plan

To provide our community with high quality inclusive places to play that are diverse, accessible and engaging. These places contribute to a healthy and active lifestyle supporting social connections and equitable distribution.



About this plan

The *Places to Play Plan* serves as a key tool for effectively guiding the development, implementation and sustainable management of spaces and places throughout our region.

With over 380 hectares of public open space which includes parks, reserves, beaches and sport facilities, it is essential to have a well-designed plan that outlines a hierarchy of high-quality spaces and places. This plan not only ensures a variety of opportunities for diverse experiences but also ensures an equitable distribution of places to play across the region.

Given the changes in legislation, evolving community needs and expectations, and the ongoing urbanisation of the Port Macquarie-Hastings Local Government Area (LGA), it is imperative to plan for future needs. As such, regular reviews of the plan will be necessary to adapt and accommodate these changes effectively.



What is a place to play?

A place to play is a designated area that facilitates different forms of play, both structured and unstructured.

It encompasses the entirety of the environment, including natural elements, built infrastructure and supporting facilities.

By providing this space, people of all ages and abilities are able to engage in safe, playful activities and enjoy a range of recreational opportunities.

The Places to Play Plan encompasses:

- Play Spaces
- Outdoor Courts
- Sport Field Facilities
- Indoor and Aquatic Facilities
- Skate Spaces
- Outdoor Fitness Equipment
- Water Access and Fishing Areas
- Off-leash Areas and Designated Dog Parks
- Community Gardens
- Walking and Cycling Areas

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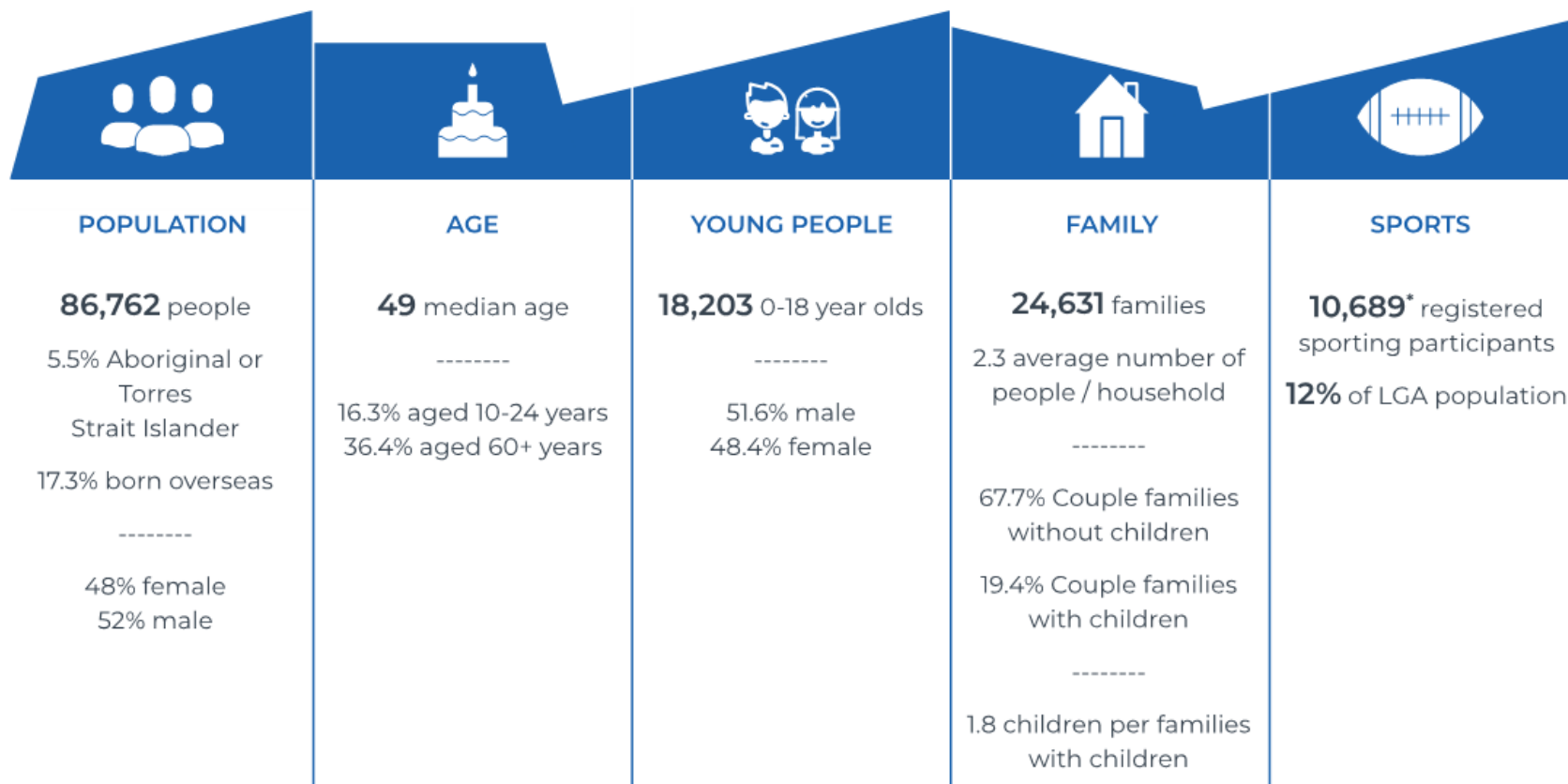
We know that our most loved playspaces reflect the unique characteristics of Country, and the values and aspirations of local communities.

*NSW Government Place
and Play Guidelines*

”



Our community snapshot



Data used has been sourced from the 2021 Census for Port Macquarie-Hastings LGA - as per the Australian Bureau of Statistic (ABS) and REMPLAN websites.

* Data supplied by SportsEye by ActiveXchange 2023

Our spaces and places



75 Play spaces



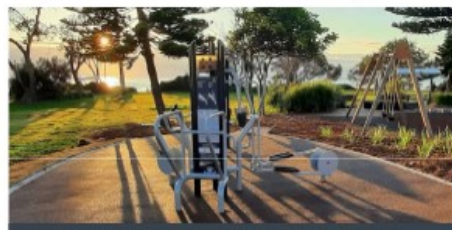
3 Designated dog parks



339 Parks, reserves and open spaces



4 Aquatic facilities



13 Outdoor fitness equipment areas



4 Pump tracks



1 Ninja warrior course



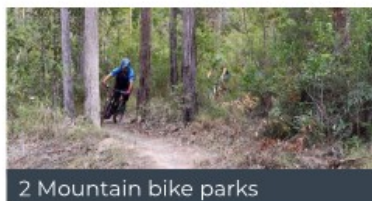
17 Learn to ride bike tracks



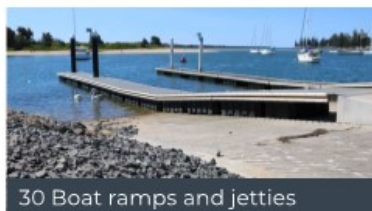
36 Outdoor court venues



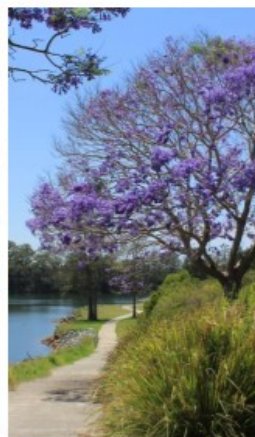
19 Nature play venues



2 Mountain bike parks



30 Boat ramps and jetties



21 Walking trails



21 Beaches



6 Skate spaces



1 Waterplay splash pad

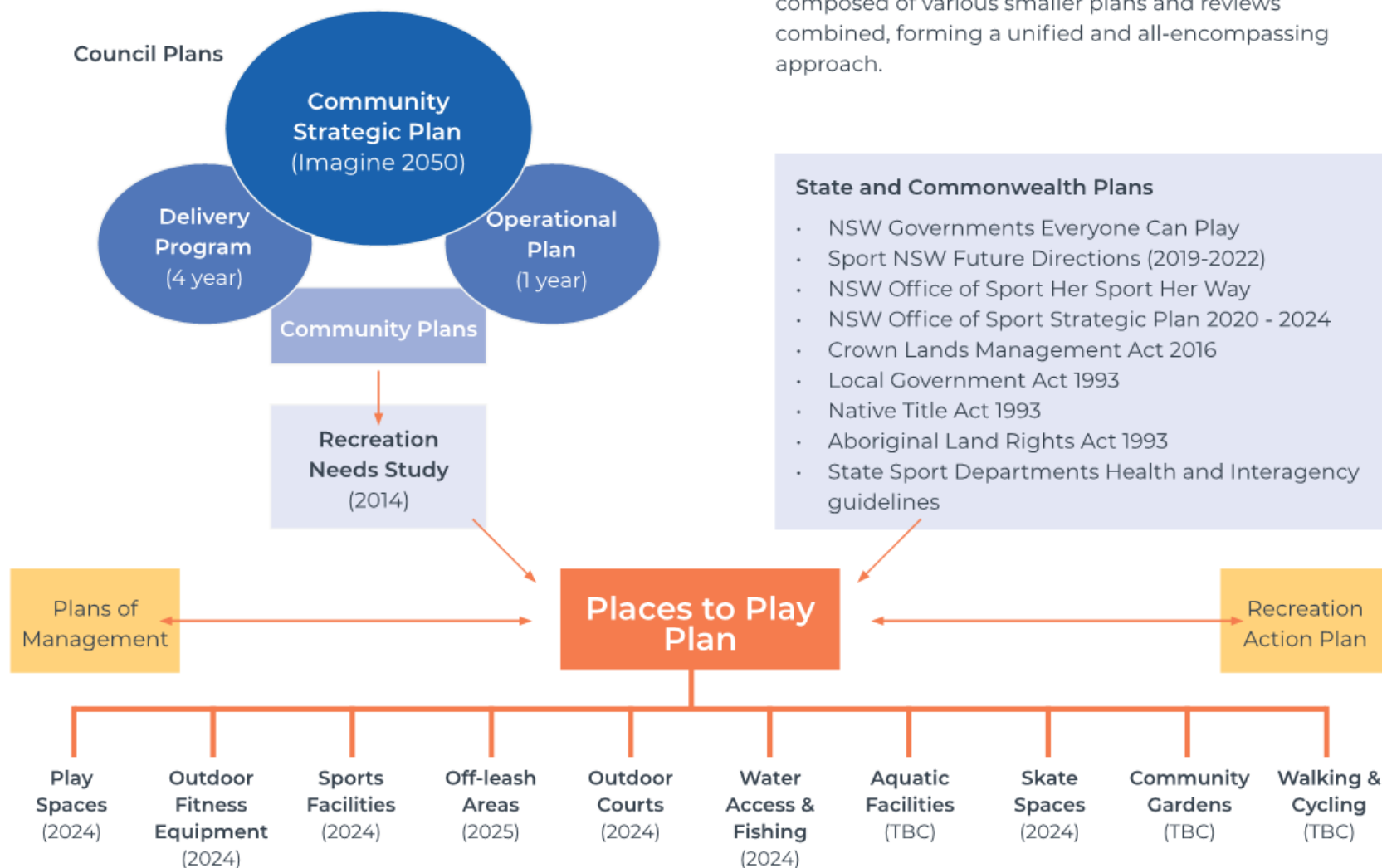


20 Sports fields



2 Indoor sporting venues

An integrated approach



The *Places to Play Plan* is a comprehensive strategy composed of various smaller plans and reviews combined, forming a unified and all-encompassing approach.

Everyone Can Play

In 2019 the NSW Department of Planning and Environment introduced the *Everyone Can Play Guidelines*, which serve as a comprehensive resource for play spaces across metropolitan and regional areas. It is a set of best practice recommendations designed to create more inclusive play spaces that are inviting and engaging for individuals of all ages, abilities, and cultural backgrounds. We have adapted these guidelines to all sub plans within the Places to Play Plan to ensure that these areas are accessible and enjoyable for a diverse range of users. The *Everyone Can Play Guidelines* is used by Council to:

- Inform design briefs
- Address existing Places to Play
- Determine what improvements can be made to increase inclusivity
- Influence budget setting for Places to Play
- Educate staff on the importance of inclusion in our open spaces
- Form part of council's Play Delivery Program

At the heart of *Everyone Can Play* is a declaration that play really is for everyone, regardless of age, ability or cultural background.

PRINCIPLES



Can I get there?

Consider location, layout, signage, wayfinding and accessibility to ensure everyone can find their way to, in and around the playspace.



Can I play?

The play experience, including the equipment and surfacing, should enable everyone to experience a variety of challenging and engaging play opportunities in a way that suits them.



Can I stay?

Consider safety, facilities, landscape and the wider environment to ensure everyone can stay at the play space for as long as they would like.

Engagement Strategy

2022 - 2025





Acknowledgement of Country

Yii Birrbay Barray

This is Birpai Country

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

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

Gathay Nyiirun Wakulda

Let's all go together as one

We acknowledge that we are on Birpai country and pay respects to all elders past, present and emerging.

We acknowledge the ongoing connection to the Traditional Owners and Custodians of the lands and waters of the Port Macquarie-Hastings Region.

About this strategy

This Strategy supports the Integrated Planning and Reporting Framework required by the Local Government Act (1993) and meets its legislative requirements for a community engagement strategy.

The Local Government Act identifies community participation as a guiding principle of local government “that Councils should actively engage with their local communities, through the use of the integrated planning and reporting framework and other measures”.

We are here to serve our community and achieve the shared vision to be Australia’s most liveable, sustainable and innovative place. As we strive towards this shared future, we recognise the importance of providing regular and diverse opportunities for all to participate in the decision, projects and policies that shape our natural and built environment, economy and community life.

This Strategy is a framework for how we work with the community to engage on important projects. We outline what community engagement is and how we talk to - and importantly, listen - to our community.

Our community engagement is built on a robust framework of guiding principles, processes, activities and channels.

Like most Australian regional communities, our community is a thriving mix of different lifestyles, interests, ages and stages of life. Our stakeholders also include government departments and authorities, education and cultural institutions, community organisations, and businesses.



Definition & objectives

Community engagement is a planned process when Council and the community exchange information through different methods and take actions to solve common problems, deliver services or make decisions.

We recognise that our community has a right to be informed and have input into the decisions which affect their lives, community and place. Community engagement and shared. Informed decision making is essential to good governance. As an organisation, we have embedded engagement into our project management and strategy development.

Many decisions are made in the Council Chambers via the formal Council Meeting process. Other decisions may be made by staff under delegated authority of Section 377 of the Local Government Act, which enables us to operate on a day-to-day basis.

We use engagement in both models of decision making.

Our approach to community engagement aims to:-

1. Develop a **strong organisation-wide culture** of engagement where Council staff and Councillors engage with the community in a meaningful and appropriate way about decisions that affect them.
2. Embed engagement as part of our **regular business practices** at all levels of the organisation, using engagement outcomes as part of decision-making processes to inform what we do.
3. Implement an evolving **best-practice approach** in all community engagement activities thereby ensuring that all engagement activities are focused and effective. Be proactive and open to new and innovative ways to engage with the community.
4. Develop an **environment of trust** where we can exchange ideas, views and information with the community leading to a shared responsibility for decisions and confidence in the decision-making process.
5. Develop **sustained collaboration**, partnerships and new ways to involve and empower the community.

Guiding principles

Our Community Engagement approach is underpinned by the following Social Justice Principles and IAP² Core Values:

Social Justice



Equity

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need



Access

All people should have fair access to services, resources and opportunities to improve their quality of life



Participation

Everyone should be given genuine opportunities to participate in decisions which affect their lives



Rights

Equal rights should be established and promoted, with opportunities provided for all people from all backgrounds

IAP² Core Values

The Core Values define the expectations and aspirations of the public participation process.


- 1 Public participation is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 2 Public participation includes the promise that the public's contribution will influence the decision.
- 3 Public participation promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- 4 Public participation seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5 Public participation seeks input from participants in designing how they participate.
- 6 Public participation provides participants with the information they need to participate in a meaningful way.
- 7 Public participation communicates to participants how their input affected the decision.

Spectrum of engagement

We have adopted the International Association of Public Participation (IAP2) Spectrum as our standard for undertaking community engagement.

IAP2's Public Participation Spectrum is designed to assist with the selection of the level of participation that defines the public's role in any community engagement program.

The Spectrum show that differing levels of participation are legitimate depending on the goals, timeframes, resources and levels of concern in the decision to be made. The Spectrum also sets out the promise being made to the public at each participation level.

Increasing impact on the decision 

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Levels of engagement

Within our Engagement Plans we have an Engagement Ready Reckoner which guides our level of engagement for specific projects.

This matrix has been developed as a quick assessment tool to determine the complexity of projects across Council and will therefore assist in pinpointing the level of involvement required from the Engagement Team. The scores will assist in deeming a project simple, moderate or complex and as such, will provide a prediction of effort required to meet project outcomes.

CRITERIA	1	2	3	4	SCORE
Identification of Project/	Project is included in Council's Operational Plan or is a legislative requirement.	The project has been identified by a number of local individuals or community groups (external) or employees (internal) and is a lesser priority.	The project has been verified following concerns raised by individuals or community group (external) or employees (internal) and is identified as a priority.	The project has been identified as a priority by community and/or technical experts (external) or employees (internal). The project is viewed by Council as 'the' priority and will require multiple divisional input.	
Scope/Target/Audience	Impact of a local nature, bound by location, specific community or user group or is part of ongoing and regular business.	Some real or perceived impact on the whole or large part of the LGA (external projects) or Council (internal projects) but in a limited way.	High level of real or perceived impact of a local nature, specific community or key stakeholder/user group (external projects) or within a division or localised stakeholder group (internal projects).	High level of real or perceived impact on whole or large part of LGA (external projects) or Council (internal projects).	
Potential or perceived potential for conflict	Project has no known or anticipated impact on reputation, environment, safety or wellbeing and is not expected to conflict with values of the community.	Low level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and does not impact on community values.	Moderate level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and may impact on community values.	High level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and will likely impact on community values.	
Finance/project cost	Projects funded solely through grants or external body or source.	Projects 100k-500k jointly funded through grants.	Projects 100k-500k using funds derived from rates, levies and charges.	Projects over 500k using funds from rates, levies and charges.	
Change	Insignificant or no change to built or natural environment or residential amenity	Low degree of change to built or natural environment or residential amenity	Moderate degree of change to built or natural environment or residential amenity.	High degree or significant change to built or natural environment or residential amenity.	
TOTAL					

Levels of engagement score

LEVEL 1 - LOW - projects with a score of 5 or LESS

Projects require the least amount of community engagement, usually because this has occurred in earlier stages. Using the Participation Framework, projects rated at this level would usually be identified as having a Level 4 impact and using the participation spectrum would require undertaking Inform as a minimum, with consideration being given to the appropriateness of also undertaking Consult activities

Example: Upgrades of equipment at existing playgrounds, local road upgrades, site specific events.

Level 2 - Moderate - Programs with a score of 6 TO 10

Projects with a score at this level indicate that some individuals and groups in the community are likely to require more knowledge, input and/or involvement prior to undertaking the project, and as such a greater degree of community participation is necessary. Projects of this type would be identified as either a Level 3 or 4 and would require participation at Inform and Consult with consideration to the appropriateness of Involve and/or Collaborate

Example: Development of a community garden project, larger events at more than one site

Level 3 - HIGH - Programs with a score of 11 TO 15

Projects are likely to be more controversial in nature and are likely to be rated at a Level 2 or 3 on the Participation Framework. When undertaking projects at this level the most used types of participation would be Inform, Consult and Involve with consideration to the appropriateness of Collaborate.

Example: Large events requiring significant road closure, construction or extensive upgrade of larger council owned facilities.

Level 4 - VERY HIGH - Programs with a score ABOVE 15

Projects with a score above 75 by their nature, require a detailed community engagement process and would be rated as a Level 1 or 2 on the community participation matrix. Projects of this type often attract opposing viewpoints and a strong community response. Using the participation spectrum, these type of projects would require using aspects of Collaborate, Involve, Consult and Inform.

Example: Community Strategic plan, Regional Integrated Transport Strategy, Parking Strategy, expansion or construction of large Council owned facilities

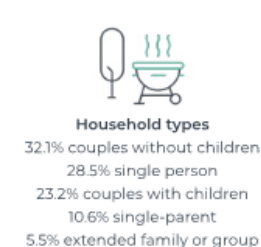
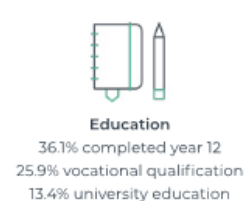
Who we engage with

Port Macquarie-Hastings is a diverse local government area and we seek to provide a range of opportunities for our stakeholders to engage with Council on matters which affect them and our shared future.

Our stakeholders include:

- Residents
- Ratepayers
- Local resident, ratepayer and progress associations
- Environmental groups
- Business, industry and farming
- Community and sporting groups
- Government agencies and members of parliament (state and federal)
- Visitors
- Neighbouring councils

Our people



* Information sourced from *Imagine2050 Community Strategic Plan*

When we engage

To maximise community participation and involvement, Council aims to engage early and broadly on projects of significance. Where possible, Council will go beyond the minimum engagement requirements and timeframes set out in legislation.

Council will extend timeframes for engagement where necessary to ensure the community has the best opportunity to contribute their feedback. In particular, this may mean that minimum exhibition timeframes are extended during the following periods:

- Christmas and New Year (20 Dec – 10 Jan)
- During school holidays
- Special events, including natural disasters

Timing of engagement with the community

Pre-exhibition: to seek community feedback to better inform the development of Council policies, strategies or plans.

During exhibition: inform the community about draft policies, strategies, plans and to seek feedback.

Post exhibition: provide feedback on decisions, outcomes and next steps



Ways we engage

The engagement approach taken, including the combination of activities, is determined to be appropriate to the plan, strategy, policy or project being undertaken, and most effective in reaching the communities and stakeholders affected.

Engagement activities can include:

- a dedicated online consultation website, 'Have Your Say' which includes interactive surveys, polls, mapping, and online forum
- workshops and community meetings
- stakeholder meetings and roundtables
- public seminars such as Think2050 facebook live events
- creative workshops with children
- community and stakeholder reference groups
- interagency forums
- public exhibitions and submissions
- pop-up stalls
- drop-in sessions
- advisory panels and groups
- information on the corporate website
- traditional and social media channels
- site inspections and walk through opportunities
- door-knocking, signs, letters and notices
- information provided at customer services centres and libraries

We regularly survey our residents through a community satisfaction survey.

We survey 600 residents that are demographically representative of our region.

Our next survey will be undertaken in 2022.

Engagement process

Outlined below is some of the core processes that underpin our engagement practice. The principles are of equal importance.



Prioritise community engagement

We foster a culture of community engagement to provide our community and key stakeholders with genuine opportunities to participate and contribute to Council decision-making processes and outcomes.



Communicate clearly

We seek to provide information that is balanced, comprehensive, timely, and in plain English to support the community to participate in the engagement process.



Plan thoroughly

We take time to develop a project-specific engagement approach which is responsive to the nature, complexity, stakeholders and anticipated impacts of the project. We also consider time and resources required.



Listen and respond

We encourage everyone to express their views in an open and respectful manner.

We are committed to listening to our community and considering their views, experiences and aspirations when making, or recommending decisions.

We respond to participants to demonstrate how community input was considered in the decision-making process.



Provide accessible and diverse engagement opportunities

We seek to provide a diverse range of engagement activities to encourage participation from the whole community to ensure that we reach those that will be impacted or interested.



Learn and improve

We are always learning and continually look for ways to improve our engagement processes, systems, approaches and procedures.

Pre-engagement: Planning

Engagement planning is critical in delivering successful project outcomes and making sound and sustainable decisions.

An engagement plan:

- outlines the project scope, background, timelines, engagement objectives, and desired and/or expected outcomes
- identifies the resources, budget and time required to deliver the required level of engagement
- considers potential risks and mitigation tactics
- identify key stakeholders, interested community members, and their anticipated level of interests and any potential impacts
- identifies key messages
- outlines engagement methods and tools that provide people with a range of options for participation, to enable to collection of both quantitative and qualitative information
- integrates a communication approach to inform, update and close the loop with participants
- provides an engagement action plan that highlights key milestones and deliverables
- identifies reporting and outcome timelines.

Engagement is aligned with our project planning processes to ensure engagement complements project objectives, timeframes and milestones.

Engagement Plans are prepared and will vary in detail depending on the nature and complexity of the project.

A variety of approaches are used where possible to encourage and enhance participation from the wider community.

While the engagement plan is developed at the outset of the engagement process, it may be necessary to reassess the level of engagement and vary the engagement approach during the lifecycle of a project, due to a change in the situation, community feedback about engagement opportunities or recognition of further implications.

Post-engagement

We want to ensure that the community's feedback, and all of its diversity, is taken into account when decisions are made. Effective engagement is only as good as the information we receive, how we listen and consider it during the decision-making process.

We prepare Engagement Reports to share community feedback with Councillors and staff.

We listen and report

As part of the reporting process we will:

- collate and review all responses
- analyse the data and information to identify sentiment, themes, issues and priorities
- use consistent data analysis methods, considering the appropriate balance of qualitative and quantitative information
- identify gaps in participation and information needs that are still to be addressed and identify further engagement opportunities, where needed
- identify feedback that is out of scope of the project and respond where possible. A response may include forwarding to relevant departments/teams for consideration
- note form letters and petition responses
- work with our community to ensure that feedback is, where applicable, directly reflected in the solutions developed
- prepare the report in a clear and succinct format for decision-makers
- consider the feedback received and make, or recommend, decisions

Post-engagement cont.

We respond

We will then prepare a response (or a series of responses) to our community and stakeholders. As part of this response process we will:

- share the outcome with our community confirming how the engagement contributed to the decision
- update our project page with outcomes of the engagement including the Community Engagement Report and, where possible, provide next steps
- email everyone who provided feedback and other key stakeholders showing findings and outcomes.
- if relevant, continue to work with the local community during the project delivery phase

When the final decisions are being made by the elected Council, we will also email everyone who has provided feedback (or write when no email has been provided) that the item/report has been placed on the Council meeting agenda and provide information on how to attend and address the Council.

Once endorsed, we will send an additional correspondence to this group to inform them of the outcomes and any next steps. In some cases, we may also promote the outcomes through traditional media and social media channels.

Community influenced decision making

For many years, we have been involving our community in decision-making, and providing effective communications to ensure we have an informed community. You can actively get involved, or see how your input has influenced our decision making by visiting our Have Your Say page at haveyoursay.pmhc.nsw.gov.au.

Let's connect

We deliver extensive communications and engagement programs aimed to be inclusive, because we believe our region will be better if we work together to make decisions. You can find out about our news and events, and ways to have your say through a variety of communication channels by visiting pmhc.nsw.gov.au or calling 02 6581 8111 for hard copy options.

Our community has helped shape the future of the Port Macquarie Hastings region in the following areas:

- Our Economy
- Roads and Transport
- Culture
- Parks and recreation
- Future Planning
- Community Planning
- Building and planning
- Environmental / water / waste

We'll use this Strategy to ensure we are striving to keep our community informed and engaged.





Contact us

Council welcomes the opportunity to hear if you have any questions, feedback or if you require a copy of the strategy.

You can contact Council regarding this plan:

Phone us:

(02) 6581 8111 (Monday-Friday 8am to 5pm)

Email us:

engagement@pmhc.nsw.gov.au

Visit us online:

haveyoursay.pmhc.nsw.gov.au

Visit us in person:

17 Burrawan Street, Port Macquarie, NSW, 2444

49 High Street, Wauchope, NSW 2446

9 Laurie Street Laurieton, NSW, 2443

Monday- Friday 8:30am to 4:30

Mail us:

PO Box 84, Port Macquarie, NSW Australia 2444

National Relay Service:

Number: 1300 555 727

TTY number: 133 677

SMS relay number: 0423 677 767



Community Engagement Strategy

2025 - 2029



Strategic Planning Framework context



Community Strategic Plan

The Imagine 2050 Community Strategic Plan sets the long-term vision and priorities for the region, looking beyond ten years. Council maintains the CSP for the community, with implementation a shared responsibility. Success depends on strong leadership and collaboration with state agencies, industry, joint organisations, and community.



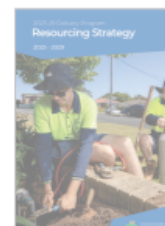
Community Engagement Strategy (CES)

The CES is designed to provide a clear and consistent, best practice approach to engagement across Council. This strategy ensures that our strategies, plans, and projects are informed by meaningful input from our community, leading to better decision-making by Council.



Delivery Program and Operational Plan

The Delivery Program outlines Council's principle activities over its 4-year term to implement CSP outcomes and strategies within available resources. It covers all operations, including ongoing activities. The accompanying Operational Plan details annual projects, programs, and actions to be undertaken in that financial year.



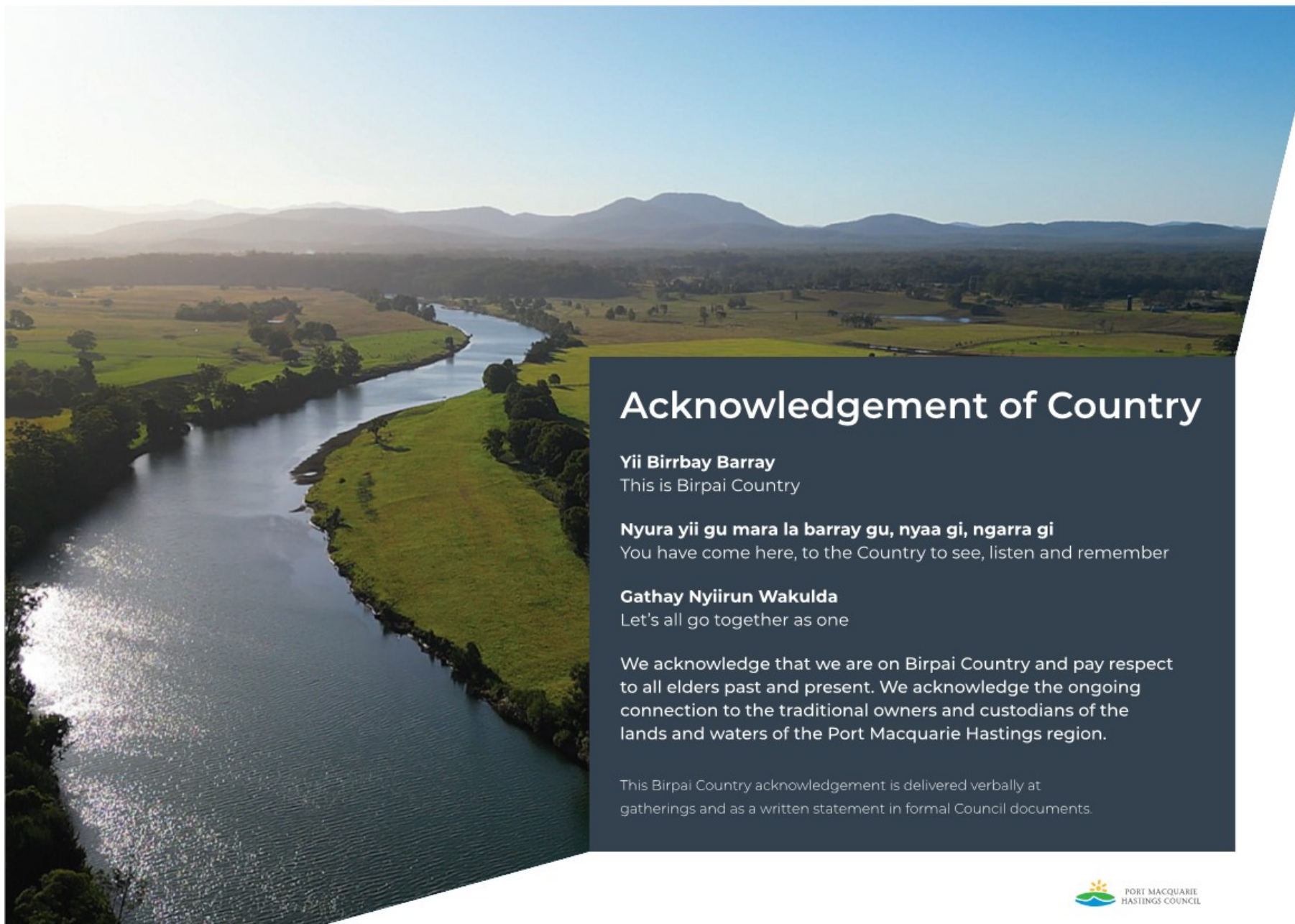
Resourcing Strategy

The Resourcing Strategy outlines how Council allocates people, assets, and finances to support its functions and implementation of the CSP, Delivery Program, and Operational Plan. It includes three interrelated documents: the Long-Term Financial Plan, Workforce Management Strategy, and Asset Management Strategy.

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Acknowledgement of Country

Yii Birrbay Barray

This is Birpai Country

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

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

Gathay Nyiirun Wakulda

Let's all go together as one

We acknowledge that we are on Birpai Country and pay respect to all elders past and present. We acknowledge the ongoing connection to the traditional owners and custodians of the lands and waters of the Port Macquarie Hastings region.

This Birpai Country acknowledgement is delivered verbally at gatherings and as a written statement in formal Council documents.

Introduction

Port Macquarie Hastings Council is committed to genuine, meaningful engagement that builds trust, fosters collaboration, and ensures our community is informed, involved, and empowered in shaping our future.

We believe that:

- Our community should be **well-informed** about what we deliver.
- Our community should **have a voice** in decisions that impact them.
- Our community should **understand and contribute** to shared goals for better local outcomes.
- Our services should be shaped around **community needs and priorities**.

Guided by our commitment to continuous improvement, we will regularly evaluate and refine our engagement approach to make it more inclusive, accessible, and effective. We recognise the importance of building strong relationships and clearly communicating how community input influences decisions, ensuring that everyone has the opportunity to participate and contribute.

Every decision we make has an impact. Through concise communication, inclusive engagement, and targeted education, we harness the knowledge, experiences, and aspirations of our people. By working together, we create a stronger, more connected, and future-focused Port Macquarie Hastings.



About our community

Our place

Our region is loved by locals for its beautiful natural environment, our history and our people. Port Macquarie Hastings is the traditional home of the Birpai people who settled in the area over 60,000 years ago. It is through their thoughtful custodianship and care that we can all enjoy our place today.

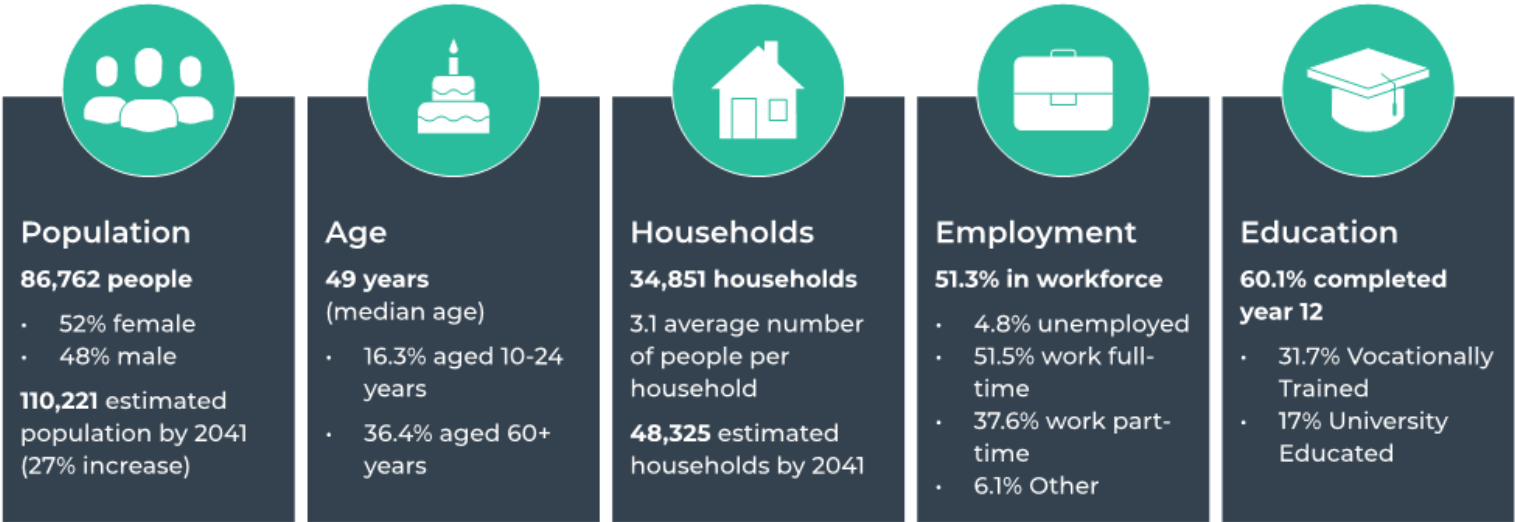
We are now one of the fastest-growing regional centres in NSW. Port Macquarie Hastings is home to over 84,525 residents living in 34 communities spread across the coast and hinterland, in urban, suburban and rural environments.



Our people

Our community values the natural environment, a vibrant local culture, and sustainable development. Our region's pristine beaches, lush hinterlands, and diverse wildlife are cherished by residents, who embrace environmental sustainability and outdoor recreational opportunities. Our strong sense of community is fostered through active participation in local events, arts, and cultural activities, reflecting our rich heritage and diversity.

We understand the importance of sustainable economic growth that supports local businesses, tourism, and innovation while maintaining the unique character of our towns and villages. Accessible infrastructure, quality healthcare, and educational facilities are seen as vital to ensuring a high standard of living and well-being for all residents.



Source: Australian Bureau of Statistics (ABS) 2021 and REMPLAN Economics 2021

Our community priorities

Community engagement was central to the development of our **Community Strategic Plan: Imagine2050**. Through this process, our community identified the following key priorities:



Reduced traffic

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



Stable infrastructure

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



Improved pathways

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



Environment

Protection for our natural environment and support for climate friendly initiatives



Affordable living

Current and future generations to have access to affordable lifestyles (e.g. housing)



Thriving economy

Initiatives which support local jobs and business



Inclusive community

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



Collaboration

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



Transparency

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



Quality of life

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

About this Strategy

The Port Macquarie Hastings Council Community Engagement Strategy (the Strategy) has been developed to guide engagement practices with our community, businesses, and stakeholders when Council is developing plans, policies, and programs.

The strategy supports meaningful community consultation, fostering an inclusive and transparent decision-making process. The Strategy aligns with our engagement principles, legislative requirements, and Council's strategic framework. It outlines the guiding principles, approach, and actions for ensuring the community has an opportunity to have their say in a meaningful way.



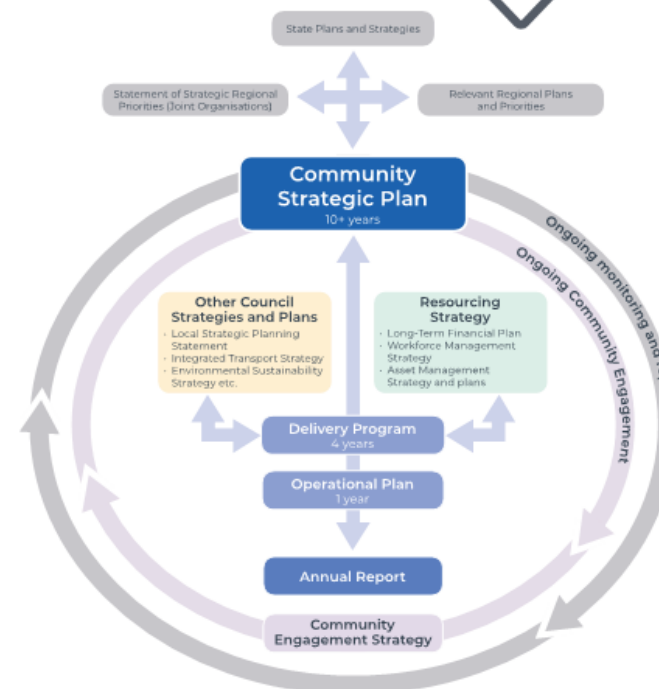
Legislative requirements

This Strategy meets Council's legislative requirements for a Community Engagement Strategy under the Local Government Act (1993). Our Strategy is based on the social justice principles of equity, access, participation, and rights.

The Environmental Planning and Assessment (EPA) Act 1979, stipulates a range of mandatory, minimum requirements for engaging in relations to Councils planning functions. The Act also requires that Council develops a Community Participation Plan (CPP) that outlines how and when they will engage the community across their planning functions. The requirements of the CPP have been incorporated into this strategy, including Appendix A which specifically addresses community engagement in planning functions.

Integrated Planning and Reporting

Integrated Planning and Reporting (IP&R) is a framework used by Councils in New South Wales (NSW) to ensure comprehensive and sustainable planning, management, and reporting. It aims to promote transparency, accountability, and community engagement in local government planning and decision-making processes.



What we've heard so far

Our engagement outcomes

Between November 2024 and February 2025, we listened to community members about how we deliver engagement to inform this draft strategy.

The consultation process identified the communities preferred methods of communication and consultation in the development of Councils projects, programs and policies, as well as community suggestions for the refinement of Council's engagement process into the future.

The majority of community members said that they would like to make a greater contribution to Council's decisions. They would like to participate early and often throughout the process. They identified that a barrier to participation, was that it was difficult to find out about new engagement opportunities, and given their limited time wanted surveys to be shorter

Reach a wider demographic

Have a more consistent approach to communication and engagement

Improve sharing of information and transparency

Listen when feedback is received

Close the loop, connecting feedback with decisions



About Community Engagement

What is community engagement?

Community engagement is the ongoing relationship between Council, our community and stakeholders relating to projects, plans and decisions that affect people living in, and connect to, our region.

Community engagement allows the community to contribute to Council decisions and actions by creating an inclusive environment in which community feedback is embraced, considered, and acted on.

Our commitment to community engagement is supported by the guiding principles of transparency, openness, and a sense of accountability through a range of inclusive engagement methods with our community, stakeholders, and visitors.

Why do we engage?

We believe that people have a right to participate in decision-making and to have their voices heard. Understanding our community's aspirations and concerns helps both administrative staff and our elected Councillors make informed decisions about the future of our region.

Engaging with our community provides benefits including improving service delivery outcomes, understanding varied viewpoints, identifying shared solutions, building partnerships, as well as the opportunity to educate and inform community stakeholders on Council's priorities and challenges. It also increases community understanding and support for Council's purpose and goals, improves transparency and accountability, and can assist in building trust within the community.

Community Engagement is a planned process of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.

NSW Government, All-of-Government Communications Framework

Communication is how we connect with our stakeholders. It is sharing the right message at the right time to inform our community.

NSW Government, All-of-Government Communications Framework

The interface between Council's Engagement, Communications, and Education Activities

At Council, engagement, communications, and education are interconnected but distinct in their roles and objectives, working together to foster transparency, community involvement, and positive change.





- **Community Engagement** is about two-way interaction—actively listening, consulting, and collaborating with the community. It ensures that residents, businesses, and stakeholders have a voice in shaping decisions, projects, and services. Engagement methods include public exhibitions, workshops, surveys, and forums to encourage participation in the decision-making process.
- **Communications** focuses on informing and updating the community. It ensures transparency by delivering clear and accessible information through various channels, including media releases, Council's website, social media, newsletters, and direct correspondence. Communications help residents understand Council's actions, policies, and decisions and how they impact the community.
- **Education** goes beyond informing—it is about building knowledge, shaping social behaviours, and empowering the community to make informed choices. This includes awareness campaigns, school and community programs, and initiatives designed to foster long-term behavioural change around key issues such as sustainability, waste management, road safety, disaster preparedness, and active citizenship.






Together, engagement, communications, and education form a holistic approach to strengthening community connections. While engagement ensures people are heard, communications keeps them informed, and education equips them with the tools and knowledge to contribute meaningfully and take action.



Who do we engage?

The following table outlines how we engage with our community about key priorities, plan and strategies. Planning-related projects have specific legislative exhibition timeframes which must be met.

STAKEHOLDER GROUPS	WAYS WE ENGAGE	WHY OUR STAKEHOLDERS ARE IMPORTANT TO US	WHY WE ARE IMPORTANT TO OUR STAKEHOLDERS
Residents and Ratepayers 	<ul style="list-style-type: none"> Public meetings Publications Website Social media Rates notices Community meetings Information 	<ul style="list-style-type: none"> display or kiosk Public exhibition Annual Report Phone surveys Direct mailout 	Provide guidance values, engagement and feedback on how to make life better for people in our region. Provide civic leadership representation, services and facilities. Generate sustainable growth and return to the community.
Businesses 	<ul style="list-style-type: none"> Focus groups and workshops Meetings 	<ul style="list-style-type: none"> Publications Website Social media 	Build capacity, provide jobs, and drive the economy in our community. Provide and promote business.
Community groups and volunteers 	<ul style="list-style-type: none"> Focus groups and workshops Meetings 	<ul style="list-style-type: none"> Committees Working groups 	Build trust and bridges to local communities through services. Provide support and partnerships.
Visitors 	<ul style="list-style-type: none"> Events Website 	<ul style="list-style-type: none"> Published information 	Provide economic benefit, generate employment opportunities and financial viability. Provide products, services and facilities.

STAKEHOLDER GROUPS	WAYS WE ENGAGE	WHY OUR STAKEHOLDERS ARE IMPORTANT TO US	WHY WE ARE IMPORTANT TO OUR STAKEHOLDERS
Customers 	<ul style="list-style-type: none"> Correspondence Customer satisfaction metrics Customer care and service Website Publications Fact sheets and FAQ's Surveys Meetings 	Provide us with feedback and utilise the services and products.	Provide products and services at good value and quality.
Employees and their representatives 	<ul style="list-style-type: none"> Staff portal Staff briefings and onsite meetings Employee survey Exit surveys Interviews Emails Newsletters 	Central to the success of our organisation by providing valuable knowledge, skills and labour.	Provide a fair, engaging and enriching work experience with career development and flexible work arrangements.
Regional and national partners 	<ul style="list-style-type: none"> Contract management - account management relationships Regular engagement through site visits. Meetings 	Provide shared knowledge, cultural experiences, knowledge and resources.	Provide advocacy, leadership, cultural vibrancy, and resources in line with policy and legislation.
Other levels of government 	<ul style="list-style-type: none"> Correspondence Formal meetings Briefings Networks One-on-one meetings 	Provide funding opportunities, services, planning direction, legislation and networks.	Provide local strategies, partnerships and networks.
Suppliers	<ul style="list-style-type: none"> Contract management - account management relationships. 	Provide good value and quality products and services.	Provide fair access to business opportunities in line with policy and legislation.
Media 	<ul style="list-style-type: none"> Media releases Briefings Interviews Social media 	Build and protect reputation and raise awareness of our services and facilities.	Provide trend data as well as social, environmental, economic and governance information.

Inclusive and accessible engagement

We recognise that some communities may experience barriers to participating in the engagement process. We are committed to providing opportunities for all voices in our community to be heard. This includes:

- ✓ Using plain language that is easy to understand
- ✓ Providing information in accessible formats including written and digital
- ✓ Ensuring a variety of engagement tools are available to reach those without internet access, people with disabilities, people for whom English is not their primary language, and people with low literacy levels.
- ✓ Ensuring venues are accessible
- ✓ Meeting commitments that are outlined in our Reconciliation Action Plan (RAP)



Community expectations

Engagement principles & commitments

The Strategy builds on the principles of social justice and the Core Values created by the International Association for Public Participation (IAP²).

Social Justice



Equity

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need



Access

All people should have fair access to services, resources and opportunities to improve their quality of life



Participation

Everyone should be given genuine opportunities to participate in decisions which affect their lives



Rights

Equal rights should be established and promoted, with opportunities provided for all people from all backgrounds

IAP² Core Values

Public participation:

- 1 Is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 2 Includes the promise that the public's contribution will influence the decision.
- 3 Promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- 4 Seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5 Seeks input from participants in designing how they participate.
- 6 Provides participants with the information they need to participate in a meaningful way.
- 7 Communicates to participants how their input affected the decision

The IAP2 principles guide our Engagement Strategy and Policy, ensuring our approach is transparent, inclusive, and community-driven. These principles shape how we inform, consult, involve, collaborate, and empower our community, supporting effective communication and meaningful participation in decision-making across all Council activities.

Our principles

Our principles underpin the design and delivery of all engagement practices:

- 1 We deliver **relevant, timely and easy to understand** information
- 2 We are **honest and transparent**
- 3 We are **inclusive and encourage a diversity of voices** to be heard
- 4 We **listen, value and respect community** input and feedback
- 5 We embrace **innovation** and encourage new ideas

Our commitment

We will guide and continuously improve community engagement processes to:

- 1 Build trust and credibility in the process among participants
- 2 Enhance community participation in decision-making and ensure decision-makers are responsive to community concerns
- 3 Accurately represent the community's role in decision-making
- 4 Ensure fair and equal access to the engagement process for all stakeholders
- 5 Advocate for the engagement process and honour commitments made to the community
- 6 Communicate engagement outcomes and how feedback was considered in a timely manner



Roles and responsibilities

Effective communication, engagement, and education requires a shared commitment from Council, staff, and the community. Building trust, fostering collaboration, and delivering meaningful outcomes can only happen when we work together.

Success will be driven by how we communicate, listen, and interact - every day, in every conversation, and in every decision we make. By working together - Councillors, staff, and the community - we can strengthen relationships, build understanding, and create positive, lasting outcomes for Port Macquarie Hastings.

Community

The community is encouraged to actively participate in engagement opportunities, staying informed about their chances to contribute. Community members should carefully consider the information provided, engage respectfully in activities, share their views, and offer feedback to Council on the engagement process.

Stakeholders

Stakeholders are individuals or groups with an interest in or who are directly impacted by Council's decisions and actions. Their involvement is essential in shaping outcomes, providing valuable insights, and ensuring that diverse perspectives are considered in the decision-making process.

Chief Executive Officer (CEO)

The CEO is responsible for overseeing the preparation of the Community Strategic Plan and Integrated Planning and Reporting (IP&R) documents, ensuring they are endorsed by the elected Council. It is also their duty to advise Council on the best means of engagement and ensure that community members have the necessary information to participate meaningfully in the IP&R process.

Mayor and Councillors

The role of the Mayor and Councillors in implementing the Strategy is to represent the interests of ratepayers and residents, facilitate open communication between the community and Council, and thoughtfully consider the results of community engagement processes when making decisions at Council meetings.

Community Engagement Team

The Community Engagement Team leads the planning, coordination, and delivery of engagement activities across Council. They support staff by providing resources, guidance, and training on best practices in community engagement. The team also monitors the effectiveness of engagement strategies and ensures that feedback is collected, analysed, and communicated back to the community.

Council staff

All Council staff play a vital role in identifying opportunities for community engagement. They are responsible for working with the Community Engagement Team in actively seeking the views of stakeholders who are affected by or interested in projects, and considering this input in their decision-making processes. Council staff must work with the Community Engagement Team to ensure that participants are informed about how their feedback was used and the final outcomes of the process.

Engagement methods

Levels of engagement

We have adopted the International Association of Public Participation (IAP2) Spectrum of Participation to determine at what level we engage with the community.


The IAP2 Participation Spectrum helps to determine the scope of our community's input and the role those engaged will have in the decision-making process.

Increasing impact on the decision 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Our Goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Our Role	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
Your Role	Keep in touch. Follow Council on social media. Subscribe to regular newsletters and updates.	Contribute to ideas and feedback. Respond to surveys. Make public submissions	Actively participate in the workshops and engagement sessions. Share ideas, concerns and aspirations.	Work together to develop solutions.	Make decisions and work with Council to implement them.

Levels of influence

The level of influence that stakeholders have on a decision is related to the project. Effective engagement requires aligning stakeholder expectations with the level of influence to foster trust in the process and to allow for meaningful participation.

The table below provides some examples of stakeholder expectations and the level of influence across the engagement levels.

Increasing level of influence 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Stakeholder expectations	Expect some input or influence on decisions due to personal interest in the issue.	Expect their feedback to directly impact decisions or lead to changes.	Expect meaningful involvement and that their input will help shape decisions.	Expect to be equal partners in decision-making, with significant influence over the outcome	Expect full control and decision-making authority over the outcome.
Level of influence	The goal is to provide information. Stakeholders have no direct influence on decisions, as the purpose is to communicate outcomes or updates.	Feedback is considered but decision-makers maintain control. Input may influence outcomes, but not necessarily in all cases.	Stakeholders are actively involved in providing input, which is valued, but decision-makers retain authority. Influence is moderate.	Stakeholders are partners in the process, with high influence on decisions. However, decision-makers still retain final authority after considering all inputs	Stakeholders are given full authority to make decisions, with maximum influence. This level is rare and only applied in specific scenarios.



Challenges to engagement

When engaging with the community there may be challenges when trying to ensure meaningful and effective participation.

Council strives to address these challenges through planning, clear communication, and variety to ensure successful community engagement.

Some of the key challenges include:

- Diverse stakeholder interests
- Engagement fatigue
- Reaching under-represented groups
- Mistrust or scepticism
- Limited resources (time, budget, and staffing)
- Managing expectations:
- Communication barriers (language, literacy, accessibility)
- Complexity of issues
- Hostile or highly emotional environments
- Low participation

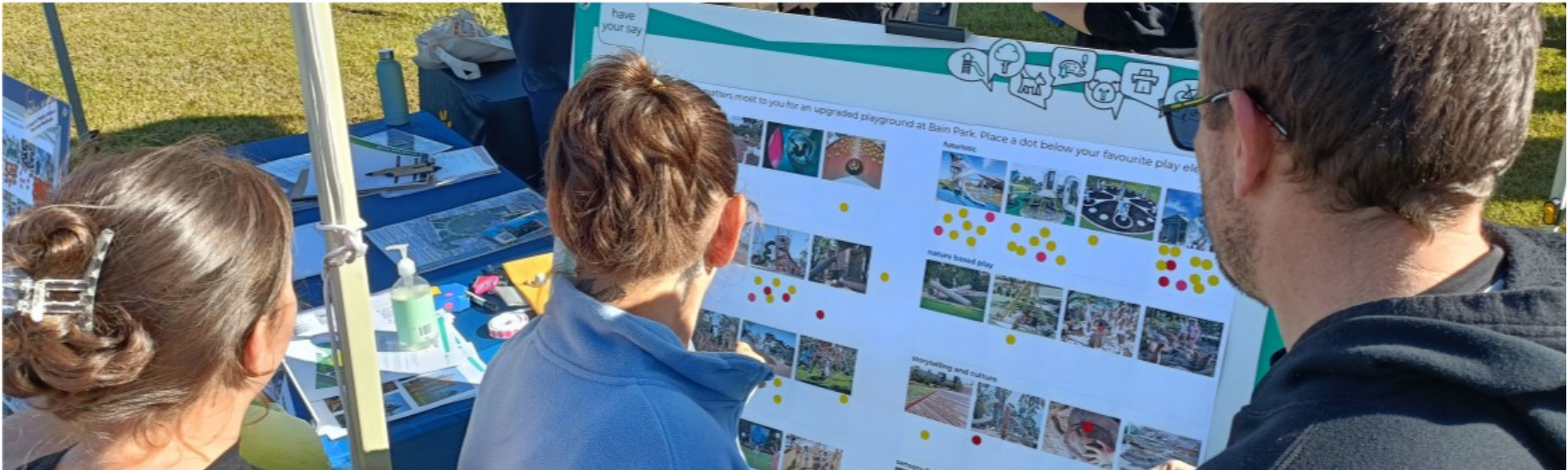
When do we engage?

The following table outlines how we engage with our community about key priorities, plan and strategies. Planning-related projects have specific legislative exhibition timeframes which must be met.

PROJECT TYPE	LEVEL OF ENGAGEMENT	HOW WE WILL COMMUNICATE	WHAT WE WILL DO	EXHIBITION PERIOD
Council key long-term plans: <ul style="list-style-type: none"> Community Strategic Plan Delivery Program Community Engagement Strategy Strategies Master plans 	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views	Directly reflect community concerns and aspirations in the finalised plan.	28 Days
Council's key Policies	Consult	Ask for community views about options identified by Council.	Acknowledge concerns and provide feedback on how community input influenced the decision.	28 days (or as specified by legislative requirements)
Council's Annual Plan – Operational Plan and budget	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views	Directly reflect community concerns and aspirations in the finalised plan.	28 Days
New capital work and placemaking (including playgrounds and draft master plans)	Involve	Work directly with the community to ensure priorities are reflected in the decision. Provide a range of opportunities / channels for residents and ratepayers to share their views	Directly reflect community concerns and aspirations in the finalised plan.	28 Days
Maintenance and renewal capital work	Inform	Share balanced information on current activities and plans. Take all reasonable steps to ensure stakeholders are advised of Council's proposal	Communicate updates to keep community informed.	We will let you know at least 14 days before work starts.

PROJECT TYPE	LEVEL OF ENGAGEMENT	HOW WE WILL COMMUNICATE	WHAT WE WILL DO	EXHIBITION PERIOD
Draft Local Strategic Planning Statement (LSPS)	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	28 Days
Planning Proposals for local environmental plans subject to gateway determination	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to input	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	As per the requirements of the Gateway determination which is generally 20 working days for standard planning proposals (noting it may be more or less depending on the category of planning proposal and there may be no exhibition for minor proposals)
Draft Development Control Plans	Consult	Ask for community views about options identified by Council. In addition to minimum statutory provisions, take all reasonable steps to ensure known stakeholders are advised of the opportunity to provide input	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision	28 Days
Application for development consent where engagement is required under the Community Participation Plan	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	14 days (or as specified in the relevant community participation plan, which may find public exhibition is not required). Refer to Appendix A

PROJECT TYPE	LEVEL OF ENGAGEMENT	HOW WE WILL COMMUNICATE	WHAT WE WILL DO	EXHIBITION PERIOD
Application for modification of development consent where engagement is required under the Community Participation Plan	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	The period (if any) determined by the consent authority in accordance with the relevant community participation plan (Refer to Appendix A)
Environmental impact statement obtained under Division 5.1	Consult	Ask for community views about proposed development. Take all reasonable steps to ensure stakeholders are advised of the opportunity to input.	Recognise community views and concerns and ensure these are reflected as inputs into Council's final decision.	28 Days
Fast-Track Development Applications	Nil	Certain types of development that are minor in nature and fully compliant do not require engagement.	These forms of development can be processed under the FastTrack process	Nil (Refer to Appendix A)



Public exhibition

Public exhibition plays an important, and sometimes statutory role, in community participation as part of the planning process. Public exhibition is the official period in which draft documents or certain development applications are made available for consultation and feedback. Public exhibition of draft documents and development applications must first be endorsed by Council before being made available for public comment.

Publicly exhibited plans, applications and other matters cannot be made, determined or finalised until after the minimum public exhibition period. If a plan, application or other matter is placed on public exhibition for a specified longer period, submissions may be made during that specified longer period and the plan or application is not to be made, determined or finalised until after that specified longer period.

Anyone with an interest in a planning matter is welcome to make a submission. Submissions by the community, with respect to a plan, application or other matter, may be made during the period of its public exhibition.

Public exhibition for strategic planning functions

At a minimum, we will notify the community about public exhibitions of Planning Proposals, new or amended Development Control Plans and new or revised Contribution Plans via our website. A letter will be distributed to an entire block or precinct as appropriate for Planning Proposals and Development Control Plan (DCP) amendments that are site-specific or precinct-based. Tailored engagement activities such as focus groups will form part of the public exhibition for a comprehensive review of the primary Planning Instrument (LEP).



Methods of communication and engagement

Communication and engagement tools are what we use to inform and collect feedback from the community. There is a wide range of tools to choose from and we select tools based on the purpose of the engagement, the information to be collected, stakeholder groups we want to hear from, the impact of the project and the time available to make a decision. Some of the tools we use include:

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Communications					
Advertisements/public notices	✓				
Council events	✓				
Community newsletters	✓				
Emails and Letters	✓				
Flyers, brochures, fact sheets, posters, signs	✓				
Local newspaper articles	✓				
Media Releases & media statements	✓				
Rates notices and followers	✓				
Radio announcements	✓				
Television	✓				
Social media	✓	✓			
YouTube broadcasts	✓				
Community Engagement					
Focus groups and workshops		✓	✓	✓	
Drop in / pop up sessions / vox pops		✓	✓		
Public Exhibition / submission		✓	✓	✓	
Council Meetings	✓	✓	✓	✓	✓
Public forum associated with Council Meetings	✓	✓	✓	✓	✓
Council Website	✓	✓			
Community Groups		✓	✓	✓	✓
Information, interactions and/or meetings with Council Staff	✓	✓	✓	✓	
HYS Platform - Surveys / questionnaires / polls		✓	✓	✓	

How do we respond to our community?

It is important to us that the feedback of people we engage with is genuinely considered when decisions are made. Once feedback has been considered, Council staff recommend next steps or outcomes for consideration to the Councillors. As part of the process to close the loops, we will:



Update the HYS and project page with a summary of the feedback received outcomes and next steps.



Email those who provided feedback with the results of the consultation and link to the HYS/project page for more information.



Email those who provided feedback once a Council resolution has been made.



For Development Applications (DA) we will acknowledge the receipt of submissions during the exhibition period. We will consider the matters raised in submissions received during public exhibition. The number of submissions and issues raised in relation to applications for development consent will be addressed within the assessment report. Any decision on the application will need to balance the weight of the issues raised in the submission with the planning controls and merit-based issues relevant to the site. In some instances, assessment staff are able to make determinations/decisions under delegation. In other cases, applications may be referred to Council's Development Assessment Panel (DAP) for a decision.

Individual submissions are available to be viewed under a Government Information (Public Access) 2009 (GIPA) Open Access Application.



When we engage on draft concepts or documents, our goal is to involve the community in shaping ideas and decisions. We welcome all feedback, whether it's support, suggestions, or concerns, as it helps refine proposals and ensure they best serve our community's needs.

How we will drive improvement

We actively engage with and listen to our community through a variety of methods.

An important part of this process is to ensure it is respectful and meaningful, that we are clear on how feedback and input will be used to support decision making, and that our engagement objectives are clear.



Objective 1 BUILD CAPACITY

Council will work closely with community, stakeholders and staff to create a culture of genuine and relevant engagement, both within our organisation and the community.

Action:

Education staff & stakeholders about community engagement and its use by Council.

Provide IAP2 training to increase the capacity of staff when undertaking community engagement.

Build a whole of organisation approach to ensuring the community engagement processes is included in our planning and delivery programs, projects and services.

Embed community engagement into our culture at Port Macquarie Hastings Council.

Identify emerging methods, channels, tools and technologies to support engagement within our communities, business and with stakeholders. We seek to provide a diverse range of engagement activities to encourage participation from the whole community to ensure that we reach those that will be impacted or interested.



Objective 2 INFORM AND INVOLVE

Council will create and promote inclusive opportunities for effective participation and collaboration for community members who live, work and play within PMHC, and ensure our communities are engaged and informed.

Action:

Clearly communicate and promote engagement opportunities

Develop partnerships and relationships with individuals, community leaders, groups, services and other agencies.

Create more opportunities for listening and providing feedback.

Tailor engagement activities to encourage participation from diverse communities.



Objective 3 ACCOUNTABLE AND TRANSPARENT

Council will show how community and stakeholders' participation was used to inform and influence decision-making by closing the loop on the engagement outcomes.

Action:

We will update the HYS project page outlining engagement outcomes and next steps.

Email those who provided feedback with the council of the consultation and links to the project page.

We will notify that the item/report has been put on the Council meeting agenda and provide further information on opportunities to be involved.

Following council resolution we will email the outcome, update the HYS page and include the outcome in the monthly HYS e-newsletter.



Objective 4 CONTINUOUS IMPROVEMENT

Council will implement a continuous improvement program, incorporating community and stakeholder input, to reflect best practice and the needs of the community.

Action:

Continually develop and improve Council's community engagement practices through regular review and evaluation.

Gather feedback regarding the effectiveness of consultation and communication outcomes to all stakeholders.

Ensure the engagement process is responding to local needs by regularly undertaking surveys.

We regularly survey our residents through a community satisfaction survey.

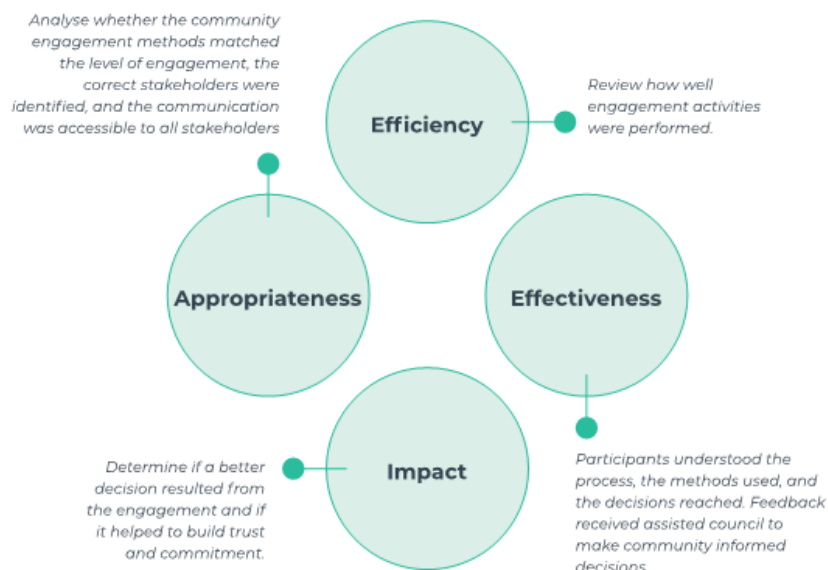
We survey 600 residents who are demographically representative of our region.



Evaluating Engagement

We will evaluate our engagement activities to monitor efficiency and effectiveness, this is helpful to show where changes are needed and help plan more effectively for future engagement.

Evaluation will focus on four key areas:



Methods we will use for capturing feedback about engagement approaches and activities may include:

Asking survey participants how they became aware of the consultation.

Feedback forms from our engagement events such as workshops, meetings, information sessions, forums etc.

Reviewing our biennial Community Satisfaction Survey.

Track online traffic sources to the Have Your Say website.

This strategy will be reviewed every four years or when relevant legislation changes and within three months of local government elections.

Appendix A – Engagement in planning functions

The following section sets out Council's minimum engagement requirements in exercising its planning functions, consistent with schedule 1 in the Environmental Planning and Assessment Act 1979 (NSW) and other provisions contained within the Port Macquarie Hastings Council Community Engagement Strategy.

Notification of development applications

The Environmental Planning and Assessment Act 1979 sets the framework for public participation within the development assessment process, it requires the Council to formalise its notification procedures through its community participation plan. Council consults where there may be a significant impact on the surrounding locality as a result of the proposed development. How an application is notified is dependent on the scale of development and not all applications require notification.

All development applications received by Council will be published on DA Tracker on Council's webpage. Not all applications for development consent require direct neighbour notification. Where a proposal may have a significant impact on the neighbourhood, Council will advise adjoining and neighbouring landowners via letter and in some instances include a site sign, as stated below. Where an application for development falls into one or more category, engagement will be in accordance with the requirements for the most intensive form of development.

There are some types of development do not need development consent from Council and therefore there is no pathway for formal community participation. This plan does not relate to applications that fall within the following categories:

Development which is exempt under the provisions of Clause 3.1 Exempt Development of the LEP and or any applicable State Environmental Planning Policy (SEPP)

Development which is complying under the provisions of Clause 3.2 Complying Development of the LEP and/or any applicable State Environmental Planning Policy (SEPP)

If the proposal is potentially contentious or likely to be of significant interest to the community, Council has the discretion to determine if additional engagement methods will be used. Where a development is not specified in the below tables, the application will be notified by way of a letter to adjoining neighbours at a minimum.

Council will comply with any other legislative requirement relating to the notification of Development Applications as applicable, including the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulations. Revised plans lodged during the assessment and before determination will be publicly exhibited in the same way as the original application, but only where the changes being sought intensity or change the external impact of the development to the extent that neighbours, in the opinion of Council, ought to be given the opportunity to comment.

APPLICATION CATEGORY	TYPE OF DEVELOPMENT	NOTIFICATION / ADVERTISING REQUIREMENTS
Advertised Development	<ul style="list-style-type: none"> Major community or public facilities whether publicly or privately owned including hospitals, libraries, schools, universities, sports and entertainment facilities, licensed clubs. Major commercial and retail development Major transport infrastructure and interchanges Hotels, pubs or entertainment facility Caravan parks Places of public worship Manufactured home estates Motels Public buildings in residential zones; Major development on Council owned or controlled land The demolition of a heritage items listed in Schedule 5 of the Port Macquarie Hastings Local Environmental Plan 2011, or the use of a building or land which is a heritage item for a purpose which is not permitted under the land use zoning table applying to that land; Extractive industries Any development application accompanied by a Species Impact Statement Water based activities Other development required to be advertised under the EP&A Act, Regulations or any other environmental planning instrument. 	<ul style="list-style-type: none"> A notice will be published on Council's website for 14 days and will provide the address of the application and a brief description of the proposed development. In the case of advertised development which is Integrated development (excluding Nominated Integrated Development and Threatened Species Development), a notice will be published on Council's website for 14 days. For Nominated Integrated Development and Threatened Species Development, a notice will be published on Council's website for 28 days. Letters will be sent to adjoining and adjacent property owners to inspect the application and make a written submission. Copy of the application will be made available for viewing at Council's Customer Service Centres. Where an adjoining or adjacent property is a strata title, Council will notify the individual strata unit owners as well as the Owners Corporation, or an Association under the Community Land Development Act 1989 Council may consider a wider notification period for an application or an extension of time available for comment in the circumstances of the case.

APPLICATION CATEGORY	TYPE OF DEVELOPMENT	NOTIFICATION / ADVERTISING REQUIREMENTS
Notifiable Local Development	<ul style="list-style-type: none"> All types of development which are not listed as Advertised Development (above) and are not of a type listed below will be notified by Council as Local Development. 	<ul style="list-style-type: none"> Notified for 14 days on Councils Application Tracker. Letters sent to adjoining and adjacent property owners to inspect the application and make a written submission Copy of the application available for viewing at Councils Customer Service Centres Where an adjoining or adjacent property is a strata title, the Council will notify the individual strata unit owners as well as the Owners Corporation, or an Association under the Community Land Development Act 1989 Council may consider a wider notification period for an application or an extension of time available for comment in the circumstances of the case.
Development applications which will not be notified or advertised	<ul style="list-style-type: none"> Singles storey dwelling houses and single storey additions that comply with setback provisions, except raised single storey dwelling houses that have a similar impact to a 2-storey dwelling house. Swimming pools Sheds and outbuildings that comply with maximum floor area height and setback provisions Fences and retaining walls Rural dwellings and ancillary structures Buildings ancillary to agriculture Demolition of buildings Industrial land uses within employment zones, except where the site borders residentially zoned land. Minor development in employment zones Applications to modify a consent under S4.55 of the EP&A Act where the application will not significantly alter the intensity or likely impact compared to the original development. Strata subdivisions of existing buildings where the number of dwellings or units remains unchanged. 	<ul style="list-style-type: none"> DA available for viewing on Councils Application Tracker.

** Integrated development is development (not being State significant development or complying with development) that, in order for it to be carried out, requires development consent and one or more approval piece of legislation (Section 4.4, EP&A Act 1979). Refer Clause 89 (4) of the EP&A Regulation 2000 for definitions of Nominated Integrated Development and Threatened Species Development.*

Notification of modification applications

Council will notify Modification Applications in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021.

TYPE OF MODIFICATION APPLICATION	IS NOTIFICATION REQUIRED?
Section 4.55 (1)	No
Section 4.55 (1A)	No, if in the opinion of council, all alterations result in minor change to the approved development
Section 4.55 (2)	Yes, if the original development application required notification, and in the same manner, except, where in the opinion of Council, all alterations result in minor change to the approved development.
Section 4.56	Yes, if the original development application required notification, and in the same way, except where, in the opinion of council, all alterations result in minor change to the approved development. However, each person who made a submission in respect of the initial development application must be notified regardless of the extent of the impacts of the proposed modification.



Notification methods

Notification letter

Council will notify Modification Applications in accordance with the Environmental Planning and Assessment Act 1979 and Environmental Planning and Assessment Regulation 2021.

Where a notification letter is required, a letter will be sent to:

- Persons who own adjoining or neighbouring land to an application site, according to Councils rates and property register.
- Relevant community organisations which, in Councils opinion, may need to provide input on the proposed development.
- The owner's corporation and property owners where adjoining land is a lot within the means of the Strata Schemes Development Act 2021 No 51 or the Strata Schemes Management Act 2015 No.50
- Any other persons or parties that in Councils opinion are likely to be affected by the proposed development, where the enjoyment of the land may be significantly affected in relations to, but not limited to:
 - The views to and the views from the land
 - Overshadowing
 - Privacy
 - Noise
 - The visual quality of the building in relation to the streetscape
 - Existing amenity.

- The notification letter must provide the following information:
- A description (including the address) of the land to which the development application relates
- A description of the proposed development
- An A4 copy of the site plan and elevations
- The name of the applicant
- The name of the contact person through which enquiries can be directed
- A statement specifying that the application may be inspected at Councils Customer Service Centres at any time during normal business hours for a period of 14 days.

The letter must specify that any person may make a submission in writing to Council in relation to the development application. Where the submission is by way of objection, the grounds of objection must be specified in the submission.

The letter must direct the receiver to the Councils webpage and specifically to the following information:

- An explanation of the system of development application assessment
- The types of development permissible in the zone
- The location of the DA Tracker service, which enables applicants and the community to track the progress of an application.

Display of a notice on the Land

The notice must be erected at the applicant's expense by Council on the land to which the development application relates.

The notice must:

- Be displaced on a signpost or board constructed in a sturdy manner and comprising durable and weatherproof materials
- Contain lettering, which is clear, legible, and able to be read from a public road, public place or public reserve.
- Be written under the heading in bold type "DEVELOPMENT APPLICATION"
- Contain the following information:
 - A statement that the application has been lodged
 - The name of the applicant
 - A brief description of the development application
 - A statement specifying that any person may make a submission in writing to Council in relation to the development application. Where the submission is by way of objection, the grounds of objection must be specified in the submission.
 - A statement outlining that any submissions are available for viewing by the applicant or any other person with a relevant interest in the application.
 - Directions to Council's webpage and specifically to the DA Tracker.



Port Macquarie Hastings Council

BIRPAI COUNTRY

Web pmhc.nsw.gov.au/engagement-strategy

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

PO Box 84 Port Macquarie NSW 2444

Tel: 6581 8111 Socials: [@pmhcouncil](#)    



have
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Draft Community Engagement Strategy

Draft Engagement Plan

February 2025 | Version 1.0



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Project Name	Draft Community Engagement Strategy		
Engagement Officer	Nicole Kosseris		
Project Manager	Lucilla Marshall	Project Sponsor	
Consultant			
Operation Plan #		CM Reference	
Project GL Code/WO		Project Budget	
Engagement GL Code/WO		Engagement Budget	

PROJECT OVERVIEW

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Context

This plan details engagement activities planned during the Public Exhibition period to ensure that key stakeholders and the broader community can have their say on the inclusions in the Draft Community Engagement Strategy

The feedback collected during this period will be used to inform the final revision of the Draft which will be report back to Councillors at the June Ordinary Council Meeting, with recommendation for adoption.

Legislative Requirements

The Office of Local Government (OLG) introduced an Integrated Planning and Reporting (IP&R) framework in 2009, which requires Councils to prepare plans and reports that are aligned with their community's vision - our Community Strategic Plan (CSP). The NSW Office of Local Government (OLG) reviewed and updated the framework guidelines in 2021. The purpose of the IP&R framework is to embed an effective and integrated approach to strategic planning and reporting in local government and ensure transparency and accountability to the community.

Project benefits/aims and scope**Scope of Engagement**

- Engagement activities
- Collateral development and distribution - ***Our Community. Our Plan***
- Response to every person who made a submission
- Data analysis and reporting
- Supporting communication activities

Aligning with other engagements happening in similar timeframe to make engagement meaningful while covering off key Council deliverables

Timeframes (Identify key dates/milestones)

Public Exhibition Timeframe - April - May 2025

Is this project grant or partially grant funded?
If Yes, provide grant stipulations, if any

Yes ☐No ☒



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ENGAGEMENT OVERVIEW

Purpose (The reason why we are engaging, how engagement will influence the final decision, desired outcomes and how engagement information will be used)
The purpose of the engagement is to enable our community to provide feedback on the Draft Community Engagement Strategy and to provide a range of methods to suit the varying needs of our community.

Feedback will be used to refine and finalise the documents and will help our elected Councillors decide when considering adoption of the plans.

Impact Level (Refer to Ready Reckoner below)	Level 3 - High	Engagement Level (Refer to Spectrum of Participation below)	Consult
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The impact level of this project is considered **high**, which means the project is likely to be more controversial in nature than other projects.
The level of engagement will range from **inform to consult**. Our commitment across these levels of engagement is:

- To provide the community with balanced, objective information to assist them in understanding the Draft Community Engagement Strategy.
- To obtain feedback from the community with regards to options and decisions on the Draft Community Engagement Strategy.

We will:

- Keep the community informed
- Listen, acknowledge concerns and aspirations
- Provide information on how feedback has influenced the updated documents.

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Responsibilities

- Mayor and Councillors
- Executive and Senior Leadership Team
- Community Communications Team
- Community Engagement Team
- Customer Service Team and Libraries
- All Staff

Key Messages

- ***Our Community. Our Plan***
- Community and Council working together
- The CES has been developed to guide the engagement practices with our stakeholders.
- We believe that people have a right to participate in decision making and to have their voices heard.
- "Join the Conversation" promotion of the HYS page.

Key Issues/Risks

Other engagement occurring during the same time causing engagement overload.
Not reaching the broader community
Low engagement due to lack of interest.

Success Measures

Engagement is understood and embraced by the community.
Registration numbers to the HYS platform are increased
PMHC Community Voice online group is implemented.

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STAKEHOLDER ANALYSIS (Outline internal and external groups or individuals impacted by this project)								
Stakeholder group	Topics of interest	Level of interest (Low, Moderate, High and why)	Impacts (Potential impacts or consequences)	Level of Impact (Low, Moderate, High)	Level of Influence (Low, Moderate, High)	Engagement needs or expectation (Includes barriers and enablers to engagement)	Benefits of Engagement (What they can bring to the project that is of benefit)	Quality of Relationship
Councillors	Community Engagement	High	Low understanding of engagement challenges	Moderate	Moderate	Council Briefing	Understanding various types of engagement activities that are undertaken and the challenges that are associated with engagement	Positive
CEO / Internal Staff	Effective Community Engagement	High	Understanding the impacts of multiple engagement activities at the same time and the impacts on community	Low	High	Roadshow / Engagement Calendar of events	Provides a better understanding of community needs to structure engagement in a staged process to ensure that community are not getting engagement fatigue.	Positive
Community Members	Engagement process and timeframes	Moderate	Engagement fatigue	High	High	Pop ups, focus groups, explainers. Lack of community members are events	Better understanding of the engagement process and more involvement into the future.	Limited
CCAT Members	Level of influence in the engagement process	High	Lack of understanding of the level of influence that	High	High	Face to Face engagement, explainers, focus groups, closing the gap on engagement	CCAT member would have a better understanding of the levels of influence on certain projects	

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			impact projects and outcomes				and are able to provide a more measured response	
Youth	Engagement process and impacts on youth	High	Low engagement interest	Moderate	Moderate	Face to face at Youth week activities, engaging in a way that is inclusive and interesting	Youth have more understanding of their role in our community and are interested in engaging on more projects	Limited.
Enable Group	Inclusive engagement	High	Low engagement interest due to lack of previous engagement	Moderate	Moderate	Participate in focus groups, provide feedback on impacts of their engagement on projects, closing the gap	The group are able to provide feedback with a more inclusive lens which can support change and improvement to projects into the future.	Limited
Seniors	Engagement Process and impacts on seniors	High	Low engagement or interest.	Moderate	Moderate	Focus group to drill down to how engagement activities can be tailored to assist with an improved engagement process - how do they "join the conversation"	PMHC will have the opportunity to explore other means of engagement that are not digital and provide an improved process of people who are unable to use the digital platform	Limited.
LALC Members	Engagement process and areas of improvement in pre-engagement.	High		Moderate	Moderate	Focus group to discuss the impacts on environment and projects when pre-engagement is not	PMHC will have an opportunity to develop a process to ensure that pre-engagement is part	Good



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						completed or considered.	of the process on all projects.	
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ACTION PLAN					
Action	Purpose/Goal	Stakeholder	Collateral/Method	Owner	Date
External Engagement					
Youth Week Activities	To highlight the Draft Community Engagement Strategy and seek guidance from Youth in to ways in which they would like to "Join the Conversation"	LGA Youth	Pop Up / Participate	Engagement / Activation	April
Library PMQ, Wauchope, Laurieton	Utilise the extensive Library activities to reach a variety of community members and seek feedback in regard to the Draft plan and what successful engagement looks like.	Library users - mothers' groups, general library users	Pop Up	Engagement / Libraries	April/May
Community Catch Ups	Visit to small communities' centres to engage with local small village and seek feedback on how positive engagement can impact their community.	Community Members	Community catch up / pop up. Attendance to markets,	Engagement	April/May
TAFE / Universities	Set up interactive activities at local TAFE / University sites to provide an overview of the draft strategy and seek feedback on how they wish to be engaged.	16yrs + Community Members	Interactive activity, survey.	Engagement	May
Internal Engagement					
Divisional Roadshow	Seek meetings with division to provide an overview of what successful engagement looks like to a project and positive outcomes for the community.	Internal Staff	Provide examples of successful engagement and outcomes for communities.	GM Liveable Communities & Engagement Coordinator	April/May
Councillor Briefing	Providing an overview of engagement and the challenges that are faced in the community, understand what good engagement looks like to them.	Councillors	Discussion, examples of challenges.	Director/ GM	May

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READY RECKONER

This matrix has been developed as a quick assessment tool to determine the complexity of projects across Council and will therefore assist in pinpointing the level of involvement required from the Engagement Team. The scores will help identify a project as simple, moderate or complex and provide a prediction of effort required to meet project outcomes.

Criteria	1	2	3	4	Score
Identification of Project/ Level of Scrutiny	Project is included in Council's Operational Plan or is a legislative requirement.	The project has been identified by a number of local individuals or community groups (external) or employees (internal) and is a lesser priority.	The project has been verified following concerns raised by individuals or community group (external) or employees (internal) and is identified as a priority.	The project has been identified as a priority by community and/or technical experts (external) or employees (internal). The project is viewed by Council as 'the' priority and will require multiple divisional input.	1
Scope/Target/ Audience	Impact of a local nature, bound by location, specific community or user group or is part of ongoing and regular business.	Some real or perceived impact on the whole or large part of the LGA (external projects) or Council (internal projects) but in a limited way.	High level of real or perceived impact of a local nature, specific community or key stakeholder/user group (external projects) or within a division or localised stakeholder group (internal projects).	High level of real or perceived impact on whole or large part of LGA (external projects) or Council (internal projects).	2
Potential or perceived potential for conflict	Project has no known or anticipated impact on reputation, environment, safety or wellbeing and is not expected to conflict with values of the community.	Low level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and does not impact on community values.	Moderate level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and may impact on community values.	High level of potential controversy in relation to areas of the project that may impact reputation, environment, safety or wellbeing and will likely impact on community values.	2
Finance/project cost	Projects funded solely through grants or external body or source.	Projects 100k-500k jointly funded through grants.	Projects 100k-500k using funds derived from rates, levies and charges.	Projects over 500k using funds from rates, levies and charges.	3

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Change	Insignificant or no change to built or natural environment or residential amenity.	Low degree of change to built or natural environment or residential amenity.	Moderate degree of change to built or natural environment or residential amenity.	High degree or significant change to built or natural environment or residential amenity.	2
TOTAL:					10

Level 1 - LOW - Projects with a score of 5 OR LESS

Projects require the least amount of community engagement, usually because this has occurred in earlier stages. Using the Participation Framework, projects rated at this level would usually be identified as having a Level 4 impact and using the participation spectrum would require undertaking Inform as a minimum, with consideration being given to the appropriateness of also undertaking Consult activities.

Example: Upgrades of equipment at existing playgrounds, local road upgrades, site specific events.

Level 2 - Moderate - Programs with a score of 6 TO 10

Projects with a score at this level indicate that some individuals and groups in the community are likely to require more knowledge, input and/or involvement prior to undertaking the project, and as such a greater degree of community participation is necessary. Projects of this type would be identified as either a Level 3 or 4 and would require participation at Inform and Consult with consideration to the appropriateness of Involve and/or Collaborate.

Example: Development of a community garden project, larger events at more than one site

Level 3 - HIGH - Programs with a score of 11 TO 15

Projects are likely to be more controversial in nature and are likely to be rated at a Level 2 or 3 on the Participation Framework. When undertaking projects at this level the most used types of participation would be Inform, Consult and Involve with consideration to the appropriateness of Collaborate.

Example: Large events requiring significant road closure, construction or extensive upgrade of larger council owned facilities

Level 4 - VERY HIGH - Programs with a score ABOVE 15

Projects with a score above 15 by their nature, require a detailed community engagement process and would be rated as a Level 1 or 2 on the community participation matrix. Projects of this type often attract opposing viewpoints and a strong community response. Using the participation spectrum, these types of projects would require using aspects of Collaborate, Involve, Consult and Inform.





Example: Community Strategic plan, Regional Integrated Transport Strategy, Parking Strategy, expansion or construction of large Council owned facilities

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Spectrum of Participation

IMPACT	ACTIVITY	LEVEL 1 LOW Low impact of local nature	LEVEL 2 MODERATE Low impact of whole region	LEVEL 3 HIGH High impact of local nature	LEVEL 4 VERY HIGH High Impact on whole region
 Inform	Website (HYS / PMHC)				
	Social Media				
	Media Release / Alert				
	Community signage / notices				
	Factsheets / FAQ's				
	e-Newsletter				
	Letterbox drop				
	On-site visual information displays				
	Digital advertising (Billboard, Radio, TV)				
	Rates notices inclusion				
	Hotline / Phone-in				
 Consult	Public exhibition / submission				
	Survey / poll				
	Pop-ups				
	Focus groups				
	Personal phone contact				
	Phone survey				
	Suggestion box				
 Involve	User/Stakeholder group meetings				
	Public meeting				
	Focus group / expert panel				
	Workshop sessions / Round tables				
	Community forum / debate				
 Collaborate	Advisory group				
	Joint Venture				
	Task force or working party				
	Management committee				
	Charette				
	Co-design				
	Citizen's Jury				

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have
your say

Draft IP& R Community Engagement Strategy

Engagement Report

February 2025 | Version 1.0





Draft IP & R Community Engagement Strategy - Engagement Report

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INTRODUCTION

Background

The Office of Local Government (OLG) introduced an Integrated Planning and Reporting (IP&R) framework in 2009, which requires Councils to prepare plans and reports that are aligned with their community's vision - our Community Strategic Plan (CSP). The NSW Office of Local Government (OLG) reviewed and updated the framework guidelines in 2021. The purpose of the IP&R framework is to embed an effective and integrated approach to strategic planning and reporting in local government and ensure transparency and accountability to the community.

This engagement report summarises the 14 public submissions received on the draft IP&R Community Engagement Strategy during the exhibition period, as well as 2 submissions received directly to Council's email.

Engagement approach

Council actively sought community input and feedback on the draft IP&R Community Engagement Strategy. We aimed to provide relevant materials and facts to assist the community to provide informed feedback. We used online and print communications channels to provide multiple opportunities for the community to understand the proposal and provide their views.

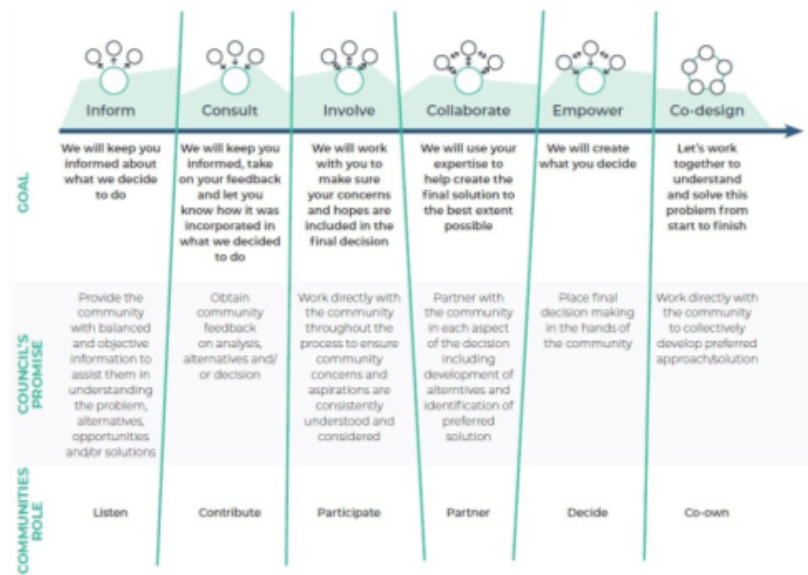
For projects or strategies with broader implications or statutory requirements, we undertake public exhibition. This formal process provides the community and key stakeholders with an opportunity to review and comment on significant proposals, such as development plans, environmental assessments, or strategic documents, over a specified exhibition period. Both approaches reflect our commitment to collaboration and open dialogue, tailoring engagement methods to the scale and impact of each project.

The difference in the two processes rests in the reporting and response to submissions. Community Engagement reporting for both types of consultation respond generally to key themes while public exhibition reporting has the additional requirement of responding to each submission and detailing how the submission has influenced changes during the finalisation of plans and strategies. Under public exhibition, all those who made a submission will receive a response.

Spectrum of Participation

Port Macquarie-Hastings Council undertakes engagement using the industry standard IAP2 Spectrum of Participation which is designed to assist with the selection of the level of participation that defines Council's promise and the community's role in the decision-making process.

Draft IP & R Community Engagement Strategy - Engagement Report



Engagement Level and Methods

The impact level of this project is considered **high**, which means the project is likely to be more controversial in nature than other projects. The level of engagement will range from **inform to consult**. Following the IAP2 matrix for public participation, at this level, the community is invited to contribute feedback, which will be considered by Council when finalising plans. Our commitment at this level of engagement is to listen to community concerns and aspirations and relay how feedback has influenced project outcomes.

. Our commitment across these levels of engagement is:

- To provide the community with balanced, objective information to assist them in understanding the draft IP&R Community Engagement Strategy
- To obtain feedback from the community with regards to options and decisions on the draft IP&R Community Engagement Strategy

We committed to:

- Keep the community informed
- Listen, acknowledge concerns and aspirations
- Provide information on how feedback has influenced the draft IP&R Community Engagement Strategy

The following range of engagement methods were employed to raise awareness of the project, share information, encourage discussion and collect feedback:

- Draft IP&R Community Engagement Strategy was open for Pre-Reading from the 19th December 2024 to the Open consultation Period commencing of 13th January 2025 allowing interested community members to opportunity to review the document whilst the exhibition period over the December/January period was closed.

- Open invitation to submit feedback online, via email or to contact our Customer Service Team.
- Localised Pop-up in Wauchope, Lake Cathie and Port Macquarie
- Direct contact with interested Stakeholders
- Social Media/EDM and local newsletters

This approach aimed to provide community members with meaningful opportunities to share their views and to ensure their feedback was recorded to be considered in the decision-making process.

ENGAGEMENT OVERVIEW

Feedback collected across the engagement activities is presented below in summary form - key themes have been identified across all submissions and de-identified, verbatim feedback has been appended.

About verbatim feedback

De-identified, verbatim feedback is appended separately to this report and has been shared with the Liveable Communities team and tabled with the Council Report for this project.

Community members can request to view verbatim submissions, any requests will be considered by our Governance team prior to release.

Data analysis and generative AI

Key themes throughout this report have been identified using generative artificial intelligence (AI). For the purposes of this report, generative AI refers to a system that can create content based on the data that we provide. Prior to using AI our team would create a code frame (a list of themes) to tag feedback. This manual process is an effective method on smaller, single focused engagement projects (such as local playgrounds). AI is a tool that can assist the engagement reporting process. We are committed to human-centred engagement throughout our community across a range of engagement methods. All themes generated using AI have been reviewed and interrogated to ensure that the sentiment represents the feedback received.

Benefits and consideration in the use of AI

Using AI to analyse large amounts of free text feedback in community engagement reporting offers significant benefits, including:

- Efficiency and speed: AI can process and analyse vast amounts of text data much faster than manual methods.
- Consistency and objectivity: AI provides consistent analysis, reducing the biases that can occur with human interpretation and ensuring uniformity in data evaluation.

A key consideration in the use of AI is the perception of bias: AI models only work on the data that is inputted and this may be perceived as under-representing marginalised groups or minority views. Relying solely on AI for community engagement may overlook the importance of human interaction, empathy, and relationship-building in fostering trust and understanding within the community. Attempts to address this are made through additional instructions. Further analysis of the AI-generated data provided is also undertaken to combat potential bias.

Privacy

No identifying information was included when using AI to analyse feedback.

Council staff work to a Code of Conduct and in accordance with our legislative requirements. This includes the Government Information (Public Access) Act 2009 (NSW), the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). Further details are outlined in Council's Privacy Statement and Privacy Management Plan Policy.

RESULTS, SUMMARY and CONCLUSION

The following sets out a summary of the key engagement statistics from the consultation and is followed by analysis of the submissions received.

**Public Notification**

Public notification posted on Council's website, with a general explanation on the Have Your Say page and a link to the draft IP&R Community Engagement Strategy.

Analysis of the Have Your Say page for this project shows that there were 399 visits to the project page, 105 downloads of project information and 14 people who made an online submission. Of these 7, 3 were Bonny Hill residents and 4 identified as interested community members. A summary of key statistics on the public engagement is summarised in the table below.

Method of participation	Statistic
Visitors to project page (views)	135
Page views	399
Downloads of a project related document	105
Completed survey (Submission)	14

Draft IP & R Community Engagement Strategy - Engagement Report



Have Your Say (HYS)
The following graphics summarise the user activity for the exhibition period, with a total of 399 views of the draft Engagement Strategy information page on Have Your Say (HYS) and 105 downloads of the information provided by Council.

Home / Draft IP&R Community Engagement Strategy

Draft IP&R Community Engagement Strategy

Documents

Consultation has concluded

The draft Integrated Planning and Reporting (IP&R) Community Engagement Strategy (the Strategy) has been developed to guide engagement practices with our community, businesses, and stakeholders when Council is developing plans, policies, and programs.

The IP&R framework allows NSW Councils to draw their various plans together to understand how they interact and inform each other, benefiting from their efforts of planning holistically for the future.

Council is developing a comprehensive Community Engagement Strategy to meet all legislative requirements and enhance engagement practices. The Integrated Planning and Reporting Community Engagement sub-strategy will be a key component of this overarching approach, ensuring alignment and consistency across all engagement activities.

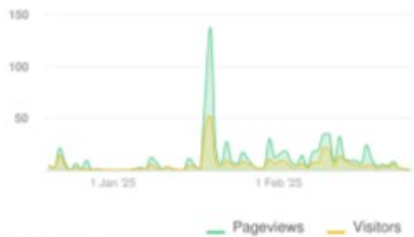
Have Your Say

You can download and view the Strategy to the right under the documents tab, or below if you are viewing on a mobile device. There are a number of ways to have your say.

Key Dates

- 12 December 2024
Council Resolution that Council:
1. Note the information in the report regarding the review of the Community Engagement Strategy
2. Place the draft Integrated Planning and Reporting (IP&R) Community Engagement Strategy on public exhibition for a period of not less than 28 days.
- 13 January 2025
Consultation opens
- 28 January 2025

Visitors Summary



Highlights

TOTAL VISITS	MAX VISITORS PER DAY	
399	52	
NEW REGISTRATIONS		
30		
ENGAGED VISITORS	INFORMED VISITORS	AWARE VISITORS
12	115	293

INFORMATION WIDGET SUMMARY

1	0	0	0	0
DOCUMENTS	PHOTOS	VIDEOS	PAGES	KEY DATES

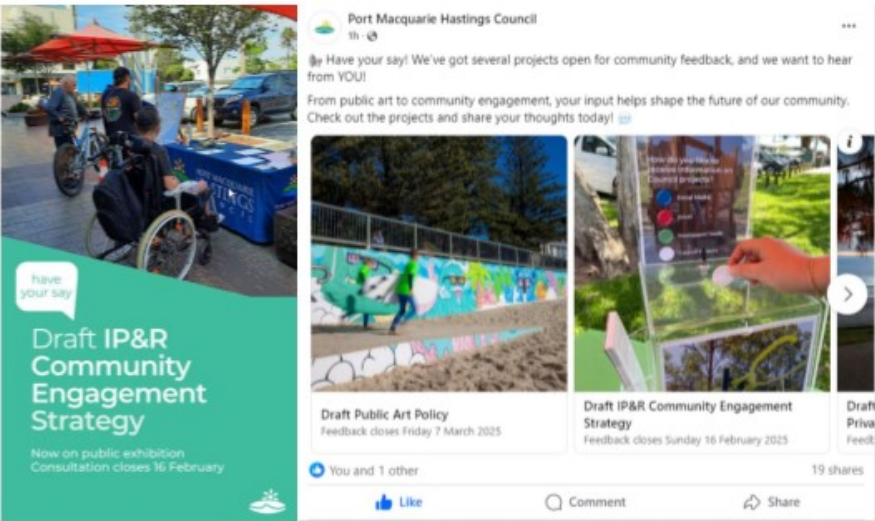
Widget Type	Engagement Tool Name	Visitors	Views/Downloads
Document	Draft IP&R Community Engagement Strategy	105	135

Draft IP & R Community Engagement Strategy - Engagement Report



Social media engagements

The following graphics summarise the notifications made by Council using electronic and social media outlets.



Draft IP & R Community Engagement Strategy - Engagement Report

New projects on Have Your Say

**Draft IP&R Community Engagement Strategy**

We're shaping how Council connects with our community, businesses, and stakeholders. Help refine how we engagement on key plans, policies, and programs with the [draft IP&R Community Engagement Strategy](#)!

Have your say

**Draft IP&R Community Engagement Strategy**

We're shaping how Council connects with our community, businesses, and stakeholders. Help refine how we engagement on key plans, policies, and programs with the [draft IP&R Community Engagement Strategy](#)!

Feedback closes Sunday 16 February

Have your say

**Communications and Independent Submissions**

In addition to the 14 submissions received through the HYS page, there were two (2) submissions received via email.

Analysis of the submissions' key themes and sentiment are provided below.

Overall, the combined feedback underscores a deep-seated frustration with current engagement practices and a demand for significant improvements.

While the strategy includes positive elements, such as alignment with NSW Government guidelines and a commitment to evaluation, these efforts are seen as insufficient without a clear, structured framework for accountability.

There is a strong call for more inclusive, transparent, and participatory engagement processes, alongside an insistence on structural reforms to ensure that community voices are genuinely heard and acted upon.

Key Themes Identified:

- **Clarity and Transparency of the Draft Document**
 - Confusion over why a separate Draft Community Engagement Strategy (CES) is being presented before feedback on the IP&R CES has been reviewed.
 - Concerns that the draft CES does not yet meet all legislated IP&R guidelines, particularly regarding explicit engagement methods for specific stakeholders.
 - Uncertainty about whether the engagement process is genuine or if decisions have already been made.
- **Community Engagement Process and Decision-Making**
 - Calls for more transparency in how stakeholder engagement is planned and implemented.
 - Concerns that engagement efforts are often perceived as a box-ticking exercise rather than a meaningful process.
 - Frustration with the lack of working groups and subcommittees for community consultation, which were previously disbanded.
- **Accountability and Feedback Mechanisms**
 - Demand for better tracking and public reporting of engagement feedback and its influence on decision-making.
 - Need for structured evaluation of engagement strategies and their effectiveness.
 - Concern that key issues such as environmental sustainability are not being tracked effectively due to reporting changes.
- **Inclusion and Accessibility in Engagement Methods**
 - The draft IP&R CES does not currently specify which engagement methods will be used for different stakeholder groups, despite this being a legislated requirement.
 - Calls for targeted engagement approaches, especially for groups that may face barriers to participation (e.g., youth, people with disabilities).
 - The importance of considering digital engagement as well as in-person opportunities.
- **Investment in Local Communities**
 - Calls for increased spending in specific areas (e.g., Camden Haven) and better support for local community groups.
 - Concerns that some groups (e.g., Landcare) receive preferential support over others.
- **Opportunities for Cycling and Mountain Biking Development**
 - Recognition of the economic and tourism benefits of improving cycling and mountain biking infrastructure.
 - Calls for more consultation with local cycling groups.
- **Evaluation and Continuous Improvement of the Engagement Strategy**

- Positive steps in evaluation are acknowledged, but there is a call for a more structured, overarching evaluation framework.
- A need for ongoing monitoring, rather than just final assessments at the end of the strategy's lifespan.
- Ensuring compliance with NSW Government guidelines by explicitly linking engagement methods to each stakeholder group.

Sentiment Analysis:

- **Frustration and Scepticism**
 - Concerns over the timing and sequencing of different engagement strategy drafts.
 - Doubts about whether feedback will be genuinely considered before decisions are made.
 - Frustration with the removal of working groups and subcommittees, leading to a perceived reduction in community input.
- **Constructive Criticism and Suggestions**
 - While critical, the feedback includes practical recommendations for improving transparency, engagement methods, and evaluation processes.
 - Calls for better tracking of key community priorities, such as environmental sustainability measures.
 - A push for the return of working groups and subcommittees as a formal engagement mechanism.
- **Recognition of Positive Steps**
 - Acknowledgment of improvements in engagement evaluation, but a need for further refinement.
 - Appreciation for efforts to align the strategy with NSW Government guidelines, though gaps remain.
- **Desire for More Meaningful Community Involvement**
 - Strong advocacy for clearer engagement methods tailored to specific stakeholder groups.
 - Interest in greater transparency and accountability in how community feedback influences decisions.
 - Recognition that improved engagement could lead to better outcomes for underrepresented community members.

NEXT STEPS

The next steps for this project and the community engagement approach are:

- Submissions have been considered and a process of revision is deemed necessary, which will result in amendments to the Draft Community Engagement Strategy that is to be presented at the March 2025 Ordinary Council Meeting.
- Council will consider whether to proceed to engagement for the Draft Community Engagement Strategy
- Community members will be notified when the Draft Community Engagement Strategy has been adopted through Minutes of Ordinary Council meeting posted on PMHC website along with the Community Engagement Strategy.
- Community members will be invited to participate in reviewing the Draft Community Engagement Strategy through a variety of engagement activities, which will also undergo a

public exhibition period and be summarised in an engagement report in June 2025 for the Ordinary Council Meeting with the suite of Integrated Planning and Reporting Documents.

APPENDIX

Appendix A: Have Your Say - submissions

Submission Date	Submission Feedback
Jan 18 25 02:52:18 pm	<p>Hi there</p> <p>I'm a bit confused about the document in question. It's being touted as a DRAFT in the explanatory copy above on the webpage. However, on the document title page, the date is 2022-2025, and nowhere at all on the document is the word DRAFT - no footer DRAFT, no watermark DRAFT, no title DRAFT.,nothing.</p> <p>This implies that what we have access to is a FINAL document that has already been published. And that any feedback gathered during this process will be ignored because this isn't actually a draft at all. It's the final version.</p> <p>Has the correct version of the document been hyperlinked? If it is truly a draft document, then surely this should be reflected on the document itself, on every page, as per document control conventions. If we are, in fact, being asked to provide feedback on the existing version of the document, IN PREPARATION for the creation of a draft, then exactly that must be specified. At the moment, that is not clear at all.</p> <p>On page 13 it says... "Our engagement approach can vary depending on the need and impact of the project. The five levels of public participation are: Inform, Consult, Involve, Collaborate and Empower. The spectrum is designed to assist in identifying the appropriate level of community engagement depending on the goals, timeframes, resources and levels of impacts of the decision to be made."</p> <p>I understand the spectrum model of participation and this seems like a sound basis to EXPLAIN levels of participation. What it does not do, however, is explain which types of projects will use which level of participation. At the moment it seems that PMHC can select whichever level of participation on the spectrum it deems appropriate and which best suits its purpose. For example, PMHC may select the lowest level of participation as appropriate because it has deliberately imposed a short project timeframe, for that very reason.</p> <p>And on page 14... "The level of influence that stakeholders have on a decision is related to the project. Effective engagement requires aligning stakeholder expectations with the level of influence to foster trust in the process and to allow for meaningful participation."</p> <p>Again, this is an academic explanation of the basis of participation but it doesn't explain what actually happens. Who makes the decision about whether a project requires a high or low level of influence from stakeholders? What are the parameters guiding this decision? I would suggest that trust in the process will</p>

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	<p>never be achieved if all aspects of decisions-making are not transparent.</p> <p>A much clearer explanation of the process, which importantly in turn provides a basis for accountability, is what will help foster residents' trust in PMHC.</p>
Feb 01 25 07:10:56 pm	<p>I find the IP and R Engagement Strategy just another tick box for IP and R from staff. After 5 years of up close partnership with council (non existent) I find this part of council operation Beverly lacking even notable by most of the community. I extremely valid in point that on this strategy alone council did face to face engagement after writing it on one day in 3 locations in the shire and not even in the Camden Haven. Staff clearly do not want any appropriate engagement with the public apart from a minimum to tick off IPand R.</p> <p>I cannot reiterate enough how poorly council performs with engagement with the community on every level of operations. I would take the engagement away from staff under the CEO and put engagement under the Mayor and councillors who really do want to know what the residents think. If a business payed for survey data and engagement like this they would sue for their money back.</p> <p>This document is full of word that say nothing and will achieve nothing as the department responsible for communicating with the people want nothing more than to shut the public up. Let me use some word from this document to give examples, Council should consider, Councils aim, Outline methods, using plain language, Fair access, genuine opportunity, in a timely manner, may include and acknowledge. Those who know, know this is just bureaucratic speak but does not confirm anything is concrete. For eg page 16, Some engagement activities may include...16 items, most of them get no meaningful two way communication with staff or input to decisions.</p> <p>A a original CCAT member council has not engaged with us properly on any issue for years, they don't even come to meetings or follow up on requests, they have proven to have little to no regard to the community members who day in and day out contribute for their community..</p> <p>I do like the level of engagement spectrum, however I note strongly staff already intend to really only use the Inform end of the scale because again they do not want meddling public having any influence in their community. On issues such as town planning and infrastructure needs Camden Haven have proven again and again that staff have no connection the the people of our area and where they should be using the empower and collaborate section of the spectrum, they barely use the inform section. So many terrible decision of council in our area is what local always talk about, because they do not want to hear from the public, and if forced to they just do what staff want anyway. At a recent engagement pop up, over 50 people clearly stated to staff what they wanted in a specific area and I personally heard two staff members to us , "you can't and won't have that". That's not engagement that is the opposite. Where the community is very clear on what they want, staff put the matter on ice for years and try to bring it back later with their spin on it, like the people will have changed their mind. Staff do not keep to commitments or outcomes of engagement.</p> <p>Have your say surveys are designed to get one outcome staff want and are not designed to get any clear indication of what the public want. They are led questions with little to no place to object. Even forbid if you should object. In fact where staff no objections will come up they don't engage until it's a done deal, such as Wallace Park in Dunbogan. \$120 upgrade to a park no one uses yet no parks where families live. Laughable.As far as the Camden Haven is concerned Council planning is laughable. I know from other progress associations and other CCAT's that they feel the same. Seriously sack the whole department and put it under the supervision of the Mayor and councillors. If you want true sentiment</p>

and strategy of priority, put it under the Mayor and Councillors, Council staff are not reporting to councillors or the CEO properly. It's just IP and R tick boxing. Let's look at the Mayors motion for a Mrs Yorks Garden at Camden Head. 2 years and staff would never do face to face engagement. A CCAT priority and a passed motion, A simple useless survey and no engagement until staff drew a plan and spent a fortune on reports and still did not ask the people in face to face what they wanted. Never a site visit. At one point in the two years staff announced they would not meet with residents for fear of their safety, no strategy on how to do it. Again I say staff go out of their way to avoid any engagement that might indicate the public want it done differently.

IMPROVEMENT in the document, page 17.

Objective 1.

Embed community engagement into our culture, hahaha, why has this not been done. How many times do you hear council works for the people, damn you forget that simple bit. Staff are often pretty dumb in the pool while 87,000 other might actually be better trained.

Do you know, I do not believe this after 5 years of CCAT staff could not have learned this, of course they could, we have seen these documents before. PMHC staff must be a toxic workplace where those who rule bully good people out because every time we get staff who do the right thing the get moved on and the same lying dead weight who piss in your pocket remain.

Objective 2.

Council will create and promote inclusive opportunities for effective participation and collaboration for community members who live, work and play within PMHC, and ensure our communities are engaged and informed .

Action:

- Clearly communicate and promote engagement opportunities
- Develop partnerships and relationships with individuals, community leaders, groups, services and other agencies .
- Create more opportunities for listening and providing feedback .
- Tailor engagement activities to encourage participation from diverse communities .

I have to cut and paste this because this is exactly what 5 years ago CCAT's were supposed to do with staff. Yet staff literally will not listen to us, to the point of avoiding us. As a partnership the council no longer invites us to engagement opportunities including important ones such as major town planning issues, such as where we would like our regional park to go. In fact there is so little communication I don't even remember the names of the staff we deal and are supposed to have meetings with . Lucilla last showing on the failed again LTCMP proceeded an email of how our unsavoury language was inappropriate. \$ years of frustration of council staff not listening to the public.

Nothing in objective two will ever happen in my view because that would mean council staff would be forced to work with the community that they lord over. Just look at the last line "Taylor engagement activities to encourage participation" hahaha what BS. Let's go back to Pilot Station lookout, and do engagement because it's too dangerous, full stop. Can't even find out what the objectives are in a formal community way.

Develop partnerships, hahah laughable, CCAT is in partnership but council won't respond to email or pick up the pone, council won't come to meetings or

communicate appropriately, Council won't engage in person and when informed of the best outcome, do something completely different. Enough said, it's beyond a joke, it's beyond respect, as I said Sack everyone involved in the engagement department as they bring council operations into disrepute. So many times I have seen PMHC come to engagement with a predetermined outcome they want not to meet the people and find outcomes that work for them, Disgraceful.

Object 3.

Accountable and transparent.

BS you mean if we say it then its true IP and R reporting

Objective 4

Improvement.

PMHC is incapable of improvement because either they don't want to implement what the community want, they want to go their way, or they simply do not have the skills for the job, neither the passion. The only way to improve community engagement is to put it in the hand of those who really are responsible to the public and what to know what their community want. Mayor and councillors. Staff don't want to know, they just want a job and their money and infrastructure they want where they want. For example they can make it very difficult to cut down a tree if they want and then clear another area at the drop of a hat if it suit s them. Lat line " Ensure the engagement process is responding to local needs by regularly undertaking surveys" hahaha again the surveys are two short and designed to get answers you want. Get the Motor and councillors set the questions. I have not seen a descent survey from HYS once, one that would get to the heart of the issue or properly inform what the community want. You can't write a survey if you don't know the issues. Better still get the CCAY or Progress associations to write the Surveys.

How about every survey has a section about rate this survey out of 10, give us some questions we did not ask that would have made this survey better. Again I do not think present staff either have the ability to do this properly of they don't want to hear what people really think.

Page 13 evaluating engagement, haha

Ask the idiot if he did a good job.

Staff are not able to identify appropriate stakeholder our just plain not willing to. Again you have at your fingertips an expert resource for every area with a Progress association or CCAT who will quickly identify appropriate stakeholders. But that would be too much work and to sensible to get real genuine appropriate feedback that council may have to respond to, or hide as the case may be.

Council staff cannot evaluate themselves, they have failed this community so many times and got away with it that there must be another way for evaluation. Councils engagement has been so poor that (by purpose?) many concerned residents just give up, a powerful resource brushed away, STAFF ARE NOT EXPERTS and they certainly do not mingle with local communities apart from Port Mac, so they really just sit in a room and make shit up, we have to live with. Enough is enough.

Places to play...A significant shift in planning our areas, Any pre engagement?

	<p>NO. any Town meetings? NO just inform engagement on long document with no explanation relying on other unratified documents. What a joke.</p> <p>LTCMP 3 days enquiry by design, community comes to a happy agreement and staff give the job to an incompetent company that comes out with the wrong finding and 4 years of telling council so, it does not get changes but in fact used as a feeder document for ten planning. Are you kidding. Engagement is no making it up after you made up the last document. This is why council staff must be stopped from making decisions, because they are nearly always wrong and cost too much money and are probably not needed or in the wrong position.</p> <p>The strategy should not be reviewable every 4 year, definitely not. Government engagement with the people of the land should be a prime responsibility of good governance. Reviews and changes could be every 6 months to ensure accountability to the people is of the highest standard. If it is done badly it is as serious as a COC making the public angry with the organisation. Councils day to day operations of maintenance etc run smoothly and so should engagement, therefore a much higher standard should be placed on how council listens to the people. 4 year review of a failed system is rude and disrespectful to the people you ultimately work for. Every year at least a company would review how it engages with its customers for fear of losing them. Council should have the same concern for the public as a business if not more. My view is that PMHC staff have little to not respect for the people of the shire, shown by how little they meet and listen in town meetings or Progress associations or CCATs. I think our part in IP and R is just a nuisance to them getting their way.</p> <p>I will reiterate again very clearly so that it makes it infant of councillors.</p> <p>COUNCIL COMMUNITY ENGAGEMENT SHOULD NOT BE A DEPARTMENT UNDER STAFF, IT SHOULD BE A DEPARTMENT DIRECTLY REPORTABLE TO THE MAYOR AND COUNCILLORS AND MANAGED BY THE CEO.</p> <p>Only then will you get the true outcomes and information you need to make informed decisions.</p> <p>Whatever and whoever has been involved the last 6-7 years have failed you all and it should not be allowed to happen again.</p>
Feb 01 25 07:26:04 pm	I forgot to say. Engagement where you only get one shot at it is also inappropriate. If you think of more things like this you need the ability to add. Any way staff can stop you doing any submission should also be removed.
Feb 05 25 10:06:24 am	We would like to see more community meetings held with council staff and more money to be spent in the Camden Haven. It has been a really long number of years to get the Friends of Camden Head established and staff are not very encouraging and seem to really support Landcare only. The Headland area is community recreation land and it needs to be preserved and maintained as such. We want the council staff to work and support our group. At the recent meeting, council staff made it clear this was a directive they had to follow for the first time and this was appreciated.
Feb 08 25 08:06:55 am	Yes. The current system is somewhat opaque, i.e. the ratepayers are never told (i) how many people respond to surveys and/or make submissions and (ii) a summary of what was said or what people saw as the major concerns. To give examples (i) It was recently stated by Council that a lot of people responded to the PM Aquatic centre proposals and there was strong support BUT no evidence was given to support this OPINION. (ii) I made two submissions and stressed my strong belief that the idea of including a gymnasium was a bad idea. NO mention

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	was made anywhere of this opinion. IN SHORT... PMHC asks for feedback but is averse to giving accurate feedback of ratepayer opinions.
Feb 10 25 11:48:48 am	Community consultation is not only a legislative requirement of Councils, but an opportunity to gain better insights into plans, policies and programs before they are enacted. All the theory is well documented in this Engagement Strategy. And of course this is not new. PMHC has been preaching this approach for years. Unfortunately, the reality and experiences we have encountered at Bonny Hills over that time has not delivered these intentions. CCAT is mentioned, as our Progress Associations. CCAT has unfortunately, despite attempts to make it work, become a lame duck, and its future is in question. But even an organised BHPA struggles with the volume of PMHC requests each month - there are 8 Have Your Say drafts for comment in February alone. There are 161 Policy documents on the PMHC website. How can anyone in the community devote time and expertise in understanding let alone responding to this bombardment of information. Is it any wonder many in the community do not contribute to your requests. The numbers you see must speak for themselves. I am not saying consultation is bad - it is critical, IF LISTENED TO, to achieve better outcomes. Up until recently we were not hearing the outcome of the feedback that was being given., But, more recently we have seen an improvement, with feedback on previous initiatives in the monthly Have Your Say. We do however ask about the need to have so many policies and strategies out for comment.
Feb 10 25 12:56:07 pm	It is too airy fairy and theoretical without enough detail about how community engagement will be carried out. Currently, the way council tries to engage with community is like this anyway, like a tick box exercise rather than a true effort to understand the community. There is often not enough advertisement of engagement opportunities and/or they are inaccessible for part of the community. It is an older community and many members are not able to easily access online forms. The council election was a perfect example, those not online had less information about the election and many were not even aware of it.
Feb 11 25 12:10:19 pm	A very important point that must not be left out of this strategy and clearly has, is clear definition of the Unreasonable customer policy, how it connects and when it is triggered. For example, Council want to engage with the public in a variety of ways but if you engage too much, council will limit engagement, issue you with a warning that you are using councils engagement methods to regularly and you must cease to engage. Under the engagement policy it should be made clear that there are limits to engagement, because those limits are not in the unreasonable customer policy. These limits should be clearly defined such as - no more than 3 times a year can you report an issue, no more than 3 times a year can you have your say on issues, no more than 3 times can you phone council etc or you will be labeled a nuisance by council staff. As an opening point of this IP and R engagement strategy (not hidden in it) it should clearly state council want to hear from you and engage with you but only to a limit. You are limited in issues for council engagement. I think it is best to be transparent in the strategy for the public and the State Government how much PMHC are willing to engage before refusing engagement.
Feb 14 25 01:40:31 pm	Yes, I do, but since there is no option to upload my submission as a document on this webpage, I will email it to Council.
Feb 14 25 10:26:53 pm	Yes. First and Foremost, as this is an IP&R Community Engagement Strategy, I want to be engaged with via asking for Community feedback on all IP&R Documents including the CSP, the DP, OP, Annual Report and the State of Our Region Report.

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	<p>This should begin with seeking feedback from the Community on the last two IP&R Documents being produced by Council at the end of the previous term.</p> <p>This strategy does not seem to meet the essential element 2.2, as outlined in the Integrated Planning and Reporting Guidelines for the required Community Engagement Strategy as it does specifically outline and link which methods will be used to engage which stakeholder groups.</p> <p>Page 9 of the IP&R Community Engagement Strategy, under Inclusive Participation, states that Council will achieve this by "Meeting commitments that are outlined in our Reconciliation Action Plan (RAP)" but this RAP is not located anywhere on the PMHC website and has not been produced with or seen by the Birpai community. Also, how does meeting commitments in this RAP ensure inclusive participation in the engagement process in the development of IP&R documents and decision-making?</p> <p>Page 17: Objective 1 - Build Capacity - should include (Create Partnership Opportunities with the Community through a committee structure)</p> <p>Page 17: Objective 2 - Inform and Involve - should include (Better strategic use and wider distribution of the Seasonal Quarterly Community Newsletter that is currently incorporated with a Rates Notice only) and (Better strategic use of the local print newspapers in the Port Macquarie-Hastings Local Government Area to reach community members on engagement opportunities for feedback and or voting.</p> <p>Page 19 - Evaluating Engagement should include, along with Efficiency, Effectiveness, Appropriateness and Impact, "Overall Satisfaction level" with the Engagement Strategy as obtained from Community Feedback.</p>
Feb 15 25 07:43:22 am	<p>Mountain biking is booming in Australia and many towns/regions are cashing in on it. The most recent projects to be given the go ahead are the Central Tablelands, Rockhampton and Tenterfield. None of these places or any of the other places that have invested in mountain biking have the infrastructure like Port Macquarie does. Case studies show that the ROI on mountain biking is fantastic. Currently the mountain biking mecca in Australia is Tasmania. However Tasmania has its drawbacks due to its location and the fact that you can only ride there six months of the year. With our brilliant climate, accommodation options, beaches and endless amounts of activities for families to do Port Macquarie could become the go to place for mountain biking in Australia.</p>
Feb 15 25 11:40:58 am	<p>All matters relating to cycling infrastructure opportunities, cycling connectivity across the LGA and cycling integration within transport strategies and future project planning needs input and consultation with cycling community members. Our Port Macquarie Cycling Club - committee and members would love to be involved with Council to see positive cycling outcomes including eco tourism opportunities within the IGA which can promote tourism and benefit local cyclists. Would also like to be involved personally in review of plans which include all cycling concerns.</p>
Feb 16 25 03:23:57 pm	<p>Keen interest as active cyclist to be involved in any cycling strategies or plans being developed or updated.</p>
Feb 16 25 05:13:03 pm	<p>Finding new and innovative ways for communication between the PMHC and community both individually and via local groups is very important. Due to the reduced ability for residents to follow local information by the old newspaper avenues, social media apps don't always capture the broader</p>

community.
Residents also need to see they have been heard when interacting with shared information.

Appendix B: Email submissions

Submission Date	Submission Feedback
February 2025	<p>Thank you for this opportunity to comment on the draft PMHC Integrated Planning and Reporting Community Engagement Strategy 2022-2025 [hereafter the Strategy]. It is encouraging to read the latest draft version of the Strategy and see that many of the guidelines from the New South Wales [NSW] Government, Integrated Planning & Reporting, Guidelines for Local Government in NSW [hereafter the NSW Government Guidelines] have been incorporated in the development of the Strategy. And I congratulate you and the team at PMHC for that. In stark distinction to some other PMHC Strategies and Plans, it is also especially pleasing to see on page 19 of the Strategy that some considered thought has been given to the importance of evaluating the engagement activities to 'monitor' their 'efficiency and effectiveness'. Yet, given the inherent significance of the Strategy to the work of PMHC, with this submission I urge you to go one step further and create a coherent and overarching evaluation framework to guide the implementation of the Strategy. The fundamental significance of the Strategy to the work of PMHC is emphasised in the NSW Government Guidelines when we are told that 'council's Community Engagement Strategy must relate to the development of ALL plans, policies, programs and activities (section 402A), not just the Community Strategic Plan (NSW Government, 2021, p. 7 [capitalisation in original]). And for these reasons, the key point I am making with this submission, is that the Strategy in and of itself ought to be evaluated - to monitor its ongoing efficiency and effectiveness - not simply the engagement methods employed within it. Much of the critical thinking required to establish any such evaluation framework appears to have already been done in the development of the Strategy. As demonstrated, for instance, with the Objectives and Actions. The next step could, for instance, explicitly link these Objectives and their related Actions with the four key areas already determined for evaluating the engagement methods within the Strategy: that is, 'Efficiency; Effectiveness; Appropriate; and Impact' (p. 19). This could simply be done in a tabulated format including, such things as, when and how each of these key areas will be evaluated, in relation to each Objective and Action. The construction of an overarching evaluation framework/structure, such as this, would then helpfully guide the implementation of the Strategy. It would also provide a readily accessible and [redacted] February 2025 Page 2 of 3 ongoing overview of how well work is progressing for Council and the public to examine; not simply data compiled at the end of the Strategy's lifespan. In addition, within the NSW Government Guidelines we are told that there will be 'Oversight by Audit, Risk and Improvement Committee (to commence in future): Implementation of the Community Strategic Plan, Delivery Program and other council strategies will be required to be kept under review by the Audit, Risk and Improvement Committee (see section 428A)' (p. 7). An evaluation framework for the overall Strategy, as described, would similarly have readily available information to support the important work of that committee. Before concluding, I would like to make a couple of additional points. • Firstly, I note in the Strategy that: 'Council is developing a comprehensive Community Engagement Strategy to meet all</p>

	<p>legislative requirements and enhance engagement practices. The Integrated Planning and Reporting Community Engagement sub-strategy will be a key component of this overarching approach, ensuring alignment and consistency across all engagement activities' (PMHC, 2024, p. 6 [my underlining]). Yet there is no further information given about that 'sub-strategy'. Is this 'sub-strategy' another name for the 'Community Participation Plan' mentioned within the NSW Government's Guidelines, which it says could 'be incorporated into the council's wider Community Engagement Strategy' (2021, p. 5)? This point needs clarification in the Strategy. • And while I acknowledge that, within the NSW Government Guidelines, the 'Essential Elements are deliberately broad in nature to allow councils flexibility in preparing their plans and reports' (NSW Government, 2021, p. 3), my final point is that the Strategy must explain specifically which engagement methods will be employed to reach certain stakeholders as is stipulated in the NSW Government Guidelines. This is made clear in point 2.2 of the 'Essential Elements' when it says: 'As a minimum, the Community Engagement Strategy must identify relevant stakeholder groups within the community and outline methods that will be used to engage each group' (p. 15 [my underlining]). Having said that, I do note that the second Action item of the Strategy, in 'Objective 1: Build Capacity', tells us that Council will 'Provide IAP2 training to increase the capacity of staff when undertaking community engagement' (p. 17). Given that Action item, I appreciate that Council may not, as yet, feel they have the capacity to specifically explain which community engagement activities will be employed. But this knowledge will already be with the various stakeholder groups within our community. And it is the task of PMHC to collaborate with those various groups to determine which engagement strategies will maximise their participation because we already know that certain groups can face greater challenges, when it comes to public engagement, than others. For instance, early morning engagement activities can exclude some people with disabilities, who may – even those with the assistance of a carer – require a few hours preparation each morning for them to be able to leave their home. Youth are another [redacted] February 2025 Page 3 of 3 notoriously challenging stakeholder group to engage and I suspect the current cost-of-living crisis has compounded this situation for many of them [for instance, as they struggle increasingly with the competing demands of paid work hours and study]. As such, greater use of communication technologies would allow both cohorts to engage at a time of day or night that fits into their very busy lives; and providing some nutritious food for them, during any face-to-face engagement activities, might need to be considered as an investment in effective engagement with these stakeholder groups. In any case, determining effective engagement activities for specific stakeholder groups in our community – in collaboration with those groups - is an important item to be evaluated in the Strategy. So, to conclude this brief submission, I will return to my key point – which is: that the implementation of the Strategy, itself, ought to be guided by an overarching evaluation framework - by referring to the first Action item of 'Objective 4: Continuous Improvement' in the Strategy. This Action item tells us that PMHC will: 'Continually develop and improve Council's community engagement practices through regular review and evaluation' (p. 18), and guided by a coherent, overarching evaluation framework PMHC will be well equipped with an invaluable tool to review and evaluate the full breadth of its engagement activities with our community. Please feel welcome to contact me if you would like me to elaborate on any of the points I have raised.</p>
February 2025	Dear Dr Allen,

I wish to make some brief comments about the IP&R Community Engagement Strategy currently on public exhibition.

Firstly I am curious to understand why a separate Draft Community Engagement Strategy is being presented to next week's Council meeting, before comments on the current draft IP&R CES are assessed by Council and possibly incorporated into the draft CES before it goes on public exhibition?

The Draft IP&R CES doesn't meet one of the legislated IP&R guidelines. While it lists the key stakeholders who will be impacted by or who have an interest in a decision (p7), it does not expressly state which engagement methods will be employed to reach each of those stakeholders. See Page 15 of the IP&R Guidelines. I hope this will be addressed in the draft CES which will be presented to Council on February 20th.

Council's Annual Report and the End of Term Report must respond to the feedback from the IP&R CES. Considering that the stand-alone State of the Environment Report is no longer a requirement of Council reporting, I want items such as environmental sustainability measures to be tracked and reported on. (Examples are: number of trees planted, emissions from Council operations, water use, waste produced, % of High Environmental Value land protected by Council decisions, % of HEV land improved by Council decisions).

The draft IP&R CES makes no mention of working groups or subcommittees of Council, as a method for stakeholder engagement with Council on matters of community interest. Most of these groups and subcommittees were disbanded at the start of the previous Council's term and Council should at least acknowledge that they could play an important part of any community engagement again in the future.

Yours sincerely

Port Macquarie Hastings Council

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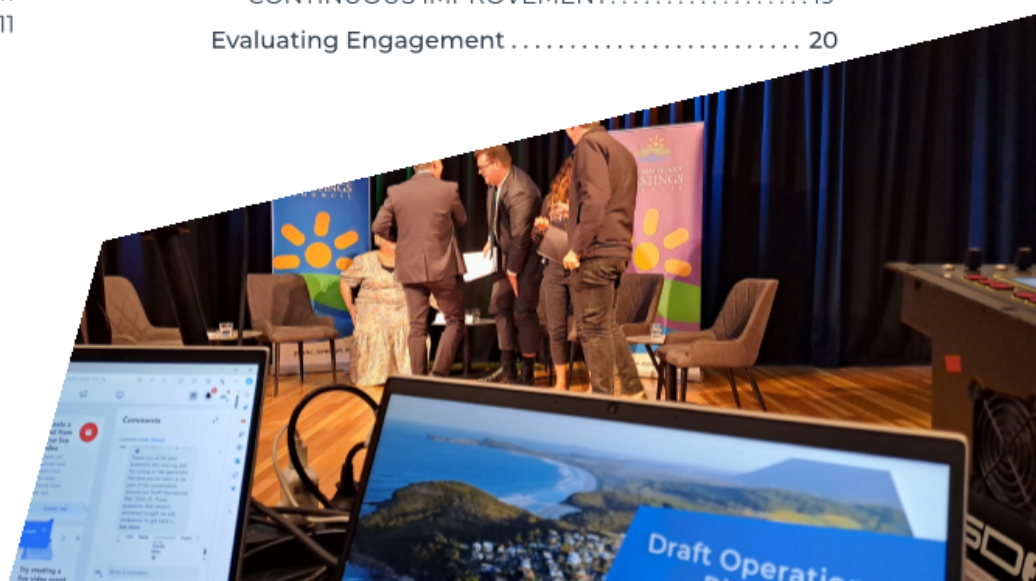
Integrated Planning and Reporting Community Engagement Strategy

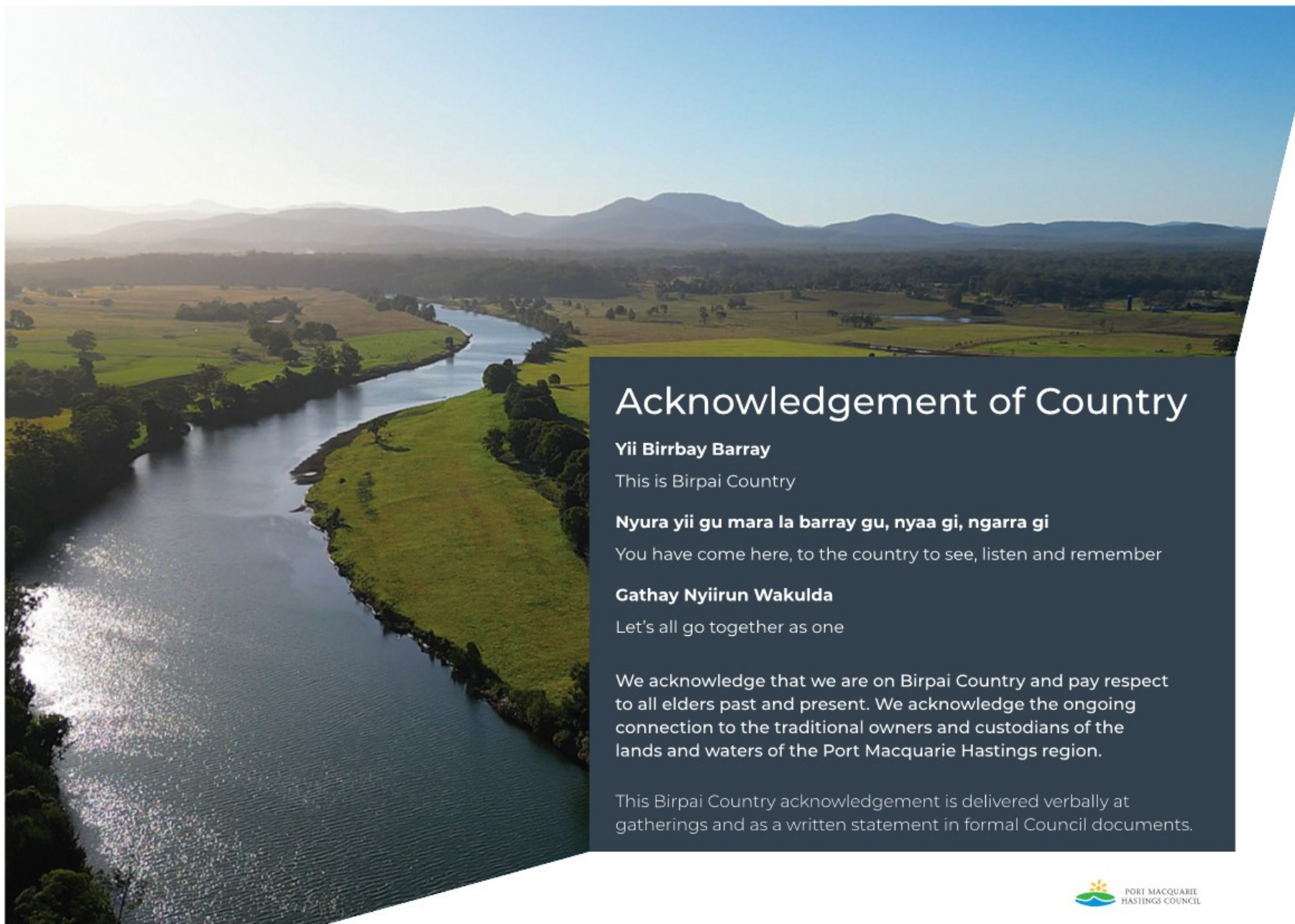
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Acknowledgement of Country

Yii Birrbay Barray

This is Birpai Country

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

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

Gathay Nyiirun Wakulda

Let's all go together as one

We acknowledge that we are on Birpai Country and pay respect to all elders past and present. We acknowledge the ongoing connection to the traditional owners and custodians of the lands and waters of the Port Macquarie Hastings region.

This Birpai Country acknowledgement is delivered verbally at gatherings and as a written statement in formal Council documents.

About our community

Our Place

Our region is loved by locals for its beautiful natural environment, our history and our people. Port Macquarie Hastings is the traditional home of the Birpai people who settled in the area over 60,000 years ago. It is through their thoughtful custodianship and care that we can all enjoy our place today.

We are now one of the fastest-growing regional centres in NSW. Port Macquarie Hastings is home to over 84,525 residents living in 34 communities spread across the coast and hinterland, in urban, suburban and rural environments.

Our People

Our community values the natural environment, a vibrant local culture, and sustainable development. Our region's pristine beaches, lush hinterlands, and diverse wildlife are cherished by residents, who embrace environmental sustainability and outdoor recreational opportunities. Our strong sense of community is fostered through active participation in local events, arts, and cultural activities, reflecting our rich heritage and diversity.

We understand the importance of sustainable economic growth that supports local businesses, tourism, and innovation while maintaining the unique character of our towns and villages. Accessible infrastructure, quality healthcare, and educational facilities are seen as vital to ensuring a high standard of living and well-being for all residents.



POPULATION

86,762 people

52% female
48% male

5.5% Aboriginal or Torres Strait Islander
17.3% born overseas
8.0% need disability assistance

110,221 estimated population by 2041 (27% increase)



AGE

49 years (median age)

16.3% aged 10-24 years
36.4% aged 60+ years



HOUSEHOLDS

34,851 households

3.1 average number of people per household

34.3% couples without children
28.5% single person
22.9% couples with children
11.3% one parent families
2.9% extended family or group

48,325 estimated households by 2041



EMPLOYMENT

51.3% in workforce

4.8% unemployed
51.5% work full-time
37.6% work part-time
6.1% Other



EDUCATION

60.1% completed year 12

31.7% Vocationally Trained (Certificates, Diplomas and Advanced Diplomas)
17% University Educated (Bachelor Degree level and above)

Source: Australian Bureau of Statistics (ABS)
2021 and REMPLAN Economics 2021

Our community values

Community engagement was central to the development of our **Community Strategic Plan: Imagine2050**. Through this process, our community identified the following key priorities*:



Reduced traffic

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



Stable infrastructure

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



Improved pathways

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



Environment

Protection for our natural environment and support for climate friendly initiatives



Affordable living

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



Thriving economy

Initiatives which support local jobs and business



Inclusive community

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



Collaboration

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



Transparency

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



Quality of life

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

* These priorities will be updated with the 2025 review of the *Community Strategic Plan*

About this Strategy

The Port Macquarie Hastings Council Integrated Planning and Reporting Community Engagement Strategy (the Strategy) has been developed to guide engagement practices with our community, businesses, and stakeholders when Council is developing plans, policies, and programs.

The IP&R framework allows NSW councils to draw their various plans together to understand how they interact and inform each other, benefiting from their efforts of planning holistically for the future.

Council is developing a comprehensive Community Engagement Strategy to meet all legislative requirements and enhance engagement practices. The Integrated Planning and Reporting Community Engagement sub-strategy will be a key component of this overarching approach, ensuring alignment and consistency across all engagement activities.



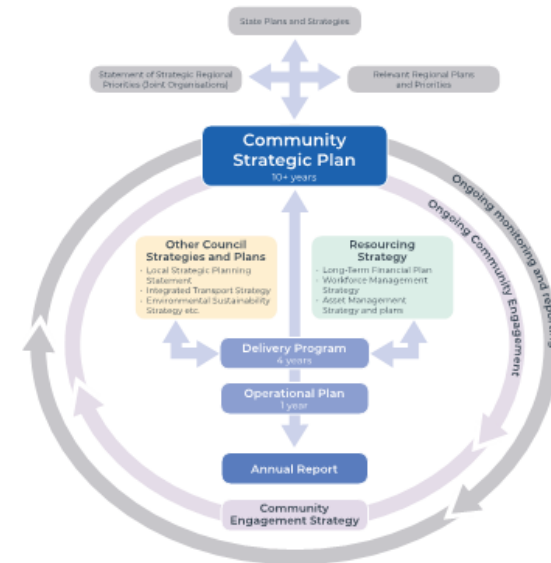
Legislative Requirements

This Strategy meets Council's legislative requirements for a Community Engagement Strategy under the Local Government Act (1993). Our Strategy is based on the social justice principles of equity, access, participation, and rights.

Integrated Planning and Reporting (IP&R) is a framework used by Councils in New South Wales (NSW) to ensure comprehensive and sustainable planning, management, and reporting. It aims to promote transparency, accountability, and community engagement in local government planning and decision-making processes.

The main components of the framework are the:

- Community Strategic Plan
- Resourcing Strategy
- Delivery Plan



What we've heard

Our engagement outcomes

Between November 2024 and February 2025, we listened to community members about how we deliver engagement to inform this draft strategy.

The consultation process identified the communities preferred methods of communication and consultation in the development of Councils projects, programs and policies, as well as community suggestions for the refinement of Council's engagement process into the future.

The majority of community members said that they would like to make a greater contribution to Council's decisions. They would like to participate early and often throughout the process. They identified that a barrier to participation, was that it was difficult to find out about new engagement opportunities, and given their limited time wanted surveys to be shorter



About Community Engagement

What is community engagement?

Community Engagement encompasses the entire IP&R process, extending to all aspects of council engagement.

Allowing for the ongoing relationship between Council and our community to projects, plans and decisions that affect people living in, and connecting to, our region.

Community engagement allows community members to contribute to Council decisions and actions by creating an inclusive environment in which community feedback is embraced, considered, and acted upon.

Our commitment to community engagement is supported by the guiding principles of transparency, openness, and a sense of accountability through a range of inclusive engagement methods with our community, stakeholders, and visitors.

Community engagement is not only a cornerstone of building a liveable, sustainable, and inclusive future but also a key responsibility under the Integrated Planning and Reporting legislation.

Why do we engage?

We believe that people have a right to participate in decision-making and to have their voices heard. Understanding our community's aspirations and concerns helps both administrative staff and our elected Councillors make informed decisions about the future of our region.

Engaging with our community provides benefits including improving service delivery outcomes, understanding varied viewpoints, identifying shared solutions, building partnerships, as well as the opportunity to educate and inform community stakeholders on Council's priorities and challenges. It also increases community understanding and support for Council's purpose and goals, improves transparency and accountability, and can assist in building trust within the community.



Who do we engage with?

A key component of community engagement is identifying and understanding key stakeholders who will be impacted by or who have an interest in a decision.

Through engagement, we seek to reach a wide range of people in the community, as well as Council staff and other government agencies. During a community engagement process, the following groups may be identified:

- **Residents:** Local community members, including homeowners and renters.
- **Business Owners:** Local business operators and entrepreneurs.
- **Community Organisations:** Non-profits, clubs, and interest groups.
- **Government Agencies:** Local, regional, and national government bodies.
- **Indigenous communities:** Local Aboriginal Land Councils, formal and informal indigenous community groups.
- **Environmental Groups:** Organisations focused on environmental conservation.
- **Youth and Student Groups:** Young people and student organisations.
- **Volunteer Groups:** Council supported and community driven.
- **Community-centred committees:** Hastings Youth Voice, Council-Community Action Team (CCAT), Progress Associations
- **Senior Citizens:** Older adults and senior advocacy groups.
- **Cultural and Ethnic Groups:** Diverse cultural and ethnic communities.
- **Developers and Builders:** Real estate developers and construction companies.
- **Health and Social Services:** Providers of health care and social services.
- **Arts and Culture:** Creative groups and industries.
- **Educational Institutions:** Schools, colleges, and universities.
- **Religious Institutions:** Churches, mosques, temples, and other faith-based organisations.
- **Transport, Infrastructure and Service Providers**
- **Recreational Groups:** Sports clubs and recreational activity groups.
- **People with Disabilities:** Individuals and advocacy groups focused on accessibility and disability rights.
- **LGBTQ+ Community:** Representatives and organisations supporting LGBTQ+ rights and inclusion.
- **Low-Income and Vulnerable Populations:** Individuals and groups advocating for homeless or vulnerable community members.
- **Language and Literacy Support Groups:** Organisations assisting non-native speakers and those with literacy challenges.
- **Migrant and Refugee Communities:** Groups supporting migrants, refugees, and asylum seekers.
- **Mental Health Advocates:** Organisations and individuals promoting mental health awareness and support.

Inclusive Participation

We recognise that some communities may experience barriers to participating in the engagement process. We are committed to providing opportunities for all voices in our community to be heard.

This includes:

- Using plain language that is easy to understand
- Providing information in accessible formats
- Ensuring a variety of engagement tools are available to reach those without internet access, people with disabilities, people for whom English is not their primary language, and people with low literacy levels.
- Ensuring venues are accessible
- Meeting commitments that are outlined in our Reconciliation Action Plan (RAP)



Community Expectations

Engagement Principles & Commitments

The Integrated Planning and Reporting (IP&R) framework in New South Wales requires councils to integrate social justice principles—equity, access, participation, and rights—into their planning and decision-making processes. These principles are embedded in several key components of the IP&R framework:

1. **Community Strategic Plan (CSP):** Councils must develop a CSP that reflects the community's long-term vision and priorities. The CSP is required to:
 - **Address social justice principles:** Ensure that considerations of equity, access, participation, and rights are integral to the planning process.
 - **Engage the community:** Involve the community in the development of the plan in line with the council's Community Engagement Strategy.
2. **Community Engagement Strategy:** This strategy outlines how councils will engage with their communities in developing plans, policies, and programs. It must:
 - **Be based on social justice principles:** Ensure that engagement processes are inclusive and equitable.
 - **Identify stakeholder groups:** Recognize diverse groups within the community and outline methods to engage each effectively.
3. **Guiding Principles for Local Government:** The Local Government Act 1993 includes principles that guide councils in their functions, emphasizing:
 - **Consideration of social justice principles:** Councils should consider these principles in decision-making to promote fairness and inclusivity.

By embedding these social justice principles into the IP&R framework, councils aim to ensure that planning and service delivery are fair, inclusive, and responsive to the diverse needs of their communities

Social Justice



Equity

There should be fairness in decision making, prioritising and allocation of resources, particularly for those in need



Access

All people should have fair access to services, resources and opportunities to improve their quality of life



Participation

Everyone should be given genuine opportunities to participate in decisions which affect their lives



Rights

Equal rights should be established and promoted, with opportunities provided for all people from all backgrounds

IAP² Core Values

Public participation:

- 1 Is based on the belief that those who are affected by a decision have a right to be involved in the decision-making process.
- 2 Includes the promise that the public's contribution will influence the decision.
- 3 Promotes sustainable decisions by recognising and communicating the needs and interests of all participants, including decision makers.
- 4 Seeks out and facilitates the involvement of those potentially affected by or interested in a decision.
- 5 Seeks input from participants in designing how they participate.
- 6 Provides participants with the information they need to participate in a meaningful way.
- 7 Communicates to participants how their input affected the decision

Our Commitment

We will guide and continuously improve community engagement processes to:

- Build trust and credibility in the process among participants.
- Enhance community participation in decision-making and ensure decision-makers are responsive to community concerns.
- Accurately represent the community's role in decision-making.
- Ensure fair and equal access to the engagement process for all stakeholders.
- Advocate for the engagement process and honour commitments made to the community.
- Communicate engagement outcomes and how feedback was considered in a timely manner.



Engagement Methods

We have adopted the International Association of Public Participation (IAP2) Spectrum of Participation to determine at what level we engage with the community.

Level of Engagement

The IAP2 Participation Spectrum helps to determine the scope of our community's input and the role those engaged will have in the decision-making process.

Our engagement approach can vary depending on the need and impact of the project. The five levels of public participation are: Inform, Consult, Involve, Collaborate and Empower. The spectrum is designed to assist in identifying the appropriate level of community

engagement depending on the goals, timeframes, resources and levels of impacts of the decision to be made.


The highest level of engagement in the spectrum, Empower, represents where final decision-making is placed in the hands of the public. While this level of community engagement is important, it has limited application in local government where final decision-making rests with the Councillors who are elected by the community as their representative.

Increasing impact on the decision 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Public participation goal	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
Promise to the public	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

Level of Influence

The level of influence that stakeholders have on a decision is related to the project. Effective engagement requires aligning stakeholder expectations with the level of influence to foster trust in the process and to allow for meaningful participation.

The table below provides some examples of stakeholder expectations and the level of influence across the engagement levels.

Increasing level of influence 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
Stakeholder expectations	Expect some input or influence on decisions due to personal interest in the issue.	Expect their feedback to directly impact decisions or lead to changes.	Expect meaningful involvement and that their input will help shape decisions.	Expect to be equal partners in decision-making, with significant influence over the outcome	Expect full control and decision-making authority over the outcome.
Level of influence	The goal is to provide information. Stakeholders have no direct influence on decisions, as the purpose is to communicate outcomes or updates.	Feedback is considered but decision-makers maintain control. Input may influence outcomes, but not necessarily in all cases.	Stakeholders are actively involved in providing input, which is valued, but decision-makers retain authority. Influence is moderate.	Stakeholders are partners in the process, with high influence on decisions. However, decision-makers still retain final authority after considering all inputs	Stakeholders are given full authority to make decisions, with maximum influence. This level is rare and only applied in specific scenarios.

Public Exhibition

Public exhibition plays an important role in community participation in the planning and engagement process. Public exhibition is the official period in which draft documents or certain development applications are made available for consultation and feedback. Public exhibition of draft documents and development applications must first be endorsed by Council before being made available for public comment.

Publicly exhibited plans, applications and other matters cannot be made, determined or finalised until after the minimum public exhibition period*. If a IPR documents plan, application or other matter is placed on public exhibition for a specified longer period, submissions may be made during that specified longer period and the plan or application is not to be made, determined or finalised until after that specified longer period.

The following documents will be placed on Public Exhibition for review:

- Community Strategic Plan
- Delivery Program
- Operational Plan
- Resourcing Strategy including
 - Long Term Financial Plan
 - Workforce Management Strategy
 - Asset Management Strategy and Plan

*The period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Public Exhibition for strategic planning functions

At a minimum, we will notify the community about public exhibitions of Planning Proposals, new or amended Development Control Plans and new or revised Contribution Plans via our website. A letter will be distributed to an entire block or precinct as appropriate for Planning Proposals and DCP amendments that are site-specific or precinct-based. Tailored engagement activities such as focus groups will form part of the public exhibition for a comprehensive review of the primary Planning Instrument (LEP).



How do we listen to our community?

The diverse nature of our community and stakeholders highlights that a one-size-fits-all engagement approach will not work. Engagement activities are opportunities for council and the community to educate and inform each other about priorities and challenges. We employ a range of engagement methods and communication channels to effectively reach our community.

Some communication and engagement activities may include:

- Have Your Say (HYS) Website
- Drop-in information sessions
- Workshops
- Events
- Pop Up displays
- Webinars (Zoom meetings)
- Co-design workshops
- Site visits
- Public exhibitions
- e-newsletters
- Customer Service Centres / Call Centres
- Social Media
- Media Coverage
- Direct Residential mailouts
- Gaming opportunities (like minecraft)
- Virtual meetings/workshops

How do we respond to our community?

It is important to us that the feedback of people we engage with is genuinely considered when decisions are made. Once feedback has been considered, Council staff recommend next steps or outcomes for consideration to the Councillors. As part of the process to close the loops, we will:

- Update the HYS and project page with a summary of the feedback received outcomes and next steps.
- Email those who provided feedback with the results of the consultation and link to the HYS/project page for more information.
- Email those who provided feedback once a Council resolution has been made.
- For Development Applications (DA) we will acknowledge the receipt of submissions during the exhibition period. We will consider the matters raised in submissions received during public exhibition. The number of submissions and issues raised in relation to applications for development consent will be addressed within the assessment report. Any decision on the application will need to balance the weight of the issues raised in the submission with the planning controls and merit-based issues relevant to the site. In some instances, assessment staff are able to make determinations/decisions under delegation. In other cases, applications may be referred to Council's Development Assessment Panel (DAP) for a decision. Individual submissions are available to be viewed under a Government Information (Public Access) 2009 (GIPA) Open Access Application.

How we will drive improvement

Through all community engagement we will actively engage with and listen to our community through a variety of methods.

An important part of the community engagement process is to ensure that engagement is respectful and meaningful, that we are clear on how feedback and input will be used to support decision making, and that our community engagement objectives are clear.



Objective 1 BUILD CAPACITY

Council will work closely with community, stakeholders and staff to create a culture of genuine and relevant engagement, both within our organisation and the community.

Action:

- Education staff & stakeholders about community engagement and its use by Council.
- Provide IAP2 training to increase the capacity of staff when undertaking community engagement.
- Build a whole of organisation approach to ensuring the community engagement processes is included in our planning and delivery programs, projects and services.
- Embed community engagement into our culture at Port Macquarie Hastings Council.
- Identify emerging methods, channels, tools and technologies to support engagement within our communities, business and with stakeholders. We seek to provide a diverse range of engagement activities to encourage participation from the whole community to ensure that we reach those that will be impacted or interested.



Objective 2 INFORM AND INVOLVE

Council will create and promote inclusive opportunities for effective participation and collaboration for community members who live, work and play within PMHC, and ensure our communities are engaged and informed.

Action:

- Clearly communicate and promote engagement opportunities
- Develop partnerships and relationships with individuals, community leaders, groups, services and other agencies.
- Create more opportunities for listening and providing feedback.
- Tailor engagement activities to encourage participation from diverse communities.



Objective 3 ACCOUNTABLE AND TRANSPARENT

Council will show how community and stakeholders' participation was used to inform and influence decision-making by closing the loop on the engagement outcomes.

Action:

- We will update the HYS project page outlining engagement outcomes and next steps.
- Email those who provided feedback with the council of the consultation and links to the project page.
- We will notify that the item/report has been put on the Council meeting agenda and provide further information on opportunities to be involved.
- Following council resolution we will email the outcome, update the HYS page and include the outcome in the monthly HYS e-newsletter.



Objective 4 CONTINUOUS IMPROVEMENT

Council will implement a continuous improvement program, incorporating community and stakeholder input, to reflect best practice and the needs of the community.

Action:

- Continually develop and improve Council's community engagement practices through regular review and evaluation.
- Gather feedback regarding the effectiveness of consultation and communication outcomes to all stakeholders.
- Ensure the engagement process is responding to local needs by regularly undertaking surveys.



Evaluating Engagement

We will evaluate our engagement activities to monitor efficiency and effectiveness, this is helpful to show where changes are needed and help plan more effectively for future engagement.

Evaluation will focus on four key areas:

- **Efficiency** - review how well engagement activities were performed.
- **Effectiveness** - participants understood the process, the methods used, and the decisions reached. Feedback received assisted council to make community informed decisions.
- **Appropriateness** - analyse whether the community engagement methods matched the level of engagement, the correct stakeholders were identified, and the communication was accessible to all stakeholders.
- **Impact** - determine if a better decision resulted from the engagement and if it helped to build trust and commitment.

Methods we will use for capturing feedback about engagement approaches and activities may include:

- Asking survey participants how they became aware of the consultation.
- Track online traffic sources to the Have your Say website.
- Reviewing our biennial Community Satisfaction Survey.
- Feedback forms from our engagement events such as workshops, meetings, information sessions, forums etc.

This strategy will be reviewed every four years or when relevant legislation changes and within three months of local government elections.



Port Macquarie Hastings Council

BIRPAI COUNTRY

Web pmhc.nsw.gov.au/outdoor-dining

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

PO Box 84 Port Macquarie NSW 2444

Tel: **6581 8111**

Socials: [@pmhcouncil](https://www.facebook.com/pmhcouncil)



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



Authorised by: Council
Authorised date: 13/10/2021
Effective date: 13/10/2021
Next review date: 13/10/2024
File Number: D2021/327761

Council Policy DOGS IN PUBLIC OPEN SPACES

1. INTRODUCTION

The intention of this policy is to guide the management and control of dogs in open space areas within the Port Macquarie-Hastings Local Government Area. An important component of the management of dogs in open spaces is the suitable provision of accessible Off Leash dog exercise areas balanced by appropriately identified and managed dog exclusion areas to support the whole community and to protect the natural environment.

The purpose of establishing dog friendly areas is to provide appropriate locations to facilitate opportunities for socialisation and exercise.

2. POLICY STATEMENT AND SCOPE

This Policy applies to all public land within the Port Macquarie-Hastings Local Government Area. This Policy sets out where dogs are permitted and specifies conditions for dogs in public areas.

The objectives of this policy are as follows:

- To declare and regulate clearly identified dog Off Leash exercise areas across the Port Macquarie-Hastings Council Local Government Area
- To support and promote the social value of responsible dog ownership and adherence to the requirements of the relevant legislation
- To manage risk and minimise nuisance caused by dogs to the public
- To ensure the public recreational and environmental values of open space areas are retained

3. COMPANION ANIMALS ACT

The Companion Animals Act 1998 (the CAA) is NSW Legislation that provides for the effective and responsible care and management of companion animals. The CAA legislates requirements for both dog owners and local Councils in managing the presence of dogs in public places.

Section 13 of the CAA states *"a dog that is in a public place must be under the effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person"*. A dog is not considered to be under the effective control of a person if the person has more than four dogs under his or her control.

Dogs are permitted On Leash in all public areas, including streets and associated footpaths, unless otherwise specified by Council or the CAA. Signage is not required to enforce this effective control provision as it is NSW State legislation. Council is able to declare and signpost areas as dog exclusion/prohibited areas.

4. COUNCIL POLICY

In accordance with the CAA, Council has a legislative responsibility to provide Off Leash areas and to provide effective and responsible care and management of dogs within the local government area.

Dog owners have a responsibility and obligation to comply with the CAA, and should be considerate of other users in any public area, this includes immediately cleaning up and disposing of dog droppings. As a courtesy, Council currently provides dog waste bag dispensers and bins within dog parks and other designated Off Leash areas.

If a dog is not sufficiently trained, or shows signs of anti-social behaviour and aggression, the dog should be removed immediately from any public area.

4.1. Parks, Reserves and Beaches

An interactive online map of the Dog Friendly Areas is available on Council's website to see detailed maps containing more information about a particular area's location and classification.

Off Leash Areas:

Dogs should be under constant supervision to ensure safety of other dogs and people in designated Off Leash areas.

- North Shore Beach (from northern end on Corrilla Estate north to Limeburners Creek National Park boundary)
- North Shore Beach (from southern end of Corrilla Estate south to the breakwall)
- Rocky Beach, Port Macquarie
- Nobby's Beach, Port Macquarie
- Lighthouse Beach Port Macquarie (from Watonga Rocks south to the 4WD beach access point Lake Cathie)
- Rainbow Beach, Bonny Hills (from Duchess Creek north to Middle Rock)
- Spooney's Bay, Bonny Hills
- Grants Beach, North Haven (from the northern end of the surf club car park, north to Grants Head)
- Washhouse Beach, Dunbogan (from breakwall 130 metres southeast to Kattang Nature Reserve - see attached plan)
- Dunbogan Beach, Dunbogan (from the Seaview Avenue beach access point south to the Beach Street access point)

Leashed Areas:

Dogs are permitted on the following beach areas whilst under effective control of a competent person by way of a leash, cord or chain.

- Oxley Beach, Port Macquarie
- Cathie Beach, Lake Cathie (from Kywong Street to Middle Rock)
- Rainbow Beach, Bonny Hills (from Leash Free access point north to Duchess Creek - for access to Leash Free area only)
- Dunbogan Beach, Dunbogan (from the southern boundary of Kattang Nature Reserve to the Seaview Avenue beach access point)
- Sancro Reserve
- Kooloonbung Creek Nature Park

Prohibited Areas:

Due to the popularity of some beaches and the presence of migratory and shorebirds, dogs are not allowed on the following beaches:

- North Shore Beach (adjacent to Corrilla Estate residences)
- Pelican Island, Port Macquarie
- Town Beach, Port Macquarie
- Flynns Beach, Port Macquarie
- Shelly Beach, Port Macquarie
- Little Bay, Port Macquarie (directly north of Tacking Point Lighthouse)
- Lighthouse Beach, Port Macquarie (from Tacking Point to Watonga Rocks)
- Cathie Beach, Lake Cathie (from 4WD Beach Access point South to Kywong Street)
- Rainbow Beach, Bonny Hills (from access point for leash-free area South)
- Bartletts Beach, Bonny Hills
- Grants Beach, North Haven (from northern end of Surf Club carpark to breakwall)
- Pilot Beach, Dunbogan
- Washhouse Beach, Dunbogan (within Kattang Nature Reserve which commences 130 metres southeast of breakwall - see attached plan)
- Dunbogan Beach, Dunbogan (south of Beach Street access point)
- Dunbogan Beach, Dunbogan (from Camden Head to the southern boundary of Kattang Nature Reserve)

Under the CAA dogs are Prohibited in the following places, unless sign posted by Council (whether or not they are leashed or otherwise controlled):

- Children's play area - within 10 metres of any playground
- Food preparation/consumption areas (exclusive of outdoor eating areas as approved by vendor)
- School grounds and child care centres
- Shopping areas where dogs are Prohibited
- Sports Fields (unless authorised by Council)
- Patrolled beaches - within 10m of the flagged areas on patrolled beaches
- Wildlife protection areas as designated and signposted by Council
- All NSW National Parks and Nature Reserves

4.2. Dedicated Dog Parks - Off Leash

These fully fenced leash free zones allow dogs to exercise off the lead so they can burn off excess energy in a safe environment and provide an important socialisation experience with other dogs. By providing these opportunities, dogs are less likely to exhibit nuisance behaviour due to boredom and frustration when confined to their yard.

The list below shows the Dog Parks in the Port Macquarie-Hastings region:

- Stuart Park - Wood Street, Port Macquarie (separate areas for large and small dogs)
- Blackbutt Park - Corner of Blackbutt Drive and Peppermint Crescent, Wauchope (separate areas for large and small dogs)
- Henry Kendall Reserve - Henry Kendall Drive, Laurieton (one large fenced area)

5. ENFORCEMENT

The Local Government Act 1993 allows councils to condition the use of any public area by way of a sign or notice. Based on this Council has erected signage at all leash free areas which clearly state the conditions of use within that area. Acting contrary to signage is dealt with under Section 632(1) of the Act which states:

"A person who, in a public place within the area of a council, fails to comply with the terms of a notice erected by the council is guilty of an offence"

To comply with the CAA dog owners are also responsible for ensuring their dog in on a leash in public places unless signposted otherwise by Council.

It is an offence not to pick up after your dog. On-the-spot fines may be issued for failure to comply with the CAA.

6. RESPONSIBILITIES AND AUTHORITIES

The Regulatory Services team are responsible and accountable for:

- Monitoring and enforcing this policy
- Advise of any legislation changes

The Group Manager Community is the responsible officer for:

- The management of parks, reserves and beaches
- Policy review
- Signage

7. REFERENCES

The Companion Animals Act 1998
Local Government Act 1993

8. DEFINITIONS

Council: refers to Port Macquarie-Hastings Council or PMHC

Dog Friendly Area: A designated open space area that permits dogs. These can be fenced or unfenced.

Open Space: Community land owned, or Crown Land manage by Port Macquarie-Hastings Council

Public Space: Any pathway, road, bridge, jetty, wharf, road-ferry, reserve, park, beach or garden or any other place the public are entitled to use.

9. AMENDMENTS

Date	Reason	Change
02/06/2023	Administration error - advised by NPWS Online map shows correct area Consistent with NPWS legislation	'North Shore Beach from Northern end on Corrilla Estate North to Queens Head 4WD accesspoint.' Changed to 'North Shore Beach) from Northern end on Corrilla Estate North to Limeburners Creek National Park boundary)'

10. PROCESS OWNER

Group Manager Community is responsible for reviewing this Policy three (3) years after the commencement date of the Policy, in conjunction with other key stakeholders.





DOGS IN PUBLIC OPEN SPACES

Content Manager Record No.: D2021/327761

Action	Version	Completed by	Completion Date	Approved by	Approval Date	Review Date
Reviewed	VO1	Places and Spaces Manager	20/01/25	Lucilla Marshall	28/1/25	28/1/28

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1. Purpose

The intention of this policy is to guide the management and control of dogs in open space areas within the Port Macquarie-Hastings Local Government Area. An important component of the management of dogs in open spaces are the suitable provision of accessible Off Leash dog exercise areas balanced by appropriately identified and managed dog exclusion areas to support the whole community and to protect the natural environment.

The purpose of establishing dog friendly areas is to provide appropriate locations to facilitate opportunities for socialisation and exercise.

2. Statement and Scope

This Policy applies to all public land within the Port Macquarie-Hastings Local Government Area. This Policy sets out where dogs are permitted and specifies conditions for dogs in public areas.

The objectives of this policy are as follows:

- To declare and regulate clearly identified dog Off Leash exercise areas across the Port Macquarie Hastings Council Local Government Area.
- To support and promote the social value of responsible dog ownership and adherence to the requirements of the relevant legislation
- To manage risk and minimise nuisance caused by dogs to the public.
- To ensure the public recreational and environmental values of open space areas are retained.

3. Companion animals Act

The Companion Animals Act 1998 (the CAA) is NSW Legislation that provides for the effective and responsible care and management of companion animals. The CAA legislates requirements for both dog owners and local Councils in managing the presence of dogs in public places.

Section 13 of the CAA states "a dog that is in a public place must be under the effective control of some competent person by means of an adequate chain, cord or leash that is attached to the dog and that is being held by (or secured to) the person". A dog is not considered to be under the effective control of a person if the person has more than four dogs under his or her control.

Dogs are permitted On Leash in all public areas, including streets and associated footpaths, unless otherwise specified by Council or the CAA. Signage is not required to enforce this effective control provision as it is NSW State legislation. Council is able to declare and signpost areas as dog exclusion/prohibited areas.

4. Council Policy

In accordance with the CAA, Council has a legislative responsibility to provide Off Leash areas and to provide effective and responsible care and management of dogs within the local government area.

Dog owners have a responsibility and obligation to comply with the CAA, and should be considerate of other users in any public area, this includes immediately cleaning up and disposing of dog droppings. As a courtesy, Council currently provides dog waste bag dispensers and bins within dog parks and other designated Off Leash areas.



If a dog is not sufficiently trained, or shows signs of anti-social behaviour and aggression, the dog should be removed immediately from any public area.

4.1. Parks, Reserves and Beaches

An interactive online map of the Dog Friendly Areas is available on Council's website to see detailed maps containing more information about a particular area's location and classification. Areas may be temporarily closed at any time due to a change in environmental conditions which may affect safety or circumstances ie. Severe weather events or shorebird breeding periods. Temporary closures will be communicated promptly through appropriate channels, with clear signage and updates provided to the public, ensuring transparency and community awareness.

Off Leash Areas:

Dogs should be under constant supervision to ensure safety of other dogs and people in designated Off Leash areas.

- North Shore Beach (from northern end on Corrilla Estate north to Limeburners Creek National Park boundary)
- North Shore Beach (from southern end of Corrilla Estate south to the breakwall)
- Rocky Beach, Port Macquarie
- Nobby's Beach, Port Macquarie
- Lighthouse Beach Port Macquarie (from Watonga Rocks south to the 4WD beach access point Lake Cathie)
- Rainbow Beach, Bonny Hills (from Duchess Creek north to Middle Rock)
- Spooney's Bay, Bonny Hills
- Grants Beach, North Haven (from the northern end of the surf club car park, north to Grants Head)
- Washhouse Beach, Dunbogan (from breakwall 130 metres southeast to Kattang Nature Reserve - see attached plan)
- Dunbogan Beach, Dunbogan (from the Seaview Avenue beach access point south to the Beach Street access point)

Leashed Areas:

Dogs are permitted on the following beach areas whilst under effective control of a competent person by way of a leash, cord, or chain.

- Oxley Beach, Port Macquarie
- Cathie Beach, Lake Cathie (from Kywong Street to Middle Rock)
- Rainbow Beach, Bonny Hills (from Leash Free access point north to Duchess Creek - for access to Leash Free area only)
- Dunbogan Beach, Dunbogan (from the southern boundary of Kattang Nature Reserve to the Seaview Avenue beach access point)
- Sancroix Reserve
- Kooloonbung Creek Nature Park

Prohibited Areas:

Due to the popularity of some beaches and the presence of migratory and shorebirds, dogs are not allowed on the following beaches:

- North Shore Beach (adjacent to Corrilla Estate residences)
- Pelican Island, Port Macquarie
- Town Beach, Port Macquarie
- Flynns Beach, Port Macquarie
- Shelly Beach, Port Macquarie
- Little Bay, Port Macquarie (directly north of Tacking Point Lighthouse)
- Lighthouse Beach, Port Macquarie (from Tacking Point to Watonga Rocks)
- Cathie Beach, Lake Cathie (from 4WD Beach Access point South to Kywong Street)
- Rainbow Beach, Bonny Hills (from access point for leash-free area South)



- Bartletts Beach, Bonny Hills
- Grants Beach, North Haven (from northern end of Surf Club carpark to breakwall)
- Pilot Beach, Dunbogan
- Washhouse Beach, Dunbogan (within Kattang Nature Reserve which commences 130 metres southeast of breakwall - see attached plan)
- Dunbogan Beach, Dunbogan (south of Beach Street access point)
- Dunbogan Beach, Dunbogan (from Camden Head to the southern boundary of Kattang Nature Reserve)

Under the CAA dogs are Prohibited in the following places, unless sign posted by Council (whether or not they are leashed or otherwise controlled):

- Children's play area - within 10 metres of any playground
- Food preparation/consumption areas (exclusive of outdoor eating areas as approved by vendor)
- School grounds and childcare centres
- Shopping areas where dogs are Prohibited.
- Sports Fields (unless authorised by Council)
- Patrolled beaches - within 10m of the flagged areas on patrolled beaches
- Wildlife protection areas as designated and signposted by Council.
- All NSW National Parks and Nature Reserves

4.2. Dedicated Dog Parks - Off Leash

These fully fenced leash free zones allow dogs to exercise off the lead so they can burn off excess energy in a safe environment and provide an important socialisation experience with other dogs. By providing these opportunities, dogs are less likely to exhibit nuisance behaviour due to boredom and frustration when confined to their yard.

The list below shows the Dog Parks in the Port Macquarie-Hastings region:

- Stuart Park - Wood Street, Port Macquarie (separate areas for large and small dogs)
- Blackbutt Park - Corner of Blackbutt Drive and Peppermint Crescent, Wauchope (separate areas for large and small dogs)
- Henry Kendall Reserve - Henry Kendall Drive, Laurieton (one large, fenced area)

5. Enforcement

The Local Government Act 1993 allows councils to condition the use of any public area by way of a sign or notice. Based on this Council has erected signage at all leash free areas which clearly state the conditions of use within that area. Acting contrary to signage is dealt with under Section 632(1) of the Act which states:

"A person who, in a public place within the area of a council, fails to comply with the terms of a notice erected by the council is guilty of an offence".

To comply with the CAA dog owners are also responsible for ensuring their dog in on a leash in public places unless signposted otherwise by Council.

It is an offence not to pick up after your dog. On-the-spot fines may be issued for failure to comply with the CAA.



6. Responsibilities and Authorities

The Regulatory Services team are responsible and accountable for:

- Monitoring and enforcing this policy.
- Advise of any legislation changes.

The Liveable Communities Group Manager is the responsible officer for:

- The management of parks, reserves, and beaches
- Policy review
- Signage

7. References

The Companion Animals Act 1998

Local Government Act 1993

8. Definitions

Council: refers to Port Macquarie-Hastings Council or PMHC

Dog Friendly Area: A designated open space area that permits dogs. These can be fenced or unfenced.

Open Space: Community land owned, or Crown Land managed by Port Macquarie-Hastings Council

Public Space: Any pathway, road, bridge, jetty, wharf, road-ferry, reserve, park, beach, or garden or any other place the public are entitled to use.

9. Amendments

Nil

10. Responsible Officer

Liveable Communities Group Manager is responsible for reviewing this Policy three (3) years after the commencement date of the Policy, in conjunction with other key stakeholders.

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



Authorised by: Council
Authorised date: 21/04/2022
Effective date: 22/04/2022
Next review date: 21/04/2024
File Number: D2022/212269

CONTROL OF BURNING POLICY

1. INTRODUCTION

The original Control of Burning Policy (the Policy) was first adopted in September 2000 when the Protection of the Environment Operations (Control of Burning) Regulation 2000 commenced. The Policy was adopted and implemented to control burning activities on land within the Port Macquarie-Hastings local government area. Since the adoption of the original Control of Burning Policy, it has been amended in 2006, 2008 and 2018 and 2022.

2. POLICY STATEMENT AND SCOPE

The proper management of open burning will result in the improvement of local air quality and amenity and will promote sustainable waste management practices. Therefore, open burning is prohibited in the Port Macquarie-Hastings Council local government area except in accordance with an Approval issued by Council, or as excepted by the provisions of the Protection of the Environment Operations (Clean Air) Regulation 2021. The burning of vegetation or any other type of matter in residential built up areas is prohibited.

This Policy applies to all land within the Port Macquarie-Hastings Local Government area, but does not apply to, or in respect of, the following (in accordance with the Protection of the Environment Operations (Clean Air) Regulation 2021):

1. The carrying out of emergency bush fire hazard reduction work (within the meaning of the Rural Fires Act 1997).
2. The destruction, by means of burning, of any prohibited plant or prohibited drug under the Drug Misuse and Trafficking Act 1985.
3. The destruction, by means of burning of an animal that has died, or is reasonably suspected to have died as the result of a disease proclaimed under the Biosecurity Act 2015.
4. The burning of domestic waste being of a kind and quantity ordinarily generated on domestic premises, on residential premises on which the waste was generated if domestic waste management services are not available to those premises.

3. RESPONSIBILITIES AND AUTHORITIES

The Environmental Health Officer (EHO) is responsible for:

- Implementing and communicating this policy
- Monitoring and compliance of this policy
- Ensuring the policy is reviewed and updated to coincide with the automatic repeal of legislation, or as otherwise directed or as is deemed necessary

4. REFERENCES

Protection of the Environment Operations Act 1997
Protection of the Environment (Clean Air) Regulation 2021
Rural Fires Act, 1997
Biodiversity Conservation Act, 2016
Standards for Pile Burning, Rural Fire Service
Before you light that Fire, Rural Fire Service 2020

5. DEFINITIONS

"Agricultural operations" means grazing, dairying, pig-farming, poultry farming, viticulture, orcharding, bee-keeping, horticulture, vegetable growing, the growing of crops of any kind, forestry, or any combination of any of those things.

"Approval" means an approval issued under this Policy, issued in either of two ways:

- (a) to any class of persons—by means of a notice published in a local newspaper circulating in the local government area, or
- (b) to any particular person—by means of a written notice given to the person.

"Zones" are as defined in the Port Macquarie-Hastings Local Environmental Plan 2011.

6. PROCESS OWNER

Group Manager Environment & Regulatory Services

7. AMENDMENTS

Superseded Documents: Control of Burning Policy 2006, 2008, 2010 and 2018 versions.

THE POLICY

This Policy grants approval to burn only dry and dead vegetation on the premises on which the vegetation grew pursuant to Clause 13(2)(a) of the *Protection of the Environment Operations (Clean Air) Regulation 2021*, to persons (being a class of persons) occupying premises in the following zones as per the Port Macquarie-Hastings Local Environmental Plan 2011:

- All Rural zones except RU5 (i.e. RU1 to RU4, & RU6)
- R5 Large Lot Residential

Notwithstanding the above, this approval does not permit:

- Burning of vegetation as a result of clearing for construction activities, including subdivision works; or
- Burning of vegetation that can be re-used, recycled or disposed of by an alternative means such as chipping or mulching.

APPROVALS TO BURN – GENERAL REQUIREMENTS

1. An Approval to burn will be issued in either of two ways:
 - (a) To a class of persons being residents in Rural or Rural Residential zones, by means of a notice published in a local newspaper, or
 - (b) To a particular person being a non-resident ratepayer or resident residing in any other zone, by means of a written notice given to the person.
2. For a written notice to be issued to a particular person (1(b) above), a Control of Burning application form must be submitted to Council for consideration, accompanied by a site plan showing the location of the stockpile(s) to be proposed to be burned and payment of the approved fee.
3. An Approval issued under 1(a) above to a class of persons remains in force as per the specified period indicated in the public notice published in the local newspaper. An Approval issued under 1(b) above to a particular person by means of a written notice issued to that person remains in force for a period of 31 days from the date the notice is issued.
4. Before granting an Approval under 1 above, Council must take into consideration the following matters, which must be addressed by the applicant:
 - (a) The impact on regional air quality and amenity;
 - (b) The impact on local air quality and amenity;
 - (c) The feasibility of re-use, recycling or other alternative means of disposal;
 - (d) Any opinions of the sector of the public likely to be affected by the proposed approval; &
 - (e) In the case of an Approval issued under 1(a) above, any opinion of the EPA in relation to the proposed Approval.
5. Where an Approval is issued under the provisions of the *Protection of the Environment Operations (Clean Air) Regulation 2021* and this Policy, the following, and any other conditions deemed necessary, will apply:
 - (a) Only dead and dry vegetation which grew on the premises may be burned on the premises:
 - that cannot reasonably be disposed of by reuse, recycling or other alternative methods, such as chipping or mulching; and/or
 - that cannot reasonably be disposed of through Council's Greenwaste Collection Service.
 - (b) Burning activities must not cause nuisance conditions to neighbouring residents.
 - (c) A person who burns anything in the open must take all practicable means to prevent or minimise air pollution in accordance with clause 10 of the *Protection of the Environment Operations (Clean Air) Regulation 2021*.

- (d) The fire must be attended by a competent person for the duration of the burning activity and have sufficient firefighting resources on-hand to safely maintain the fire.
- (e) Written or oral notice, at least 24 hours before the fire is lit, must be given to:
- Adjoining occupiers or owners of land, including land that is separated by a lane, road or waterway;
 - Port Macquarie-Hastings Council: 'Ph. 6581 8111;
 - The Local Fire Authority:
 - Fire and Rescue NSW if the property is in a designated Fire District (the main city/town areas of Port Macquarie; Wauchope and Laurieton); or
 - The NSW Rural Fire Service (NSW RFS) if the property is in a Rural Fire District (all areas outside of the main city/town areas of Port Macquarie, Wauchope or Laurieton).

Such notice must specify the location, purpose, period and time the fire is proposed to be lit.

6. An Approval may be amended or revoked by means of a notice given or published in the same way as the original notice granting the Approval was given or published.
7. The provisions of the *Protection of the Environment Operations (Clean Air) Regulation 2021* must be fully complied with.
8. The provisions of the *Rural Fires Act 1997* must be fully complied with, including the requirement to obtain a Fire Permit from your Local Fire Authority (Fire and Rescue NSW or NSW Rural Fire Service).

In a Fire District (the built up city/town areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit from your local Fire and Rescue NSW may be required all year round. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.

In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is also required during the declared Bush Fire Danger period (usually October 1st to March 31st but may vary).

APPROVAL TO BURN: TYPE A**APPROVAL TO A CLASS OF PERSONS TO BURN DEAD AND DRY VEGETATION**

Approval to burn dead and dry vegetation is hereby granted in accordance with clause 13(2)(a) of the *Protection of the Environment Operations (Clear Air) Regulation 2021*, to residents, being a class of persons who own, occupy or manage land zoned R5 Large Lot Residential and all Rural zones (except RU5 Village) as defined by the Port Macquarie-Hastings Local Environmental Plan 2011.

In order for residents in the aforementioned zones to take advantage of and comply with this Approval, all of the following conditions must be met:

1. Approval is to burn only dead and dry vegetative material that originates from the property on which the fire is to be lit;
2. Persons burning must as far as practicable, take all actions necessary to prevent or minimise air pollution and the potential adverse smoke impacts on other persons, including:
 - a. ensuring that the vegetation in the pile is dead and dry before lighting;
 - b. ensuring that no green material is present, such as recently placed material or long grass growing up through a pile;
 - c. monitoring of wind direction prior to lighting the fire, and only burning when smoke will drift away from any nearby residence; and
 - d. actively tending the fire to ensure that it burns hot, cleanly and does not smoulder.
 Penalties exist for non-compliance.
3. Burning is to be carried out in accordance with Policy document: "Requirements for Stockpile Burns" located at Appendix 3 of the Control of Burning Policy;
4. The fire must be located at least 4.5m¹ minimum from the nearest residential building;
5. Burning is only permitted during a Fire Danger Rating (FDR) of 'Low to Moderate' (0-11) or 'High' (12-24). The local FDR must be checked prior to lighting the fire and the fire must not be lit if the FDR is at Very High or above, except in accordance with a Bush Fire Hazard Reduction Certificate issued by the NSW Rural Fire Service;
6. A responsible adult person must be present at the site of the fire from the time it is lit until such time it is fully extinguished;
7. An adequate water supply must be available to completely extinguish all lit fires;
8. At least 24 hours oral or written notice of the location, purpose, period and time of the proposed fire to be lit has been given to:
 - a. The owners or occupiers of all land contiguous to, or that is separated by a road, laneway or waterway from the land on which the fire is to be lit;
 - b. Any other property owner or occupier who may be inconvenienced by the fire;
 - c. The local fire authority, which will be:
 - i. The NSW Rural Fire Service (NSW RFS) if the property is in a Rural Fire District; or
 - ii. Fire and Rescue NSW if the property is in a Fire District.

This approval does not remove the necessity or exempt the person from the requirement to obtain relevant Permits or licenses as may be required by the *Rural Fires Act, 1997*, the *Protection of the Environment Operations Act, 1997*, or *Biodiversity Conservation Act 2016*, including the need to comply with No Burn Days or Total Fire Bans that may be declared. These requirements are specifically addressed in Appendix 2 of the Control of Burning Policy.

¹ The 4.5m minimum applies to Pile burns. **Windrows require a minimum 20m clearance.**
Control of Burning Policy

In a Fire District (the built up areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit may be required for any fire lit at any time during the year. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.

Notwithstanding the provisions of this policy, the burning of materials on site is not permitted if expressly prohibited by way of a condition of consent for any development on the land.

In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is also required during the declared Bush Fire Danger period (usually October 1st to March 31st but may vary).

On the spot fines and other penalties apply for unauthorised burning or burning not in full compliance with this Approval.

APPROVAL TO BURN: TYPE B**APPROVAL TO BURN DEAD AND DRY VEGETATION ISSUED TO A PARTICULAR PERSON²**

*{Insert date of Approval}**{Insert Parcel Identification Number}**{Insert the name and postal address
Of the applicant}*

Dear Sir/Madam

APPROVAL to BURN**Application for Approval to Burn Dead and Dry Vegetation –** *{Insert address of property of where the proposed burn is to take place}.*

I refer to the subject matter and wish to advise that your application has been approved pursuant to Clause 13(2)(b) of the *Protection of the Environment Operations (Clean Air) Regulation 2021* subject to the following conditions:

1. Burning must be carried out in such a way by taking all practicable measures, to prevent and minimise air pollution and must consider potential smoke impacts on other persons.
2. Only the current stockpile(s) of vegetation located on the premises may be burned.
3. The vegetation waste shall not be burned until such times as it is dry, i.e. green waste must not be burned.
4. The fires must be attended by a competent person for the duration of the burning activity and have sufficient firefighting resources on hand to safely maintain the fire.
5. Written or oral notice, at least 24 hours before the fire is lit, must be given to Council, the Local Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW) and adjoining occupiers or owners of land, including land that is separated by a lane, road or waterway. Such notice must specify the location, purpose, period and time the fire is proposed to be lit.
6. Burning activities must not cause nuisance conditions to neighbouring residents.
7. All other feasible reuse, recycling or other alternative methods of disposal must be considered prior to burning.
8. The provisions of the *Protection of the Environment Operations (Clean Air) Regulation 2010* must be fully complied with.
9. The provisions of the *Rural Fires Act 1997* must be fully complied with, including the requirements to obtain a Fire Permit to burn during Bush Fire Danger periods.
10. The applicant shall formally consult with officers of the Rural Fire Service or Fire and Rescue NSW on fire control issues prior to lighting of the fire. Any recommendations of the Rural Fire Service or Fire and Rescue NSW must be fully complied with.

This Approval shall lapse 31 days from the date of issue unless otherwise revoked by way of a written notice from Port Macquarie - Hastings Council.

² Standard conditions may be varied to suit particular circumstances or property attributes.

Please note the following:

- In a Fire District (the built up main city/town areas of Port Macquarie, Wauchope and Laurieton) a Fire Permit may be required for any fire lit at any time during the year. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.
- In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is required during the declared Bush Fire Danger period (usually October 1st to March 31st but may vary).
- Notwithstanding the provisions of this policy, the burning of materials on site is not permitted if expressly prohibited by way of a condition of consent for any development on the land.

By lighting the fire, the persons accepts responsibility and obligations to comply with the conditions of this Approval. It is an offence against the provisions of the *Protection of the Environment Operations (Clean Air) Regulation 2010* to fail to comply with this Approval. Maximum penalty: \$11,000. \$500 on-the-spot fines exist for individuals not complying with any or all of the conditions of Approval.

Please note that the burning of waste vegetation is not considered an environmentally sustainable practice. Future activities at the site that will generate waste vegetation should be planned to incorporate alternative methods of waste vegetation management.

Should you require further information please do not hesitate to contact *{insert authorised officer's name}* on telephone number 6581 8111 or by e-mail on *{insert authorised officer's email address}@pmhc.nsw.gov.au*.

Yours sincerely

*Sign off by authorised officer
Position/title.*

APPENDIX 1: SUMMARY OF THE PROVISIONS OF THE *PROTECTION OF THE ENVIRONMENT OPERATIONS (CLEAN AIR) REGULATION 2021*.

Under the provisions of the *Protection of the Environment Operations (Clean Air) Regulation 2021*:

Any lawful open burning activities must be carried out so as to prevent or minimise air pollution (e.g. having regard for wind direction, proximity of neighbours, burning only suitable and dry material).

The burning of tyres, coated wire, paint/solvent containers and residues and treated timber is prohibited.

Burning in the Port Macquarie-Hastings Local Government area is limited to the following:

- Dead and dry vegetation in accordance with this Policy or an Approval issued by Council;
- Domestic waste on residential premises on which the waste was generated if domestic waste management services are not available at those premises;
- For the purpose of cooking or barbecuing in the open;
- Lighting or maintaining a fire for recreational purposes such as camping, scouting, picnicking or similar outdoor activities;
- Vegetation, in the course of carrying on agricultural operations, on the premises on which the vegetation grew, including – burning for the purposes of clearing (other than for construction); burning of stubble, orchard prunings, diseased crops, weeds or pest habitats on farms;
- For the purposes of carrying out bush fire hazard reduction work under the *Rural Fires Act 1997*;
- The destruction, by burning, of any prohibited plant or drug under the *Drug Misuse and Trafficking Act 1985*;
- Burning of an animal that has died or is suspected to have died of a disease or exotic disease proclaimed under the *Biosecurity Act 2015*.

Full text may be found at www.legislation.nsw.gov.au, or upon request from Council.

APPENDIX 2: LEGISLATION RELATING TO FIRES/BURNING.**1. Rural Fires Act, 1997**

In a Fire District (the built up, main city/town areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit from Fire and Rescue NSW may be required for any fire lit at any time during the year.

In a Rural Fire District, any fire during the Bush Fire Danger period, requires a Fire Permit from the NSW Rural Fire Service.

The purpose of a Fire Permit is to provide for the safe use of fire. The lighting of any open fire is prohibited by the declaration of a Total Fire Ban by the Commissioner of the NSW Rural Fire Service. It is the responsibility of any person intending to light a fire to determine if a Total Fire Ban is in force. Information on Total Fire Bans is available on the NSW RFS web site (<http://www.rfs.nsw.gov.au/>) or the Wauchope District Office of the NSW Rural Fire Service on 6586 4565.

2. Protection of the Environment Operations Act, 1997

The Environmental Protection Authority (EPA) may issue a No Burn Notice, restricting the lighting of fires (including hazard reduction activities) in particular regions, for the purposes of protecting air quality during certain atmospheric conditions. It is the responsibility of any person intending to light a fire to determine if a No Burn Notice has been issued. This information is available from the NSW Environment Protection Authority (EPA) website (<https://www.epa.nsw.gov.au/>), by checking the Regional Air Quality Index page or by phoning the Environment Line on 131 555.

3. Biodiversity Conservation Act, 2016.

The causing of damage to a habitat of a threatened species or threatened ecological community which may be caused by the collection and burning of vegetative material, dead wood and trees in natural environments is an offence under the *Biodiversity Conservation Act, 2016*. Therefore, such practices are to be avoided wherever possible in natural environments. Material forming piles to be burnt must only consist of vegetative material that has originated from the process of maintaining existing cleared or landscaped areas. All other clearing requires approval.

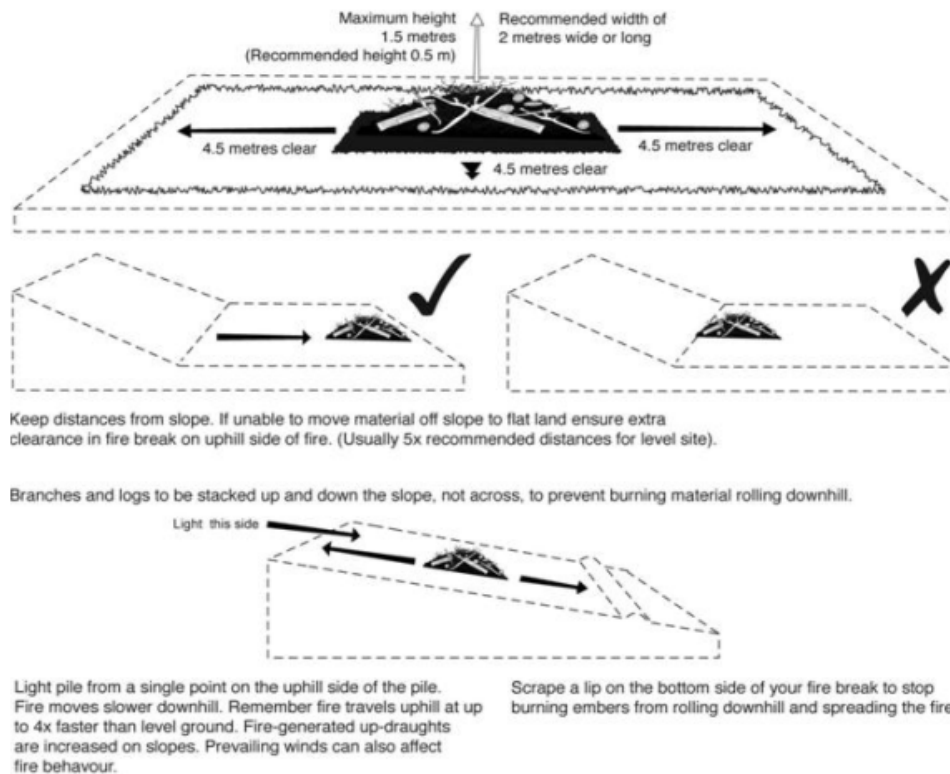
For further information on pile burning, see the Rural Fire Service / Fire and Rescue NSW documents *Before You Light That Fire* and *Standards for Pile Burning*, which are available from the NSW RFS website (<http://www.rfs.nsw.gov.au>) or its Wauchope District Office on 6586 4565.

APPENDIX 3: REQUIREMENTS FOR STOCKPILE BURNS.

The following requirements have been adapted from the Rural Fire Service's document, "Standards for Pile Burns" and "Before you light that Fire" and are required to be applied by residents to the stockpile(s) of vegetation to be burned under the Approval to burn granted to a Class of Persons in Rural and Rural Residential zonings.

Stockpiles

- Construct stockpile(s) a minimum of 4.5m clear of any dwelling, fence, structure or building.
- Construct long and wide piles rather than excessively high piles. Piles that are too high produce more intense heat and retain heat for longer.
- Piles should not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m is recommended.
- Logs over 150 mm in diameter should not be added to piles – instead they should be laid on the ground to prevent erosion and provide habitat.
- If practical, place vegetation in an area where it will receive direct sunlight to allow the pile to dry out.
- All material must be dead and dry before being burned.
- No soft green weeds (such as wandering Jew, grasses, chick weed) should be added to a pile burn. These are most effectively disposed of by composting. Woody weeds such as lantana and privet are suitable. All noxious weeds must be treated according to the NSW Department of Primary Industries' Guidelines.

**Burn safety measures**

- Before lighting the stockpile, ensure that you have suitable tools handy (rakes and shovels) to conduct the burn and control any possible spot fires.
- Accelerants (such as petrol) must never be used in the pile.
- Ensure that there is a sufficient water supply to extinguish the burn and that you have a hose with appropriate water pressure that can reach around the pile.
- Ensure that you wear protective clothing such as heavy cotton pants, a long-sleeved shirt, leather work boots, work gloves and a wide-brimmed hat.
- Disturb piles immediately prior to lighting to scare away animals such as lizards and snakes which may be taking refuge within the pile.
- Supervise the burn constantly after lighting to ensure there are no flare ups in surrounding vegetation.

- Completely extinguish the pile immediately after the burn is finished. The spreading of burnt material after the burn also assists in allowing for smouldering material to be extinguished.
- If multiple stockpiles are to be burned, burn only one pile at a time unless adequate resources and operators are present at each stockpile. You must also give consideration to the amount of smoke being produced and potential impact on neighbours if multiple stockpile burns are being conducted.

Do nots

- DO NOT burn on a day declared as a Total Fire Ban by the NSW Rural Fire Service
- DO NOT burn on a 'No Burn Day' as declared by the NSW Environment Protection Authority (EPA)
- DO NOT burn unless you have all the necessary approvals and/or Fire Permits or Certificates
- DO NOT burn unless you are able to comply with all conditions of approval
- DO NOT burn unless you have notified your neighbours, the relevant fire authority and Council
- DO NOT burn during Very High, Severe, Extreme or Catastrophic Fire Danger Ratings, except in accordance with a Bush Fire Hazard Reduction Certificate issued by the NSW Rural Fire Service

Checklist

Before you light that fire, make sure you have:

- Gained environmental approval (if required)
- Been issued a Fire Permit (if required)
- Notified all adjoining landowners/occupiers
- Notified your local fire authority
- Notified Council – 'Ph. 6581 8111 or email: council@pmhc.nsw.gov.au
- Checked your local Fire Danger Rating (FDR): Burns are only Permitted during a Fire Danger Rating (FDR) of Low to Moderate (FDR: 0-11) and High (FDR: 12-24).
- Checked for Total Fire Ban or No Burn Days

Total Fire Ban – Call the NSW RFS 1800 654 443 or go to www.rfs.nsw.gov.au.

No Burn Day – Call the Environment Line on 131 555 or go to www.environment.nsw.gov.au.

Fire Danger Rating – Call the NSW RFS Information Line on 1800 679 737 or your local fire station.

Fire Permits – Call the NSW RFS on 1800 654 443 or go to www.rfs.nsw.gov.au.

Wrong

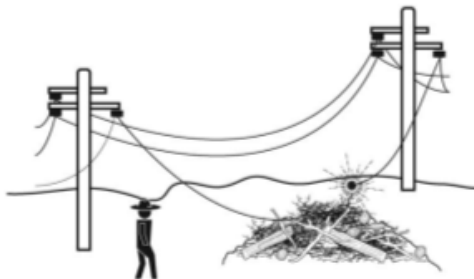


WRONG: Pile burns are not bonfires, they don't need to be high. This pile will be too hot. Pile Burns must be constructed from natural vegetation only, not household or building rubbish.

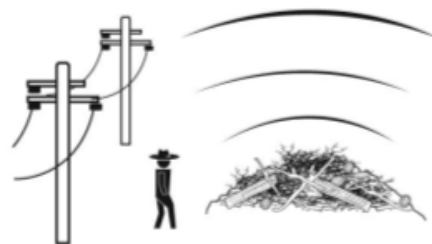
Right



Make the pile wide and long rather than high. This will spread the heat and be safer.



WRONG: Never construct piles under or near power lines. Smoke and ash can cause power lines to arc, and the heat will damage the lines.



Give power lines a wide berth. Consider the radiant heat and smoke the burn will generate.



WRONG: Don't pile vegetation around the base of trees or directly under low canopy. Don't plant new trees near piles that are planned for burning.



Try to choose a space with open canopy away from the base of trees. Wait until the piles have been burnt or removed before planting.



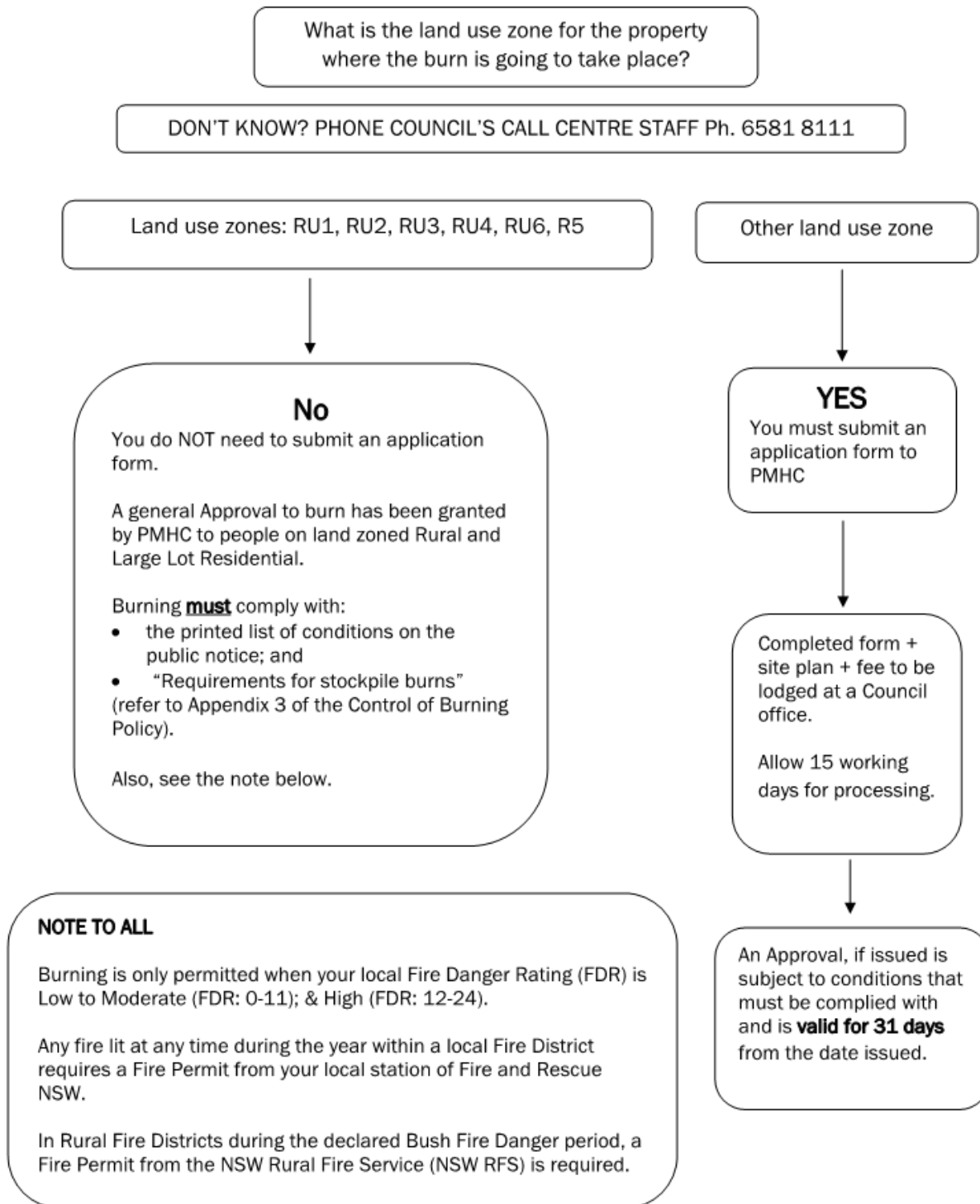
WRONG: Avoid piling vegetation close to neighbouring properties.



Stay away from fences and property boundaries. Consider local residents and their needs. Maintain a clear area between piles and any other combustible material.

APPENDIX 4: INSTRUCTIONS ON HOW TO DETERMINE WHEN AN APPLICATION FOR A CONTROL OF BURNING APPROVAL IS REQUIRED TO BE SUBMITTED TO COUNCIL.

Do I need to submit an application form?





Authorised by: Council
 Authorised date:
 Effective date:
 Next review date:
 File Number:

CONTROL OF BURNING POLICY

1. INTRODUCTION

The original Control of Burning Policy (the Policy) was first adopted in September 2000 when the Protection of the Environment Operations (Control of Burning) Regulation 2000 commenced. The Policy was adopted and implemented to control burning activities on land within the Port Macquarie-Hastings Local Government Area. Since the adoption of the Policy, it has been amended in 2006, 2008, 2010, 2018, 2022, and 2025.

2. POLICY STATEMENT AND SCOPE

The proper management of open burning will result in the improvement of local air quality and amenity and will promote sustainable waste management practices. Therefore, open burning is prohibited in the Port Macquarie-Hastings Council (Council) Local Government Area except where open burning is undertaken in accordance with this Policy, where it is permitted by an approval issued by Council, or as permitted by the provisions of the Protection of the Environment Operations (Clean Air) Regulation 2022 e.g., cooking and barbecuing for recreation purposes (see clauses 13 to 18). The burning of vegetation or any other type of matter or material in residential built-up areas is prohibited.

This Policy applies to all land within the Port Macquarie-Hastings Local Government Area, but does not apply to, or in respect of, the following (in accordance with the Protection of the Environment Operations (Clean Air) Regulation 2022):

1. The carrying out of emergency bush fire hazard reduction work (within the meaning of the *Rural Fires Act 1997*),
2. The destruction, by means of burning, of any prohibited plant or prohibited drug under the *Drug Misuse and Trafficking Act 1985*,
3. The destruction, by means of burning of an animal that has died, or is reasonably suspected to have died as the result of a disease proclaimed under the *Biosecurity Act 2015*, and
4. The burning of domestic waste being of a kind and quantity ordinarily generated on domestic premises, on residential premises on which the waste was generated if domestic waste management services are not available to those premises.

3. RESPONSIBILITIES AND AUTHORITIES

The Environmental Health Team is responsible for:

- Implementing and communicating this Policy,
- Monitoring of compliance with this Policy, and
- Ensuring the Policy is reviewed and updated to coincide with the automatic repeal or change of legislation, or as otherwise directed or as is deemed necessary.

4. REFERENCES

Protection of the Environment Operations Act 1997,
Protection of the Environment (Clean Air) Regulation 2022,
Rural Fires Act 1997,
Biodiversity Conservation Act 2016,
Standards for Pile Burning, NSW Rural Fire Service 2024, and

Before you light that Fire, NSW Rural Fire Service.

5. DEFINITIONS

"Agricultural operations" means grazing, dairying, pig-farming, poultry farming, viticulture, orcharding, beekeeping, horticulture, vegetable growing, the growing of crops of any kind, forestry, or any combination of any of those things.

"Approval" means as outlined under "Approvals to Burn - General Requirements", Section 1.

"Zones", also known as land use zones, are as defined in the Port Macquarie-Hastings Local Environmental Plan 2011.

6. PROCESS OWNER

Group Manager Environment & Regulatory Services.

7. AMENDMENTS

Superseded Documents: Control of Burning Policy 2006, 2008, 2010, 2018 and 2022 versions.

THE POLICY

This Policy provides an overarching blanket approval, pursuant to Clause 18(5)(b) of the Protection of the Environment Operations (Clean Air) Regulation 2022, to the resident of a premises in the following zones as per the Port Macquarie-Hastings Local Environmental Plan 2011, to burn dry and dead vegetation that grew on that premises, in accordance with the requirements of this Policy and the Protection of the Environment Operations (Clean Air) Regulation 2022:

- Zones RU1 to RU3 and RU6, but excluding RU5, and noting that RU4 no longer exists in the Port Macquarie-Hastings Local Environmental Plan 2011, and
- R5 Large Lot Residential.

Notwithstanding the above, this approval does not permit:

- Burning of vegetation as a result of clearing for construction activities, including subdivision works, and/or
- Burning of vegetation that can be re-used, recycled or disposed of by an alternative means such as chipping or mulching, or through Council's green waste service.

This Policy also outlines other approval pathways where this overarching blanket approval does not apply as well as the general considerations that apply.

APPROVALS TO BURN – GENERAL REQUIREMENTS

1. Approvals to burn are provided in the following manner:
 - (a) a blanket approval provided by this Policy that is published on Council's website and where the open burning is undertaken in accordance with the requirements contained within this Policy and the Protection of the Environment Operations (Clean Air) Regulation 2022 within the zones specified, or
 - (b) a notice published in a local newspaper circulating in the Local Government Area for the class of people stipulated by that notice, or
 - (c) where neither of the above apply, by means of a written notice given to a person.
2. The blanket approval provided under this Policy remains in force until this Policy is revoked, amended or otherwise superseded by Legislation.
3. An approval issued under 1(b) above to a class of persons remains in force as per the specified period indicated in the public notice published in the local newspaper. An approval issued under 1(b) above to a particular person by means of a written notice issued to that person remains in force for a period of 31 days from the date the notice is issued.
4. For a written notice to be issued to a particular person (1(c) above), a Control of Burning application form must be submitted to Council for consideration, accompanied by a site plan showing the location of the stockpile(s) to be proposed to be burned and payment of the approved fee.
5. Before granting any Approval under 1 above, Council must take into consideration the following matters, which must be addressed by the applicant:
 - (a) The impact on regional air quality and amenity,
 - (b) The impact on local air quality and amenity,
 - (c) The feasibility of re-use, recycling or other alternative means of disposal,
 - (d) Any opinions of the sector of the public likely to be affected by the proposed approval, and
 - (e) In the case of an approval issued under 1(b) above, any opinion of the NSW Environment Protection Authority in relation to the proposed Approval.
6. Where an approval is provided as outlined at 1 above, the following, and any other statutory requirements, will apply:
 - (a) Only dead and dry vegetation which grew on the premises may be burned on the premises that:

- cannot reasonably be disposed of by reuse, recycling or other alternative methods, such as chipping or mulching; and/or
 - cannot reasonably be disposed of through Council's Greenwaste Collection Service.
- (b) Burning activities must not cause nuisance conditions to neighbouring residents.
- (c) A person who burns anything in the open must take all practicable means to prevent or minimise air pollution in accordance with clause 9 of the Protection of the Environment Operations (Clean Air) Regulation 2022.
- (d) The fire must be attended by a competent person for the duration of the burning activity and have sufficient firefighting resources on-hand to safely maintain the fire.
- (e) Written or oral notice, at least 24 hours before the fire is lit, must be given to:
- adjoining occupiers or owners of land, including land that is separated by a lane, road or waterway,
 - Council by phoning 6581 8111, and
 - The Local Fire Authority:
 - Fire and Rescue NSW if the property is in a designated Fire District (the main city/town areas of Port Macquarie; Wauchope and Laurieton), or
 - The NSW Rural Fire Service (NSW RFS) if the property is in a Rural Fire District (all areas outside of the main city/town areas of Port Macquarie, Wauchope or Laurieton).
 - Such notice must specify the location, purpose, period and time the fire is proposed to be lit.
7. An approval may be amended or revoked by means of a notice given or published in the same way as the original notice granting the approval was given or published.
8. All other provisions of the Protection of the Environment Operations (Clean Air) Regulation 2022 must be fully complied with.
9. The provisions of the *Rural Fires Act 1997* must be fully complied with, including the requirement to obtain a Fire Permit from your Local Fire Authority (Fire and Rescue NSW or NSW Rural Fire Service).
- In a Fire District (the built-up city/town areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit from your local Fire and Rescue NSW may be required all year round. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.
- In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is also required during the declared Bush Fire Danger period (usually October 1st to March 31st but may vary).

APPROVAL TO BURN: TYPE A (Blanket Approval provided by this Policy)**APPROVAL TO A CLASS OF PERSONS TO BURN DEAD AND DRY VEGETATION**

Approval to burn dead and dry vegetation is hereby granted in accordance with clause 18(5)(b)(ii) of the Protection of the Environment Operations (Clear Air) Regulation 2022, to residents, being a class of persons who own, occupy or manage land zoned RU1 to RU3, RU6 and R5 Large Lot Residential, as defined by the Port Macquarie-Hastings Local Environmental Plan 2011.

In order for residents in the aforementioned zones to take advantage of and comply with this blanket approval, all of the following conditions must be met:

1. Approval is to burn only dead and dry vegetative material that originates from the property on which the fire is to be lit,
2. Persons burning must as far as practicable, take all actions necessary to prevent or minimise air pollution and the potential adverse smoke impacts on other persons, including:
 - a. ensuring that the vegetation in the pile is dead and dry before lighting,
 - b. ensuring that no green material is present, such as recently placed material or long grass growing up through a pile,
 - c. monitoring of wind direction prior to lighting the fire, and only burning when smoke will drift away from any nearby residence, and
 - d. actively tending the fire to ensure that it burns hot, cleanly and does not smoulder.
3. Burning is to be carried out in accordance with the "Requirements for Stockpile Burns" located at Appendix 3 of this Policy,
4. The fire must be located at least 4.5m¹ minimum from the nearest residential building,
5. Burning is only permitted during a Fire Danger Rating (FDR) of 'No Rating' and 'Moderate'. The local FDR must be checked prior to lighting the fire and the fire must not be lit if the FDR is at High or above, except in accordance with a Bush Fire Hazard Reduction Certificate issued by the NSW Rural Fire Service,
6. A responsible adult person must be present at the site of the fire from the time it is lit until such time it is fully extinguished,
7. An adequate water supply must be available to completely extinguish all lit fires, and
8. At least 24 hours oral or written notice of the location, purpose, period and time of the proposed fire to be lit has been given to:
 - a. The owners or occupiers of all land contiguous to, or that is separated by a road, laneway or waterway from the land on which the fire is to be lit,
 - b. Any other property owner or occupier who may be inconvenienced by the fire,
 - c. The local fire authority, which will be:
 - i. The NSW Rural Fire Service (NSW RFS) if the property is in a Rural Fire District, or
 - ii. Fire and Rescue NSW if the property is in a Fire District.

¹ The 4.5m minimum applies to Pile burns. **Windrows require a minimum 20m clearance.**

This blanket approval does not remove the necessity or exempt the person from the requirement to obtain relevant Permits or licences as may be required by the *Rural Fires Act, 1997*, the *Protection of the Environment Operations Act 1997*, or the *Biodiversity Conservation Act 2016*, including the need to comply with No Burn Days or Total Fire Bans that may be declared. These requirements are specifically addressed in Appendix 2 of the this Policy.

In a Fire District (the built-up areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit is required for any fire lit at any time during the year. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.

Notwithstanding the provisions of this Policy, the burning of materials on site is not permitted if expressly prohibited by way of a condition of consent for any development on the land.

In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is also required during the declared Bush Fire Danger period (usually 1 October to 31 March, but may vary).

On the spot fines and other penalties apply for unauthorised burning or burning not in full compliance with this blanket approval.

APPROVAL TO BURN: TYPE B**APPROVAL TO BURN DEAD AND DRY VEGETATION ISSUED TO A PARTICULAR PERSON²**

*{Insert date of Approval}**{Insert Parcel Identification Number}**{Insert the name and postal address
Of the applicant}*

Dear Sir/Madam

APPROVAL to BURN**Application for Approval to Burn Dead and Dry Vegetation** – *{Insert address of property of where the proposed burn is to take place}.*

I refer to the subject matter and wish to advise that your application has been approved pursuant to Clause 18(5)(a) of the Protection of the Environment Operations (Clean Air) Regulation 2022 subject to the following conditions:

1. Burning must be carried out in such a way by taking all practicable measures, to prevent and minimise air pollution and must consider potential smoke impacts on other persons.
2. Only the current stockpile(s) of vegetation located on the premises may be burned.
3. The vegetation waste shall not be burned until such times as it is dry, i.e. green waste must not be burned.
4. The fires must be attended by a competent person for the duration of the burning activity and have sufficient firefighting resources on hand to safely maintain the fire.
5. Written or oral notice, at least 24 hours before the fire is lit, must be given to Council, the Local Fire Authority (NSW Rural Fire Service or Fire and Rescue NSW) and adjoining occupiers or owners of land, including land that is separated by a lane, road or waterway. Such notice must specify the location, purpose, period and time the fire is proposed to be lit.
6. Burning activities must not cause nuisance conditions to neighbouring residents.
7. All other feasible reuse, recycling or other alternative methods of disposal must be considered prior to burning.
8. The provisions of the Protection of the Environment Operations (Clean Air) Regulation 2022 must be fully complied with.
9. The provisions of the *Rural Fires Act 1997* must be fully complied with, including the requirements to obtain a Fire Permit to burn during Bush Fire Danger periods.
10. The applicant shall formally consult with officers of the Rural Fire Service or Fire and Rescue NSW on fire control issues prior to lighting of the fire. Any recommendations of the Rural Fire Service or Fire and Rescue NSW must be fully complied with.

This Approval shall lapse **31 days from the date of issue** unless otherwise revoked by way of a written notice from Port Macquarie - Hastings Council.

² Standard conditions may be varied to suit particular circumstances or property attributes.

Please note the following:

- In a Fire District (the built-up main city/town areas of Port Macquarie, Wauchope and Laurieton) a Fire Permit is required for any fire lit at any time during the year. A Fire Permit can be obtained from your local station of Fire and Rescue NSW.
- In Rural Fire Districts a Fire Permit from the NSW Rural Fire Service is required during the declared Bush Fire Danger period (usually October 1st to March 31st but may vary).
- Notwithstanding the provisions of this policy, the burning of materials on site is not permitted if expressly prohibited by way of a condition of consent for any development on the land.

By lighting the fire, the persons accepts responsibility and obligations to comply with the conditions of this Approval. It is an offence against the provisions of the Protection of the Environment Operations (Clean Air) Regulation 2022 to fail to comply with this Approval. Maximum penalty: \$11,000. \$500 on-the-spot fines exist for individuals not complying with any or all of the conditions of Approval.

Please note that the burning of waste vegetation is not considered an environmentally sustainable practice. Future activities at the site that will generate waste vegetation should be planned to incorporate alternative methods of waste vegetation management.

Should you require further information please do not hesitate to contact *{insert authorised officer's name}* on telephone number 6581 8111 or by e-mail on *{insert authorised officer's email address}@pmhc.nsw.gov.au*.

Yours sincerely

*Sign off by authorised officer
Position/title.*

APPENDIX 1: SUMMARY OF THE PROVISIONS OF THE PROTECTION OF THE ENVIRONMENT OPERATIONS (CLEAN AIR) REGULATION 2022.

Under the provisions of the Protection of the Environment Operations (Clean Air) Regulation 2022:

- Any lawful open burning activities must be carried out so as to prevent or minimise air pollution (e.g. having regard for wind direction, proximity of neighbours, burning only suitable and dry material).
- The burning of tyres, coated wire, paint/solvent containers and residues and treated timber is prohibited.
- Burning in the Port Macquarie-Hastings Local Government Area is limited to the following:
 - Dead and dry vegetation in accordance with this Policy or an Approval issued by Council,
 - Domestic waste on residential premises on which the waste was generated if domestic waste management services are not available at those premises,
 - For the purpose of cooking or barbecuing in the open,
 - Lighting or maintaining a fire for recreational purposes such as camping, scouting, picnicking or similar outdoor activities,
 - Vegetation, in the course of carrying on agricultural operations, on the premises on which the vegetation grew, including – burning for the purposes of clearing (other than for construction); burning of stubble, orchard prunings, diseased crops, weeds or pest habitats on farms,
 - For the purposes of carrying out bush fire hazard reduction work under the *Rural Fires Act 1997*,
 - The destruction, by burning, of any prohibited plant or drug under the *Drug Misuse and Trafficking Act 1985*, and
 - Burning of an animal that has died or is suspected to have died of a disease or exotic disease proclaimed under the *Biosecurity Act 2015*.

Full text may be found at www.legislation.nsw.gov.au, or upon request from Council.

APPENDIX 2: LEGISLATION RELATING TO FIRES/BURNING.**1. Rural Fires Act 1997**

In a Fire District (the built up, main city/town areas of Port Macquarie, Wauchope and Laurieton), a Fire Permit from Fire and Rescue NSW is required for any fire lit at any time during the year.

In a Rural Fire District, any fire during the Bush Fire Danger period, requires a Fire Permit from the NSW Rural Fire Service.

The purpose of a Fire Permit is to provide for the safe use of fire. The lighting of any open fire is prohibited by the declaration of a Total Fire Ban by the Commissioner of the NSW Rural Fire Service. It is the responsibility of any person intending to light a fire to determine if a Total Fire Ban is in force. Information on Total Fire Bans is available on the NSW Rural Fire Service web site (<http://www.rfs.nsw.gov.au/>) or the Wauchope District Office of the NSW Rural Fire Service on 6588 9000.

2. Protection of the Environment Operations Act 1997

The Environmental Protection Authority may issue a No Burn Notice, restricting the lighting of fires (including hazard reduction activities) in particular regions, for the purposes of protecting air quality during certain atmospheric conditions. It is the responsibility of any person intending to light a fire to determine if a No Burn Notice has been issued. This information is available from the NSW Environment Protection Authority website (<https://www.epa.nsw.gov.au/>), by checking the Regional Air Quality Index page or by phoning the Environment Line on 131 555.

3. Biodiversity Conservation Act 2016

The causing of damage to a habitat of a threatened species or threatened ecological community which may be caused by the collection and burning of vegetative material, dead wood and trees in natural environments is an offence under the *Biodiversity Conservation Act 2016*. Therefore, such practices are to be avoided wherever possible in natural environments. Material forming piles to be burnt must only consist of vegetative material that has originated from the process of maintaining existing cleared or landscaped areas. All other clearing requires approval.

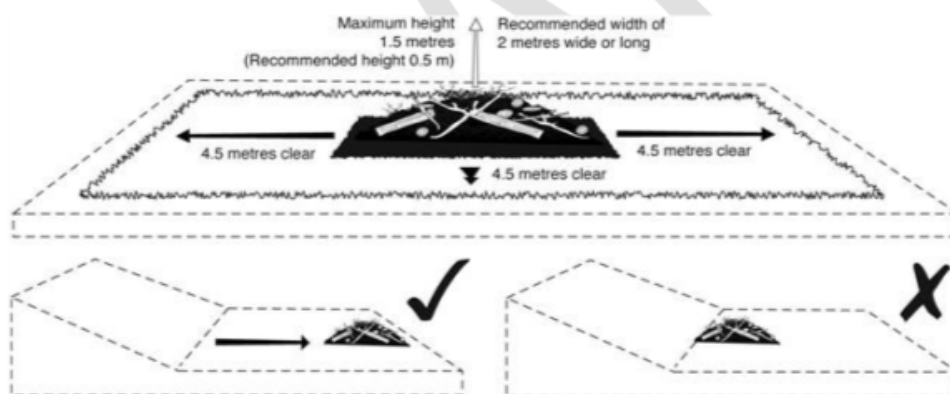
For further information on pile burning, see the NSW Rural Fire Service / Fire and Rescue NSW documents *Before You Light That Fire* and *Standards for Pile Burning*, which are available from the NSW Rural Fire Service website (<http://www.rfs.nsw.gov.au>) or its Wauchope District Office on 6588 9000.

APPENDIX 3: REQUIREMENTS FOR STOCKPILE BURNS.

The following requirements have been adapted from the Rural Fire Service's document, "Standards for Pile Burning" and "Before you light that Fire" and are required to be applied by residents to the stockpile(s) of vegetation to be burned under the Approval to burn granted to a Class of Persons in Rural and Rural Residential zonings.

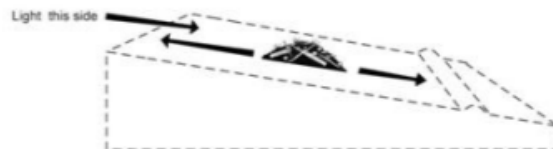
Stockpiles

- Construct stockpile(s) a minimum of 4.5m clear of any dwelling, fence, structure or building,
- Construct long and wide piles rather than excessively high piles. Piles that are too high produce more intense heat and retain heat for longer,
- Piles must not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m must not be exceeded,
- Logs over 150mm in diameter must not be added to piles – instead they should be laid on the ground to prevent erosion and provide habitat,
- If practical, place vegetation in an area where it will receive direct sunlight to allow the pile to dry out,
- All material must be dead and dry before being burned, and
- No soft green weeds (such as wandering Jew, grasses, chick weed) should be added to a pile burn. These are most effectively disposed of by composting. Woody weeds such as lantana and privet are suitable. All noxious weeds must be treated according to the guidelines in the *Biosecurity Act 2015*.



Keep distances from slope. If unable to move material off slope to flat land ensure extra clearance in fire break on uphill side of fire. (Usually 5x recommended distances for level site).

Branches and logs to be stacked up and down the slope, not across, to prevent burning material rolling downhill.



Light pile from a single point on the uphill side of the pile. Fire moves slower downhill. Remember fire travels uphill at up to 4x faster than level ground. Fire-generated up-draughts are increased on slopes. Prevailing winds can also affect fire behaviour.

Scrape a lip on the bottom side of your fire break to stop burning embers from rolling downhill and spreading the fire.

Burn safety measures

- Before lighting the stockpile, ensure that you have suitable tools on hand (rakes and shovels) to conduct the burn and control any possible spot fires,
- Accelerants (such as petrol) must never be used in the pile,
- Ensure that there is a sufficient water supply to extinguish the burn and that you have a hose with appropriate water pressure that can reach around the pile,
- Ensure that you wear protective clothing such as heavy cotton pants, a long-sleeved shirt, leather work boots, work gloves and a wide-brimmed hat,
- Disturb piles immediately prior to lighting to scare away animals such as lizards and snakes which may be taking refuge within the pile,
- Supervise the burn constantly after lighting to ensure there are no flare ups in surrounding vegetation,
- Completely extinguish the pile immediately after the burn is finished. The spreading of burnt material after the burn also assists in allowing for smouldering material to be extinguished, and
- If multiple stockpiles are to be burned, burn only one pile at a time unless adequate resources and operators are present at each stockpile. You must also give consideration to the amount of smoke being produced and potential impact on neighbours if multiple stockpile burns are being conducted.

Do nots

- DO NOT burn on a day declared as a Total Fire Ban by the NSW Rural Fire Service,
- DO NOT burn on a 'No Burn Day' as declared by the NSW Environment Protection Authority,
- DO NOT burn unless you have all the necessary approvals and/or Fire Permits or Certificates,
- DO NOT burn unless you are able to comply with all conditions of approval,
- DO NOT burn unless you have notified your neighbours, the relevant fire authority and Council, and
- DO NOT burn during High, Extreme, or Catastrophic Fire Danger Ratings, except in accordance with a Bush Fire Hazard Reduction Certificate issued by the NSW Rural Fire Service.

Checklist

Before you light that fire, make sure you have:

- Gained environmental approval (if required),
- Been issued a Fire Permit (if required),
- Notified all adjoining landowners/occupiers,
- Notified your local fire authority,
- Notified Council – 'Ph. 6581 8111 or email: council@pmhc.nsw.gov.au,
- Checked your local FDR: Burns are only Permitted during a FDR of No Rating and Moderate, and
- Checked for Total Fire Ban or No Burn Days

Total Fire Ban – Call the NSW RFS 1800 679 737 or go to www.rfs.nsw.gov.au.

No Burn Day – Call the Environment Line on 131 555 or go to <https://www.epa.nsw.gov.au/>.

Fire Danger Rating – Call the NSW RFS Information Line on 1800 679 737 or your local fire station.

Fire Permits – Call the NSW RFS on 6588 9000 or go to www.rfs.nsw.gov.au.

Wrong

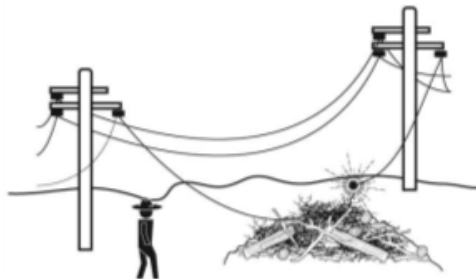


WRONG: Pile burns are not bonfires, they don't need to be high. This pile will be too hot. Pile Burns must be constructed from natural vegetation only, not household or building rubbish.

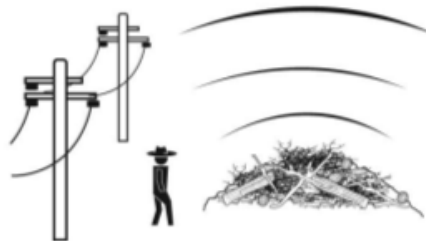
Right



Make the pile wide and long rather than high. This will spread the heat and be safer.



WRONG: Never construct piles under or near power lines. Smoke and ash can cause power lines to arc, and the heat will damage the lines.



Give power lines a wide berth. Consider the radiant heat and smoke the burn will generate.



WRONG: Don't pile vegetation around the base of trees or directly under low canopy. Don't plant new trees near piles that are planned for burning.



Try to choose a space with open canopy away from the base of trees. Wait until the piles have been burnt or removed before planting.



WRONG: Avoid piling vegetation close to neighbouring properties.



Stay away from fences and property boundaries. Consider local residents and their needs. Maintain a clear area between piles and any other combustible material.

APPENDIX 4: INSTRUCTIONS ON HOW TO DETERMINE WHEN AN APPLICATION FOR A CONTROL OF BURNING APPROVAL IS REQUIRED TO BE SUBMITTED TO COUNCIL.

Do I need to submit an application form?

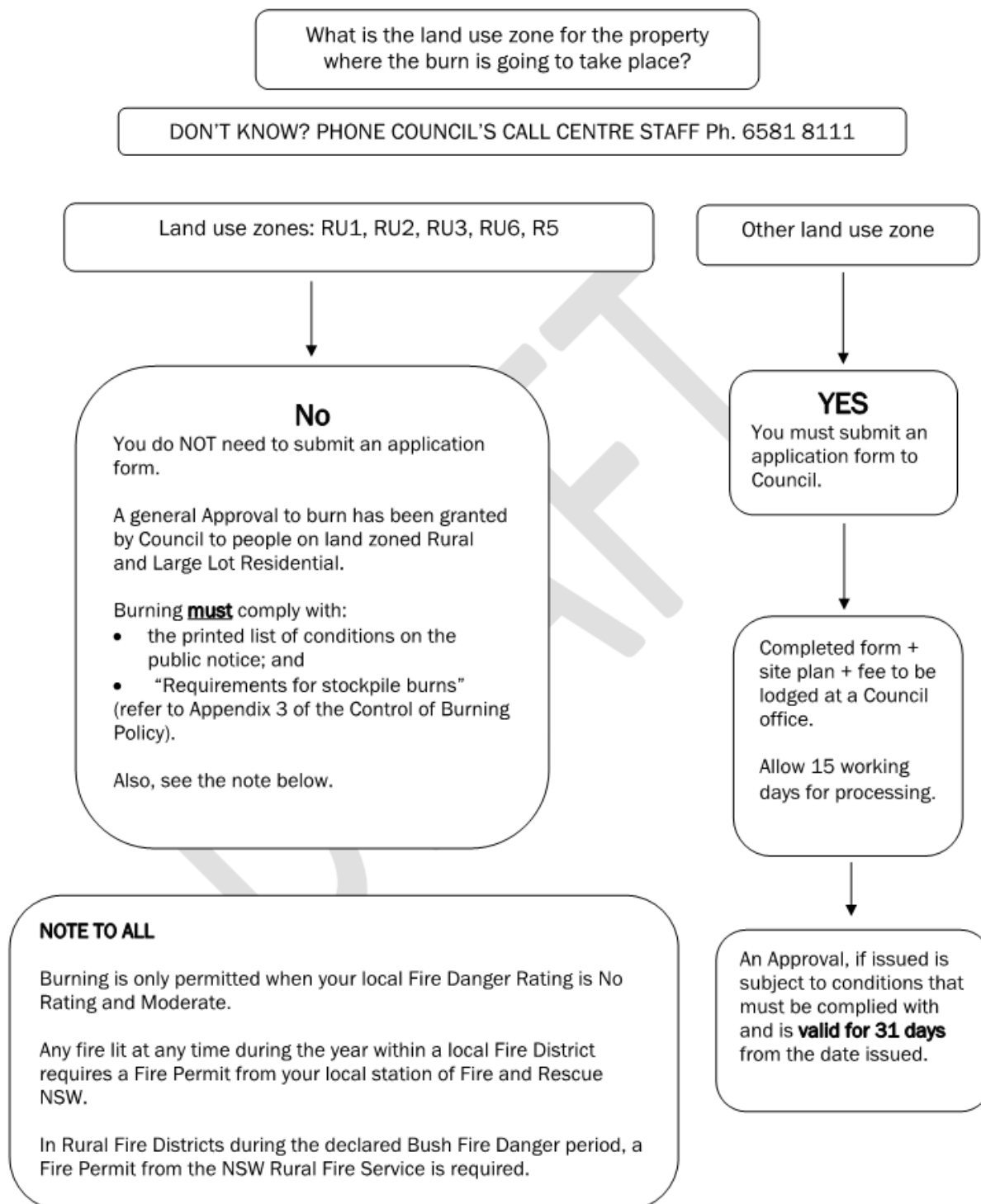


Table of changes to Control of Burning Policy

Current wording or change	Proposed wording or change	Reason
Page 1, paragraph 1: amended in 2006, 2008, and 2018, and 2022.	amended in 2006, 2008, 2010, 2018, 2022 and 2025	Removed additional words and added in 2010 and 2025 review dates
Page 1, paragraph 2 and 3: Protection of the Environment Operations (Control of Burning) Regulation 2021	Protection of the Environment Operations (Control of Burning) Regulation 2022 Changes to terminology throughout paragraph 2	POEO (Clean Air) Regulation was updated in 2022. To provide improved clarity regarding the role of the Policy in providing an overarching approval framework in certain circumstances
Page 1, "References" and Page 10 and 11: Standards for Pile Burning, Rural Fire Service	Standards for Pile Burning, Rural Fire Service 2024	RFS Reviewed and dated the document in 2024, no information has been updated.
Page 2, "References" Before you light that Fire, Rural Fire Service 2020	Before you light that Fire, Rural Fire Service	RFS removed the date on the document. No information has been updated.
Page 2, "Approval" (section a): To a class of persons being residents in Rural or Rural Residential zones, by means of a notice published in a local newspaper	Changed in totality to: means as outlined under "Approvals to Burn - General Requirements", Section 1	Defined under "Approvals to Burn - General Requirements"

<p>Page 2, "Zones":</p> <p>are as defined in the Port Macquarie-Hastings Local Environmental Plan 2011.</p>	<p>also known as land use zones, are as defined in the Port Macquarie-Hastings Local Environmental Plan 2011.</p>	<p>To provide clarity around what the general population may know as "land use zones"</p>
<p>Page 3, paragraph 1 and 3:</p> <p>Changes to paragraph 1 and inclusion of paragraph 3</p>	<p>Paragraph 1 amended throughout, and paragraph 3 included</p>	<p>To provide improved clarity regarding the role of the Policy in providing an overarching approval framework in certain circumstances</p>
<p>Page 3, paragraph 1:</p> <p>All Rural zones except RU5 (i.e. RU1 to RU4, & RU6)</p>	<p>Zones RU1 to RU3 and RU6, but excluding RU5, and noting that RU4 no longer exists in the Port Macquarie-Hastings Local Environmental Plan 2011</p>	<p>Update to text and removal of RU4 to reflect that there are no RU4 zones within the LGA</p>
<p>Page 3, paragraph 2:</p> <p>Burning of vegetation that can be re-used, recycled or disposed of by an alternative means such as chipping or mulching.</p>	<p>Burning of vegetation that can be re-used, recycled or disposed of by an alternative means such as chipping or mulching, or through council's green waste service</p>	<p>Highlighting that green waste can be disposed of through council's existing green waste services</p>
<p>Page 3, "Approvals to Burn - General Requirements" Sections 1 and 2:</p> <p>Changes to Section 1, inclusion of a new Section 2</p>	<p>Section 1 expanded to outlining the role of the Policy with Section 2 included to account for the role of the Policy</p>	<p>To provide improved clarity regarding the role of the Policy in providing an overarching approval framework in certain circumstances</p>

Page 5, Section 5 and Page 12, "Checklist": Fire Danger Rating (FDR) of 'Low to Moderate' (0-11) or 'High' (12-24)	Fire Danger Rating (FDR) of 'No Rating' and 'Moderate'	RFS remodelled their FDR from a 6-level to a new 4-level rating in 2022. RFS have advised burning is only permitted in No Rating and Moderate Ratings
Page 6, Paragraph 2: Fire Permit may be required	Fire Permit is required	All properties in a Fire District require a Fire Permit for all fires lit any time during the year
Page 10, phone numbers: 6586 4565	6588 9000	RFS website updated the number of the Wauchope District Office
Page 10, "Stockpiles": Piles should not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m is recommended	Piles must not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m must not be exceeded	Removed the word 'should' and 'recommended' and replaced with enforceable wording
Page 10, "Stockpiles": Logs over 150mm in diameter should not be added to piles – instead they should be laid on the ground to prevent erosion and provide habitat	Logs over 150mm in diameter must not be added to piles – instead they should be laid on the ground to prevent erosion and provide habitat	Removed the word 'should' and replaced with enforceable wording
Page 10, "Stockpiles": All noxious weeds must be treated according to the NSW Department of Primary Industries' Guidelines	All noxious weeds must be treated according to the guidelines in the <i>Biosecurity Act 2015</i>	RFS document was updated to reference the <i>Biosecurity Act 2015</i>

<p>Page 12, "Do not's":</p> <p>DO NOT burn during Very High, Severe, Extreme or Catastrophic</p>	<p>DO NOT burn during High, Extreme or Catastrophic</p>	<p>RFS remodelled their FDR from a 6-level to a new 4-level rating in 2022. RFS have advised High Ratings and above are no burn days</p>
<p>Page 13, websites:</p> <p>www.environment.nsw.gov.au.</p>	<p>www.epa.nsw.gov.au</p>	<p>Updated website to the EPA website as they manage the Environment Line and No Burn Days</p>
<p>Page 13, "Fire Permits"</p> <p>Fire Permits - Call the NSW RFS on 1800 654 443</p>	<p>Fire Permits - Call the NSW RFS on 6588 9000</p>	<p>RFS advises contacting local fire control centre for fire permits</p>
<p>Page 14, Appendix 4:</p> <p>Land use zones: RU1, RU2, RU3, RU4, RU6, R5</p>	<p>Land use zones: RU1, RU2, RU3, RU6, R5</p>	<p>Removal of RU4 to reflect that there are no RU4 zones within the LGA</p>



Authorised by: <authority>
 Authorised date: DD/MM/YYYY
 Effective date: DD/MM/YYYY
 Next review date: DD/MM/YYYY
 File Number: #####

Council Policy Stormwater Overland Flow Policy

1 INTRODUCTION

To establish clear principles for managing overland flow within the Local Government Area (LGA), ensuring alignment with current framework guidelines, standards, and strategies. This policy aims to mitigate stormwater overland flood risks, protect property, enhance public safety, and maintain ecological health by effectively managing overland flow pathways and stormwater runoff.

2 POLICY STATEMENT AND SCOPE

This policy applies to all land within the LGA, including residential, commercial, industrial, and public land. It does not cover Crown land unless under Council management.

3 STORMWATER POLICY PRINCIPLES

The principles outlined in this policy provide a framework for managing overland flow in the Port Macquarie Hastings Council area. These principles aim to enhance public safety, minimise stormwater overland flood risks, protect property, and promote sustainable development practices.

Stormwater Principle	Description
Sustainable Management	<ul style="list-style-type: none"> Sustainable Practices: Promote sustainable stormwater practices that enhance environmental protection and water quality, aligning with the Council's Sustainability Policy, Climate Change Response Policy, and NSW EPA Best Practice Stormwater Management.
Environmental Stewardship	<ul style="list-style-type: none"> Protect Waterways: Protect and enhance natural waterways and ecosystems through best practice stormwater management and green infrastructure, as outlined in the Sustainability Policy and Climate Change Adaptation Strategy. Green Infrastructure: Promote the use of green infrastructure to manage stormwater, such as vegetated swales, rain gardens, and infiltration basins.
Integrated Water Management	<ul style="list-style-type: none"> Holistic Approach: Implement Integrated Water Cycle Management (IWCM) practices to ensure a holistic approach to water management, considering all aspects of the water cycle, including stormwater, overland flow, and groundwater. Stormwater Harvesting: Incorporate stormwater harvesting to reduce overland flow volumes,

Stormwater Principle	Description
	<p>mitigate overland flood risks, and promote water conservation.</p> <ul style="list-style-type: none"> • WSUD Principles: Promote Water Sensitive Urban Design (WSUD) techniques, such as permeable pavements, swales, and rain gardens, to manage overland flow effectively and sustainably. • Coordination of Infrastructure: Ensure the coordination of green infrastructure and conventional drainage systems to manage overland flow sustainably.
Climate Resilience	<ul style="list-style-type: none"> • Adaptation Measures: Enhance the resilience of stormwater infrastructure to climate impacts by incorporating adaptation and mitigation measures from the Climate Change Response Policy and Strategy. • Future Planning: Ensure that infrastructure planning and development consider future climate projections and increased rainfall intensity.
Risk Management	<ul style="list-style-type: none"> • Overland Flow Risk Assessment: Identify areas prone to overland flow and implement appropriate risk management strategies. • Mapping and Monitoring: Regularly update maps of: <ul style="list-style-type: none"> ◦ known overland flow paths, ◦ potential overland flow paths, ◦ stormwater hotspots, and ◦ flood-prone areas and investigate the use of real-time monitoring to detect issues early. • Early Warning Systems: Implement early warning systems in high-risk areas to provide timely alerts to residents and businesses. • Overland Flow Modification: Implement modification measures such as detention basins, levees, overland flowpaths and channel improvements to alter overland flow behaviour. • Property Modification: Utilise planning and development controls, land zoning, and building modification works to reduce flood risk associated with stormwater overland flows. • Response Modification: Enhance resilience through education, emergency response, and recovery planning
Development Control	<ul style="list-style-type: none"> • Compliance Requirements: Ensure all new developments comply with Council's overland flow management requirements as contained in AUS-SPEC and as below: <ul style="list-style-type: none"> ◦ Applications for development on land impacted by known Overland Flow Paths must be supported by a Local Catchment Analysis and Overland Flow Risk Management Plan ◦ Applications for development on land impacted by Potential Overland flow paths will be required to be supported by a Local Catchment Analysis.

Stormwater Principle	Description
	<p>Where the Local Catchment Analysis confirms presence of an overland flow risk, an Overland Flow Risk Management Plan must be prepared.</p> <ul style="list-style-type: none"> ○ Due to the varied nature of risk associated with land within Stormwater Hotspots, applications for development on land located within a Stormwater Hotspot require assessment by Council's stormwater engineering team prior to confirmation of assessment/modelling requirement. Applicants should liaise with the Stormwater Engineering team prior to the lodgement of applications for works within a Stormwater Hotspot • Sustainable Design: Promote the use of Water Sensitive Urban Design (WSUD) principles to manage overland flow. • Excavation Control: Ensure earthworks do not increase or concentrate overland stormwater flow or aggravate existing flood conditions on adjacent land. • Building Code Compliance: Ensure new buildings in flood-prone areas are designed to withstand flood conditions according to the Building Code of Australia. • Sea Level Rise: Development on land vulnerable to sea level rise must implement measures to mitigate adverse effects on flood levels. • Flood Planning Area: Define the Flood Planning Level (FPL) to set floor levels for property development in flood-prone areas, incorporating a freeboard to account for wind, waves, and unforeseen blockages. • Probable Maximum Flood (PMF): Recognise the PMF as the largest possible flood event and consider it in designing critical and sensitive facilities. • Flood Prone Land Policy: Adhere to the objectives of the NSW Flood Prone Land Policy to reduce the impact of flooding and flood liability on individual owners and occupiers of flood-prone land and reduce public and private losses resulting from floods. • Planning Provisions: Integrate relevant planning provisions from the Building Code of Australia (BCA) and NSW Environmental Planning and Assessment Act 1979 to ensure that new developments are consistent with national and state regulations. • Local Environmental Plan (LEP): Ensure that LEPs guide land use and development by zoning all land and identifying appropriate land uses, ensuring that development is compatible with flood risk and does not increase flood risk elsewhere. • Development Control Plan (DCP): Utilise DCPs to provide specific guidance for the design and

Stormwater Principle	Description
	assessment of proposed developments, ensuring compliance with flood risk management requirements
Infrastructure Design and Maintenance	<ul style="list-style-type: none"> • Best Practice Standards: Ensure all public infrastructure is designed and maintained in accordance with Council's AUS-SPEC Specifications and Australian Rainfall and Runoff 2019. • Detention Basins: Utilise detention basins in public reserves to temporarily store stormwater during large storm events, releasing it slowly to mitigate risks associated with downstream flooding and stormwater overland flows. • Proactive Maintenance: Investigate the implementation of the internet of things (IoT) and smart city technologies for real-time monitoring, early detection, and optimisation of maintenance schedules. • Scheduled Maintenance: Conduct routine inspections and cleaning of drainage systems based on a predetermined schedule to ensure functionality. • Reactive Maintenance: Address urgent issues identified through inspections or public reports, particularly in areas where smart technologies are not yet implemented. • Property Owner Responsibilities: Require property owners to maintain their stormwater drainage systems to ensure clear stormwater pipes, gutters, and downpipes, especially those with stormwater easements. • Capacity Planning: Design and upgrade infrastructure to accommodate current and future stormwater flows.
Community Engagement and Education	<ul style="list-style-type: none"> • Public Awareness: Increase public awareness of the hazards and extent of land affected by overland flow through education campaigns and informational resources. Increase public awareness of the importance of maintaining drainage easements and their role in overland flow management through education campaigns and informational resources. • Community Involvement: Encourage community involvement in overland flow management initiatives. Encourage community involvement in maintaining clear and functional drainage easements. • Support Resources: Provide resources and support to property owners for managing overland flow on their properties.
Cultural Heritage	<ul style="list-style-type: none"> • Aboriginal Water Values: Respect and integrate the cultural heritage and traditional knowledge of Aboriginal communities in water management practices.

Stormwater Principle	Description
	<ul style="list-style-type: none"> Heritage Protection: Ensure that overland flow management practices support and enhance culturally significant sites and values.
Smart Technologies and IoT	<ul style="list-style-type: none"> Flood Monitoring: Explore the implementation of IoT devices and smart city technologies for real-time flood monitoring and early detection for flooding associated with stormwater overland flows. Predictive Analytics: Implement predictive analytics to forecast potential flooding events and improve response times. Early Warning Systems: Develop and maintain early warning systems to alert residents and businesses about impending overland flow risks.
Adaptive Management	<ul style="list-style-type: none"> Operational Flexibility: Update operational procedures and technical guidelines as necessary to remain current with best practices and technological advancements. Continuous Improvement: Implement adaptive management strategies to adjust the policy and procedures based on monitoring and evaluation outcomes.
Overland Flow related flood Risk and Safety	<ul style="list-style-type: none"> Flood Mitigation: Maintain and improve stormwater systems to minimise overland flood risk associated with overland stormwater flows and protect public safety and property. Public Safety: Implement measures to ensure the safety of residents and properties from overland flow.
Compliance	<ul style="list-style-type: none"> Council's Role in Flood Risk Management: Acknowledge that Council's stormwater system is designed to manage frequent minor storms via piped systems, while major storms are managed through overland flow paths to protect life and property during significant events. Legislative Adherence: Adhere to relevant legislative requirements, industry standards, and ARR guidelines

4 RESPONSIBILITIES AND AUTHORITIES

Council is the appointed Authority for managing overland flow within the Local Government Area (LGA) as described in the Local Government Act 1993. The successful implementation and maintenance of the Overland Flow Policy require clear roles and responsibilities across different levels of Council management and staff. This section outlines the specific duties and accountability of Council members, management, and staff to ensure the effective management of overland flow, compliance with legislative requirements, and alignment with Council's strategic objectives.

4.1 Council as the governing body is responsible and accountable for:

- Adopting the Overland Flow Policy.
- Adopting and overseeing the implementation of the Overland Flow Policy.

4.2 Chief Executive Officer and Directors are responsible and accountable for:

- Ensuring the policy is communicated, implemented, and monitored for compliance.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.

4.3 Group Managers: Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operations are responsible and accountable for:

- Ensuring the policy is communicated, implemented, and monitored for compliance.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented, and monitored to meet the principles of this policy.

4.4 Managers and Engineers: Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operations are responsible for:

- Implementing and communicating this policy and any associated procedures.
- Monitoring compliance with this policy and any associated procedures.

4.5 Coordinators: Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operations are responsible for:

- Implementing and communicating this policy and any associated procedures.

4.6 All Council Officers are responsible for following this policy and any associated procedures.

5 REFERENCES

Legislative References:

- Roads Act 1993
- Local Government Act 1993
- Civil Liability Act 2002
- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2017
- Environmental Planning and Assessment Act 1979
- Protection of the Environment Operations Act 1997
- NSW Water Management Act 2000
- Environmental Planning and Assessment Regulation 2021
- State Environmental Planning Policy (Resilience and Hazards) 2021
- State Environmental Planning Policy (Transport and Infrastructure) 2021
- State Environmental Planning Policy (Biodiversity and Conservation) 2021

Other References:

- Building Code of Australia (BCA)
- NSW Floodplain Development Manual 2005
- NSW Flood Prone Land Policy
- Australian Rainfall and Runoff (ARR) Guidelines
- NSW EPA Best Practice Stormwater Management
- IPWEA Condition Assessment and Asset Performance Guidelines Practice Note 5: Stormwater Drainage
- Council's Local Environmental Plan (LEP)
- Council's Asset Management Policies
- Council's Sustainability Policy

- Council's Stormwater Management Policy
- Council's Climate Change Response Policy
- Council's Integrated Water Cycle Management (IWCN) Strategy
- Council's Cultural Plan
- Council's Aboriginal Advisory Group Guidelines
- Council's NATSPEC Maintenance Specifications
- Council's Development Control Plan (DCP)
- Statewide Mutual Best Practice Manual – Stormwater Management Facilities
- Statewide Mutual Best Practice Manual – Stormwater Drainage
- Stormwater Management – Position Paper
- National Parks Asset Interface Agreement
- NSW Integrated Water Strategies Program
- NSW Climate Change Adaptation Strategy
- Relevant Stormwater Connection and Works Approval information and forms through the NSW Planning Portal and Council's website
- Considering Flooding in Land Use Planning Guideline (PS 21-006)
- Floodplain Development Manual (ISBN 0 7347 5476 0) published by the NSW Government in April 2005
- Department of Climate Change, Energy, the Environment and Water. (2021). Australia state of the environment 2021. Retrieved from <https://soe.dccceew.gov.au/>
- Murray Lower Darling Rivers Indigenous Nations & Northern Basin Aboriginal Nations. (n.d.). Cultural Flows: Indigenous Water. Retrieved from <https://www.culturalflows.com.au/>

6 DEFINITIONS

- **Annual Exceedance Probability (AEP):** The probability that a given rainfall total accumulated over a given duration will be exceeded in any one year.
- **1% AEP (1 in 100 year) Flood:** A flood event with a 1% chance of occurring in any given year.
- **Applicant:** The person or organisation that makes an application for a permit.
- **Councillor:** An elected member of Council.
- **General Manager:** The highest-tier management position within Council.
- **Director:** Second-tier management position within Council.
- **Group Manager:** Third-tier management position within Council, often overseeing specific departments such as Transport and Stormwater Network.
- **Coordinator:** Supervisor of specific operations or outdoor staff within Council.
- **Council Officer:** Any member of Council staff involved in implementing and adhering to Council policies.
- **Council:** The governing body of the Port Macquarie Hastings Local Government Area.
- **Drainage Infrastructure:** All pipes, pits, wingwalls, retardation/detention basins, channels, swales, floodways, gross pollutant traps, and pump stations managed by the Council.
- **Drainage Easement:** A legal right to use a portion of land for the purpose of constructing and maintaining drainage infrastructure.
- **Fee Simple:** Absolute ownership of land.
- **Flood Planning Area:** Areas identified as being at risk from flooding events, as detailed in the Floodplain Development Manual.
- **Flood Planning Level (FPL):** The height used to set floor levels for property development in flood-prone areas, incorporating a freeboard.

- **Flood Prone Land:** Land that is subject to flooding, as defined in the NSW Floodplain Development Manual.
- **Flood Risk:** The potential for flooding to occur, impacting properties, infrastructure, and the environment.
- **Floodplain Development Manual:** A manual published by the NSW Government providing guidelines for the management of flood-prone land.
- **Freeboard:** An added height above the defined flood level to account for factors like wind, waves, and unforeseen blockages.
- **Local Catchment Analysis:** A detailed analysis involves undertaking Hydrologic and Hydraulic Modellings to simulate the rainfall-runoff process and to analyse the flow of water through and generated by the contributing catchment serving a development site. A Local Catchment analysis is undertaken in accordance with the procedures and requirement of AUS-SPEC D5 and Australian Rainfall and Runoff, 2019 and should quantify the overland flow risk to the development.
- **Overland Flow:** Water flow over the land surface, typically occurring when the capacity of drainage systems is exceeded.
- **Overland Flow Risk Management Plan:** A plan prepared to define the risks associated with overland flow to a development based on information contained within a Local Catchment Analysis. An overland flow risk management plan identifies overland flow related risks to life and property and defines the mitigation measures proposed to be implemented to address those risks whilst also demonstrating that the proposed development will result in no off-site increases in overland flow depths or velocity.
- **Potential Overland Flow Risk:** Land that a Council engineer has identified that may be subject to overland flows based on an assessment of topography, upstream catchment size and any known existing drainage systems.
- **Probable Maximum Flood (PMF):** The largest flood that could conceivably occur at a particular location, usually estimated from probable maximum precipitation.
- **Special Flood Considerations:** Additional development controls applied to land outside the Flood Planning Area but within the PMF to manage significant risks to life or the environment.
- **Stormwater:** Water originating from rainfall that flows over surfaces, including roads, roofs, and other infrastructure.
- **Stormwater Hotspot:** Land subject to or adjacent to known existing stormwater overland flows. Hotspots may be quantified by detailed hydraulic modelling OR may be determined based on historic requests, desktop investigation or observed events.
- **Stormwater Connection and Works Approval:** An approval issued by Council to connect (directly or indirectly) to a stormwater drainage network or to carry out any stormwater drainage work.
- **Stormwater Management Plan (SMP):** A plan submitted by developers outlining how stormwater will be managed on a development site to ensure compliance with council regulations.
- **Surface Water Drainage:** Systems designed to collect and convey surface runoff to prevent flooding and manage water quality.
- **Smart Technologies and IoT:** Advanced interconnected systems and devices that utilise sensors, software, data analytics, and automated processes to monitor, control, and optimise infrastructure and services in real-time.

7 PROCESS OWNER

The Group Manager Community Infrastructure Planning and Design is the process owner. The process owner should be contacted for any information in relation to this policy.

8 AMENDMENTS

Nil. This is a new Council Policy.

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Council Policy

Electric Vehicle Road Management and Infrastructure Policy

1. INTRODUCTION

This policy sets out the principles by which Council approaches Electric Vehicle (EV) road management and electrical infrastructure. With the growing uptake of electric and hybrid vehicles in Australia, state and national strategies are preparing for EV charging stations to become an essential part of the transport network.

2. POLICY STATEMENT AND SCOPE

This policy applies to EV facilities on Council owned land and road reserves throughout the Local Government Area (LGA).

This policy does not include the management of Crown roads except where the road is listed on Council's Road Asset Register and does not apply to Crown Land except where Council has been appointed Crown Land Manager (CLM).

2.2 MANAGEMENT PRINCIPLES

Council will approach the installation of EV facilities and electrical infrastructure using the principles outlined in the table below. Delivery of services as it relates to this policy will be subject to the availability of resources and will be prioritised based on a risk management approach.

This policy does not apply to the provision of EV charging stations outside of the road reserve, on private land or on crown roads except where the road is listed on Council's Road Asset Register or on Crown Land except where Council has been appointed Crown Land Manager (CLM). Council does not preference provision of EV charging stations on public land over private land, however, does advocate for shared and universal access for all customers.

Service Category	Principles
Partnerships	<p>It is not a standard Council position to directly invest in installing, managing, or operating public electric vehicle infrastructure independently, though this may be considered if there is a potential economic benefit to Council.</p> <p>Council will support market-led trials, and facilitate industry to install, maintain and operate charging facilities. This includes ancillary services and infrastructure such as car parking spaces, design, application interfaces, technology enhancements, signage, line marking, pavement marking, lighting, and the future reinstatement (make-good) of the site if required/proposed. Council will bear no cost or responsibility for the provision of, or</p>

Service Category	Principles
	<p>upgrade to, electrical supply infrastructure to service a proposed EV charging site.</p> <p>Council may consider entering into a partnership with relevant providers to deliver electric vehicle charging stations on public land. This will be subject to negotiation on a case-by-case basis. Council may also consider undertaking procurement activities to centralise electric vehicle infrastructure contract arrangements and regulate industry involvement with Council assets, in public land and/or road reserves within the LGA.</p> <p>Council will also preference the use of renewable energy for the EV charging station energy source.</p>
Council vehicle fleets	<p>Council may procure, install, maintain, and operate electric vehicle chargers at Council owned or managed land for the purpose of charging its own electric vehicle fleet.</p>
Site selection, supply, and access	<p>During application and assessment Council shall work with the provider to select a suitable site. Site selection must consider the following:</p> <ul style="list-style-type: none"> • The availability and capacity of parking within in an area, zone, or precinct (i.e., duration of stay, occupancy, and quantity). • The location and priority of 'long stay' charging facility parking to ensure equity amongst all users, whilst being able to access critical infrastructure. Where appropriate, the location of EV charging stations should typically not be in premium, high demand parking spaces that would encourage non-EVs to occupy the charging bay. • The infrastructure viability and capacity of the existing electrical supply network and/or its capacity to be reasonably upgraded. • The location has a reasonable connection to the wider road network. • The site is located far enough from existing EV charging facilities to serve a different catchment, improving access to charging across the LGA • The facility and its operation will not adversely impact upon the amenity and function of surrounding area or the public domain. • The facility is safe with adequate lighting, with pedestrian and vehicular access available at all times of the day and night. • Master planning or precinct planning undertaken for any given location. <p>These above considerations will be assessed via existing regulatory functions within Council.</p> <p>Permission granted by Council for the provision of a charging station on Council land will not preclude Council from allowing other providers to offer charging facilities on nearby land or using 'Smart Poles' or similar infrastructure.</p>

Service Category	Principles
Zero Emission Buses	Council recognises that the NSW Government and the bus industry are investing in alternate fuel technology. Where possible, Council shall advocate and facilitate investigations into access to key fast charging locations around the local road network, whilst noting the above site selection, supply, and access considerations.
Technology and convenience	<p>Council will advocate for, and preference inclusive and universal charging technologies being used that have maximum compatibility to all electric vehicles thus allowing fair and equitable access for the public to electric vehicle chargers.</p> <p>Council will advocate for the futureproofing of charging infrastructure and plug adapters to allow for the electric vehicle market to operate and evolve with minimal changes required in the future.</p> <p>Where possible charging cables shall have the capacity to reach all points of a carparking space, to cater for EVs with front, rear or side charging points. Cables must be appropriately contained to reduce the risk of any likely hazard to pedestrians or other vehicles.</p>
State Government grants	Council will advocate and support State Government grant programs and industry-led initiatives to trial and rollout out electric vehicle charging stations (where resources permit and in line with the principles of this Policy).
Developer regulation	<p>Any development application that accommodates electric vehicle chargers on private land will be assessed through existing regulatory functions and decision-making processes (such as, development assessment and traffic impact assessments).</p> <p>Assessment will ensure that charging agreements/commitments made for public land cannot be transferred to private charging facilities or be offered as a private/restricted booked charging station for their customers.</p>
Visual identity	<p>Electric vehicle chargers shall be visible, accessible and maintain a consistent look to make it easy for users to find, with consideration of the following (as per the Road Rule 2024):</p> <ul style="list-style-type: none"> • Parking bays shall be road marked to consist of, or include, an electric-powered vehicle symbol. • A parking area for the charging of an electric-powered vehicle shall have appropriate regulatory signage to indicate the parking spaces are allocated for EV charging only • Instructions and conditions for use signage should be integrated on-site and with a mobile application and smart devices.
Accessibility and design	All aspects of EV charging bays are to be designed and constructed in accordance with relevant or applicable Australian Standards, electrical standards and manufacturers guidelines.

Service Category	Principles
	<p>Approximately 2-4% of total EV parking (refer to Kerbside and Parking Management Policy) are to be compliant with the Disability Discrimination Act 1992 which includes compliance with current standards for access (AS2890.5, AS2890.6, AS1428.1).</p> <p>Council shall work with industry to ensure accessible EV spaces are well identified and promoted through all available communication channels.</p>

2.3 ASSET MANAGEMENT

Council will manage its assets in accordance with relevant Asset Management Plans or in accordance with relevant legislation referenced in this policy.

3. RESPONSIBILITIES AND AUTHORITIES

Installation of EV charging stations is legislated under *State Environmental Planning Policy (Transport and Infrastructure) 2021 Subdivision 3 Electric vehicle charging units*. Development of EV charging stations is generally permitted with consent if it is installed correctly and does not obstruct access to pathways, entryways, or firefighting equipment. Development can be carried out by a public authority without consent if it is located on land owned by the public authority or on a footpath adjacent to an area where a motor vehicle may lawfully be parked, and not attached to any buildings (including street furniture). Charging stations attached to existing street furniture, or public authority owned buildings are considered exempt development. Additional requirements around placement and installation also apply.

3.1 Council as the governing body is responsible and accountable for:

- Adopting the Electric Vehicle Road Management and Infrastructure Policy

3.2 The Chief Executive Officer and Directors are responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate delegations are in place with regard to exercising Road and Local Government Authority functions.

3.3 Group Manager Community Infrastructure Planning and Design is responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented, and monitored to meet the principles of this policy.

3.4 Managers and Engineers: within Community Infrastructure Planning and Design and Environment and Sustainability Teams are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.
- Monitoring compliance of this policy and any associated procedures.

3.5 Coordinators: Community Infrastructure Planning and Design and Sustainability Coordinator are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.

3.6 All Council Officers are responsible and accountable for following this policy and any associated procedures

4. REFERENCES

This policy must be followed by all Council staff. All significant changes to this policy will be tabled at a future meeting of Council for consideration.

Legislative References include:

- Roads Act (1993)
- Road Transport Act (2013)
- Local Government Act (1993)
- State Environmental Planning Policy (Transport and Infrastructure) 2021 Subdivision 3 Electric vehicle charging units
- Electricity Supply Act (1995)
- Disability Discrimination Act (1992)

Other references:

- NSW Government Electric and Hybrid Vehicle Plan
- National Electric Vehicle Strategy
- NSW Government Electric Vehicle Strategy
- State Environmental Planning Policy (Infrastructure) 2007
- NSW Government Fast Charging Master Plan
- NSW Government Transport Technology Strategy
- NSW Government Future Transport Technology Roadmap 2021-2024
- Port Macquarie Hastings Regional Integrated Transport Strategy
- PMHC Climate Change Response Policy
- PMHC Sustainability Policy
- PMHC Making a Council Policy
- PMHC Sealed Roads Policy
- PMHC Asset Management Plans
- Port Macquarie Regional City Action Plan
- North Coast Regional Plan 2041
- NSW Net Zero and Climate Change Policy
- All PMHC Area and Town Centre Master Plans

5. DEFINITIONS

Electric Vehicle: This policy recognises the Federal Government's Australian Renewable Energy Agency definition of an electric vehicle. Electric vehicles (EVs) refer to cars or other vehicles with motors that are powered by electricity rather than liquid fuels.

There are currently four main types of EVs:

- Battery electric vehicles (BEVs): fully electric, meaning they are solely powered by electricity and do not have a petrol, diesel or LPG engine, fuel tank or exhaust pipe. BEVs are also known as 'plug-in' EVs as they use an external electrical charging outlet to charge the battery

- Plug-in hybrid electric vehicles (PHEVs): powered by a combination of liquid fuel and electricity. They can be charged with electricity using a plug but also contain an internal combustion engine that uses liquid fuel
- Fuel cell electric vehicles (FCEVs): use a fuel cell instead of a battery, or in combination with a battery or supercapacitor, to power their electric motors. FCEVs are typically fuelled by hydrogen and usually provide greater range than BEVs
- Non-plug-in hybrid EVs (HEVs): instead of using an external plug to charge the vehicle, the electricity generated by the HEV's braking system is used to recharge the battery. This is called 'regenerative braking' and is also used in BEVs, PHEVs and FCEVs.

Electric vehicle charger: This policy encompasses the Transport for NSW electric vehicle charger definition that:

- Electric vehicle supply equipment (EVSE) is the hardware that delivers energy, from an electricity source, to charge an electric vehicle battery. It is often referred to as the charging station and sits outside of the car, or as part of a charging cable. EVs have their own battery charger which determines the amount and limit of power accepted and rectifies any supplied AC to DC which is what recharges a battery (not AC).

AC charging (Alternating Current Charging) is slower but cheaper to install and deliver than DC charging. Level 1 charging can provide up to around 4kW via a 15amp PowerPoint, however most general power outlet (GPO) is 10amp rated to supply up to around 2.4kW. Level 2 charging can provide up to around 7kW when connected to single-phase power or up to around 22kW if connected to three-phase power. The provided AC is then converted DC to recharge the battery by the EV's onboard charger. EVs are generally required to have their own charging cables to use public AC charging.

DC chargers (Direct Current Chargers) can provide much faster battery recharging than AC chargers as no AC to DC conversion by the EV's onboard charger is necessary. DC chargers have dedicated higher capacity charging cables offering a range of potential maximum outputs ranging from 50 to around 350kW but EVs will have their own power limit for how much they will take. Type 2 plugs are now the Australian Standard for EVs however some older EVs have Type 1 plugs which some chargers continue to provide for. DC charging cost more to install and maintain than AC charging due to their higher power demands.

6. PROCESS OWNER

A description of the Council's roles in relation to EV Infrastructure and Parking is set out below, as the:

- **Provider:** The Council is mainly limited to providing on-street parking space and public off-street parking facilities, such as foreshore parking and public reserves.
- **Manager:** The Council, as a road controlling authority under transport legislation, is responsible for managing road space for various purposes, and parking management for sites including:
 - Part of the Port Central Port Macquarie carpark
 - Part of the Coles site, Hayward Street Port Macquarie
 - Short Street carpark, Port Macquarie
 - Part of the Supa - IGA carpark Wauchope
- **Regulator:** The Council uses the Development Control Plan 2013 and the consent process to manage the development of new parking spaces within the LGA that are undertaken as part of private developments to help manage off street parking.

- **Facilitator:** The Council can help other organisations or individuals to achieve shared goals, without providing direct funding. This role is only used in a limited way for managing parking in the town centres.

7. AMENDMENTS

Nil. This is a new Council Policy.



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File Number: #####

Council Policy Active Transport Crossings, Paths and Walkways in Public Road Reserve Policy

1. INTRODUCTION

Port Macquarie Hastings Council is committed to providing a connected community with well planned, accessible and sustainable infrastructure including roads, cycleways, footpaths and adequate pedestrian and vehicle crossings. This policy sets out Council's adopted position on safe and functional footpaths, walkways and pedestrian and cycle crossing infrastructure requirements and how assessments for new footpaths, walkways and new crossings can be undertaken consistently on the regions roads.

The policy is based on existing state and national guidelines and standards for footpaths, walkways and crossing infrastructure.

This policy does not include footpaths and walkways works within park and recreational areas.

2. POLICY STATEMENT AND SCOPE

This policy applies to the local and regional road network across the Port Macquarie Hastings Council (PMHC) Local Government Area (LGA). This policy does not apply to state roads, which are managed by Transport for NSW (TfNSW).

The objective is for Council to plan for the provision of footpaths, walkways and crossings to support Council's Community Strategic Plan (CSP) and Council's Pedestrian Access and Mobility Plan.

Footpaths, Walkways, Cycleways and Shared paths:

Footpaths, walkways, cycleways and shared paths will be provided in accordance with Council approved strategies, plans and NSW Government Guides. Council will plan for the provision new paths and walkways as part of its corporate objective to provide sustainable infrastructure services. Council will use the Pedestrian and Access Mobility Plan and PMHC Bike Plan as a planning guide, and look at the safety, cost, traffic volumes and location of community footpaths/cycleways/shared path requests to decide where to build new paths and walkways. Council will partner with the State and Federal Governments, community groups and property developers for opportunities to deliver more paths and walkways for PMHC residents and businesses.

Pedestrian Crossings:

There are several possible pedestrian crossing treatments which can improve pedestrian safety and amenity, Council will assess upgrades, changes or new crossings based on risk and resources in line with these guidelines. Transport for NSW Pedestrian Crossing Guideline has categorised the types of crossing facilities as follows.

- Multiple pedestrian crossings (e.g., in high pedestrian areas with a minimum distance of 40m between them).

- Pedestrian crossing with kerb blisters or kerb extensions
- Pedestrian crossing with refuge
- Raised pedestrian crossings
- Raised safety platforms at intersections
- Pedestrian crossings at shared paths
- Integration of a protected cycling paths

2.3 MANAGEMENT PRINCIPLES

Council will approach the provision of active transport crossings and footpaths and walkways using the following principles. Delivery of services as it relates to this policy will be subject to the availability of resources and will be prioritised based on a risk management approach.

Service category	Principles
Footpaths, walkways, shared paths and cycleways warrants	<p>Council will prioritise in accordance with Council approved strategies, plans and available resources.</p> <p>We use our Pedestrian and Access Mobility Plan and Council's Bike Plan as a planning guide which includes safety, cost, traffic numbers and location of community requests to determine new paths and walkway builds. The upgrade of, or installation of alternative paths and/or walkways will only be undertaken through defined special purpose projects identified by resolutions of Council, within the Operational Plan and subject to available funding.</p> <p>Council will partner with State and Federal Governments for opportunities to deliver more paths and with community groups and property developers.</p>
Adjoining landowners	<p>In line with provisions within NSW Roads Act 1993, Council may require a contribution from adjoining land owners for construction of paths or walkways fronting their respective properties, within the Public Road Reserve.</p> <p>Port Macquarie Hastings Council has previously resolved to charge half the actual construction costs up to a maximum capped rate, determined annually. However, it is considered the benefit from the provision of a path is primarily to the wider community and not the adjoining landowners. As such, Council does not charge adjoining landowners for contributions to Council for path provision. This does not affect construction of paths related to conditions of development.</p> <p>Please refer to Council's Contributions for Paths Kerbs and Gutter Construction Policy</p>
New Developments	<p>For works associated with land developments, Council has the primary responsibility of assessing the path and walkway requirements of the developer.</p> <p>Developers will be required to provide path or walkway as a condition of development consent as follows:</p>

Service category	Principles
	<ul style="list-style-type: none"> - Where a path or walkway has been identified in a Development Control Plan (DCP), Town Centre Master Plan or Precinct Plan; - Along the property frontages of existing and planned arterial, sub-arterial, collector roads or predetermined bus routes; - Full width paths or walkways across the road frontages may apply to a retail and/or commercial developments; - The warrants for paths or walkways for all other developments (except those excluded by this Policy) will be considered on the merits of each application with regard to: <ol style="list-style-type: none"> a. The proximity to existing path or walkways b. Existing path or walkways planning for the locality; c. The existing and future pedestrian movements <p>Council may require a retail, commercial land or residential development to extend new path or walkway works to link with existing path or walkway. Each application will be assessed on our adopted strategies and plans. Council may consider offsetting the costs of these works from Local Infrastructure Contributions and/or as a Works in Kind.</p>
Pedestrian crossing warrants	Council utilises the TfNSW's warrants outlined in the Supplement to Australian Standard AS 1742.10-2009. These warrants assist in assessing the need for pedestrian crossings on local and regional roads. If a crossing passes the numerical warrant trigger, a detailed risk assessment will be undertaken to determine local conditions and type of treatment.
Selection of pedestrian crossing treatment	If a crossing meets one of the above warrants, Council shall utilise all available Australia State and Council Standards, Policies, Technical Directions and Guidelines to inform a risk based approach for suitable pedestrian crossing treatment options on a case by case basis.
Integration of cycle treatments at crossings	<p>Where a protected cycleway exists prior to a crossing, a continuous protected path may need to be provided for cyclists as they approach, move through and depart the crossing or intersection.</p> <p>Council will undertake a detailed risk assessment to determine broader cycleway connectivity, local conditions and whether there is significant current/forecast future demand to warrant the inclusion of a continuous protected cycle path through a crossing.</p>
Accessibility of crossings	<p>Council shall utilise all available Australia State and Council Standards, Policies, Technical Directions and Guidelines to inform the design of road crossings. Council shall seek to:</p> <ul style="list-style-type: none"> • Provide for aligned kerb ramps in the urban planning process. • Where blended kerbs exist, install warning tactile ground surface indicators.

Service category	Principles
	<ul style="list-style-type: none"> Install kerbs as per the Transport for NSW (TfNSW) guidelines or modify through reconstruction or installation of tactile ground surface indicators where appropriate. Check and review progress with users on a regular basis to measure improvement and identify priority areas. <p>Accessibility improvements to existing crossings throughout the network will be subject to the availability of resources and will be prioritised on a risk assessment approach.</p>
Kerb ramps	<p>It is Council's practice to install kerb ramps on kerbed roadways, in carparks and on pedestrian routes at standard locations suitable for use by the broader community, including pedestrians, cyclists and persons using a mobility assistance device to move between pedestrian areas, pathways and the road carriageway.</p> <p>Standard locations for kerb ramps may include:</p> <ul style="list-style-type: none"> Intersections Signalised, marked, and signed pedestrian crossings Limited use crossing location where crossings are warranted (e.g. school crossings) Locations where pathways cross or terminate at roadways and access to the road carriageway is appropriate At locations where it is assessed that significant volumes of pedestrian movements exist or are likely to occur due to activities attractive to pedestrians
Personal access ramps	<p>Council does not install personal access ramps or kerb ramps in a location that is primarily for use by a single user or inhabitants of a single residence. Council will consider installing kerb ramps where it benefits the broader community.</p> <p>Council may permit a resident to modify their driveway or construct a personal access ramp (at their cost) to improve access for mobility assistance devices. Residents seeking to carry out personal access ramp construction works beyond the boundary of their property on Council land are required to submit an application to carry out work within a road reserve. Cost and associated work to install personal access ramps is the responsibility of the applicant.</p>
School Crossing	Management of school crossings is via Transport for NSW

2.4 CROSSING RISK ASSESSMENT

The following items have been identified as key risk assessment considerations and warrants for pedestrian crossings. The below should be considered in conjunction with the Transport for NSW Pedestrian Crossing Guideline treatments and Supplement to Australian Standard AS 1742.10-2009.

Minimum criteria set out for pedestrian crossings in AS 1742.10 are:

- Non-arterial road
- 50 km/h or less
- No more than one lane of moving traffic on each approach
- Adequate sight distances (refer to Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections)
- Adequate kerb ramps (refer to AS 1428)
- Adequate lighting (refer to AS/NZS 1158.4)

Other considerations:

- Road type/hierarchy
- Impact to traffic with consideration of the Movement and Place Framework
- Location of Public Utility Plant
- Interaction with adjacent land uses and generators
- Suitable sight-distance being available for pedestrians and motorists
- Suitable road geometry including horizontal and vertical road grade, and camber
- Suitable adjacent footpath connectivity and accessibility
- Suitable speed profile
- Suitable location to achieve lighting requirements
- Proximity to alternate pedestrian facilities
- Adverse impact to flooding and drainage conditions
- Consideration of crash history
- Consideration of proportion of heavy vehicle volumes

Austroads also suggests that the following road and environmental factors will play a role in determining a suitable treatment (Austroads, 2020).

- Number of traffic directions
- Centre treatment
- Parking/shoulder
- Pedestrian visibility
- Posted speed limit
- Approach speed (85th percentile)
- Traffic volume (AADT)
- Peak vehicle volume
- Peak sensitive pedestrian volume
- Peak non-sensitive pedestrian volume
- Estimated daily pedestrian volume
- Average vehicle occupancy
- Flow type
- Crossing distance
- Interactions with slip lanes, rail and roundabouts

In accordance with the NSW Government Cycleway Design Toolbox, the following cycling treatments should also be considered when assessing the form and function of crossings:

- Where a protected cycleway exists prior to a crossing, a continuous protected path may need to be provided for cyclists as they approach, move through and depart the crossing or intersection

- Kerbs may be built out, in combination with physical islands on each crossing/ intersection corner, to increase the separation between cyclists, pedestrians and motorists who are turning.

Active transport user safety may not necessarily increase with the installation of a new crossing treatments in isolation. Crossing facilities should also be considered with supporting kerbside management treatments, and local area traffic management treatments to heighten pedestrian, cyclist and driver awareness.

2.5 WALKING SPACE REQUIREMENTS

Pedestrian comfort and safety (including the width of a footpath) will be considered in line with TfNSW's Walking Space Guide, as shown in the table below. The application of this guide will be assessed on a case by case basis. Intervention triggers will inform the prioritisation of footpath upgrades.

Footpath Type	Type 1	Type 2	Type 3	Type 4	Type 5
Description	Local footpath- Low activity	Local footpath – Medium activity	Main street footpath- medium activity/ Local footpath- high activity	Main street footpath – High activity	Main street footpath- very high activity
Intervention trigger	1.3m*	1.6 +0.6m passing zone	2.3m (2.2m)	2.9m 2.7m*	Greater than 18.0 people Per Meter/Minute
Minimum target walking space	2.0m	2.3m + 0.6m passing zone	3.2 (3.0m not adjacent to active shopfronts)	3.9m 3.7m*	Less than or equal to 9.5 People Per Meter/Minute
*If not adjacent to active shopfronts					
Other intervention trigger considerations:					
<ul style="list-style-type: none"> • 1.8m, there is insufficient space for two wheelchairs to pass • 1.5m, there is insufficient space for a wheelchair to turn, if the length exceeds 6m action must be taken • 1.2m, there is insufficient space for a wheelchair to navigate safely, action must be taken 					

For active transport works associated with land developments, the Community Planning and Environment division of Council has the primary responsibility of assessing the requirements of the developer.

Developers will be required to provide footpaths as a condition of development consent as follows:

- Where a footpath has been identified in a Development Control Plan (DCP), Town Centre Master Plan or Precinct Plan;
- Along the property frontages of existing and planned arterial, sub-arterial, collector roads or predetermined bus routes;
- Full width footpaths across the road frontages may apply to a retail and/or commercial developments;

- The warrants for footpaths for all other developments (except those excluded by this Policy) will be considered on the merits of each application with regard to:
 - a. The proximity to existing footpaths;
 - b. Existing footpath planning for the locality;
 - c. The existing and future pedestrian movements.
- Council may require a retail, commercial land or residential development to extend new footpath works to link with existing footpaths. Each application will be assessed on our adopted strategies and plans. Council may consider offsetting the costs of these works from Local Infrastructure Contributions and/or as a Works in Kind.

2.6 ASSET MANAGEMENT

Council will manage these assets in accordance with the Asset Management Plans.

2.7 GRANT FUNDING

Council shall seek available Australian government and State government grant funding to assist with programming improvements in crossing, path and walkways infrastructure in the road reserve. Grant funding applications shall be coordinated, integrated and prioritised alongside other asset class needs across the Council network based on the PHMC Operational Plan, Prioritised Pedestrian and Access Mobility Plan and PHMC Bike Plan. The source program for any grant application will be determined based on the risk, asset class/ownership, location, treatment(s) and feasibility.

3. RESPONSIBILITIES AND AUTHORITIES

Council is the Road Authority for all roads vested in fee simple to Council (meaning that it has absolute ownership of the land) as described within the Roads Act 1993.

3.1 Council as the governing body is responsible and accountable for:

- Adopting the Active Transport Crossings, paths and walkways in Road Reserve Infrastructure Policy.
- Oversight of the implementation.

3.2 The Chief Executive Officer and Directors are responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate delegations are in place with regard to exercising Road and Local Government Authority functions.

3.3 Group Managers Community Infrastructure Planning and Design are responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented and monitored to meet the principles of this policy.

3.4 Managers and Engineers: within Community Infrastructure Planning and Design, and Development Assessment are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.
- Monitoring compliance of this policy and any associated procedures.

3.5 Coordinators: Community Infrastructure Planning and Design are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.

3.6 All Council Officers are responsible and accountable for following this policy and any associated procedures.

4. REFERENCES

This policy must be followed by all Council staff. All significant changes to this policy will be tabled at a future meeting of Council for consideration.

Legislative References include:

- Roads Act (1993)
- Road Transport Act (2013)
- Local Government Act (1993)
- Disability Discrimination Act (1992)
- Disability Standards for Accessible Public Transport (2002)
- Passenger Transport (General) Regulation (2017)
- Environmental Planning and Assessment Act 1979

Other references:

- PMHC Contributions for Paths and Kerb and Gutter Construction Policy
- PMHC Making a Council Policy
- PMHC Community Inclusion Plan
- PMHC Asset Management Plans
- PMHC Road Reserve and Public Road Management Policy
- PMHC Pedestrian Access and Mobility Plans
- PMHC Development Control Plan (DEP)
- PMHC Local Environmental Plan (LEP)
- PMHC Management of Public Spaces
- PMHC Bike Plan
- PMHC Local Strategic Planning Statement
- Transport for NSW Pedestrian Crossing Guideline
- School Crossing Supervisors
- Australian Transport Assessment and Planning (ATAP) procedures
- Austroads: Integrating Safe System with Movement and Place for Vulnerable Road Users (2020)
- PMHC AUS-SPEC Design and Construction Specifications
- Guide to Road Design Part 4 Intersections and Crossings
- NSW Technical Direction: TTD 2020/03 Shared Environment Intersection Treatment

- NSW Technical Direction: TTD 2014/005 Statutory 10 m No Stopping at Unsignalised Intersections Review Checklist
- NSW Technical Direction: TDT 2013/05 Continuous Footpath Treatments
- NSW Technical Direction: TDT 2011/01a Pedestrian Refuges
- NSW Technical Direction: TDT 2002/12c Stopping and Parking Restrictions at Intersections and Crossings
- NSW Government Cycleway Design Toolbox
- NSW Pedestrian Crossing Guideline
- NSW Movement and Place resources:
- TfNSW Walking Space Guide
- NSW Direct pedestrian crossings to make walking, cycling and public transport more convenient and accessible
- Continuous footpath treatment to reinforce pedestrian priority at driveways
- Pedestrian refuge
- Austroads Guide to Road Design Part 3: Geometric Design. 2016
- RMS Supplement to Austroads Guide to Road Design Part 3
- Austroads Guide to Road Design Part 4: Intersections and Crossings – General
- Austroads Guide to Traffic Management Part 6 Intersections, Interchanges and Crossing Management
- Austroads Guide to Traffic Management Part 7 Activity Centre Transport Management
- Austroads Guide to Traffic Management Part 8 Local Street Management
- AS 1742.10 Manual of uniform traffic management devices: Pedestrian control and protection
- AS 1158.4 Lighting for roads and public spaces: Lighting for pedestrian crossings Supplement to
- AS 1742.10 Manual of Uniform Traffic Devices: Pedestrian Protection and Control
- AS1428 (Set) – Design for Access and Mobility

5. DEFINITIONS

85th percentile speed: 85% percentile speed is used as a design speed, it indicates the speed at which 85 percent of vehicles travel at or less than.

AADT: Annual Average Daily Traffic

LATM: Local Area Traffic Management

Local Transport Committee: Committee constituted by Council to enable Council to exercise delegation granted by TfNSW pursuant to S50 Transport Administration Act 1988.

TfNSW: Transport for NSW

Path: Refers to cycleways, shared paths and footpaths

6. PROCESS OWNER

The Group Manager Community Infrastructure Planning and Design is the process owner. The process owner should be contacted for any information in relation to this policy.

7. AMENDMENTS

This is a new Council Policy.

This policy merges the content contained within the following policy to reduce overlap, gaps and the need to amend multiple policies containing the same information:

- Footpaths and Walkways in Public Road Reserves



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Council Policy

Public Transport Infrastructure Policy

1. INTRODUCTION

Improved public transport is an objective identified throughout local and regional planning, including Port Macquarie Hastings Councils (PMHC's) Imagine2050, Shaping Our Future 2040 and the Port Macquarie Hastings Regional Integrated Transport Strategy (RITS).

The Port Macquarie Hastings Regional Integrated Transport Strategy (RITS) aims for Council to "advocate for convenient, connected and accessible public transport, by working collaboratively with Transport for NSW to improve public transport access to, within and from our Local Government Area (LGA)". It aspires to transform some of the network design towards a 'hub and spoke' model that improves legibility, linearity, connectivity, flexibility, coverage, span of hours, efficiency, access and equity between key centres and hubs.

This policy sets out the principles by which Council manages public transport infrastructure and advocacy.

2. POLICY STATEMENT AND SCOPE

Public transport in Port Macquarie Hastings primarily includes the local bus network, taxis and community transport, as well as long distance coach, air services and rail connections. Council has limited control over the operation of most services. This policy applies to public transport infrastructure and facilities owned or maintained by Council. It also addresses how Council will advocate for improved public transport in the PMHC area.

According to General Transit Feed Specification (GTFS) data, Council currently maintain approximately 1,488 bus stops, 1 coach terminal and 10 taxi ranks within the LGA as of June 2024. These contain varying levels of facilities (e.g. street signage, bus stops, seating, shelter, bins, boarding points and so on).

3. RESPONSIBILITIES AND AUTHORITIES

Bus services in the Port Macquarie Hastings LGA are operated by private company(s) that are contracted by the NSW Government. Council's responsibility relating to public transport encompasses active transport network connectivity around stops, bus stop provision and maintenance, and integrated land use planning. We also advocate for public transport services.

Council is responsible for the installation and maintenance of bus shelters, signage and stops associated with bus services and receives funding from the state government to contribute to this purpose. The allocation of these funds is considered in coordination with the private bus operator. Council receives requests relating to bus stops and shelters through its *Report a road issue* webpage.

More detail around external authorities responsibilities are listed below:

- **TfNSW responsibilities:** Transport for NSW (TfNSW) is the lead agency of the NSW Transport cluster. They are responsible for strategy, planning, policy, regulation, funding allocation and other non-service delivery functions for all modes of transport in NSW including road, rail, ferry, light rail, point to point, regional air, cycling and walking. TfNSW also leads the procurement of key transport infrastructure and oversee delivery through project delivery offices and industry delivery partners. They are the centralised source for public transport travel information, ticketing and the trip planner.
- **Rail operator responsibilities:** The North Coast Line, Wauchope Station and Kendall Station is owned and operated by government agency NSW TrainLink.
- **Bus operator responsibilities:** Bus Operators are contracted by the NSW Government to operate local bus and school bus routes and operate longer distance coach services. Long-distance coach and rail services are also run by NSW TrainLink. Generally operators are responsible for their vehicle fleet, vehicle depots, driver welfare and all auxiliary operational elements. They prepare and publish school bus timetables and run Bus Education Programs for Schools. They also promote and manage industry trials for new technology.
- **Taxi and booking service providers:** Providers are typically responsible for safety, vehicle standards, insurance, provision of information and drivers pertaining to the operation of the service. Service providers are typically not responsible for the provision and maintenance of the facilities/assets their vehicles use.

4 MANAGEMENT PRINCIPLES

Council will approach the management of public transport using the following principles. Delivery of services as it relates to this policy will be subject to the availability of resources and will be prioritised based on a risk management approach.

Service Category	Principles
Advocacy for bus services	Council shall advocate for ongoing public transport network design improvements to improve legibility, linearity, connectivity, flexibility, coverage, span of hours, efficiency, access and equity on behalf of the PMHC community. This will be conducted via targeting implementation of the findings from the 16 Regional Cities Services Improvement Program, Council's transport and land use plans, strategies and communications with Local Traffic Committee and Transport for NSW as per PMHC's Road Reserve and Public Road Management Policy.
Active transport connectivity and accessibility	Council aims to improve connectivity and the public environment around public transport stops, terminals and stations in line with universal design principles. Coordination of investment into safe, convenient and connected pedestrian routes will refer to Council's Community Inclusion Plan (CIP) and Pedestrian Access and Mobility Plans (PAMP). Improvements throughout the network will be subject to the availability of resources and will be staged and prioritised on a risk assessment approach.
Bus priority	In coordination with Transport for NSW, the bus provider and the community, Council will consider bus priority measures

Service Category	Principles
	that support high frequency bus services in accordance with the NSW Bus Priority Infrastructure Planning Toolbox, Kerbside and Parking Management Policy and the council road hierarchy.
New stops	<p>A bus operator or TfNSW can nominate and appoint stops for implementation. Where required, Council shall work with the Local Traffic Committee to best accommodate the request by considering the local conditions, specifically;</p> <ul style="list-style-type: none"> • stop type • vehicle requirements • road and traffic environment • sight lines and distances • shoulder widths and roadside conditions • nearby intersections • nearby bus stops • availability of accessible pedestrian facilities • roadside parking, drop-off and pick-up locations • advertising rights • wayfinding signage <p>Design considerations shall be in accordance with the Disability Discrimination Act 1992, Council and Austroads standards.</p>
Consolidation of superseded stops	In coordination with TfNSW and the bus provider, Council may look to consolidate any unused or superseded public transport stop facilities around the network. This could include the removal or relocation of shelters, seating, bins, sign poles and so on.
Cost recovery	<p>Council shall pursue all available mechanisms to offset the maintenance and/or upgrade costs associated with public transport infrastructure that Council owns. This includes but not limited to:</p> <ul style="list-style-type: none"> • Federal government safety grant programs, • State government grant programs, • Advertising revenue, • Infrastructure agreements, • Developer contributions
Council park 'n' ride facilities	<p>The PMHC Parking Management Plan identifies opportunities for Park 'n' Ride facilities to reduce parking demand and congestion within the town centre.</p> <p>Council may investigate and designate carparks on Council owned land in and outside the Port Macquarie town centre for the purposes of parking and riding on bus services that connect with key centre destinations. Council will work with Transport for NSW, the bus provider and the community to ensure town centre parking regulations and future bus services are well planned and integrated to achieve the desired outcomes of a Council park 'n' ride(s).</p>

Service Category	Principles
Port Macquarie Coach Terminal	Council will maintain the Port Macquarie Coach Terminal on Gordon Street with routine cleaning and manage reactive maintenance as required.
Rail stations	Council shall work with Transport for NSW, the rail operator and bus/coach operator(s) to ensure that Council owned facilities near Wauchope and Kendall rail stations are fit for purpose. This may include investigating: <ul style="list-style-type: none"> • maintaining safe and comfortable waiting space(s) • providing clear wayfinding signage • providing accessible pedestrian facilities • roadside parking, drop-off and pick-up locations • minimising conflict between local buses and long-distance coach services
Taxi and booking service provider facilities	Council's approach to managing taxi and booking service facilities is managed in accordance with the principles of the Kerbside Use and Parking Management Policy.

5 ASSET MANAGEMENT

Council will manage its assets in accordance with Asset Management Plans.

6. REFERENCES

This policy must be followed by all Council staff. All significant changes to this policy will be tabled at a future meeting of Council for consideration.

Legislative References include:

- Roads Act (1993)
- Road Transport Act (2013)
- Local Government Act (1993)
- State Environmental Planning Policy (Transport and Infrastructure) 2021 Subdivision 3 Electric vehicle charging units
- Electricity Supply Act (1995)
- Disability Discrimination Act (1992)

Other references:

- NSW Road Rules 2014
- Public Transport Service Planning Guidelines Rural and Regional NSW
- Mid North Coast Regional Transport Plan
- Port Macquarie - Hastings Infrastructure Strategy 2022-2042
- NSW Guide to Appointed School Bus Stops 2019
- National Law Act 2012, Australian Maritime Safety Authority
- Guideline for promoting compliance of bus stops with the Disability Standards for Accessible Public Transport 2002
- Shaping Our Future 2040
- PMHC Making a Council Policy
- PMHC Asset Management Policies
- Road Reserve and Public Road Management Policy

- Kerbside Management Policy
- Advertising Policy
- Pedestrian Access and Mobility Plans
- NSW Net Zero and Climate Change Policy
- TfNSW Bus Priority Infrastructure Planning Toolbox
- PMHC AUS-SPEC Design and Construction Specifications
- Austroads Guide to Road Design Part 3: Geometric Design. 2016
- RMS Supplement to Austroads Guide to Road Design Part 3
- Austroads Guide to Road Design Part 4: Intersections and Crossings - General
- Passenger Transport (General) Regulation 2017, Section 104 (1) and (2); provides regulation and approval responsibilities regarding appointing of bus stops
- Passenger Transport (General) Regulation 2017, clause 93; provides allowances for buses to stop along routes where there are no sign-posted bus stops
- Signs indicating a bus stop are authorised by clause 104 of the Passenger Transport (General) Regulation 2017
- Austroads Guide to Road Design Part 3: Geometric Design. 2016 update includes a section on bus stops with design references and guidance on urban and rural bus stops
- Roads and Maritime Supplement to Austroads Guide to Road Design Part 3 includes information on bus stop design, with a reference design for rural bus stops
- Austroads provides guidance for road layouts and other considerations for locating and detailing bus stops in Guide to Road Design Part 4: Intersections and Crossings - General

7. PROCESS OWNER

7.1 Council as the governing body is responsible and accountable for:

- Adopting the Public Transport Infrastructure Policy.
- Oversight of the implementation.

7.2 The Chief Executive Officer and Directors are responsible and accountable for:

- Implementing and communicating this policy
- Monitoring compliance of this policy
- Ensuring the policy is reviewed and updated to meet current legislative requirements
- Ensuring appropriate delegations are in place with regard to exercising Road Authority functions.

7.3 The Group Managers Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operation is responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented and monitored to meet the principles of this policy.

7.4 Operations Manager and Operations Engineers, Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operation are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.

- Monitoring compliance of this policy and any associated procedures.

7.5 Coordinators, Community Infrastructure Planning and Design and Community Infrastructure Recreation and Operation are responsible and accountable for:

- Implementing and communicating this policy and any associated procedures.

7.6 All Council Officers are responsible and accountable for following this policy and any associated procedures.

*The Group Manager Community Infrastructure Planning and Design is the process owner. The process owner should be contacted for any information in relation to this policy.

8. AMENDMENTS

Nil. This is a new Council Policy.

DRAFT



Authorised by: XXXX
Authorised date: XXXX
Effective date: XXXX
Next review date: XXXX
File Number: XXXX

Council Policy

Kerbside Use and Parking Management Policy

1. INTRODUCTION

This Kerbside Use and Parking Management Policy is an overarching policy document, which sets out how kerbside use and parking management in the Port Macquarie-Hastings local government area (LGA) should progress over the short to longer term.

The Policy provides the framework for effective parking management, which supports the Council's strategic objectives for integrated land use and transport planning, the environment, social inclusion, economic prosperity and regeneration which are all important elements of sustainable development.

Kerbside Use and Parking Management can influence how and when people travel by car and other transport modes and therefore affects a wide range of people, organisations and places within our community.

Kerbside Use and Parking Management is an issue of significant interest for local communities. Members of the public have particular interest in parking supply, access to parking, traffic congestion and illegal parking.

The Policy supports Council achieving its statutory obligations with respect to traffic regulation, parking enforcement, planning control and financing.

2. POLICY STATEMENT AND SCOPE

This Policy covers the Port Macquarie-Hastings local government area (LGA) and supports Council's Parking Management Plan, Place-Based Parking Plans and other related planning strategies. It recognises that pressures for on-street parking are likely to increase in the future, especially in and around the town centres.

This Policy documents a framework of objectives that reflects both the continued importance of the car for access to activity centres, and the need to move towards a balanced and sustainable transport system.

The Policy targets the provision of safe, convenient and efficient parking facilities to meet the reasonable demands for car access to an area, whilst supporting the amenity, environmental quality, and place experience of the Port Macquarie Hastings region.

The Policy sets out a comprehensive approach to managing on-street and off-street parking, provision, control and enforcement.

3. POLICY OBJECTIVES

The key objectives of this Policy are to:

- Support access and movement for road and parking users.
- Establish a framework that Council will follow to apply parking restrictions, permits and other parking measures

- Ensure the equitable use of available parking spaces across the urban area.
- Provide safe and all accessible parking considerations for residents, employees and visitors to the LGA.
- Inform and support the development of parking management plans.
- Inform and educate residents, employees and visitors to activity centres and trip attractors as to Council's approach to managing competing parking demands

Council will consider investigating and implementing parking controls, permits schemes, enhanced gateway and kerbside signage, enforcement and parking technologies, parking management systems, travel behaviour change and education campaigns in a considered and timely manner that aligns with Council approved measures as well as including the following:

- Manage on-street parking and kerbside space to support and enhance activity in town centres and to make best use of available public space
- Monitor parking demand and implement a framework of parking management measures to target an occupancy rate between 65% to 85% through the use of time limits and the potential introduction of paid parking into select areas
- Manage parking demand around schools and recreational precincts to support safety and equitable access

4. IMPLEMENTATION

Implementation of this Policy will generally occur through the short-, medium- and long-term strategic actions identified in Council's Parking Management Plan, including through the implementation of local Place-Based Parking Plans for individual centres and key high demand parking locations.

There will be ongoing review of the Parking Management Plan's Implementation Plan and Policy with appropriate community involvement and Council approvals.

5. MANAGEMENT PRINCIPLES

The following section outlines considerations per category. Delivery of services as it relates to this policy will be subject to the availability of resources and will be prioritised based on a risk management approach.

Service category	Principles
Asset Management and Investment	<ul style="list-style-type: none"> • Manage parking as an asset to provide an adequate supply of short and long-term car parking spaces that are conveniently located and are easily accessible to support the needs of local areas. • Adopt a strategic parking assessment management approach to parking assets, by establishing parking levels of service and where additional public parking is to be provided adopt a financially responsible approach to guide investment decisions.
Local and Place Based Parking Plans	<p>Local and Place Based Parking plans will follow defined hierarchy of interventions in order from highest to lowest including:</p> <ol style="list-style-type: none"> 1. Unrestricted Parking (inc. accessible parking) 2. Regulated Parking (signs and linemarking) 3. Timed Parking Restrictions 4. Use of technology and data to improve information on parking options 5. Park and Walk improvements such as better footpaths, shade and supporting facilities 6. Improvement to cycling linkages and supporting facilities

Service category	Principles
	<p>7. Introduction of Paid Parking 8. Construction of Additional Parking (if appropriate)</p> <p>The interventions will be based on the thresholds outlined in the PMHC Parking Management Plan.</p> <p>Parking management interventions will be undertaken in alignment with local and place-based parking plans developed for key centres, townships, and recreational/tourist precincts to ensure the management approach is tailored to the specific issues and opportunities of each area.</p> <p>Due to the ongoing uptake in electric vehicles, there may be an increased need for fast charging infrastructure, access and appropriate kerbside allocation. Consideration within the Placed Based Parking Plans of changing make-up of vehicle types (ie including EV and potential for requirements for charging facilities) will be required.</p> <p>Refer to Electric Vehicle Road Management and Infrastructure Policy.</p>
Development Parking	<p>Council's objective is to ensure development provides parking outcomes that balances meeting developments needs without significantly impacting surrounding streets; accommodating for flexible changes to land use over time; and not discouraging alternative forms of transport in the future.</p> <p>Council will seek to encourage developers to cooperate collectively or with the region to develop alternative parking solutions, such as developing shared and consolidated parking facilities.</p> <p>For the Port-Macquarie Hastings region, it is considered there is no compelling reason to immediately change to a maximum parking rate approach. By taking a collaborative approach to gain an increased understanding of overall parking supply in centres through the development and review of Parking Precinct Plan (including privately owned off-street parking), investigating opportunities for shared parking, and investment in improvements to public and active transport a shift to this type of approach can be allowed over time.</p>
Technology and Data	<p>Key parking technologies to be investigated for implementation may include:</p> <ol style="list-style-type: none"> 1. Enhancement and expansion of parking sensors 2. Mobile phone apps and web-based parking locator websites 3. Parking signage and guidance systems, including digital display systems 4. Camera-based numberplate recognition technology (by fixed pole-mounted pixel-sensors or vehicle-mounted solutions) 5. Parking meters with 'Pay by Plate' technology to allow payments to be associated with vehicles rather than a space, which can provide opportunities to offer free periods (i.e. 15-30 minutes free) or discounted fees for particular users 6. Electronic permit systems 7. Centralised parking management system for integration of different technologies and their data. 8. Enforcement/monitoring - Efficient enforcement of parking spaces is critical for parking management. Enforcement allows

Service category	Principles
	<p>for an understanding of the usage (in terms of both occupancy and duration of stay) of parking assets to be gained on a regular basis. In turn, this provides Council with vital information that can be used to help efficiently plan future parking provision.</p> <p>Throughout Port Macquarie Town Centre there are pinforce sentinel parking sensors. These sensors are setup for compliance purposes, with limited data collection capacity. Council will investigate opportunities to enhance this existing technology and improve data driven decision making.</p>
Communication and Change	<p>As a growing region with increasing parking pressures there will need to be changes made to parking within the Port Macquarie Hastings region. Well-communicated parking decisions will increase community understanding and the need for change in parking management of an area. Council would need to ensure:</p> <ol style="list-style-type: none"> 1. Parking management decisions are clear and transparent with proactive information made available to the community. 2. The customer parking experience is improved by providing additional ways to access information on parking options and availability. <p>Council recognises the importance of engagement and consultation when considering changes to parking management schemes and the necessity to gain an understanding of different local circumstances. Parking messages and information will focus on local evidence-based data and best practices to engage and communicate parking solutions.</p>

6. REFERENCES

Guidance on parking policy, planning and design is available from the following sources:

- Austroads – Guide to Traffic Management – Part 11 Parking 2020
- Standards Australia (or jointly with Standards New Zealand)
 - AS/NZS 2890.1-2004 Parking facilities Part 1: Off-street car parking
 - AS 2890.2-2002 Parking facilities Part 2: Off-street commercial vehicle facilities
 - AS 2890.3-1993 Parking facilities Part 3: Bicycle parking facilities
 - AS 2890.5-2020 Parking facilities Part 5: On-street parking
 - AS 2890.6-2009 Parking facilities Part 6: Off-street parking for people with disabilities
 - AS 1742.11-2015 Manual of Uniform Traffic Control Devices Parking Controls
- Transport for NSW – Pay parking and controlled loading zones guidelines
- Environmental Planning & Assessment Act – 1979
- Road Transport Act – 2013
- Transport & Administration Act – 1988
- Local Government Act – 1993
- Road Transport (General) Regulation 2021
- Road Rules 2014
- PMHC Development Control Plan (DCP) 2013
- PMHC Electric Vehicle Infrastructure Policy
- PMHC Integrated Transport Plan
- PMHC Parking Management Plan 2023
- PMHC Development Control Plan 2013
- PMHC Urban Growth Management Strategy 2017

- PMHC Housing Strategy 2024
- PMHC Local Strategic Planning Statement Shaping our Future 2040
- PMHC Community Strategic Plan Imagine 2050

7. DEFINITIONS

Parking: The act of stopping a vehicle and leaving it in the one location for a period of time.

Parking Demand: The demand for parking spaces, normally a factor of development type and size.

Parking Supply: The number of parking spaces provided in a particular locality.

On-Street Parking: Parking provided within a public road, normally by Council.

Off-Street Parking: Parking provided within private property or on a public reserve, or other Council owned land.

Kerbside: The side of the road or verge that is closest to the kerb.

Verge Kerbside: the non-roadway side of the kerb which provides for footpaths, streetscaping, landscaping and street furniture.

Roadway Kerbside: the roadway side of the kerb which provides for parking and loading zones, through traffic lanes, bicycle lanes and pedestrian crossings.

Asset Management: The life cycle process of assets and infrastructure of developing, operating, maintaining, upgrading, and disposing of assets in the most cost-effective manner.

Land Use: The type of development (proposed or existing) to use a particular parcel of land.

Transport Mode: The means of travel e.g. car, rail, air, boat, bus, bicycle, etc.

Future Transport Trends: The emerging types of technology and ways people can travel including:

- Electric vehicles (EVs), including cars, electric bikes and other personal mobility devices.
- Rideables or personal mobility devices, which include ebikes, e-scooters, hoverboards, and skateboards provide an efficient and environmentally friendly way for people to move around
- Connected and Autonomous Vehicles (CAVs and AVs) meaning vehicles which have a level of automation or can communicate with road infrastructure

Maximum Parking Rate Approach: Refers to development provisions which set a maximum number of parking spaces that can be included in a development. PMHC's Development Control Plan currently stipulates minimum car parking requirements for developments.

8. PROCESS OWNER

Roles and Responsibilities

The Council has a limited influence on the total parking system as it provides and manages only a share of the total parking stock in the town centres.

Most of the spaces are in private non-residential development or in public off-street buildings that are not owned or managed by the Council. The private sector will be responsible for provision and /or funding of parking supply associated with new developments.

A description of the Council's roles in relation to parking is set out below, as the:

- **Provider:** The Council is mainly limited to providing on-street parking space and public off street parking facilities, such as foreshore parking and public reserves.
- **Manager:** The Council, as a road controlling authority under transport legislation, is responsible for managing road space for various purposes, and parking management for sites including:
 - Part of the Port Central Port Macquarie carpark
 - Part of the Coles site, Hayward Street Port Macquarie
 - Short Street carpark, Port Macquarie
 - Part of the Supa - IGA carpark Wauchope

- **Regulator:** The Council uses the Development Control Plan (DCP) 2013 and the consent process to manage the development of new parking spaces within the LGA that are undertaken as part of private developments to help manage off-street parking.
- **Facilitator:** The Council can help other organisations or individuals to achieve shared goals, without providing direct funding. This role is only used in a limited way for managing parking in the town centres.

Implementation of the Kerbside and Parking Management Policy is a shared responsibility of the Divisions of Council. The primary roles and responsible Council staff are as follows;

8.1 Executive Manager Strategy is responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Land Use Planning.
- Ensuring the policy is reviewed and updated to meet current legislative requirements.
- Ensuring appropriate procedures are developed, implemented and monitored to meet the principles of this policy.

8.2 Group Manager Development Assessment is responsible and accountable for:

- Development Approvals
- Implementing and communicating this policy.
- Monitoring compliance of this policy.

8.3 Group Managers Community Infrastructure Planning & Design, Community Infrastructure Project Delivery, Community Infrastructure Recreation Operations and Group Manager Liveable Communities are responsible and accountable for:

- Implementing this policy.
- Monitoring compliance of this policy.
- Parking Infrastructure Planning and Design
- Project and parking construction
- Parking maintenance

8.4 Group Manager Environmental and Regulatory Services is responsible and accountable for:

- Implementing and communicating this policy.
- Monitoring compliance of this policy.
- Parking Compliance

9. AMENDMENTS

This policy merges the content contained within the following policies to reduce overlap, gaps and the need to amend multiple policies containing the same information:

- Parking Policy 2023
- Parking Policy 2011

have
your say

Draft Transport and Stormwater Drainage Policy Suite

Engagement Summary Report

February 2025 | Version 1.0



1 File ref



Header 8pt Document Title

Project Name	Draft Transport and Stormwater Drainage Policy Suite		
Engagement Officer	Lucy Nielson		
Project Manager	Mark Edenborough		
Consultant	NA		
Operation Plan #	NA	CM Reference	NA

INTRODUCTION

Background

The Draft Transport and Stormwater Drainage Policy Suite consists of five (5) new policies, seeking to clearly define the way Council and the community utilise our road reserves, support and encourage the use of Electric Vehicles, implement and encourage Active Transport and Public Transport usage and to define the way we identify, map, and manage risks associated with stormwater overland flows.

1. Draft Electric Vehicle (EV) Road Management and Infrastructure Policy
2. Draft Public Transport Infrastructure Policy
3. Draft Stormwater Overland Flow Policy
4. Draft Kerbside Use and Parking Management Policy
5. Draft Active Transport Crossing, Footpaths and Walkways in Public Road Reserves Policy

Engagement approach

Port Macquarie-Hastings Council undertakes engagement using the industry standard IAP2 Spectrum of Participation which is designed to assist with the selection of the level of participation that defines Council's promise and the community's role in the decision-making process.

Following the International Association for Public Participation (IAP2) matrix, the level of engagement for the draft Transport and Stormwater Drainage Policy Suite ranged from Inform to Consult. This means we sought to:

- Provide the public with balanced and objective information to assist them in understanding the project.
- Obtain feedback on analysis, alternative and/or decisions.

Our commitment from this process is to:

- Keep the community informed.
- Listen and acknowledge concerns and aspirations.
- Let the community know how their input has influenced decisions made in finalising the design.

Our Have Your Say webpage was the key platform used in this engagement with feedback submitted via an online survey and through direct email. The consultation was open between Monday 13 January and Tuesday 11 February 2025.

ENGAGEMENT ACTIVITIES

Feedback collected across all engagement activities is presented below in summary form - key themes have been identified across all submissions and de-identified, verbatim feedback has been appended.

About verbatim feedback

Deidentified, verbatim feedback is appended in some instances. Feedback that is not appended is summarised in this report, with verbatim responses shared with Community Infrastructure and tabled with the Council Report for this project.

In addition to the length of some submissions, reasons for not appending these include:

- Detailed locations of properties
- Personal information
- Government agency responses

Community members can request to view verbatim submissions, any requests will be considered by our Governance team prior to release.

Data analysis and generative AI

Key themes throughout this report have been identified using generative artificial intelligence (AI). For the purposes of this report, generative AI refers to a system that can create content based on the data that we provide.

Prior to using AI our team would create a code frame (a list of themes) to tag feedback. This manual process is an effective method on smaller, single focused engagement projects (such as local playgrounds).

Benefits of using AI

Using AI to analyse large amounts of free text feedback in community engagement reporting offers significant benefits, including:

- Efficiency and speed: AI can process and analyse vast amounts of text data much faster than manual methods.
- Consistency and objectivity: AI provides consistent analysis, reducing the biases that can occur with human interpretation and ensuring uniformity in data evaluation.

Considerations in the use of AI

Perception of bias: AI models only work on the data that is inputted and this may be perceived as under-representing marginalised groups or minority views.

Relying solely on AI for community engagement may overlook the importance of human interaction, empathy, and relationship-building in fostering trust and understanding within the community.

Attempts to address this are made through additional instructions. Further analysis of the AI-generated data provided is also undertaken to combat potential bias.

Human-centred engagement

AI is a tool that can assist the engagement reporting process. We are committed to human-centred engagement throughout our community across a range of engagement methods.

All themes generated using AI have been reviewed and interrogated to ensure that the sentiment represents the feedback received.

Privacy



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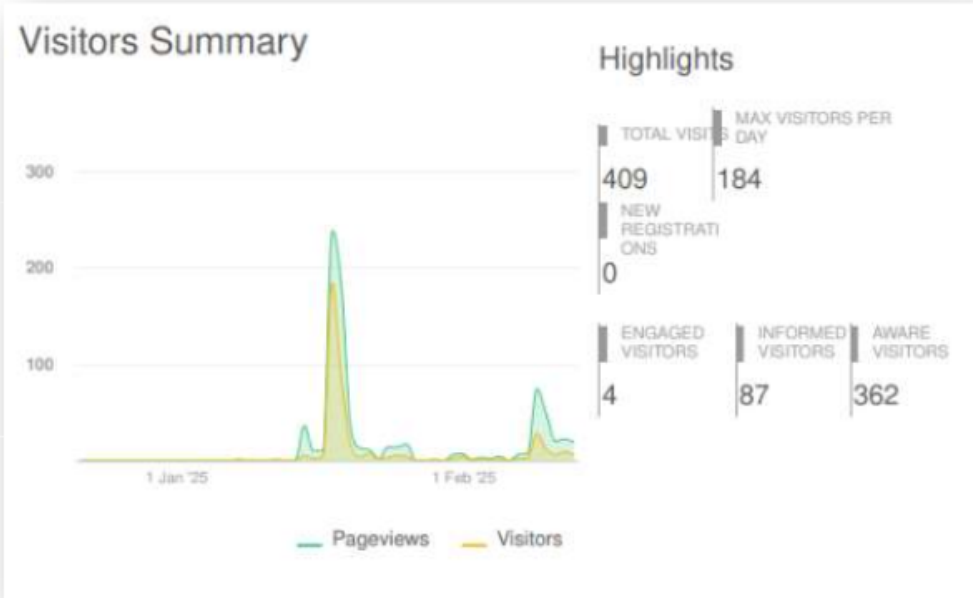
No identifying information was included when using AI to analyse feedback.

Council staff work to a Code of Conduct and in accordance with our legislative requirements. This includes the Government Information (Public Access) Act 2009 (NSW), the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW). Further details are outlined in Council’s Privacy Statement and Privacy Management Plan Policy.

These are [available on our website](#), along with our Legislative Compliance Policy.



The following graph summarises the user activity for the exhibition period.





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PROJECT TITLE	AWARE	INFORMED	ENGAGED
Draft Transport and Stormwater Drainage Policy Suite	362	87	4

ENGAGEMENT TOOLS SUMMARY

0
FORUM TOPICS

1
SURVEYS

0
NEWS FEEDS

0
QUICK POLLS

0
QUESTBOOKS

0
STORIES

0
Q&A'S

0
PLACES

0

SURVEYS SUMMARY

1 Surveys

4 Contributors

4 Submissions

TOP 3 SURVEYS BASED ON CONTRIBUTORS

4 Contributors to Survey

INFORMATION WIDGET SUMMARY

5
DOCUMENTS

0
PHOTOS

0
VIDEOS

0
PAGES

0
KEY DATES

DOCUMENTS

5 Documents

80 Visitors

129 Downloads

TOP 3 DOCUMENTS BASED ON DOWNLOADS

31 Downloads

Draft Stormwater Overland Flow Policy 2024

29 Downloads

Draft Electric Vehicle Road Management and Infrastructure Policy 2024

26 Downloads

Draft Public Transport Infrastructure Policy 2024

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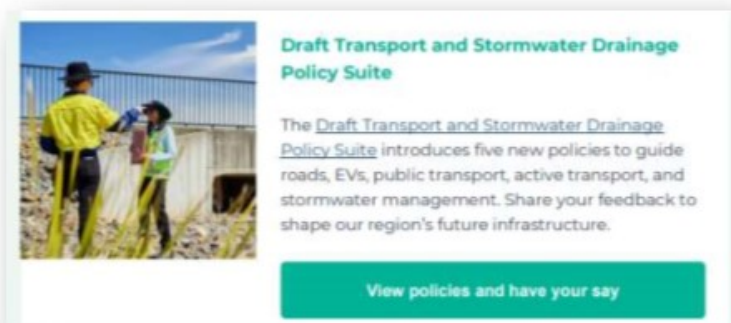
Communications

Social media story



HYS newsletter

January

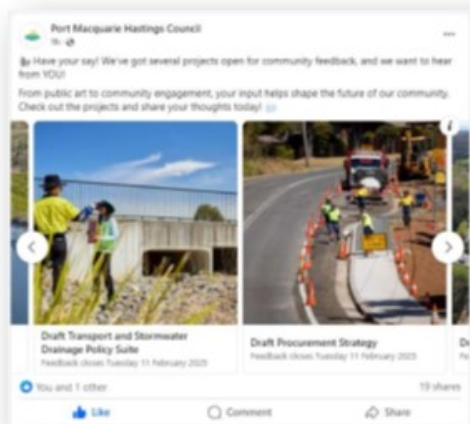


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February



Social media post shared into 19 local Facebook groups



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RESULTS SUMMARY/CONCLUSION

The feedback provided covers several key themes, outlined below:

- **Drainage and Flooding Issues:** There is a need for better attention to drainage in areas prone to flooding, particularly regarding blocked drains that have caused property damage. Residents suggest focusing policy on stormwater management separately from floodwater concerns, as these are distinct issues.
- **Active Transport and Accessibility:** There is scepticism about the feasibility of active transport options like cycling, especially for residents in outlying towns, as these solutions currently serve primarily urban areas like the CBD. However, there is support for the development of more extensive cycleways and bike trails, particularly coastal and rural trails, which could offer economic benefits to the community.
- **Pedestrian Crossings Safety:** The feedback calls for safer pedestrian crossings, particularly on Clarence St in Port Macquarie. There is concern over the lack of official markings, which leads to confusion and dangerous situations. Clear signage to indicate pedestrian and vehicle priorities is suggested, drawing on successful examples from other regions.
- **Renewable Energy and Sustainability:** There is criticism of the Council's lack of proactive action regarding renewable energy and the transition to cleaner energy sources. Specific suggestions include supporting electric vehicle infrastructure, investing in neighbourhood and community batteries, and aligning with state and federal energy initiatives to improve sustainability. There is frustration over the Council's reactive stance compared to other local government areas that are more advanced in this regard.

These themes highlight concerns over infrastructure maintenance, sustainable energy solutions, and transportation accessibility, urging the Council to take more proactive and strategic action.

NEXT STEPS

Council's Community Infrastructure team will finalise the policies before reporting to the 20 March Ordinary Council Meeting where the elected Councillors will consider them for adoption.

For information about Council meetings, agenda items, reports and minutes, please visit our webpage www.pmhc.nsw.gov.au/Your-Council/Council-meetings/Agendas-and-minutes

APPENDIX**Appendix A: Redacted HYS Submissions and Response**

Date of submission	Postcode	Do you have any feedback on this draft policy suite?	Council Response
Jan 16 25 09:19:05 pm	2446	Council needs to look at drainage in places that flood regularly. I cannot see active transport working for those who live in outlying towns. It only serves people who live in the CBD. Paid parking should be the very last option	<p>Thank you for your feedback.</p> <p>We are currently finalising our Stormwater Strategic Action Plan, which holistically prioritises practical projects that enhance stormwater management for our community and environment.</p> <p>The Stormwater Strategic Action Plan is being placed on public exhibition this March.</p> <p>You are encouraged to subscribe to Council's Have your Say website to ensure you can have input into this guiding stormwater focussed plan.</p>
Jan 19 25 05:57:03 pm	2444	<p>Re Pedestrian Crossings. Eliminate the dangerous confusion of several Clarence St, Port Macquarie, pedestrian crossing sites which are major crossing points in the CBD but do not have the official "zebra" striped road markings. They are designed to attract and encourage people to cross at these points but are not to my understanding official/legal pedestrian crossings whereby the pedestrian has right of way/priority. I have witnessed countless incidents where pedestrians have assumed they have right of way and recklessly just walk out in front of traffic and of aggressive drivers refusing to stop when pedestrians have commenced crossing. It's an accident waiting to happen.</p> <p>My wife and I have travelled extensively around Australia via caravanning and have been to</p>	<p>Thank you for your feedback.</p> <p>We've recently released the draft Walking and Cycling Review, which identifies and prioritises at our footpath, cycleway and pedestrian crossing needs across the entire local government area.</p> <p>This plan includes strategic network maps and a priority assessment methodology.</p> <p>While funding is limited, this approach ensures we're always ready to apply for relevant grants to improve active transport infrastructure.</p>

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		<p>numerous towns in various states that use clear signage at CBD pedestrian crossing points to indicate who has priority, cars or pedestrians. Sometimes this is upright signage adjacent to the roadside or signage painted on the footpath kerb edge. It works! And we need it in Clarence St and a couple of other points around town. On another general point regarding active transport, cycling in particular, I hope Council is availing themselves of the recent available Federal funding for investment in active transport, particularly cycling. Once again, in our travels, we have seen many wonderful cycleways and walkways in so many rural and coastal towns and as a member of a Seniors social cycling group I and my colleagues are disappointed at the lack of adequate safe road cycleways and bike trails, relative to our population size. We obviously can't build a rail trail here but we have the ability to create, for example, a wonderful coastal link trail with Lake Cathie and beyond for starters. The economic benefits to communities that invest in bike trails/rail trails etc have been proven Australia wide.</p>	
Jan 24 25 12:16:24 pm	2445	<p>I am disappointed at the reactive approach PMHC has taken to this important issue, as outlined in the Management Principles table. The quote below highlights the lack of positive initiative that this council has taken in the necessary transition to renewable energy that our county and planet so desperately needs: "It is not a standard Council position to directly invest in installing, managing, or operating public electric vehicle infrastructure independently, though this may be considered if there is a potential economic benefit to Council."</p> <p>It is an indictment on previous administrations that they dithered</p>	<p>Thank you for your feedback.</p> <p>Our policy supports the installation of EV changing stations across our LGA. We are presently working to create a procedure to bridge the gap between this policy and its on-the-ground implementation.</p> <p>At present, we currently rely on collaboration with charging providers and grants to have charging stations installed within our LGA. This is an area we are keen to see grow in the coming years.</p>

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		<p>instead of leading in this area. Both State and Federal governments have provided clear and significant support through grants and alternative energy methods, but this council has taken a negative ideological view of this issue to the detriment of residents and the community as a whole. Their lack of proactive planning for has meant our LGA is a laggard when it comes to best practice in regard to renewable energy and the circular economy.</p> <p>I shake my head when I observe what other LGA's are doing in this space: Lake Macquarie and their proactive stance on renewable energy; Illawarra and the Shoalhaven in their action on community/neighbourhood batteries and the Electrify 2515 project; the Bega Valley and its exemplary work on their circular economy initiative. These are primarily regional LGA's, and there are many more too numerous to mention, that positively grappled with climate change and its ever growing impact on our lives and environment.</p> <p>I encourage to the new PMHC administration direct their department heads to: Actively and positively support the 2017 Long Term Energy Strategy that proposed that our LGA would source 100% of its electricity from renewable sources by 2027; Fully electrify its transport fleet, where feasible, within the decade; Work more closely with Essential Energy - which I know has its headquarters based in our LGA - in the setting up of large scale community and neighbourhood batteries to take advantage of the natural assets our location offers; Proactively work with local CCATs to determine the needs for EV charging infrastructure, and to determine the feasibility and location of neighbourhood and community batteries in each area (in my area,</p>	
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		<p>for example, well over 50% of the houses have solar panels installed which makes more than viable to install a neighbourhood battery).</p> <p>I look forward to more positive action in this area from the PMHC going forward.</p>	
Feb 07 25 05:04:30 pm	2443	<p>Yes, it seems to conflate stormwater and flooding. These are two distinct different issues.</p> <p>Secondly I have complained and my neighbour has complained about the drain in Alfred Street that has been blocked for ten years and never cleaned or maintained. It caused me to lose two motor vehicles because I moved them before the 21 flood because the drain was backing up and by the time I realised it was a flood event it was too late to move them again and they got flooded. I have many more minor issues that require a rewrite of the policy but at least make this a policy about stormwater and not also flood water.</p>	<p>Thank you for your feedback.</p> <p>In response to your submission, we have reviewed some wording in the policy and made some changes to the reference to Flood and Stormwater overflows. Hopefully this will eliminate any confusion between the two.</p> <p>Regarding drainage concerns on Alfred Street, North Haven, we have had our maintenance team undertake inspection of the infrastructure at this location to review its serviceability and condition. Our operational maintenance team will contact you with the outcomes of this investigation separately.</p>

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Port Macquarie Hastings Council

BIRPAI COUNTRY

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Authorised by: <authority>
Authorised date: DD/MM/YYYY
Effective date: DD/MM/YYYY
Next review date: DD/MM/YYYY
File Number: #####

Policy for Liquid Trade Waste

1 Liquid Trade Waste Policy

1.1 Introduction

This Policy has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

In addition, the approval, monitoring and enforcement processes for liquid trade wastes discharged to Council's sewerage system and the levying of commercial sewerage and liquid trade waste fees and charges are described in this document. The procedure for liquid trade waste approval is governed by Chapter 7 of the Local Government Act.

Under section 68 of the Local Government Act 1993 (Act), a person wishing to discharge liquid trade waste to the sewerage system must obtain prior approval from Council. Discharge of liquid waste other than domestic sewage without prior approval is an offence under section 626 of the Act.

Liquid trade waste is any discharge to a sewerage system other than sewage of domestic nature (i.e. wastewater from a hand wash basin, shower, bath, toilet or domestic laundry).

Sewerage systems are designed to safely collect, transfer and treat wastewater that is mostly of domestic origin. However, sewerage systems may also accept liquid trade waste discharges provided they are planned and controlled within acceptable limits.

This policy regulates discharges of liquid trade waste to council's sewerage systems in the Port Macquarie-Hastings Council Local Government Area. It includes the acceptance limits for various substances that may be present in liquid trade waste discharges, and information on substances and types of waste prohibited from discharge to the sewerage system.

The objectives¹ of this policy are:

- to protect public health
- to protect the health and safety of Council employees
- to protect the environment from the discharge of waste that may have a detrimental effect
- to protect Council assets from damage
- to minimise adverse impacts on sewage treatment processes
- to assist Council to meet regulatory and licence compliance
- to provide an environmentally responsible liquid trade waste management service to the non-residential sector
- to encourage waste minimisation and cleaner production in the commercial and industrial sectors

¹ These objectives are consistent with the *National Framework for Sewage Quality Management* from the *Australian Sewage Quality Management Guidelines, June 2012*, Water Services Association of Australia (WSAA).



- to promote water conservation, water recycling and biosolids reuse
- to ensure compliance of liquid trade waste dischargers with Council's approved conditions
- to provide operational data on the volume and composition of industrial and commercial effluent to assist in the operation of the sewerage system and the design of augmentations or new sewerage systems
- to ensure commercial provision of services and full cost recovery through appropriate sewerage and liquid trade waste fees and charges.

1.2 Policy Statement and Scope

This policy sets out how Port Macquarie-Hastings Council will regulate liquid trade waste discharges to its sewerage system in accordance with the NSW Framework for Regulation of Liquid Trade Waste (Appendix F).

Sewerage systems are generally designed to cater for liquid waste from domestic sources that are essentially of predictable strength and quality. Council **may** accept liquid trade waste into its sewerage system as a **service** to businesses and industry.

Liquid trade wastes may exert much greater demands on sewerage systems than domestic sewage and, if uncontrolled, can pose serious problems to public health, worker safety, Council's sewerage system and the environment.

This Policy is consistent with the *Liquid Trade Waste Management Guidelines 2021* developed by the Water Utilities branch of the NSW Department of Planning and Environment (https://www.industry.nsw.gov.au/__data/assets/pdf_file/0010/147088/trade-waste-management-guidelines.pdf)

Council provides liquid trade waste services on a commercial basis, with full cost recovery in accordance with Council's current fees and charges.

1.2.1 What is liquid trade waste?

Liquid trade waste is defined in the Local Government (General) Regulation 2021 as below:

Liquid trade waste means all liquid waste other than sewage of a domestic nature.

Liquid trade waste discharges to the sewerage system include liquid wastes from:

- industrial premises
- business/commercial premises (e.g. beautician, florist, hairdresser, hotel, motel, restaurant, butcher, supermarket, etc.)
- community/public premises (including clubs, school, college, university, hospital and nursing home)
- any commercial activities carried out at residential premises
- saleyards, racecourses and stables and kennels that are not associated with domestic households
- tankered human waste, ship-to-shore waste from marina pump-out facilities, portable toilet waste and established sites for the discharge of pan contents from mobile homes/caravans
- any other waste tankered to the sewerage facilities, e.g. commercial or industrial waste from un-sewered areas.

Liquid trade waste excludes:



- toilet, hand wash basin (used for personal hygiene only), shower and bath wastes derived from all the premises and activities mentioned above
- wastewater from residential toilets, kitchens, bathrooms or laundries (i.e. domestic sewage)
- wastewater from common laundry facilities in caravan parks (Note that discharges from common kitchen facilities in caravan parks are liquid trade waste)
- residential pool backwash.

1.3 Responsibilities and Authorities

The Group Manager Utilities Planning & Design is responsible and accountable for:

- Implementing and communicating this policy
- Monitoring compliance of this policy
- Ensuring this policy is reviewed and updated to meet external compliance.

The Group Manager Utilities Operations is responsible and accountable to follow this policy.

1.4 References

- Liquid Trade Waste Management Guidelines 2021
- Australian Wastewater Quality Management Guidelines (Water Services Association of Australia, 2022)
- Local Government Act 1993
- Protection of the Environment Operations Act 1997
- Water Management Act 2000

Aspects of the policy may also relate to:

- Environmental Planning and Assessment Act 1979
- Work Health and Safety Act 2011
- Plumbing and Drainage Act 2018
- Public Health Act 2010
- Environmentally Hazardous Chemicals Act 1985

1.5 Process Owner

The Group Manager Utilities Planning and Design is responsible for the process this policy refers to, and is also the policy owner. The Group Manager Utilities Operations and the Trade Waste Inspector can also be contacted for any information in relation to this policy.



1.6 Amendments

This document supersedes the 2023 Liquid Trade Waste Regulation Policy. Other than dates and title updates, no changes have been made to the Policy.

Past amendments:

- Policies prior to 2023 excluded some areas which Council did not charge for, and some additional premise types are specified under the new Policy, as recommended by the 2021 Liquid Trade Waste Guidelines. These are covered in the updated Policy, to allow enforcing these charges which will work towards providing full cost recovery as intended by the Policy.
- The previous update of this policy now prohibits, without prior approval, discharge of liquid trade waste originating from outside the Port Macquarie Hastings local government area. This is considered a minor change from the previous adopted policy which included the generalised statement "Anyone wishing to discharge liquid trade waste to the sewerage system must, under section 68 of the Local Government Act 1993, obtain prior approval from PMHC. Discharging liquid trade waste without an approval is an offence under section 626 of the Act."
- A minor anomaly to a previous Trade Waste Policy (adopted by Council on 25 May 2011) was in reference to specific charges. Trade waste fees are set each year through Council's Fees & Charges. They are therefore not required to be referenced in the revised policy and have been removed.

Liquid Trade Waste Policy



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2 Structure of the Policy

This policy comprises three parts:

- Part 1 specifies the circumstances in which a person is exempt from the necessity to apply for an approval to discharge liquid trade waste to Council's sewerage system
- Part 2 specifies the criteria which Council will take into consideration in determining whether to give or refuse a liquid trade waste approval
- Part 3 specifies the application procedure and approval process, liquid trade waste discharge categories and applicable fees and charges, the NSW Framework for Regulation of Liquid Trade Waste, alignment with the *National Framework for Wastewater Source Management* and other relevant information

2.1 Part 1 – Exemptions

There are no exemptions to this policy. Any business which proposes to discharge liquid trade waste to the Council's sewerage system, must apply to Port Macquarie Hastings Council for approval to do so prior to commence the discharge.



2.2 Part 2 - Criteria for approval to discharge liquid trade waste into council's sewerage system

2.2.1 Factors for consideration

Council's decision to accept liquid waste into its sewerage system will be based on the discharger satisfying Council's requirements. Therefore, when determining an application to discharge liquid waste to the sewerage system, Council will consider the following factors:

- The potential impacts of the proposed discharge on Council's ability to meet the objectives outlined in s. 1.2 of this document.
- The adequacy of the pre-treatment process(es) to treat the liquid trade waste to a level acceptable for discharge to the sewerage system, including proposed contingency measures in an event of the pre-treatment system failure
- The capability of the sewerage system (reticulation and treatment components) to accept the quantity and quality of the proposed liquid waste
- The adequacy of chemical storage and handling facilities, and the proposed safeguards for prevention of spills and leaks entering to the sewerage system
- The adequacy of the proposed due diligence program and contingency plan, where required.
- Proposed management of prohibited substances and other liquid waste not planned to be discharged to the sewerage system and safeguards to avoid any accidental discharge
- The potential for stormwater entering the sewerage system and adequacy of proposed stormwater controls
- The potential for growth of the community

2.2.2 Discharge quality

Council's acceptance limits for liquid trade waste discharges are set out in Table 1. These limits are consistent with the acceptance limits specified in the *Liquid Trade Waste Management Guidelines*, 2021 by the Department of Planning and Environment.

Table 1: Acceptance limits for liquid trade waste into the sewerage system

Parameter	Limits
Flow Rate	The maximum daily and instantaneous rate of discharge (kL/h or L/s) is determined based on the available capacity of the sewer. Large discharges are required to provide a balancing tank to even out the load on the sewage treatment works.
BOD ₅	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
Suspended solids	Normally approved at 300 mg/L. Concentrations up to 600 mg/L may be accepted.
COD	Normally, not to exceed BOD ₅ by more than three times. This ratio is given as a guide only to prevent the discharge of non-biodegradable waste.
Total Dissolved Solids	Up to 4000 mg/L may be accepted. The acceptance limit may be reduced depending on available effluent disposal options and may be subjected to a mass load limit.
Temperature	Less than 38°C.
pH	Within the range 7.0 to 9.0.
Oil and Grease	100 mg/L if the volume of the discharge does not exceed 10% of the design capacity of the treatment works and 50 mg/L if the volume is greater than 10%.
Detergents	All detergents are to be biodegradable. A limit on the concentration of 50 mg/L (as MBAS) may be imposed on large liquid trade wastes discharges.
Colour	Colour must be biodegradable. No visible colour when diluted to the equivalent dilution afforded by domestic sewage flow. Specific limits may be imposed on industrial discharges where colour has a potential to interfere with sewage treatment processes and the effluent management.
Radioactive Substances	If expected to be present (e.g. Iodine 131 from ablation), acceptance requirements will be set on a case-by-case assessment.

Acceptance limits for inorganic and organic compounds		Maximum concentration (mg/L)
Inorganic compounds	Ammonia (as N)	50
	Boron	5
	Bromine	5
	Chlorine	10
	Cyanide	1
	Fluoride	30
	Nitrogen (total Kjeldahl)	100
	Phosphorus (total)	20
	Sulphate (as SO ₄)	500
	Sulphide (as S)	1
Organic compounds	Benzene	< 0.001
	Toluene	0.5
	Ethylbenzene	1
	Xylene	1
	Formaldehyde	30
	Phenolic compounds non-halogenated	1
	Petroleum Hydrocarbons ²	
	• C ₆ -C ₉ (flammable)	5
	• Total Recoverable Hydrocarbons (TRH)	30
	Pesticides general (except organochlorine and organophosphorus)	0.1
	Polynuclear Aromatic Hydrocarbons (PAH)	5

² Always ask a laboratory to carry out a silica gel clean up, if other than petroleum products are expected to be present in a liquid trade waste sample, e.g. animal fats, plant oil, soil, etc.

Acceptance limits for metals	Maximum concentration (mg/L)	Allowed daily mass limit (g/d)
Aluminium	100	-
Arsenic	0.5	2
Cadmium	1	5
Chromium ³	3	10
Cobalt	5	15
Copper	5	15
Iron	100	-
Lead	1	5
Manganese	10	30
Mercury	0.01	0.05
Molybdenum	5	15
Nickel	1	5
Selenium	1	5
Silver	2	5
Tin	5	15
Zinc	1	5
Total heavy metals excluding aluminium, iron and manganese	Less than 30 mg/L and subject to total mass loading requirements	

Notes:

1. Acceptance limits for substances not listed in above Tables will be determined on a case by case basis.
2. The quality of liquid trade waste from some low risk commercial activities in Classification A and B will exceed acceptance limits listed in above Table. As a higher level of pre-treatment is not cost-effective, such waste is acceptable if the discharger installs, maintains and properly operates the required on-site pre-treatment. Similarly, septic and pan waste may exceed some acceptance limits.
3. The analytical testing methods for the above parameters should be in accordance with the Australian Sewage Quality Management Guidelines, June 2012, WSAA and council's requirements

³ Where hexavalent chromium (Cr⁶⁺) is present in the process water, pre-treatment will be required to reduce it to the trivalent state (Cr³⁺), prior to discharge into the sewer

2.2.3 Prohibited or restricted substances and waste

Substances prohibited from being discharged into the sewerage system unless they are specifically approved under section 68 of the Act are listed in Table 2. In addition, s 2.2.3.1 lists the discharges either prohibited or restricted. Refer to Appendix C for detailed description of substances and discharges either prohibited or restricted.

Table 2 Waste Prohibited from discharge to the sewerage system

- Organochlorine weedicides, fungicides, pesticides, herbicides and substances of a similar nature and/or wastes arising from the preparation of these substances
- organophosphorus pesticides and/or waste arising from the preparation of these substances
- per- and poly-fluoroalkyl substances (PFAS)
- any substances liable to produce noxious or poisonous vapours in the sewerage system
- organic solvents and mineral oil[#]
- any flammable or explosive substance[#]
- discharges from 'Bulk Fuel Depots'
- discharges from chemicals and/or oil storage areas
- natural or synthetic resins, plastic monomers, synthetic adhesives, rubber and plastic emulsions
- roof, rain, surface, seepage or ground water, unless specifically permitted (clause 137A of the Local Government (General) Regulation 2021)
- solid matter[#]
- disposable products including wet wipes, cleaning wipes, colostomy bags, cat litter and other products marketed as flushable
- any substance assessed as not suitable to be discharged into the sewerage system
- liquid waste that contains pollutants at concentrations which inhibit the sewage treatment process – refer to Australian Sewage Quality Management Guidelines, June 2012, WSAA
- any other substances listed in a relevant regulation

[#] In excess of the approved limit

2.2.3.1 Other substances/discharges either prohibited or restricted

- Stormwater from open areas
- Contaminated groundwater
- Landfill leachate
- Discharge from float tanks
- Discharge from new service station forecourts and other refuelling points
- Discharge of liquid waste arising from liquefaction and/or pulverisation of solid waste by physical or chemical processes (e.g. garbage grinders/in-sinkers, macerators, alkaline hydrolysis).
- Discharge from solid food waste processing units (digesters/composters, etc.)
- Use of additives in pre-treatment systems

For further details on limitations and restrictions applicable to above discharges, refer to Appendix C of this policy, Chapter 3 of the *NSW Liquid Trade Waste Management Guidelines, 2021* and [Liquid trade waste disposal Port Macquarie Hastings Council \(nsw.gov.au\)](https://www.nsw.gov.au/liquid-trade-waste-disposal).

2.3 Part 3 –Matters relating to liquid trade waste approvals

2.3.1 Application procedures and approval process

Council's written approval is required prior to commence discharging liquid trade waste to its sewerage system, under s.68 of the Local Government Act 1993. Application forms are available from Council.

The applicant must lodge a trade waste application providing all requested information.

2.3.2 Who can lodge an application

The applicant must be either the owner or the occupier of the premises. If the applicant is not the owner of the premises, the owner's consent to the application is required.

2.3.3 Council's process in determination of applications

Council may request an applicant to provide further information to enable it to determine the application.

2.3.4 Approval of applications

Where an application is approved, Council will notify the applicant including any conditions of the approval and reasons for such conditions. The duration of the approval will be as stated in the approval.

An applicant may make a minor amendment or withdraw an application before it is processed by Council. An applicant may also apply to Council to renew or extend an approval, in accordance with section 107 of the Local Government Act.

2.3.5 Refusal

If an application is refused, Council will notify the applicant of the grounds for refusal.

Under section 100 of the Act the applicant may request the review of council's determination. Under section 176 of the Act, the applicant dissatisfied with Council's determination may appeal to the Land and Environment Court within 12 months.

2.3.6 Change of approval holder

An approval to discharge liquid trade waste to Council's sewerage system is not transferable. A new application must be lodged, and a new approval must be obtained if there is a change of the approval holder. Council must be notified of change of ownership and/or occupier in all cases, whether a new approval is required or not, to allow updating of records.

2.3.7 Validity of an existing approval

A new approval is required where there is a change of:

- approval holder (either owner or occupier can be an approval holder)
- activity generating the waste
- the quantity or the nature of liquid trade waste
- approval conditions.



2.3.8 Modification and revocation of approvals

Council reserves the right to modify or revoke an approval to discharge liquid trade waste to the sewerage system under the circumstances described in s.108 of the *Local Government Act 1993*:

2.3.9 Concurrence

If Council supports an application and has a notice stating that concurrence of the Secretary, NSW Department of Planning and Environment can be assumed for the liquid trade waste relevant to the application, Council will approve the application. Otherwise, Council will seek concurrence to its approval.

For concurrence purposes, liquid trade waste discharges are divided into four classifications.

- Concurrence Classification A – liquid trade waste for which Council has been authorised to assume concurrence to the approval subject to certain requirements
- Concurrence Classification B – liquid trade waste for which Council may apply for authorisation to assume concurrence to the approval subject to certain requirements
- Concurrence Classification S – the acceptance of septic tank, pan waste and ship-to-shore pump-out etc. Council may apply for authorisation to assume concurrence to the approval subject to certain conditions
- Concurrence Classification C – all other liquid trade waste that do not fall within Concurrence Classification A, B or S, and therefore require Council to forward the application for concurrence.

Refer to Appendix E which lists type of discharges that Council have assumed concurrence (i.e. that Council can approve without seeking concurrence from the Department).

3 Sewerage and liquid trade waste fees and charges

Council provides sewerage and liquid trade waste services on a commercial basis to non-residential dischargers, with full cost recovery through sewerage and liquid trade waste fees and charges. Council implements best practice pricing for non-residential sewerage and liquid trade waste services to ensure that dischargers bear a fair share of the cost of providing sewerage services and to facilitate appropriate pre-treatment, waste minimisation and water conservation

The current sewerage and liquid trade waste fees and charges are provided on Council's website [Fees & charges Port Macquarie Hastings Council \(nsw.gov.au\)](https://www.portmacquariehastings.nsw.gov.au/fees-charges).

Council's liquid trade waste fees and charges may include:

- general fees and charges (application fee, annual liquid trade waste fee, inspection and/or re-inspection fees and renewal fee)
- category specific charges (trade waste usage charges for Charging Category 2 discharges, excess mass charges for Charging Category 3 discharges, charges for Charging Category 2S discharges and non-compliance charges)
- other charges related to the nature of waste (eg. charges for the discharge of stormwater from large areas)

Detailed description of the liquid trade waste fees and charges and the methodology of calculating them are provided in Appendix D.

3.1 Liquid trade waste charging categories

For charging purposes there are 4 liquid trade waste charging categories:

- Category 1 – discharges requiring minimal pre-treatment, or prescribed pre-treatment but low impact on the sewerage system. These dischargers will only pay an annual fee. If pre-treatment equipment is not provided or maintained, non-compliance charges will be applied.
- Category 2 – discharges with prescribed pre-treatment⁴ and other activities listed under this charging category in Appendix D. These dischargers will pay trade waste usage charge and annual trade waste fee. If pre-treatment equipment is not provided or not maintained, then such dischargers will be required to pay non-compliance usage charge.
- Category 2S – transporters who tanker human waste to council's STWs, owners/operators of ship-to-shore pump out facilities and owners/operators of 'dump points' directly connected to sewer
- Category 3 – large (>20 kL/d) and industrial discharges (excluding shopping centres and institutions). Such dischargers will pay excess mass charges. If the discharge fails to comply with council's acceptance limits, dischargers will be required to pay non-compliance excess mass charges and pH charges

Note that these charging categories are different to four classifications that have been established for concurrence purposes (i.e. Classification A, B, C and S). The relationship between Concurrence Classifications and Charging Categories are shown in Figure 1 in Appendix D.

⁴ Excludes activities in Category 1.



3.2 Non-compliance liquid trade waste charges

In order to encourage compliance, council may apply non-compliance trade waste charges. Refer to Appendix D for further details of non-compliance charges for different charging categories.

Council will continue applying non-compliance charges until the discharge meets council's approved quality (or the liquid trade waste policy) limits, within the timeframe determined by Council for remedying the problem. If the discharger fails to rectify the problem within an agreed timeframe, the discharger may be required to cease discharging liquid trade waste into Council's sewerage system. Council may also consider issuing penalty infringement notice to a non-compliant discharger or may prosecute the discharger.

3.3 Other applicable liquid trade waste charges

Additional fees and charges may be levied by council if wastewater is discharged to council's sewerage system from the following equipment and or processes, with council's approval.

- Food waste disposal units (ie. garbage grinders/insinkerator) ⁵
- Solid food waste processing unit
- Discharge of stormwater to the sewerage system from large open areas or large quantities of groundwater

Refer to Appendix D for further details.

3.4 Charges for premises with multiple liquid trade waste streams

Examples of premises with multiple waste streams include:

- shopping centres
- commercial strata units
- institutions, e.g. hospitals, tertiary educational facilities and correctional centres
- other premises with multiple waste streams,

Refer to Appendix D and *Trade Waste Management Guidelines 2021* for further details.

⁵ For existing installations only. New installations are not permitted.

3.5 Summary of category specific fees and charges

The summary of fees and charges are indicated in Table 3 below:

Table 3 Summary of fees and charges

Fee/Charge	Category 1	Category 2	Category 3	Category 2S
Application fee	Yes ⁶	Yes	Yes	Yes
Annual non-residential sewerage bill with appropriate sewer usage charge/kL	Yes	Yes	Yes	No
Annual liquid trade waste fee	Yes ⁷	Yes	Yes	Variable ⁸
Re-inspection fee (when required)	Yes	Yes	Yes	Optional ⁹
Trade waste usage charge/kL	No	Yes	No	No
Human waste disposal charge/kL	No	No	No	Yes
Excess mass charges/kg	No	No	Yes	No
Non-compliance trade waste usage charge/kL	Yes ¹⁰	Yes ¹⁰	No	No
Non-compliance excess mass/kg and pH charges/kL (if required)	No	No	Yes	No

Note: Refer to Appendix D for other applicable charges not included in this Table.

Responsibility for payment of fees and charges

Property (land) owners are responsible for the payment of fees and charges for water supply, sewerage and liquid trade waste services. This includes property owners of marinas, caravan parks, etc.

Where another party (lessee) leases premises, any reimbursement of the lessor (property owner) for such fees and charges is a matter for the lessor and the lessee.

In relation to tankered human waste, transporters who collect and discharge waste at the STW are responsible for the payment. A waste transporter who tankers liquid trade waste to the STW may pay only the liquid trade waste fees and charges as non-residential sewerage fees are not applicable.

Note that a liquid trade waste discharger (except for tankered waste) pays both the non-residential sewerage charges and liquid trade waste fees and charges.

⁶ Not applicable for discharges listed as Deemed to be Approved

⁷ May not be applicable for discharges listed as 'Deemed to be Approved'.

⁸ Refer to Appendix D for guidance on applying annual fees to Category 2S discharges.

⁹ Applicable if re-inspection of facilities is required, e.g. ship-to-shore pump-out facility.

¹⁰ Non-compliance trade waste usage charge, if the discharger fails to install or properly maintain appropriate pre-treatment equipment. Refer to council's Management Plan

4 The NSW framework for regulation of sewerage and trade waste and alignment of with the national framework.

The NSW framework for regulation of sewerage and trade waste and the alignment with the national framework for wastewater source management are listed in Appendix F.

5 Liquid trade waste service agreement

In addition to its approval under the Local Government Act, Council may require certain dischargers, including those who wish to discharge liquid trade waste in large volumes (discharge >20 kL/d) or industrial waste (Concurrence Classification C discharges) or some Classification S discharges into its sewerage system to execute a liquid trade waste services agreement. The agreement will set out the conditions associated with the discharge and execution of the agreement will be a condition of the approval issued by Council.

6 Enforcement of approvals and agreements

If the discharge is not approved or fails to comply with the approval conditions, the discharger is subject to prosecution and imposition of fines under the *Local Government Act 1993* (under s. 626 and s. 627).

Above offences are also prescribed as penalty notice offences under the Act and Council may issue a penalty infringement notice (i.e. on the spot fine) to such discharger (Refer to Schedule 12 of the Local Government (General) Regulation 2021).

In addition to fines, council may recover costs of damages and fines incurred by council as a result of an unauthorised liquid waste discharge. Temporally suspension or cease the discharge may also be required.

Note that sections 628 and 634 to 639 also list other offences related to water, sewerage and stormwater drainage.

Polluting of any waters by a discharger of liquid trade waste who does not have a Council approval or who fails to comply with the conditions of the approval is also an offence under section 120 (1) of the *Protection of the Environment Operations Act 1997*. In addition, under section 222 of this Act, Council may issue a penalty infringement notice to such a discharger.

7 Prevention of waste of water

Water must be used efficiently and must be recycled where practicable. It is an offence under section 637 of the *Local Government Act 1993* and its Regulation (refer to Appendix G) to waste or misuse water.

Dilution of liquid trade waste with water from any non-process source including Council's water supply, bore water, groundwater, stormwater as a means of reducing pollutant concentration is therefore strictly prohibited.

8 Effluent improvement plans

Where the quality of liquid trade waste discharged does not meet Council's requirements, the applicant may be required to submit an Effluent Improvement Plan setting out how Council's requirements will be met. The proposed plan must detail the methods/actions proposed to achieve the discharge limits and a timetable for implementation of the proposed actions. Such actions may include more intensive monitoring, improvements to work practices and/or pre-treatment facilities to improve the effluent quality and reliability.

9 Due diligence programs and contingency plans

A discharger may be required to submit a due diligence program and a contingency plan for some liquid trade waste discharges (generally in Concurrence classification C, Charging Category 3) where it is considered that the discharge may pose a potential threat to the sewerage system. If required, a due diligence program and contingency plan must be submitted to Council within the time specified in the liquid trade waste approval.

Appendix A - Glossary

Authorised assumed concurrence—councils with significant experience in liquid trade waste regulation are encouraged to apply to the Secretary, Department of Planning and Environment seeking to obtain concurrence for council's approval for Classification B and Classification S discharges. If granted, Council will no longer need to forward such applications to the department for concurrence, provided that council complies with the conditions outlined in the notice of concurrence.

Automatic assumed concurrence—council has been granted assumed concurrence for approval for Classification A discharges, provided that council complies with conditions outlined in the notice of concurrence. Such applications may be approved by council without forwarding the application to the department for concurrence.

Biochemical Oxygen Demand (BOD₅)—the amount of oxygen utilised by micro-organisms in the process of decomposition of organic material in wastewater over a period of five days at 20°C. In practical terms, BOD is a measure of biodegradable organic content of the waste.

Biosolids—primarily organic solids produced by sewage processing. Until such solids are suitable for beneficial use, they are defined as wastewater solids or sewage sludge.

Blackwater—wastewater containing human excrement (i.e. faeces, urine).

Bunding—secondary containment provided for storage areas, particularly for materials with the propensity to cause environmental damage.

Chemical Oxygen Demand (COD)—a measure of oxygen required to oxidise organic and inorganic matter in wastewater by a strong chemical oxidant. Wastewaters containing high levels of readily oxidised compounds have a high COD.

Chemical toilet—toilets in which wastes are deposited into a holding tank containing deodorizing or other chemicals. Stored wastes must be pumped out periodically.

Commercial retail discharge: commercial discharges can be described as wastes that are discharged from businesses dealing directly with the public.

Commercial caterer—a commercial caterer is typically a stand-alone operation and prepares food for consumption off-site. These types of businesses typically cater to wedding functions, conferences, parties, etc. This definition does not apply to a food processing factory supplying pre-prepared meals to a third party.

Council—for the purpose of this document, "council" refers to a local government body (including Local Water Utility) which provides water supply and sewerage services in regional NSW

Contingency plan—a set of procedures for responding to an incident that will affect the quality of liquid trade waste discharged to the sewerage system. The plan also encompasses procedures to protect the environment from accidental and unauthorised discharges of liquid trade waste, leaks and spillages from stored products and chemicals.

Concurrence—under s. 90(1) of the *Local Government Act 1993* and cl. 28 of the Local Government (General) Regulation 2021, council must obtain the written concurrence of the Secretary of the Department of Planning and Environment prior to approving the discharge of liquid trade waste to council's sewerage system. The department's Water Utilities Branch provides concurrence on behalf of the Secretary.

Due Diligence Program—a plan that identifies potential health and safety, environmental or other hazards (e.g. spills, accidents or leaks) and appropriate corrective actions aimed at minimising or preventing the hazards.

Effluent—the liquid discharged following a wastewater treatment process.

Effluent Improvement Plan (EIP)—the document required to be submitted by a discharger who fails to meet the acceptance limits set down in council's approval conditions and/or liquid trade waste agreement. The document sets out measures taken by a discharger in order to meet the acceptance limits within the agreed timeframe.

Fast food outlet—a food retailing business featuring a very limited menu, precooked or quickly prepared food, and take-away operations. Premises of this nature include KFC, McDonalds, Red Rooster, Pizza Hut, Hungry Jack's, Burger King, etc.

Galley waste—liquid waste from a kitchen or a food preparation area of a vessel; not including solid wastes.

Greywater—wastewater from showers, baths, spas, hand basins, laundry tubs, washing machines, dishwashers or kitchen sinks.

Heavy Metals—metals of high atomic weight which in high concentrations can exert a toxic effect and may accumulate in the environment and the food chain. Examples include mercury, chromium, cadmium, arsenic, nickel, lead and zinc.

Housekeeping—a general term, which covers all waste minimisation activities connected within the premises as part of its operation.

Industrial Discharges—industrial liquid trade waste is defined as liquid waste generated by industrial or manufacturing processes. Examples are provided in Trade Waste Management Guidelines 2021.

Liquid Trade Waste—all liquid waste other than sewage of a domestic nature discharged to the sewerage system.

Mandatory Concurrence—for the liquid waste in Classification C, councils need to obtain concurrence for approval of each discharge. The Water Utilities Branch of the Department of Planning and Environment provides concurrence on behalf of the department's Secretary.

Methylene Blue Active Substances (MBAS)—anionic surfactants. Their presence and concentration are detected by measuring colour change in a standard solution of methylene blue dye.

Minimal Pre-treatment—for the purpose of this document this means sink strainers, basket arrestors for sink and floor waste, plaster arrestors and fixed or removable screens.

Mixed Business—a general store that sells a variety of goods and may also prepare some food.

Open Area—any unroofed process, storage, washing or transport area where rainwater potentially can be contaminated.

Pan—any moveable receptacle kept in a closet and used for the reception of human waste.

PFAS—group of manufactured chemicals, containing a component with multiple fluorine atoms, with many specialty applications. Examples are perfluoro octane sulfonate (PFOS) and perfluorooctanoic acid (PFOA). They are used in a range of products, such as textiles, leather, cosmetics, non-stick coatings in cookware, food packaging, and in some types of fire-fighting foam. These chemicals take a long time to break down in humans and the environment and their persistence and bioaccumulation potential pose concerns for the environment and for human health.

Pit latrines/long-drop toilet/pit toilet—a type of toilet that collects faeces and urine directly into a tank or a hole in the ground

Portable Toilet—toilet in which wastes are deposited into a holding tank used on construction sites, caravans, motor homes, boats, trains and at outdoor gatherings. If chemicals are used to control odours, it is referred to as a chemical toilet.

pH—a measure of acidity or alkalinity of an aqueous solution, expressed as the logarithm of the reciprocal of the hydrogen ion (H^+) activity in moles per litre at a given temperature; pH 7 is neutral, below 7 is acidic and above 7 is alkaline.

Premises—has the same meaning as defined in the Local Government Act Dictionary and includes any of the following:

- a building of any description or any part of it and the appurtenances to it
- land, whether built on or not
- a shed or other structure
- a tent
- a swimming pool
- a ship or vessel of any description (including a houseboat)

- a van.

Prescribed Pre-treatment Equipment—standard non-complex equipment used for pre-treatment of liquid trade waste, e.g. a grease arrestor, an oil arrestor/separator, solids arrestor, cooling pit.

Regional NSW—the areas of the state that are not serviced by the Sydney Water Corporation or the Hunter Water Corporation.

Regulation—Local Government (General) Regulation 2021 under the *Local Government Act 1993*.

Secretary—the head of the Department of Planning and Environment.

Septage—material pumped out from a septic tank during desludging; contains partly decomposed scum, sludge and liquid.

Septic Tank—wastewater treatment device that provides a preliminary form of treatment for wastewater. It provides sedimentation of settleable solids, flotation of oils and fats, and anaerobic digestion of sludge.

Septic Tank Effluent—the liquid discharged from a septic tank after treatment.

Sewage Management Facility—a human waste storage facility or a waste treatment device intended to process sewage and includes a drain connected to such a facility or device.

Sewage of a Domestic Nature—human faecal matter and urine and wastewater associated with ordinary kitchen, laundry and ablution activities of a household, but does not include waste in or from a sewage management facility.

Sewerage System—the network of sewage collection, transportation, treatment and by-products (effluent and biosolids) management facilities.

Sewage treatment works—this is the facility designed to treat sewage. The level of treatment will vary based on the expected quality of the effluent.

Ship-to-Shore Pump-out—liquid waste from a vessel that may be considered for disposal to the sewerage system. This includes on-board toilet wastes, galley wastes and dry dock cleaning waste from maintenance activities.

Sludge—the solids that are removed from wastewater by treatment.

Stormwater Run-off—run-off resulting from rainfall.

Surfactants—the key active ingredient of detergents, soaps, emulsifiers, wetting agents and penetrants. Anionic surfactants react with a chemical called methylene blue to form a blue-chloroform-soluble complex. The intensity of colour is proportional to concentration.

Suspended Solids (SS) —the insoluble solid matter suspended in wastewater that can be separated by laboratory filtration and is retained on a filter.

Total Dissolved Solids (TDS) —total amount of dissolved material in the water.

Total Recoverable Hydrocarbons (TRH)—Both biological and petroleum hydrocarbons which have been extracted (recovered) from a sample. TRH are equivalent to the previously reported Total Petroleum Hydrocarbons (TPH). TRH is reported in fractions with Carbon chain (C₆ – C₄₀). TRH with carbon chain C₆ – C₁₀ are flammable.

Waste Minimisation—procedures and processes implemented by industry and business to modify, change, alter or substitute work practices and products that will result in a reduction in the volume and/or strength of waste discharged to sewer

Appendix B – Deemed to be Approved Activities

The list of discharges exempts from obtaining of Council's approval (ie considered as Deemed to be approved) is shown in Table B1. Each such discharger must meet standard requirements specified in this Table.

Table B 1 Discharges deemed to be approved

Activity generating waste	Requirements
Beautician	Solvents not to be discharged to sewer
Bed and Breakfast (not more than 10 persons including proprietor)	Sink strainers in food preparation areas Housekeeping practices (see Note 4)
Cooling tower <500L/h	No chromium-based products to be discharged to the sewer
Crafts ceramic, pottery, etc. (including hobby clubs) <ul style="list-style-type: none"> flows <200 L/d flows 200-1,000 L/d 	Nil
	Plaster arrestor required
Day care centre (no hot food prepared)	Sink strainers in food preparation areas Housekeeping practices (see Note 4) Nappies, wet wipes are not to be flushed into the toilet
Delicatessen (no hot food prepared)	Sink strainers in food preparation areas Housekeeping practices (see Note 4)
Dental technician	Plaster arrestor required
Dental mobile (no amalgam waste)	Nil
Dog/cat grooming/animal wash only	Dry basket arrestor for floor waste outlets and sink strainer required (see Note 3) Animal litter and any disposable waste products must not be discharged to sewer Organophosphorus pesticides are prohibited to be discharged to sewer
Florist	Dry basket arrestor for floor waste outlet and sink strainer required Herbicides/pesticides are not permitted to be discharged to sewer
Fruit and vegetable – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Notes 3 and 5)

Activity generating waste	Requirements
Hairdressing	Dry basket arrestor for floor waste outlet and sink strainer, hair trap
Jewellery shop <ul style="list-style-type: none"> miniplater ultrasonic washing precious stone cutting 	Miniplate vessel to contain no more than 1.5 L of precious metal solution Nil If: < 1000 L/d plaster arrestor required > 1000 L/d general purpose pit required
*Medical centre/doctor surgery/physiotherapy *(Only if plaster cast are made onsite)	Plaster arrestor required, if plaster of paris casts are used
Mixed business (minimal hot food)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Mobile cleaning units <ul style="list-style-type: none"> carpet cleaning garbage bin washing 	20-micron filtration system fitted to a mobile unit Dry basket arrestor for floor waste outlet required. Discharge via grease arrestor (if available)
Motel (no hot food prepared and no laundry facility)	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 3) Housekeeping practices (see Note 4)
Optical service - retail	Solids settlement tank/pit required
Pet shop – retail	Dry basket arrestor for floor waste outlet and sink strainer required (see Note 2) Animal litter and any disposable waste products must not be discharged to sewer Organophosphorus pesticides are prohibited to be discharged to sewer
Pizza reheating for home delivery	Housekeeping practices (see Note 4)
Venetian blind cleaning	Nil (see Note 2)

Notes:

- Where "required" is used, it means as required by council.
- If activity is conducted outdoors, the work area is to be roofed and bunded to prevent stormwater ingress into the sewerage system.
- Dry basket arrestors must be provided for all floor waste outlets.
- Food preparation activities need to comply with sound housekeeping practices including:
 - floor must be dry swept before washing
 - pre-wiping of all utensils, plates, bowls etc. to the scrap bin before washing up
- Use of a food waste disposal unit (garbage grinder) and/or a food waste processing unit (food waste digester, composter etc) is not permitted.

Appendix C - Prohibited or restricted substances and wastes from discharge to sewer

This Appendix provides additional information regarding substances and waste either prohibited or restricted from being discharged to sewer (as indicated in Table 2 of this Policy).

C1 Stormwater from open areas

The ingress of stormwater into the sewerage system can cause operational problems and result in sewer overflows, as the sewerage system does not have the capacity for such flows. Under clause 137A of the Regulation, the discharge of roof, rain, surface, seepage or groundwater to a sewerage system is prohibited unless specifically approved.

However, it may not be practical or feasible to totally prevent stormwater contamination and ingress into a sewerage system from some non-residential premises.

The discharge of limited quantities of stormwater (generally, 10 mm of rain) from sealed areas can be considered when roofing cannot be provided due to safety or other important considerations. In such instances, the applicant should take measures to minimise the contamination of stormwater and the volume of stormwater entering the sewerage system (e.g. first flush systems, flow separation, bunding, on-site detention, etc.). The discharge from unsealed areas is not permitted.

Refer to Liquid Trade Waste Management Guidelines 2021 for further information

C2 Contaminated groundwater

Similar to stormwater, discharge of groundwater or seepage water to a sewerage system is prohibited under clause 137A of the Regulation. Accordingly, groundwater extracted during construction activities (e.g. building/road construction activities, vacuum excavation, mining/exploration works, etc.) is not permitted to be discharged to Council's sewerage system directly or indirectly.

However, groundwater previously contaminated by human activities (e.g. service station remediation sites) may be considered for discharge to the sewerage system. Limited quantities of groundwater from remediation projects may be accepted under controlled conditions after appropriate pre-treatment for a limited period.

C3 Discharge of landfill leachate

The discharge of leachate from municipal waste landfills to the sewerage system may be considered under controlled conditions, if there is no other viable option of managing this waste and the discharge is within the Council's acceptance limits.

The proponent when seeking approval to discharge leachate to sewer needs to demonstrate that a sound stormwater management plan has been developed and implemented. The plan needs to address:

- segregation of potentially contaminated areas from uncontaminated areas
- prevention of surface runoff entering leachate collection ponds/dams and to Council sewerage system.
- appropriate pre-treatment to meet Council's acceptance limits

Only the excess leachate after on-site management within the premise will be considered for sewer discharge, if it meets Council's acceptance criteria. On-site pre-treatment to reduce ammonia levels (and other substances, e.g. PFAS) may also be required.

C4 Discharge from float tanks

Float tanks, often referred to as floatation pods, iso-pods (isolation tank), sensory deprivation systems, or REST tanks (restricted environmental stimulation therapy tanks) are typically small, enclosed pods containing about 1,000 litres of water. This water usually contains large quantities of Epsom salts

(300 - 700 kg of magnesium sulphate), resulting in total dissolved solids concentration up to 700,000 mg/L.

Discharge of such water to sewer is not permitted due to potential adverse impacts associated with the high salt content on the sewer infrastructure and treatment processes. It is also not appropriate to dispose of such waste to septic tanks or on-site soak wells.

If wastewater is proposed to be transported away for off-site management, the operator of such facilities must provide details of liquid waste transporters and written verification from the receival facilities acknowledging and agreeing to receive such wastewater.

C5 Discharge from Service station forecourts and other refuelling points

C5.1 New premises

The discharge of wastewater from service station forecourts and other refuelling points (e.g. at bus depot, etc.) is not permitted.

Refer to NSW EPA Practice Note, titled *Managing Run-off from Service Station Forecourts*, June 2019, for options for managing such wastewater.

C5.2 Existing premises

The discharge from existing service stations and other refuelling areas may be permitted, provided appropriate pre-treatment and discharge control requirements are adhered to. Further information is provided in Chapter 3 and Appendix F of the Liquid Trade Waste Management Guidelines 2021.

If a refuelling area is refurbished, then the discharge from this area must be disconnected from the sewerage system.

C6 Discharges from liquefaction and/or pulverisation of solid waste by physical or chemical processes

The wastewater arising from liquefaction or pulverisation of solid waste by physical (e.g. pulping, macerating) or chemical means (e.g. dissolving solid waste in highly acidic or alkaline solutions) is not permitted to be discharged to the sewerage system.

Accordingly, discharges from the following devices/processes are not permitted.

- **Macerators** or similar devices that pulverising of solid waste. Solid waste includes, but not limited to sanitary napkin, placenta, surgical waste, disposable nappy, mache bedpan/urine containers, food waste, disposable products and animal waste (dog/cat faeces, cat litter).
- **Food waste disposal units**, also known as in-sink food waste disposers or garbage grinders in commercial premises. Discharges from existing installations in hospitals and nursing homes may be permitted, provided that wastewater is discharged through an adequately sized grease arrestor (additional charges will be applied).

If the kitchen is refurbished, the food waste disposal unit must be removed.

- **Alkaline hydrolysis waste**, process where a human or animal tissue is broken down using alkaline solutions at elevated temperatures and pH. The process may be used in animal care facilities, veterinary premises, animal research laboratories, funeral parlours etc. The generated wastewater is of a high strength and may exhibit high loadings on the sewerage system. Accordingly, the wastewater generated by this process is **not** permitted to be discharged to the sewerage system.



C6.1 Discharge from Solid Food Waste Processing Units (digesters/ composters, etc.)

Discharge from a solid food waste processing unit (digesters/composters, etc) to a Council's sewerage system is a Concurrence Classification C discharge (ie. Charging Category 3), hence Council needs to obtain concurrence to its approval from the department for individual applications.

The quality of wastewater from this equipment depends on the type of solid waste feed into it and the effectiveness of the on-site pre-treatment, hence frequent sampling will be required for monitoring and charging purposes. Sampling needs to be undertaken by either a council officer or an independent party acceptable to council.

Appropriate on-site pre-treatment needs to be provided prior to combining with any other liquid waste stream that discharges to the Council's sewerage system.

Each application will be assessed on a case by case basis.

C7 Use of additives in pre-treatment systems

The use of bacterial, enzyme and/or odour controlling agents in pre-treatment equipment (eg. in grease arrestors) is prohibited unless specifically approved by Council with the department's concurrence.

C8 Discharge of disposable products marketed as flushable

Any disposable solid products including those marketed as "flushable" (eg. wet wipes, cleaning wipes, cat litter, etc.) is not permitted to flush down the sewerage system.

Contrary to manufacturers' claims, flushable wet wipes do not breakdown in the sewerage system similarly to a toilet paper and may cause blockages within the premises or in the Council's sewerage system and may cause raw sewage overflow to the environment.

Appendix D - Non-residential sewerage and liquid trade waste fees and charges

This Appendix provides information on Council's charging criteria for liquid trade waste customers. Some guidance is also provided on the applicable non-residential sewerage charges.

The best practice pricing for non-residential sewerage and liquid trade waste services are to ensure that liquid trade waste dischargers pay a fair share of the cost of sewerage services provided by Council. Appropriate pricing is essential to provide relevant pricing signals to non-residential and liquid trade waste customers to use water and sewerage system efficiently.

D1 Non-residential sewerage pricing¹¹

A non-residential sewerage bill is based on a cost-reflective two-part tariff with an annual access charge and a uniform sewer usage charge per kL. The total discharged volume to the sewerage system can be either measured (by a flow meter) or estimated using the customer's total water consumption multiplied by a sewer discharge factor.

The sewerage bill for a non-residential customer is calculated as follows:

$$B = SDF \times (AC + C \times UC)$$

Where: B = Annual non-residential sewerage bill (\$)
 C = Customer's water annual consumption (kL)
 AC = Annual non-residential sewerage access charge as shown below (\$)
 SDF = Sewer discharge factor
 UC = Sewer usage charge (\$/kL)

Access charge

The sewerage access charge is proportional to the square of the size of the water supply service connection.

$$AC = \left(AC_{20} \times \frac{D^2}{400} \right)$$

Where: AC₂₀ = Annual non-residential sewerage access charge for 20 mm water service connection (\$)
 D = Water supply service connection size (mm)

Sewer Usage charge

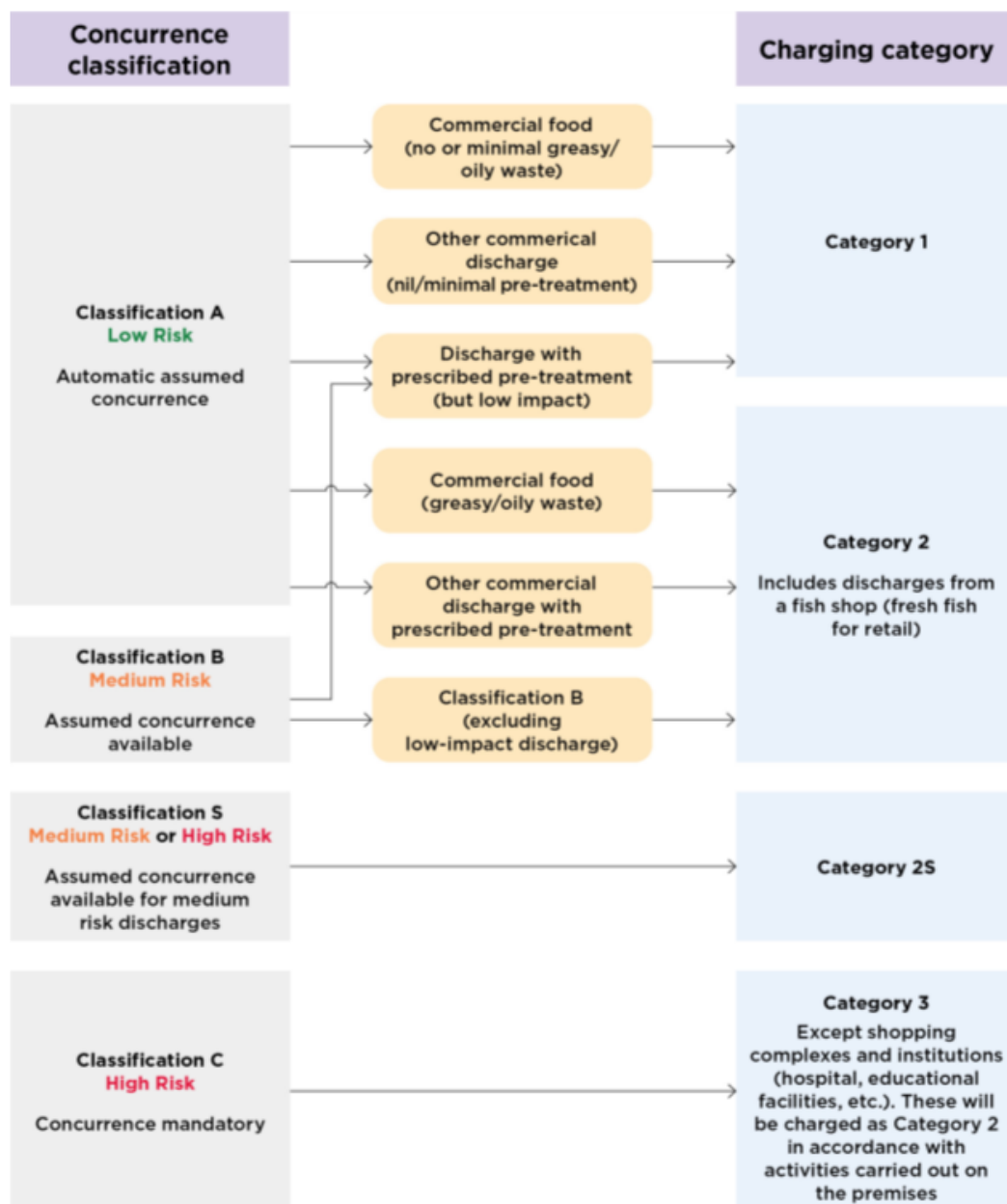
The sewer usage charge (\$/kL) is applied for the total volume of wastewater discharged to the sewerage system.

¹¹ Detailed guidance for calculation of non-residential sewerage prices are provided in the Department's Water Supply, Sewerage and Trade Waste Pricing Guidelines, 2002, Department of Land and Water Conservation

D2 Liquid Trade Waste fees and charges

This section describes various fees and charges associated with liquid trade waste and fees and charges applicable to charging categories. Figure 1 shows the relationship between concurrence classifications and charging categories.

Figure 1 Charging categories for liquid trade waste



In summary, Classification A discharges fall into Charging Category 1 or Category 2. Classification B discharges fall into Charging Category 2, except for a few discharges with low impact on the sewerage system which fall into Category 1. Classification S discharges fall into Charging Category 2S and Classification C discharges fall into Charging Category 3.

D2.1 Description of various trade waste fees and charges

Followings sections describe various trade waste fees and charges and the methodology of calculating them.

D2.1.1 Application fee

The application fee recovers the costs of administration and technical services provided by Council in processing a liquid trade waste application. This fee varies for different charging categories to reflect the complexity of processing the application.

D2.1.2 Annual trade waste fee

The purpose of this fee is to recover the costs incurred by council for ongoing administration and scheduled inspections, in order to ensure that the discharge complies with the approval conditions.

As part of an inspection, Council may undertake monitoring which may include, but is not limited to, flow measurement and the sampling. In general, cost of one inspection is included in the annual fee, in particular for Category 1 and 2 discharges.

Annual liquid trade waste fee varies for different charging categories in order to reflect the complexity of their inspection and administration requirements. In particular, for Category 3 discharges, Council may opt to set the annual fee on a case by case basis to reflect the complexity of monitoring requirements and the extent of inspection.

Refer to section D8.4 with regard to annual fees applicable to premises with **multiple activities**.

Council may require a discharger to pay for monitoring (quantity and quality) based on full cost recovery.

D2.1.3 Inspection fee/re-inspection fee

Cost of one inspection is usually included in annual liquid trade waste fee for charging categories 1 and 2.

However, it may be required to conduct un-planned inspections or re-inspections of a premise (e.g. non-compliance with approved conditions, investigating an accident, etc.). Also, more frequent inspections may be necessary for large and industrial discharges.

Where **more than one inspection** is undertaken in a financial year and/or the cost of inspections is not included in the annual fee, the cost may be recovered from the discharger as the re-inspection fee.

Council may recover the cost of sample analysis from the discharger, in addition to the re-inspection fee.

D2.1.4 Renewal fee

Council may apply a renewal fee if an existing approval needs to be renewed or modified.

D2.1.5 Category specific charges

The following sections describe the charging categories and relevant fees and charges. If a discharge is not listed, council will determine (with the consultation of the department) the relevant charging category, based on the quality and the quantity of discharge.

D3 Category 1 discharger

This charging category includes:

- Classification A discharges (both commercial retail non-oily/greasy food preparation and other commercial discharges, listed below)
- Classifications B discharges identified as low risk.

Some of the above discharges may require prescribed pre-treatment to be installed however, the treated effluent is considered to have a low impact on the sewerage system.

Classification A discharges – commercial retail food preparation activities that do not generate or generate minimal oily/greasy waste: bakery (only bread baked on-site), bistro (sandwiches, coffee only), boarding/hostel < 10 persons, café/coffee shop/coffee lounge (no hot food), canteen/cafeteria (no hot food), community hall/civic centre (minimal food), day care centre (minimal hot food), delicatessen (minimal or no hot food), fruit and vegetable shop, hotel/motel (minimal hot food), ice cream parlour (take away only), juice bar, mobile food van (no hot food), mixed business (minimal hot food), nightclub (no hot food), nut shop, pie shop (re-heating only), pizza no cooking/reheating (pizza heated and sold for consumption off-site), potato peeling (small operation), sandwich shop/salad bar/snack bar (no hot food), take away food outlet (no hot food), school canteen with minimal hot food.

Classification A discharges from other commercial activities: animal wash, beautician/tanning booths/hairdressing, crafts ≤ 1,000 L/d, dental surgery/dental technician (plaster casts), dry cleaning, florist, funeral parlour, jewellery shop, medical centre/physiotherapy (plaster casts), mobile cleaning units, morgue, optical service, pet shop, plants retail (no nursery), non-residential swimming pool/hydrotherapy, veterinary.

Classification A or B discharges with prescribed pre-treatment and low impact on the sewerage system: boiler blowdown, cooling tower, industrial boilers, laboratory (analytical/pathology/tertiary institution), laundry/laundromat, primary and secondary school¹², vehicle washing/detailing (excluding truck washing).

D3.1 Category 1 discharger - Liquid trade waste charges

Category 1 discharger who installs recommended appropriate pre-treatment equipment and maintains them regularly will be required to pay **only** the annual fee nominated for Category 1.

Liquid trade waste bill for Category 1 discharger (TW₁)

$$TW_1 = A_1$$

A₁ = Annual liquid trade waste fee (\$) for Category 1

D4 Category 2 discharger

Category 2 liquid trade waste dischargers are those discharging waste generated by an activity listed below:

Classification A discharges – commercial retail food preparation/serving activities that generate oily/greasy waste: bakery (pies, sausage rolls, quiches, cakes, pastries with creams or custards), bistro, boarding house/hostel kitchen (exceeding 10 persons), butcher, café/coffee shop/coffee lounge (with hot food), cafeteria/ canteen (with hot food), chicken/poultry shop –fresh/roast, retail BBQ/charcoal chicken, day care centre with hot food, club, civic centre/community hall¹³, commercial kitchen/caterer, delicatessen with hot food, fast food outlet, fish shop (retail and cooking on-site), function centre, hotel, ice cream parlour, mixed business (hot food), mobile food van (base), motel, nightclub, nursing home, patisserie, pizza cooking, restaurant, sandwich shop/salad bar/snack bar (with hot food), supermarket, take away food outlet with hot food, school canteen with hot food.

Classification A discharges – other commercial discharges: car detailing, craft activities > 1000 L/d, lawnmower repairs, mechanical workshop, stone working, surfboard manufacture (wet process only).

Classification B discharges: auto dismantler, bus/coach depot, bakery (wholesale), butcher (wholesale) construction equipment maintenance and cleaning, boutique or artisan foods, engine reconditioning, equipment hire, maintenance and cleaning, fish co-op, graphic arts, hospital, micro-brewery, oyster processing – shucking, panel beating, radiator repairer, screen printing, service station forecourt, shopping complex, truck washing (platforms/flat beds) and truck washing (external).

¹² If significant hot food preparation is carried out, Category 2 charges may be levied by council.

¹³ If the type and size of kitchen fixtures installed enable catering for large functions.



D4.1 Category 2 discharger - Liquid trade waste charges

Category 2 discharger who installs appropriate pre-treatment equipment and maintains them will pay annual fee nominated for Category 2 plus the trade waste usage charge.

Liquid trade waste bill for Category 2 discharger (TW_2),

$$TW_2 = A_2 + Q_{TW} \times C_2$$

A_2 = Annual liquid trade waste fee (\$) for Category 2

Q_{TW} = Total liquid trade waste discharge volume (kL)

C_2 = Operating trade waste charge (\$/kL)

The liquid trade waste discharge volume is generally estimated by applying a Trade Waste Discharge Factor (TWDF) to the total water consumption unless a discharge meter is installed.

D5 Category 2S discharger

Category 2S dischargers include:

- **transporters who tanker human waste** to council's STWs - septic tank waste (effluent and septage), ablution block waste (blackwater and greywater), portable toilet waste, sludge from on-site aerated wastewater treatment systems (AWTS) for **single households**, waste from pit toilets, night soil.
- **ship-to-shore pump out facility owners/operators** - toilet waste and/or grey water
- **owners/operators of 'dump points'** directly connected to the sewer for disposal toilet waste and/or grey water from a bus or a recreation vehicle (RV), e.g. caravan, motor home.

D5.1 Category 2S discharger - Liquid trade waste charges

D5.1.1 Transported human waste

The transporters of human waste will be required to pay waste disposal charge (\$/kL).

Liquid trade waste bill for Category 2S waste transporter (TW_{TW}),

$$TW_{TW} = Q_{TW} \times C_{TW}$$

Q_{TW} = Transported human waste volume (kL)

C_{TW} = Charging rate (\$/kL) for the transported waste (may vary based on the type of waste transported)

D5.1.2 Ship-to-shore waste pump-out facility

The owner/operator of a ship-to-shore waste receival facility will be required to pay an annual fee and waste disposal charge based on the discharge volume (\$/kL), if practical to estimate the discharge volume. If the discharge volume cannot be established, council may negotiate the waste disposal charge based on the expected discharge volume.

Liquid trade waste bill for ship-to-shore pump out facility owner (TW_{STS}),

$$TW_{STS} = A_{STS} + Q_{TW} \times C_{STS}$$

A_{STS} = Annual fee (\$)

Q_{TW} = Discharge volume (kL) (measured or negotiated)

C_{STS} = Charging rate (\$/kL)

Note: The above charges are applicable to owners/operators of ship-to-shore pump out facility discharging such waste directly to council's sewerage system and **not** to individual or commercial boat owners using the facility. This policy does not provide information on how to charge individual boat owners using a facility to dispose of their wastewater.

D5.1.3 Waste dump points

Dump points are often located in public places (roadside), hence the monitoring of discharge volumes is not practical. Accordingly, only an annual fee is applied for stand-alone dump points.

Liquid trade waste bill for dump point operator (TW_{DP}) (if applicable),

$$TW_{DP} = A_{DP}$$

A_{DP} = Annual fee for dump point (\$)

D6 Category 3 discharger

Category 3 liquid trade waste dischargers are those conducting an activity which is of an industrial nature and/or which results in the discharge of large volumes of liquid trade waste to the sewerage system. Any Category 1 or 2 discharger whose volume exceeds the limits shown below becomes a Category 3 discharger (excluding shopping centres and institutions):

Classification A discharge > 20 kL/d

Classification B discharge – as shown in Chapter 5 of the Guidelines.

Classification C discharges include: abattoir, acid pickling, adhesive/latex manufacture, agricultural and veterinary drugs, anodising, bitumen and tar, bottle washing, brewery, cardboard and carton manufacture, carpet manufacture, caustic degreasing, chemicals manufacture and repackaging, contaminated site treatment, cooling towers, cosmetics/perfumes manufacture, cyanide hardening, dairy processing* (milk/cheese/yoghurt/ice cream, etc.), detergent/soaps manufacture, drum washing, egg processing, electroplating, extrusion and moulding (plastic/metal), feather washing, fellmonger, felt manufacture, fertilisers manufacture, fibreglass manufacture, filter cleaning, foundry, food processing* (cereals/cannery/condiments/confectionary/edible oils/fats/essence/flavours/fish/fruit juice/gelatine/honey/meat/pickles/smallgoods/tea and coffee/vinegar/yeast manufacture, etc.), food waste processing unit (digester/composter), fruit and vegetable processing, flour milling, galvanising, glass manufacture, glue manufacturer, ink manufacture, laboratories (excluding those in Category 1 & 2), liquid wastewater treatment facility (grease trap receipt depot and other pump-out waste depot), metal finishing, metal processing (refining/rolling/non-cyanide heat treatment/phosphating/photo engraving/printed circuit etching/sheet metal fabrication etc.), mirrors manufacture, oil recycling (petrochemical) and refinery, paint stripping, paint manufacture, paper manufacture, pet food processing, plants nursery (open areas), pharmaceuticals manufacture, plaster manufacture, powder coating, potato processing, poultry processing, printing (newspaper, lithographic), saleyards, sandblasting, seafood processing, slipway, soft drink/cordial manufacture, starch manufacture, sugar refinery, tanker washing, tannery, timber processing (joinery and furniture/plywood/hardwood), textile manufacture (wool dyeing/spinning/scouring), tip leachate, transport depot/ terminal, truck washing (internal), waxes and polishes, water treatment backwash, wholesale meat processing, winery, distillery, wine/spirit bottling.

* Excluding small boutique, craft or artisan food industries not exceeding the discharge volume shown in the *Liquid Trade Waste Management Guidelines, 2021*.

D6.1 Category 3 discharger - Liquid trade waste charges

D6.1.1 Excess mass charges

Category 3 discharger will be required to pay the annual liquid trade waste fee plus excess mass charges.

Liquid trade waste bill for Category 3 discharger (TW_3),

$$TW_3 = A_3 + EMC$$

A_3 = Annual liquid trade waste fee (\$)**

EMC = Excess mass charges (\$)

Note: **Annual fee may vary for different business activities, depending on the complexity and time taken for inspection.

How excess mass charges are calculated

Excess mass charges will be applicable for substances discharged in excess of the 'Deemed Concentrations' in domestic sewage. For the purpose of excess mass charge calculation, the deemed concentrations of substances in domestic sewage are listed in Table D1.

Table D1 Deemed concentration of substances in domestic sewage

Substance	Concentration (mg/L)
Biochemical Oxygen Demand (BOD ₅)	300
Suspended Solids	300
Total Oil and Grease	50
Ammonia (as Nitrogen)	35
Total Kjeldahl Nitrogen	50
Total Phosphorus	10
Total Dissolved Solids	1000
Sulphate (SO ₄)	50 [#]

[#] The concentration in the potable water supply to be used if it is higher than 50 mg/L.

NB. Substances not listed above are deemed not to be present in domestic sewage.

For excess mass charge calculation, equation (1) below will be applied for all parameters including for BOD₅ up to 600 mg/L (but excluding COD and pH).

$$EMC (\$) = \frac{(S - D) \times Q_{TW} \times U}{1,000} \quad (1)$$

Where: S = Concentration (mg/L) of substance in sample
 D = Concentration (mg/L) of substance deemed to be present in domestic sewage
 Q_{TW} = Volume (kL) of liquid trade waste discharged to the sewerage system
 U = Unit charging rate (\$/kg) for the substance (note that this rate varies from substance to substance. Refer to council's annual Management Plan for charging rates for various substances)

D6.1.2 Excess mass charges for BOD

BOD up to 600 mg/L

Equation (1) applies for BOD₅ up to 600 mg/L. Note that there are no excess mass charges if the BOD does not exceed 300 mg/L (deemed concentration of BOD in domestic sewage).

Excess mass charges for BOD exceeding 600mg/L

If council approves the acceptance limits for BOD₅ higher than 600mg/L, an exponential type equation will be used for calculation of the charging rate U_e (\$/kg) as shown in equation (2). This provides a strong incentive for dischargers to reduce the strength of waste. Note that equation (5) will be used where the discharger has failed to meet their approved BOD limit on more than two instances in a financial year.

U_e is the excess mass charging rate U_e (\$/kg) for BOD is calculated as:

$$U_e = 2C \times \frac{(\text{Actual BOD} - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - 600\text{mg/L})}{600\text{mg/L}}} \quad (2)$$

Where: C = Charging rate (\$/kg) for BOD₅ 600mg/L

Actual BOD = Concentration of BOD₅ as measured in a sample

D6.2 Tankered Category 3 waste

In some instances, liquid waste that falls into Charging Category 3 is transported to the STW. Examples of such waste may include tankered landfill leachate or dairy waste from un-sewered areas. In such instances, council will determine the appropriate approval holder (waste generator or the transporter) and invoice accordingly.

D7 Non-compliance liquid trade waste charges**Non-compliance charges for Category 1 and 2 dischargers**

If the discharger has not installed or maintained appropriate pre-treatment equipment, the following non-compliance trade waste usage charges will be applied for the relevant billing period:

D7.1 Category 1 discharger - non-compliance charges

The Category 1 non-compliance charge of \$1.84/kL (2022\$) as per Council's Fees and Charges will be applied.

D7.2 Category 2 discharger – non-compliance charges

For Category 2 discharger, a non-compliance charge will be \$16.80/kL (2022\$) as outlined in the Council's Fees and Charges.

Dischargers who have an undersized grease arrestor and improved the effluent quality by other means (e.g. increased pump-outs, installing additional pre-treatment equipment, etc.) will pay trade waste usage charges in accordance with a Category 2 discharger.

Dischargers who cannot install a grease arrestor or those who have an arrestor with capacity significantly less than the required size and are unable to improve the effluent quality by means described above will have to pay non-compliance trade waste usage charges, as listed above.

D7.3 Non-compliance charges for Category 3 discharger

If a discharger in charging Category 3 fails to comply with the acceptance limits specified in council's approval conditions, following non-compliance charges will be applicable.

D7.3.1 Non-compliance pH charge

If the pH of the waste discharge by Category 3 discharger is outside the approved range, equation (3) is used for the calculation of non-compliance pH charges. This equation provides an incentive for dischargers to install and properly maintain a pH correction system, so their waste remains within the approved pH limits.



Charging rate for pH, if outside the approved range =

$$K \times |\text{actual pH} - \text{approved pH}|^{\#} \times 2^{|\text{actual pH} - \text{approved pH}|^{\#}} \quad (3)$$

Absolute value to be used.

K = pH coefficient in \$

Example 4:

Council has approved the pH range 7.0 to 9.0 for a large discharger. pH coefficient (K) listed in council's Fees and Charges is \$0.48

Case 1: pH measured 6.0

$$\text{Charging rate for pH (\$/kL)} = 0.48 \times |6 - 7|^{\#} \times 2^{|6 - 7|^{\#}} = \$0.96/\text{kL}$$

Case 2: pH measured 11.0

$$\text{Charging rate for pH (\$/kL)} = 0.48 \times |11 - 9|^{\#} \times 2^{|11 - 9|^{\#}} = \$3.84/\text{kL}$$

Absolute value to be used.

D7.3.2 Non-compliance excess mass charges

Equation (4) shall apply for non-compliance excess mass charges for various substances, except for BOD₅ where equation (5) shall apply to calculate the charging rate.

$$\text{Non-compliance Excess Mass Charges (\$)} = \frac{(S-A) \times Q \times 2U}{1000} + \frac{(S-D) \times Q \times U}{1000} \quad (4)$$

Where: S = Concentration (mg/L) of a substance in sample

A = Approved maximum concentration (mg/L) of pollutant as specified in council's approval (or liquid trade waste policy)

Q = Volume (kL) of liquid trade waste discharged for the period of non-compliance

U = Excess mass charging rate (\$/kg) for the substance, as shown in council's annual Management Plan

D = Concentration (mg/L) of the substance deemed to be present in domestic sewage

D7.3.3 Non-compliance excess mass charges for BOD

The non-compliance excess mass charging rate (U_n) for BOD₅ is calculated by using equation (5):

U_n is the BOD₅ non-compliance excess mass charging rate in (\$/kL).

$$U_n = 2C \times \frac{(A - 300\text{mg/L})}{600\text{mg/L}} \times 1.05^{\frac{(A - 600\text{mg/L})}{600\text{mg/L}}} + 4C \times \frac{(\text{Actual BOD} - A)}{600\text{mg/L}} \times 1.05^{\frac{(\text{Actual BOD} - A)}{600\text{mg/L}}} \quad (5)$$

D8 Other applicable liquid trade waste charges

D8.2 Solid food waste processing unit

Discharge of waste from a solid food waste processing unit (digester/composter) is classified as Concurrence Classification C and is in charging Category 3.

Excess mass charges for all parameters in excess of the deemed concentrations in domestic sewage and non-compliance charges, above the council's acceptance limits, will be applicable to the waste stream from such equipment (refer s. D6.1 for further information).

In addition, the discharger needs to bear the cost of frequent sampling as the quality of wastewater dependent on the solid waste input to the processing unit and the effectiveness of the on-site pre-treatment equipment.

D8.3 Discharge of stormwater from large open areas or large quantities of groundwater to the sewerage system

The discharge of roof, rain, surface, seepage or ground water to the sewerage system is prohibited under clause 137A of the Local Government (General) Regulation 2021 and this policy. Consideration will be given to the acceptance of limited quantities of contaminated stormwater (first flush stormwater) based on a case-by-case assessment.

If stormwater run-off from a large areas or groundwater is approved for discharge to sewer for a Category 3 discharger (e.g. saleyards), a volume based charge similar to the non-compliance usage charging rate (\$/kL) for Category 2 will be applied (e.g. 5 to 10 times of Usage charging rate listed in council's Management Plan. Excess mass charges may be also applied to such discharges

D8.4 Charges for premises with multiple liquid trade waste streams

Examples of premises with multiple waste streams include:

- shopping centres
- commercial strata units
- institutions, e.g. hospitals, tertiary educational facilities and correctional centres
- other premises with multiple waste streams, e.g. premises comprising food cooking/serving activities and "Boutique/artisan food" businesses. For example, a liquid trade waste application may include a restaurant or a hotel, a microbrewery, a chocolate making and/or a cheese making shops, all located on the same site.

D8.4.1 Shopping centre

Table D2. Annual liquid trade waste fees - 'deemed to be approved' discharges

Inspections	Annual fees
No inspections	No fees
Annual inspection	50% reduced annual fees for relevant category

Table D3. Annual liquid trade waste fees—activities in Category 1 or 2

Pre-treatment options	Annual fees
Individual pre-treatment equipment	Individual bill to each discharger in accordance with the charging category
Shared pre-treatment equipment (grease arrestor, oil separator, cooling pit, general-purpose pit)	Individual bill to each business with shared equipment but with 50% reduced annual fee to each discharger (irrespective of category)

Council will apply trade waste usage charge based on the estimated trade waste discharge volume.

D8.4.2 Commercial strata title units

Councils will issue individual liquid trade waste bills to each owner of the strata title unit

D8.4.3 Hospitals, tertiary educational facilities and correctional centres

Council may issue a liquid trade waste bill to the management of the above premises. As indicated in Table D3, the annual fees may cover up to four discharges with pre-treatment equipment. For each additional discharge, a reduced annual fee will apply.

Council will apply trade waste usage charge based on the estimated trade waste discharge volume.

If food preparation activities are carried out by an outside contractor, e.g. take away food outlets in the educational facilities. Council may issue a separate liquid trade waste bill to such individual shops,



where practical. It may require an individual water meter or a check meter to be installed at the relevant service line.

D8.4.4 Other premises with multiple waste streams

There are some premises where various "boutique type" businesses are located on the same site as restaurants, café, etc. For example, a premise may include a restaurant, a microbrewery, a chocolate making shop and a cheese making business, all owned by the same owner. When a liquid trade waste application includes a few different activities on the same site, council will assess the application and determine the relevant charging categories and applicable fees and charges.

Appendix E – List of discharges Council may approve

E1 Classification A

Discharges from activities that Council can process without seeking Department concurrence, subject to complying with certain requirements.

Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Bakery (retail)	Animal wash (pound, stables, racecourse, kennels, mobile animal wash)
Bed and Breakfast (<10 persons)	Beautician
Bistro	Boiler blowdown
Boarding house/hostel kitchen	Car detailing
Butcher (retail)	Cooling towers
Café/coffee shop/coffee lounge	Craft activities (pottery, ceramics, cutting and polishing of gemstones or making of jewellery)
Canteen	Dental surgery
Cafeteria	Dental technician
Chicken/poultry shop (fresh chicken/game, retail, barbeque/roast chicken)	Dry-cleaning (separator water, boiler)
Club (kitchen wastes)	Florist
Commercial kitchen/caterer	Funeral parlour/morgue
Community hall/civic centre/function centre (kitchen waste)	Hairdressing
Day care centre	Jewellery shop
Delicatessen	Laboratory (pathology/analytical)
Doughnut shops	Laundry or laundromat (coin operated)
Fast food outlets (McDonalds, KFC, Burger King, Hungry Jack, Pizza Hut, Red Rooster, etc.)	Lawnmower repairs
Fish shop (retail—fresh and/or cooked)	Mechanical repairs/workshop
Fruit and vegetable shop (retail)	Medical centre/doctor surgery/physiotherapy—plaster of paris casts, laboratory
Hotel	Mobile cleaning units
Ice-cream parlour	Nursing home (other than food-related activities)
Juice bar	Optical services
Mixed business	Per shop (retail)
Mobile food van	Photographic tray work/manual development
Motel	Plants retail (no nursery or open space)
Nightclub	School (other than kitchen waste)
Nursing home kitchen	Stone working
Nut shop	Surfboard manufacturing (wet process only)

Liquid Trade Waste Policy



Food preparation/serving, generating liquid waste, up to 16 kL/day	Other Activities generating liquid waste, up to 5 kL/day
Patisserie	Swimming pools/spas/hydrotherapy pools
Pie shop	Vehicle (car) washing (by hand/wand, automatic car wash/bus wash/external truck wash or underbody/engine degrease only)
Pizza shop	Venetian blind cleaning
Restaurant	Veterinary surgery
Salad bar	
Sandwich shop	
School – canteen, home science	
Snack bar	
Supermarket (with butcher/bakery/delicatessen/seafood or roasted chicken)	
Take away food shop	

Appendix F - Framework for regulation of liquid trade waste

F1 The NSW framework for regulation of sewerage and trade waste

The NSW framework is driven by the NSW Government's *Best Practice Management of Water Supply and Sewerage Guidelines, 2007*. Sound regulation of sewerage and liquid trade waste is a key element of the 2007 guidelines, and requires each council to implement all the following integrated measures:

1. Preparation and implementation of a sound trade waste regulation policy, assessment of each trade waste application and determination of appropriate conditions of approval. The conditions must be consistent with the LWU's *Integrated Water Cycle Management Strategy* and demand management plan. In addition, execution of a liquid trade waste services agreement is required for large dischargers to assure compliance.
2. Preparation and implementation of a sound *Development Servicing Plan*, with commercial sewerage developer charges to ensure new development pays a fair share of the cost of the required infrastructure.
3. Full cost recovery with appropriate sewer usage charges and trade waste fees and charges in order to provide the necessary pricing signals to dischargers. These charges must include non-compliance trade waste usage charges and non-compliance excess mass charges in order to provide the necessary incentives for dischargers to consistently comply with their conditions of approval.
4. Monitoring, mentoring and coaching of dischargers in order to achieve cleaner production and assist them to comply with their conditions of approval.
5. Enforcement, including appropriate use of penalty notices in the NSW legislation. Orders may also be issued under the *Local Government Act 1993*.
6. Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval.

Together, the above six measures comprise the NSW framework for regulation of sewerage and trade waste. The framework involves a preventive risk management approach, which has been developed to address the use of common pool resources by providing economic incentives for dischargers to minimise their waste and to consistently comply with their conditions of approval.

F2 Alignment with the national framework for wastewater source management

The NSW framework for regulation of sewerage and trade waste is outlined in section 3.1. The NSW framework is driven by the NSW Government's *Best-Practice Management of Water Supply of Sewerage Guidelines, 2007* and is consistent with that in the *National Framework for Wastewater Source Management*.¹⁴

In particular, under the *Best-Practice Management Guidelines* each LWU is required to achieve the following outcomes:

- Prepare and implement a 30-year Integrated Water Cycle Management Strategy, demand management plan, pay-for-use water supply pricing and community and customer involvement (Elements 1, 6, 8)
- Annual performance monitoring, including an annual triple bottom line (TBL) Performance Report and Action Plan to identify and address any areas of under-performance (Elements 5, 6, 9, 10, 11, 12)
- Achieve full cost recovery for water supply, sewerage and trade waste services and apply an appropriate non-residential sewer usage charge (Elements 3, 8)
- Prepare and implement a sound trade waste regulation policy and issue an appropriate approval to each trade waste discharger, including waste minimisation and cleaner production (Elements 1, 2, 3, 4, 7, 8)
- Appropriate trade waste fees and charges (including incentives to comply with LWU's approval conditions through non-compliance trade waste usage charges and non-compliance excess mass charges) (Elements 3, 8)
- Trade waste services agreement for large dischargers to assure compliance (Elements 3, 8)
- Appropriate training of LWU staff and monitoring, mentoring and coaching of trade waste dischargers (Elements 1, 4, 5, 7, 8)
- Enforcement, including appropriate use of penalty notices or orders (Elements 3, 8)
- Disconnection of a trade waste service in the event of persistent failure to comply with the LWU's conditions of approval (Element 8).

¹⁴ The following 12 elements of the *National Framework for Sewage Quality Management* are set out on page 18 of the *Australian Sewage Quality Management Guidelines, June 2012, WSAA*:

COMMITMENT

1. Commitment to Wastewater Source Management

SYSTEM ANALYSIS and MANAGEMENT

2. Assessment of the Wastewater System
3. Preventive Measures for Wastewater Input Quality Management
4. Operational Procedures and Process Control
5. Verification of Wastewater Inputs Quality
6. Management of Incidents/Complaints and Emergencies

SUPPORTING REQUIREMENTS

7. Employee Awareness and Training
8. Customer and stakeholder involvement and awareness
9. System Validation and Research and Development
10. Documentation and Reporting

REVIEW

11. Evaluation and Audit
12. Review and Continual Improvement

Appendix G – Legislative provisions

Provisions in the Local Government (General) Regulation 2021 in regard to acceptance of liquid trade waste into the sewerage system

Clause 25 Matters to accompany applications relating to discharge into sewers

An application for approval to discharge trade waste into a sewer under the control of a Council or that connects with such a sewer must be accompanied by the information required by Table 1 of the Liquid Trade Waste Management Guidelines[#].

Clause 28 Approval to discharge waste into sewers: concurrence required

A council must not grant an approval under [section 68 of the Act](#) to discharge trade waste (whether treated or not) into a sewer of the council unless the Director-General^{*} of the Department of Trade and Investment, Regional Infrastructure and Services (or that Director-General's nominee) has concurred with the approval.

Note: [Section 90](#) (2) of [the Act](#) permits any person or authority whose concurrence is required before an approval may be granted to give the council notice that the concurrence may be assumed (with such qualifications or conditions as are specified in the notice).

Clause 32 Disposal of trade waste

- (1) An approval to dispose of trade waste into a sewer of the council is subject to such conditions (if any) as the council specifies in the approval.
- (2) In imposing any such conditions, the council is to have regard to the matter set out in Table 5 of the Liquid Trade Waste Management Guidelines[#].

Clause 159 Prevention of waste and misuse of water

The owner, occupier or manager of premises to which water is supplied by the council must:

- (a) prevent waste of water by taking prompt action to repair leaking taps, pipes or fittings located on the premises
- (b) take any other action that is reasonable to prevent waste and misuse of water.

137A Substances prohibited from being discharged into public sewers

- (1) For the purposes of [section 638 of the Act](#) (Discharge of prohibited matter into sewer or drain), roof, rain, surface, seepage or ground water is prescribed as prohibited matter.
- (2) This clause does not apply in relation to:
 - (a) a discharge that is specifically approved under [section 68 of the Act](#), or
 - (b) a discharge into a public drain or a gutter of a council, or
 - (c) a discharge in an area of operations within the meaning of the [Sydney Water Act 1994](#) or the [Hunter Water Act 1991](#).

143 Inspection of pipes and drains and measurement of water and sewage

- (1) The council may, at any reasonable time:
 - (a) inspect any service pipe connected to a water main, and
 - (b) inspect any drain connected to a sewer main, and
 - (c) install meters or other devices for measuring the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (d) measure the quantity of water supplied to, or the quality and quantity of sewage discharged from, premises, and
 - (e) inspect any pre-treatment devices connected to the council's sewerage system.

^{*} In accordance with the *Government Sector Employment Act 2013*, this is the Secretary of the NSW Department of Planning and Environment.



- (2) The occupier of the relevant premises must provide to the council such information as it requires to enable it to estimate the quantity of water actually supplied to, or the quality and quantity of sewage actually discharged from, the premises.
- (3) In this clause,
"pre-treatment device" means any device used to reduce or eliminate contaminants in trade waste, or to alter the waste's nature, before it is discharged into a sewer.

SCHEDULE 12 – Penalty notice offences

Column 1	Column 2
Offence under Local Government Act 1993	Penalty
Section 626 (3)-carry out without prior approval of council an activity specified in item 4 of Part C (Management of waste) of the Table to section 68	\$330
Section 627 (3)-having obtained the council's approval to the carrying out of an activity specified in item 4 of Part C (Management of waste) of the Table to section 68 , carry out the activity otherwise than in accordance with the terms of that approval	\$330

"Liquid Trade Waste Management Guidelines" means the Guidelines of that name produced by the Department of Energy, Utilities and Sustainability in March 2005, as in force from time to time. The 2005 Guidelines have now been superseded by *Liquid Trade Waste Management Guidelines, 2021*.

have
your say

Draft Liquid Trade Policy

Engagement Summary Report

February 2025 | Version 1.0



Header 8pt Document Title

Project Name	Draft Liquid Trade Policy		
Engagement Officer	Lucy Nielson		
Project Manager	Rachel Bennett		
Consultant	NA		
Operation Plan #	NA	CM Reference	SF25/958

INTRODUCTION

Background

The Draft Liquid Trade Waste Policy was last reviewed by Council in 2022. As part of the NSW Best Practice Management of Water Supply and Sewerage Framework, this policy ensures sound regulation and pricing of sewerage and liquid trade waste.

This Policy has been developed to ensure the proper control of liquid trade waste and hence protection of public health, worker safety, the environment, and Council's sewerage system. The policy also promotes waste minimisation, water conservation, water recycling and biosolids reuse.

Engagement approach

Port Macquarie-Hastings Council undertakes engagement using the industry standard IAP2 Spectrum of Participation which is designed to assist with the selection of the level of participation that defines Council's promise and the community's role in the decision-making process.

Following the International Association for Public Participation (IAP2) matrix, the level of engagement for the Draft Liquid Trade Waste Policy ranged from Inform to Consult. This means we sought to:

- Provide the public with balanced and objective information to assist them in understanding the project.
- Obtain feedback on analysis, alternative and/or decisions.

Our commitment from this process is to:

- Keep the community informed.
- Listen and acknowledge concerns and aspirations.
- Let the community know how their input has influenced decisions made in finalising the design.

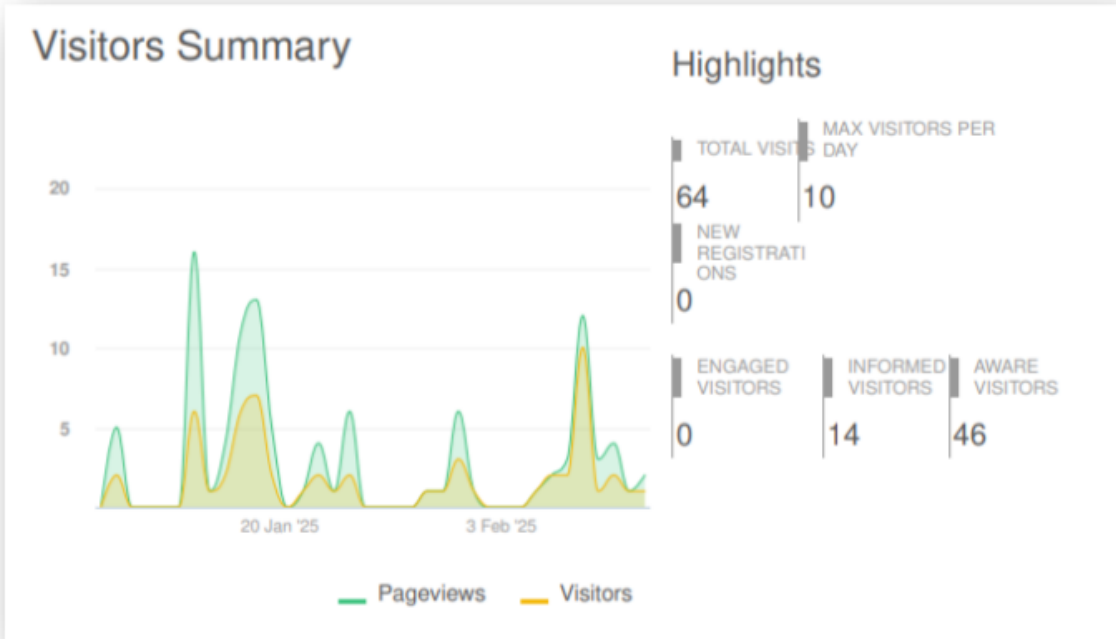
Our Have Your Say webpage was the key platform used in the engagement process with feedback submitted via an online survey and through direct email. The consultation was open between Monday 13 January and Tuesday 11 February 2025.

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ENGAGEMENT ACTIVITIES



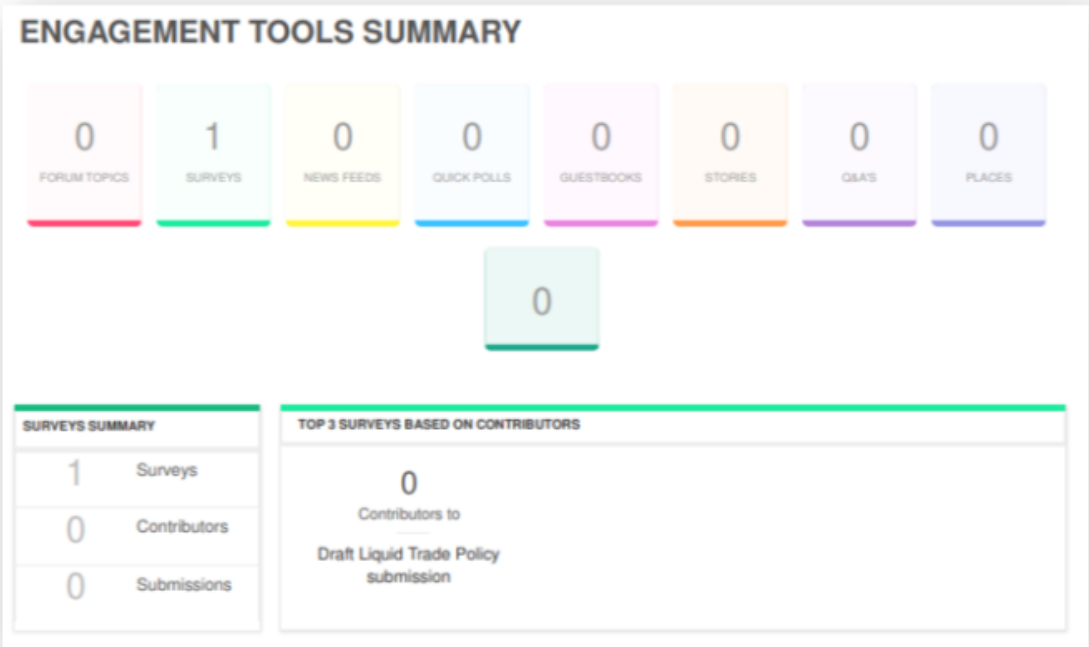
The following graph summarises the user activity for the exhibition period.



PROJECT TITLE	AWARE	INFORMED	ENGAGED
Draft Liquid Trade Waste Policy	46	14	0

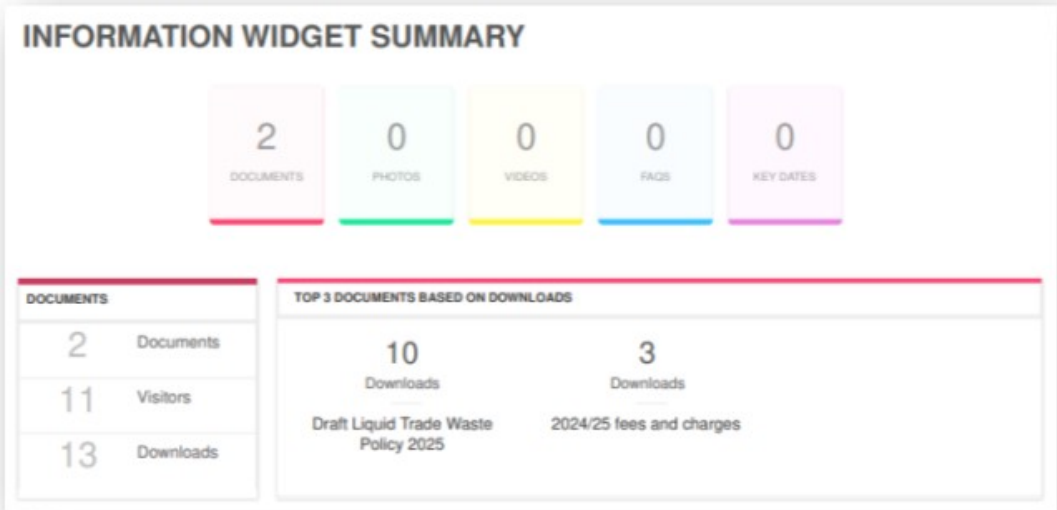


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Communications

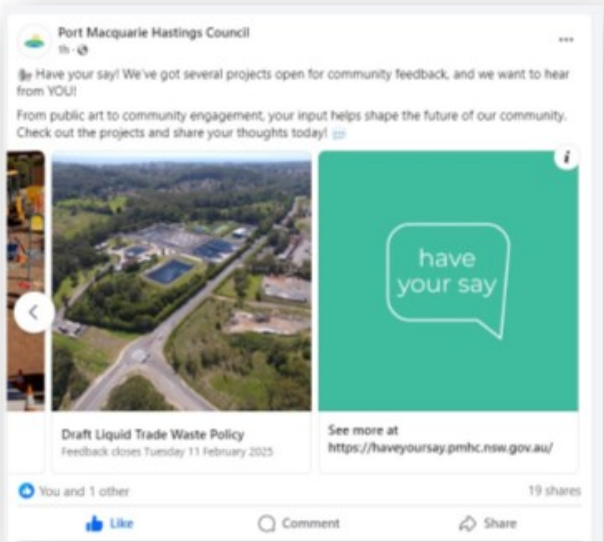
Social media story





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Social media post - shared into 19 local Facebook groups.



HYS EDM's

January



Draft Liquid Trade Waste Policy

Council has placed the [Draft Liquid Trade Waste Policy](#) on exhibition. It ensures the protection of public health, worker safety, the environment, and the sewerage system, while promoting waste minimisation, water conservation, and recycling.

[Have your say](#)

February



Draft Liquid Trade Waste Policy

Council has placed the [Draft Liquid Trade Waste Policy](#) on exhibition. It ensures the protection of public health, worker safety, the environment, and the sewerage system, while promoting waste minimisation, water conservation, and recycling.

 **Feedback closes Tuesday 11 February**

[Have your say](#)

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RESULTS SUMMARY/CONCLUSION

During the public exhibition period, no submissions were received.

NEXT STEPS

Council's Community Utilities team will finalise the strategy before reporting to the 20 March Ordinary Council Meeting where the elected Councillors will consider it for adoption.

For information about Council meetings, agenda items, reports and minutes, please visit our webpage www.pmhc.nsw.gov.au/Your-Council/Council-meetings/Agendas-and-minutes

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Actions within both the Affordable Housing Plan & Local Housing Delivery Plan

Plan	Action	Timeframe	Status
AHP	2c) Advocate to State Government for the introduction of a publicly available Affordable Rental Housing database to track all affordable rental housing approved under the Housing SEPP or delivered through Affordable Rental Housing Contribution Schemes.	On-going	Conversations with NSW Government on affordable housing are on-going.
AHP	4a) Conduct a bi-annual housing forum with stakeholders to understand and discuss key local issues and opportunities for action.	On-going	A bi-annual housing forum with stakeholders will be formalised, to commence in 2026.
AHP	7a) During housing related strategic planning and policy development, ensure consideration is given to the cumulative financial costs of development and the potential impact this may have on affordable housing.	On-going	Consideration will be given to the cumulative financial costs of development and the potential impact this may have on affordable housing during the development of any strategic planning and policy development.
LHDP	1d) Finalise and implement the Ocean Drive Corridor Strategy (Project MR 600/MR 538)	Ongoing	This Action has been included within the Integrated Transport Plan, which was adopted by Council in August 2024. This Plan includes two actions for a shared path on one side of the Ocean Drive corridor through Port Macquarie and through Lake Cathie and Bonny Hills. These actions have a medium term, being 5-10 years.
LHDP	1i) Work collaboratively with and advocate TfNSW on priority infrastructure projects.	Ongoing	Regular meetings are held with TfNSW to discuss various infrastructure projects.
LHDP	3c) Identify green spaces, corridors and connections in structure, precinct and master plans.	Ongoing	During the development of any structure, precinct or master plan, consideration will be undertaken in identifying green spaces, corridors and connections.
LHDP	3e) Engage local Aboriginal knowledge holders and the community early in the planning process to understand cultural and heritage values.	Ongoing	As part of the development application and planning proposal process, the Local Aboriginal Land Councils are engaged with.
LHDP	4a) When preparing local strategic plans, adopt the principles outlined in the	Ongoing	As part of the review of the Local Strategic Planning Statement and Urban

		Strategic Guide to Planning for Natural Hazards.		Growth Management Statement, the principles outlined in the Strategic Guide to Planning for Natural Hazards will be incorporated.
LHDP	4c)	Locate new developments, away from hazard prone areas such as high bushfire, flood, landslide, coastal erosion, coastal and tidal inundation risk locations, contaminated land, and designated waterways to reduce the community's exposure to natural hazards, taking into account the impacts of climate change on the scale, frequency and severity of future natural disasters and the risks posed by natural hazards.	Ongoing	The assessment of both development applications and planning proposals take into consideration all natural hazards to achieve development that has minimal impact from natural hazards.
AHP	4b)	Investigate opportunities to strengthen partnerships with Community Housing Providers (CHPs) for increased affordable housing provision.	Immediate and on-going	The Strategic Property Section will investigate partnership opportunities with CHP's.
AHP	5a)	Continue to exempt secondary dwellings under 60m ² from Section 7.11 Development Contributions.	Immediate	All secondary dwellings under 60m ² continue to be exempt from section 7.11 development contributions.
AHP	7c)	Ensure adequate arrangements in the Social Impact Assessment associated with Development Consent have been made to assist residents who are likely to be displaced to find comparable accommodation.	Immediate and on-going	Adequate arrangements will continue to be undertaken to assist residents who are likely to be displaced as part of a proposed development, to find comparable accommodation.
LHDP	1f)	Prepare a water and wastewater servicing strategy for Sancrox and Fernbank Creek.	Immediate	A consultant has been engaged to prepare a water and wastewater servicing strategy.
LHDP	1g)	Undertake a transport network plan for Thrumster, Sancrox and Fernbank Creek.	Immediate	A consultant has been engaged to undertake a transport network plan.
LHDP	3b)	Review development contributions plan and include priority walking and cycling capital projects.	Immediate	Priority walking and cycling infrastructure has been incorporated (where relevant) within the draft LICP.
LHDP	5c)	Finalise the Fernbank Creek and Sancrox Structure Plan.	Immediate	The draft Structure Plan is currently being reviewed.
LHDP	5k)	Use High Environmental Value mapping to inform changes to zoning.	Immediate	Assessment of planning proposals will incorporate the use of High Environmental Value mapping to inform changes to zoning.
LHDP	3a)	Undertake and implement walking and cycling review process.	Short	At the Ordinary Meeting of Council held on 12 December 2024, Council

				resolved to endorse the draft Walking and Cycling Review to be placed on public exhibition for a period of not less than 28 days. This review was placed on public exhibition from 24 February to 24 March 2025.
AHP	1a)	Seek the following commitments from the NSW Government: <ul style="list-style-type: none"> • That the proportion of social housing in the LGA will not fall below current levels • Funding and delivery of an additional 1,564 social housing dwellings in the LGA by 2046 • Funding of at least 500 places of crisis, short-term, transitional and supported accommodation for people at risk of homelessness in the LGA by 2041. 	Short and on-going	This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	1b)	Advocate for amendment to the Housing SEPP - to incentivise quality affordable housing outcomes, including changes to support the delivery of affordable housing under the Housing SEPP in perpetuity, not just for 15 years.	Short and on-going	This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	1c)	Advocate for amendment to Affordable Rental Housing Contribution Scheme guidelines - to allow LGA wide Schemes, as well as a simplified approach to implementation.	Short and on-going	This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	2a)	Advocate for development of housing on any surplus or under-utilised government owned land, and that any development should include at least 30% affordable housing.	Short	Council's adopted Strategic Property Investment Policy does not address affordable housing. This Policy could be amended to consider this action as an option if Council chooses to act as a "developer". This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	2b)	Investigate opportunities to support the delivery of social and affordable rental housing on State owned land within the LGA.	Short	Council has worked and continues to work with the NSW Government in relation to the delivery of social and affordable housing in the LGA. As an

				example, at the Ordinary Council Meeting held on 12/12/24, Council resolved to exempt a State Significant Development for infill affordable housing development comprising 94 units at 33-37 Gordon Street and 22-24 Grant Street, Port Macquarie from s.7.11 contributions. Waiving these fees demonstrated Council's commitment to supporting this development, in line with the adopted AHP. This plan aims to provide valuable social and affordable housing, benefiting both the local community and the wider area.
AHP	3a)	Advocate to Land and Housing Corporation (LAHC) for greater partnership and actions to support the delivery and renewal of social and affordable housing in the right locations throughout the LGA that meet community needs and minimise clustering.	Short and on-going	This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	3b)	Advocate for increased government funding for affordable housing (including social housing and housing for 'key workers') under relevant NSW and federal government programs.	Short and on-going	This Action will be included within the next Delivery Program and will include advocacy actions as an on-going program to write to the relevant Government Departments.
AHP	4c)	Continue to support and build capacity of local homelessness, domestic violence, housing and community support services through training programs, hosting local interagency, identifying joint advocacy positions and provision of grant funding opportunities.	Short	Council staff attend the Homeless Network Agency meetings.
AHP	4d)	Continue to work with the local homelessness sector to respond to and support people sleeping rough through appropriate referral pathways	Short	In accordance with Council's Homelessness Protocol, Council's Rangers provide a list of local service agencies to the homeless if they request assistance.
AHP	4e)	Review and update Council's homelessness protocols to reflect current and best practice in customer service, advice and referral.	Short	A review is currently being undertaken of Council's Homelessness Protocols.
LHDP	3h)	Update DCP provisions to ensure consistency with Public Spaces Principles.	Short	A review of the DCP will ensure consistency with

				Public Spaces Principles. DCP review program
AHP	5b)	Amend the Port Macquarie Hastings Development Control Plan (DCP) 2013 to: <ul style="list-style-type: none"> Investigate reduced or removal of car-parking provisions. Remove minimum parking requirements for studio, one and two bedroom apartments and visitor in higher density zones and locations such as City Heart and East Port Precincts. Investigate and consider reduced the private open space requirement for multi dwelling housing. 	Short	The City Heart Masterplan will investigate parking provisions associated with residential development in this precinct to determine if parking provisions within the DCP need to be revised. The CBD Parking Plan is to be completed during the 25/26 financial year. This action will be considered as part of the DCP amendment program and incorporate any recommendations within the City Heart Masterplan and CBD Parking Plan and commence within the next 4 years.
LHDP	2i)	Investigate reducing or removing car-parking provisions for dwellings in central and well located areas	Short	
LHDP	2b)	Prohibit low density land uses such as dwelling houses, dual occupancies and secondary dwellings in zones R3 Medium Density Residential and R4 High Density Residential.	Immediate	This Action will be incorporated into a housekeeping LEP amendment.
AHP	5c)	Amend the Port Macquarie Hastings Local Environmental Plan (LEP) 2011 to make dwelling houses prohibited in Zone R3 Medium Density Residential and to make secondary dwellings prohibited in Zone R4 High Density Residential and R3 Medium Density Residential.	Short	This Action will be incorporated into a housekeeping LEP amendment.
AHP	5d)	Investigate height of buildings and floor space ratio controls in employment zones (which permit shop-top housing), zone R3 Medium Density Residential and zone R4 High Density Residential.	Short	The City Heart Masterplan will investigate the height of building and floor space ratio controls within the identified precinct to determine if these controls need to be revised.
AHP	6a)	Amend the Port Macquarie Hastings DCP 2013 and LEP 2011 to encourage a mix of lot sizes to be delivered through development of greenfield release areas.	Short	New planning proposals will be encouraged to propose a mix of lots sizes and density outcomes.
AHP	9a)	Investigate waiving the following fees for development that will deliver affordable housing: <ul style="list-style-type: none"> Pre-lodgement meeting fees Development application fees (excluding integrated development and Planning Reform fees) Construction Certificate fees (for building work and civil/engineering work). The waiver will apply to development that will provide affordable housing managed by a Community Housing Provider (CHP)	Short	Aim to commence project in 2028

		where rents are guaranteed to be affordable to very low and low income households in perpetuity, or for a lesser fixed period.		
LHDP	1j)	Review and consolidate Local Infrastructure Contributions Plan (LICP).	Short	The Draft LICP was placed on public exhibition from 14 Oct - 22 Nov 2024.
LHDP	1k)	Review Development Servicing Plan(s) (DSP).	Short	The new DSP was adopted by Council on 20 February 2025.
AHP	9b)	Investigate updating s7.11 development contributions plans to list affordable housing as development that is exempt from payment of contributions.	Short	The Draft LICP, proposes that social and community housing undertaken by a CHP will be exempt from s.7.11 contributions. Consideration of affordable housing as being exempt from s.7.11 contributions, will be considered as part of the first review of the draft LICP if adopted.
AHP	9c)	Investigate additional incentives related to relaxation of development standards (such as height, floor space ratios or density bonuses) for development that delivers affordable housing.	Short	The City Heart Masterplan will consider this within the project area.
AHP	10a)	Plan and undertake land use and infrastructure planning programs to ensure a 2-5 year supply of land is zoned for residential development with infrastructure plans in place.	Short and on-going	The REMPLAN housing and land model provides staff with data on available and underutilised land in the LGA. The LHD program indicates that there is greater than 5 year land supply.
AHP	11a)	Carry out an economic analysis of infill development within the Port Macquarie Hastings LGA to understand economic feasibility of infill development in this area.	Short	This Action is included within the scope of the City Heart Masterplan.
LHDP	2d)	Review planning controls in Wauchope to deliver appropriate infill development.	Short	This Action will be considered as part of the LEP and DCP amendment program and commence within the next 4 years.
AHP	12a)	Amend local planning controls to require the delivery of smaller dwellings in the following circumstances: <ul style="list-style-type: none"> Any residential flat building, shop top housing or multi dwelling housing containing 5-10 dwellings must include at least 20% studio or 1 bedroom apartments/dwellings Any residential flat building, shop top housing or multi dwelling housing development containing 11 or more dwellings must include at least 20% 	Short and as when required	This Action will be considered as part of the DCP amendment program and commence within the next 4 years.

		studio or 1 bedroom apartments/dwellings and 30% 2 bedroom apartments/dwellings.		
LHDP	2h)	Review planning controls to ensure dwelling diversity.	Short	The City Heart Masterplan is reviewing densities within this precinct. This Action will be considered as part of the LEP and DCP amendment program and commence within the next 4 years.
LHDP	2j)	Investigate and amend local planning controls to require the delivery of smaller dwellings.	Short	This Action will be considered as part of the LEP and DCP amendment program and will commence within the next 4 years.
LHDP	2k)	Amend the Port Macquarie-Hastings DCP 2013 and LEP 2011 to encourage a mix of lot sizes to be delivered through development of well-planned greenfield release areas.	Short	This Action will be considered as part of the LEP and DCP amendment program and will commence within the next 4 years.
LHDP	4e)	Investigate and review development controls to ensure suitable solar orientation of dwellings.	Short	A review of the DCP will investigate and review development controls to ensure suitable solar orientation of dwellings. This action will be considered as part of the DCP amendment program and commence within the next 4 years.
LHDP	5a)	Develop a City Heart Master Plan.	Short	The preferred consultant has been engaged to commence the project.
LHDP	5f)	Prepare urban design study and development control plan provisions for the City Heart, East Port and Health and Education Precinct.	Short	The City Heart Masterplan investigation has just commenced, and any recommendations will be considered as part of the DCP amendment program and commence within the next 4 years. The East Port and HEP precincts are future projects. When completed, any recommendations will be considered as part of any future DCP amendment program.
LHDP	5i)	Finalise Laurieton Town Centre Master Plan.	Short	This Action is to be undertaken within the next 4 years.
AHP	13a)	Investigate the implementation of an empty building levy	Short	This Action will be investigated within the next 4 years.

AHP	13b)	Investigate the implementation of a special rate for short-term accommodation, such as Airbnb properties.	Short	This Action will be investigated within the next 4 years.
LHDP	1a)	Prepare and implement Integrated Transport Plan (ITP).	Short	The ITP was adopted by Council in August 2024. This Plan includes several actions to be implemented.
LHDP	1b)	Prepare and implement Integrated Water Cycle Management Plan (IWCMP).	Short	The IWCMP was adopted by Council at the 20 June 2024 meeting. This Plan includes several actions to be implemented.
LHDP	1e)	Undertake detailed traffic and transport study for the Health And Education Precinct (HEP).	Short	Modelling for the Oxley Highway has been undertaken by Transport for NSW. A concept design for alternate access to the HEP has been prepared. The next steps are to be considered as part of the next years OP review.
LHDP	4b)	Undertake flood risk management planning to ensure contemporary planning controls to mitigate flood risk.	Short	Council's Flood Policy is currently being reviewed to incorporate the updated flood mapping.
LHDP	4f)	Develop the Coastal Management Program (CMP) and associated Coastal Management Plans for all coastal zones across the Port Macquarie-Hastings LGA.	Short	The CMP is currently in the end of Stage 2 (further Investigations) with final projects underway. Stages 3 and 4 which involve options assessment, business case development. Council approval is scheduled for the second half of 2025. A coast and estuary grant application has been submitted to enable this to proceed.
AHP	6b)	Investigate additional options to directly impact housing affordability in Port Macquarie Hastings LGA, including supporting the "missing middle" of housing types such as terraces, manor houses, dual occupancies and co-living housing in suitable locations.	Medium	This Action is to be considered in 5-10 years.
AHP	6c)	Apply low-rise medium density provisions to appropriate parts of greenfield development areas to facilitate development of smaller lots and dwellings.	Medium	This Action is to be considered in 5-10 years.
AHP	7b)	Advocate State Government to allow Regional NSW to levy monetary contributions to offset the loss of low-	Medium and on-going	This Action is to be considered in 5-10 years.

		rental dwellings through demolition, alteration, change of use or subdivision. Currently, contributions can only be imposed in the Greater Sydney, Newcastle and Wollongong regions.		
AHP	8a)	Develop and implement criteria to guide Council and proponents in negotiating affordable housing to be delivered through VPAs such as; criteria for the nature and quantum of a preferred contribution (in-kind or monetary), the method of calculation and the types of developments and precincts to which it would apply.	Medium	This Action is to be considered in 5-10 years.
AHP	8b)	Investigate the suitability of affordable rental housing provided through VPAs is dedicated to Council and therefore provided in-perpetuity (rather than owned by another party and operating for a limited timeframe).	Medium	This action is to be considered in 5-10 years.
AHP	8c)	Investigate opportunity to partner with developers and/or housing providers to deliver demonstration housing projects.	Medium	This Action is to be considered in 5-10 years.
AHP	9d)	Prioritise processing of applications for development that will deliver affordable housing.	Medium	This Action is to be considered in 5-10 years time.
AHP	11b)	Subject to the completion and findings of the economic analysis, amend local planning controls (if required) to improve economic feasibility of infill development that will deliver smaller and lower cost housing.	Medium	This Action is to be considered in 5-10 years.
AHP	14a)	Investigate introduction of an AHCS as part of any review of planning controls to increase development density or potential in infill and renewal areas.	Medium	This Action is to be considered in 5-10 years.
AHP	14b)	Investigate introduction of an AHCS as part of any rezoning of residential growth areas.	Medium	This Action is to be considered in 5-10 years.
AHP	14c)	Prepare and implement an AHCS Implementation Policy to support the delivery of a AHCS.	Medium	This Action is to be considered in 5-10 years.
LHDP	1c)	Prepare and implement Recreational Needs Strategy.	Medium	This Action is to be considered in 5-10 years.
LHDP	1h)	Prepare a water and wastewater servicing strategy for Bonny Hills and Lake Cathie.	Medium	This Action is to be considered in 5-10 years.
LHDP	1i)	Review strategic planning and waste management strategies to support a circular economy, including dealing with waste from natural disasters and opportunities for new industry specialisations	Medium	This Action is to be considered in 5-10 years.
LHDP	2a)	Review development contributions and consider (where appropriate) discounts or incentives.	Medium	This Action is to be considered in 5-10 years.
LHDP	2c)	Review height of building and floor space ratio controls in the City Heart and East Port Precincts.	Medium	This Action is to be considered in 5-10 years.

LHDP	2f)	Review and investigate DCP controls to encourage energy efficient and accessible housing.	Medium	This Action is to be considered in 5-10 years.
LHDP	2g)	Investigate incentives provision to increase housing diversity and ensure suitable accessible housing.	Medium	This Action is to be considered in 5-10 years.
LHDP	2l)	Review land zoned R2 Low Density Residential to understand suitability for low impact infill development.	Medium	This Action is to be considered in 5-10 years.
LHDP	3d)	Review planning controls to ensure adequate greenspace is provided in developments and at subdivision.	Medium	This Action is to be considered in 5-10 years.
LHDP	3f)	Undertake heritage studies to inform conservation and value add opportunities.	Medium / Long	This Action is to be considered in 5-10 years.
LHDP	3g)	Investigate development contributions incentives to encourage adaptive re-use of heritage items and interpretation to create distinctive local places.	Medium / Long	This Action is to be considered in 5-10 years.
LHDP	4d)	Review planning controls and ensure best practice approach to energy efficient design.	Medium	This Action is to be considered in 5-10 years.
LHDP	4g)	Develop and implement a framework to manage the impact of land-use activities on the health of Port Macquarie-Hastings waterways based on NSW Government's Risk-based Framework for Considering Waterway Health Outcomes in strategic land-use planning decisions.	Medium	This Action is to be considered in 5-10 years.
LHDP	5b)	Develop a City Heart Master Plan.	Medium	This Action is to be considered in 5-10 years.
LHDP	5d)	Finalise the Fernbank Creek and Sancroix Structure Plan.	Medium	This Action is to be considered in 5-10 years.
LHDP	5g)	Develop a town centre master plan and infill strategy for Wauchope.	Medium	This Action is to be considered in 5-10 years.
LHDP	5j)	Review Koala Plans of Management, and relevant controls in the LEP and DCP to secure the future of koalas in the LGA.	Medium	This Action is to be considered in 5-10 years.
LHDP	5l)	Investigate the suitability of bio-certification to protect biodiversity values at Fernbank Creek and Sancroix.	Medium	This Action is to be considered in 5-10 years.
LHDP	5n)	Review planning controls and ensure high-quality design outcomes.	Medium	This Action is to be considered in 5-10 years.
LHDP	2e)	Review planning controls in Laurieton to deliver appropriate infill development.	Long	This Action is to be considered in 10+ years.
LHDP	5e)	Finalise the Fernbank Creek and Sancroix Structure Plan.	Long	This Action is to be considered in 10+ years.
LHDP	5h)	Development of concept designs for future revitalisation and beautification of the village's shopping precincts and surrounds.	Long	This Action is to be considered in 10+ years.
LHDP	5m)	Investigate the suitability of bio-certification to protect biodiversity values around Lake Cathie and Bonny Hills.	Long	This Action is to be considered in 10+ years.



11 February 2025

Our Reference: 5141
Your Reference: DA2024/249

Chief Executive Officer
Port Macquarie Hastings Council
Corner Lord and Burrawan Street
Port Macquarie NSW 2444

Attention: Pat Galbraith-Robertson or Alex Adkins

Dear Pat or Alex,

RE: Offer to enter into Voluntary Planning Agreement – DA2024/249 - Batar Creek Road upgrade and associated works costs to be offset against contributions at Lot 201 DP1302665 and Lot 101 DP1288830, 79 Batar Creek Road Kendall (Monterey Stage 7)

Following on from the meeting with the Council Strategic Planning Team on 3 October 2024, and written advice received from Alex Adkins 22 October 2024, we understand Council's position and the limitations of a work in kind agreement, which leaves a funding gap that is disproportionate to the proposed development.

Accordingly, we would like to progress discussions and make an offer to enter into a Voluntary Planning Agreement under Clause 7.4 of the Environmental Planning and Assessment Act 1979 and Part 9, Division 1 of Environmental Planning and Assessment Regulation 2021.

Background

In a meeting with Council Officers on 27 August 2024, the applicant was advised that regardless of the traffic calculations provided by Colston Budd Rogers & Kafes which indicates that the proposed development will not exceed 2000 vehicles per day (vpd), Council are of the opinion that Batar Creek Road requires upgrading to a rural collector standard as the Equivalent Tenements threshold of 150 ET was exceeded.

Council's position is based on a local road being able to accommodate 150 ET or 2000 vpd. This equates to 13.3 vpd per ET.

Our client's position is that the application of the 150 ET threshold is unreasonable as it is almost double the TfNSW rate for a single residential dwelling (7.3 vpd). There is no definition of ET or a scale of trip rates for various dwelling types that can be applied to the ET threshold. The ET rate had not previously been considered by Council as reflected in the current approval of over 201 dwellings in the Monterey Development in which case the road would have been considered undersized. Council have always referred to vpd as the trigger for requiring upgrade and the minutes of the 2019 DAP concluded that the condition to upgrade the road be removed from the original consent as the vpd was adjusted to be more appropriate for a MHE development (4 vpd), resulting in total vpd not triggering an upgrade to Batar Creek Road, and



Council approved the development. An extract from the relevant assessment report to the DAP meeting dated 28 August 2019 are provided as **Attachment 1**.

The more practical threshold is 2000vpd as this is measurable and can be projected using the TfNSW rates. The development does not exceed the 2000vpd threshold for upgrading the Batar Creek Road to a collector road.

Our client has also already constructed the roundabout at the entry to the site, and a footpath connection from the site back to the Albert Street. These infrastructure items each have significant cost (\$850,000) and provide benefits to the wider community.

Notwithstanding that, in the interest of improving the existing situation, on a without prejudice basis, Allam has expressed that it is open to working with Council to deliver an upgrade to the road as well. However, the full cost cannot be reasonably burdened on this single development.

A preliminary design of a road upgrade has been prepared which achieves the rural collector road carriageway widths (3.5m in either direction) but reduces the shoulder width to minimise environmental impact (tree removal) and costs associated with physical work and biodiversity offsets. A set of the preliminary road plans are provided as **Attachment 2**.

A preliminary costing has been prepared which estimates cost of upgrade is \$2,567,041.35 provided as **Attachment 3**.

Traffic Calculations

The current traffic flows on Batar Creek Road are shown in **Table 1** with three columns showing the variation in background traffic growth of 2%, 1.5% and 1%.

Even with a very generous projection of 2% background growth per annum for 12 years, the road would still have traffic volumes less than 2000vpd.

The proposed development under a 1% background growth scenario generates a maximum of 11% of the projected traffic volume on the subject road.

TABLE 1 - TRAFFIC FLOWS ON BATAR CREEK ROAD						
	2% Growth p.a	Apportionment %	1.5% Growth p.a	Apportionment %	1% Growth p.a	Apportionment %
Existing Traffic (April 2024*)	671	34%	671	35%	671	36%
12 yrs Growth	202	10%	151	8%	101	5%
Additional Approved Monterey**	648	33%	648	34%	648	35%
Stage 7 Monterey	200	10%	200	10%	200	11%
Additional Other	244	12%	244	13%	244	13%
TOTAL	1965	100%	1914	100%	1864	100%

* April Includes 49 Settled within Monterey less construction traffic of 64vpd

** Excludes credit from approved but not constructed Torrens Lots



Apportionment

Based on the above, the reasonable apportionment of cost for the road upgrade to the development should be as per **Table 2**.

TABLE 2 – APPORTIONMENT BASED ON TRIPS		
	Share of Cost	Amount
Allam	(10%)	\$ 256,704
Council	(90%)	\$ 2,310,336
TOTAL	100%	\$2,567,041

Despite this, Allam would like to work with Council to deliver this benefit to the community, and in good faith we offer to pay the 10%, plus an additional 33% of the costs, bringing Allam's proposed share to 43%. See **Table 3** below.

TABLE 3 – APPORTIONMENT BASED ON VOLUNTR 40% OFFER		
	Share of Cost	Amount
Allam	(10% + 33% = 43%)	\$ 1,103,827.63
Council	(57%)	\$ 1,463,213.37
TOTAL	100%	\$2,567,041

VPA Offer

Our client is offering to enter into a Voluntary Planning Agreement (VPA) based on the following, which will deliver the road upgrade and material public benefit that Council is requesting on a commercially viable basis:

- Allam will fund and construct the road upgrade works to Batar Creek Road as per **Attachment 2**.
- Allam's share of the cost (\$1,103,827.63) will be non-recoverable.
- Funding recovery of Council's share of cost is provided by offsetting the cost of the upgrade road works against:
 - o The road contributions already identified in the Contributions Plan, Batar Creek Road items (\$952,180.41) payable for Stages 4-7 from the s7.11 road contributions.
 - o By excluding balance of cost (\$511,032.96) from the total s7.11 contributions payable for Stages 6A & 7, currently estimated at \$1,389,669.59 (excl road contributions already allocated above).
- This would require DA2017/73.14 (Stage 6A) and DA2024/249 (Stage 7) to incorporate the VPA into Conditions of Condition.
- The completion of Batar Creek upgrade works should be tied to the Stage 7 dwelling site occupation. This is consistent with the agreement Allam had with Council for the sewer rising main, where a condition was included in the Approval to Operate. The suggested wording of a condition to be included in Stage 7 ATO is as follows:



"Occupation of no more than 30 dwelling sites can occur in Stage 7 until the agreed Batar Creek Road works are complete".

Discussion

The proposed delivery of the road upgrade and exclusion of Council's share of the cost from the total Stage 6A and Stage 7 section 7.11 contributions is justified on the basis that:

- The development does not exceed the relevant threshold for the requested upgrade, and it is not reasonable to apportion all the cost on a single development.
- The proposed VPA would deliver the requested material public benefit by the developer, and at no cost to Council.
- The developer is paying an above what is their true share based on **Table 2**.
- The remaining payment to equal the total s7.11 contributions (currently estimated at \$1,389,669.59) that would otherwise be payable for the remaining Stage 6A/ 7 will ensure that the developments contributions will not be less than the total contributions that would otherwise have been paid. The council may direct those additional funds (currently estimated at \$878,489.18) to deliver work from other contribution plans.
- The yield of contributions from Stage 6A and Stage 7 is above what has been anticipated by traditional Torrens subdivision and therefore there will not affect to other contribution plans or contributions collected from earlier stages of the development.
- The demographic of the subject development have less demand for active open space and community facilities.
- The development provides many of the residents with recreational and open space needs on-site.
- The developer has already paid \$850,000 to upgrading the footpath connection from the site to Albert Street, and upgraded the intersection (roundabout) of Batar Creek Rd and Benaroon Dr.

It is requested that Council arrange bonding of all future contributions payable by the development while this agreement is being negotiated.

It is also requested that the Council review the information provided in the accompanying attachments and begin the required procedures to legally draft the agreement.

Should you need to discuss any of the matters addressed in the Voluntary Planning Agreement offer, do not hesitate to contact me on phone number (02) 6583 2677 or via email.

Yours faithfully

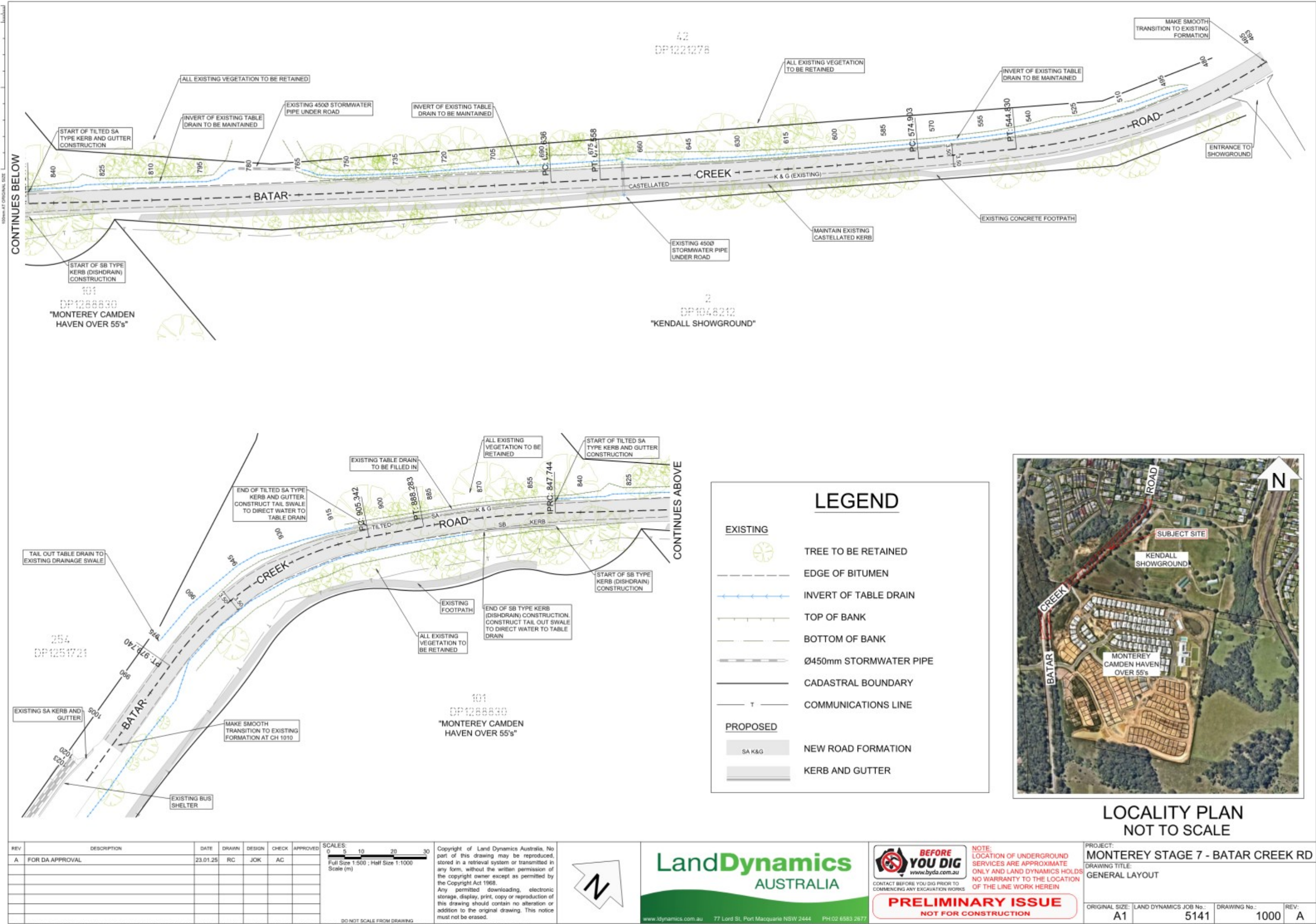
A handwritten signature in black ink, appearing to read 'Brad Lane', with a stylized flourish at the end.

Brad Lane,

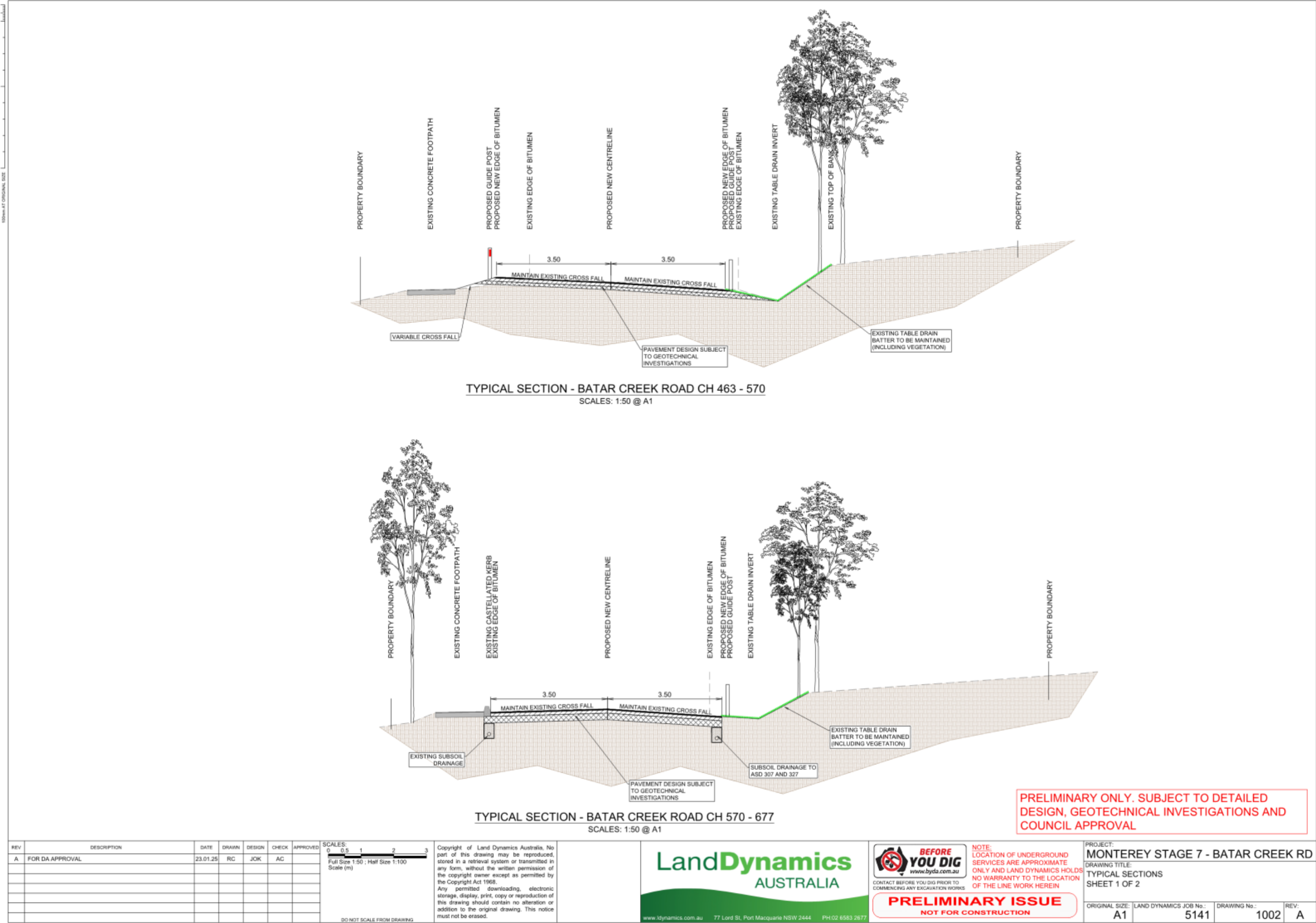
Senior Town Planner – Land Dynamics Australia

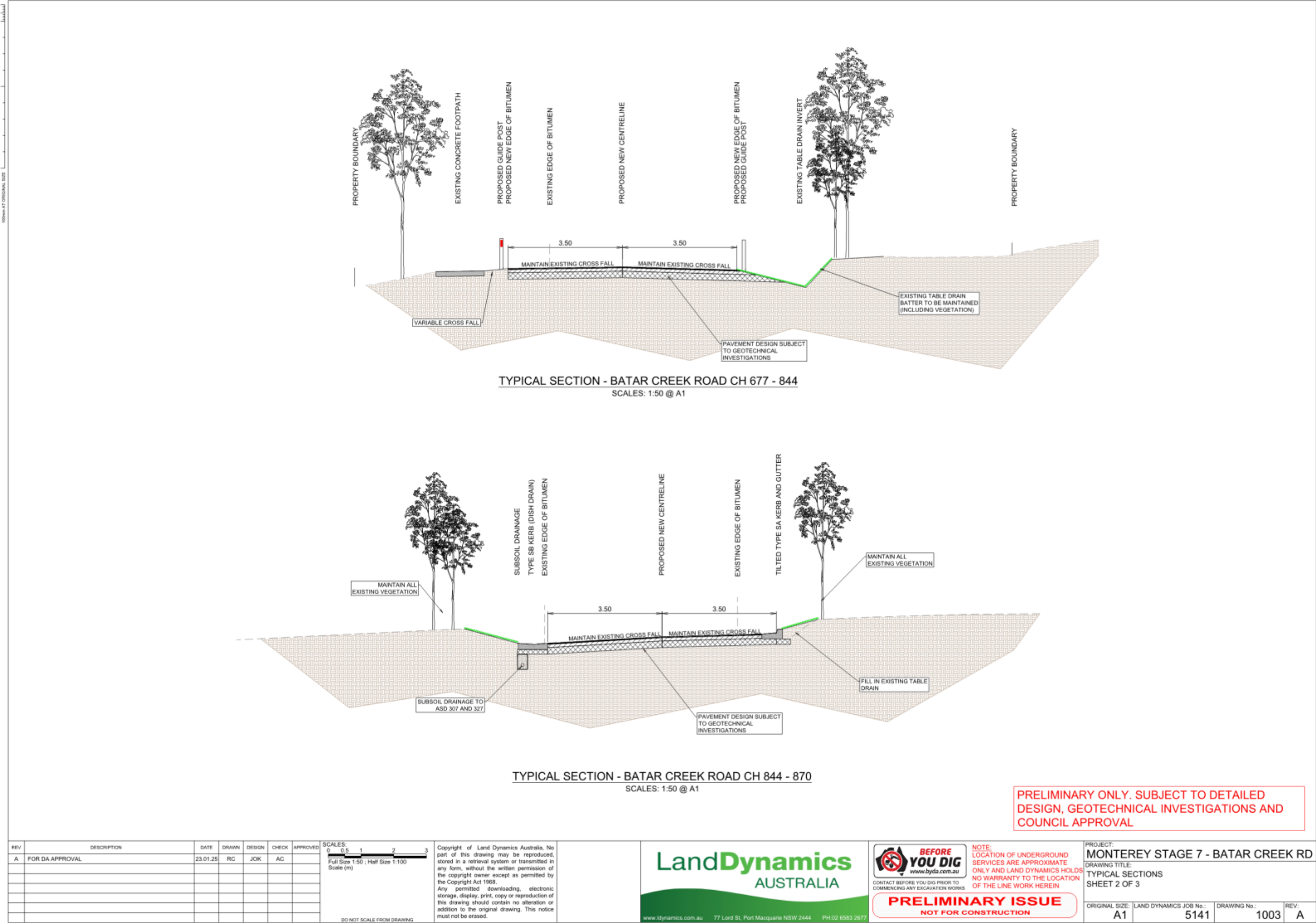
Attachments:

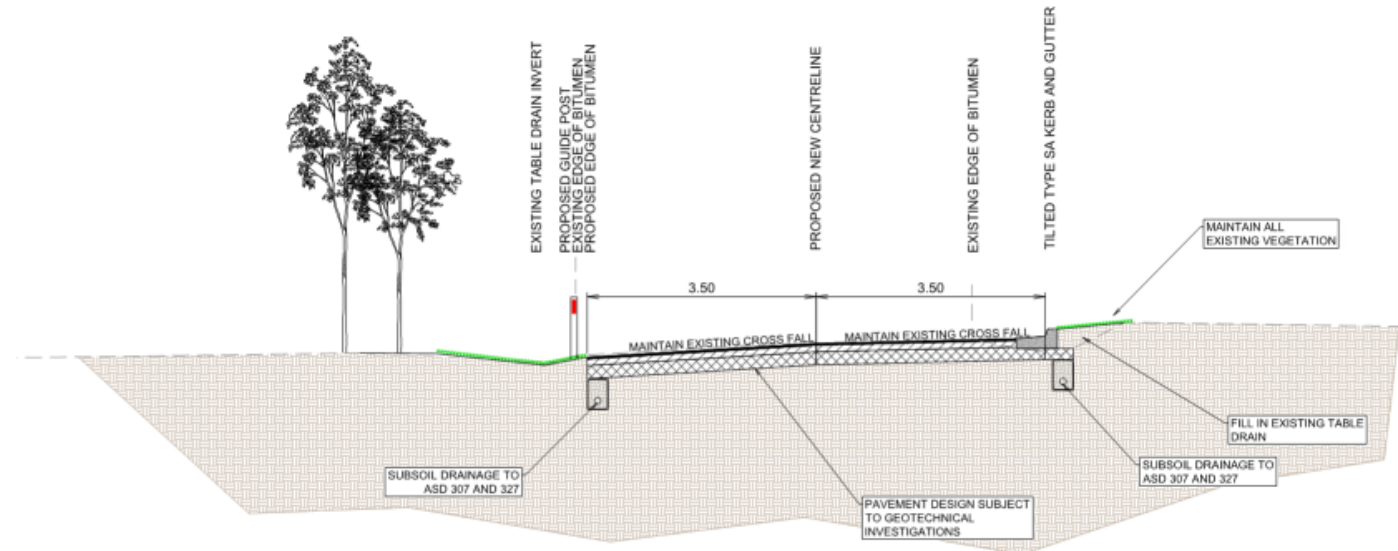
1. Extract from DAP Report 28 August 2019
2. Preliminary Plans Batar Creek Road Upgrade
3. Preliminary BOQ Batar Creek Road Upgrade



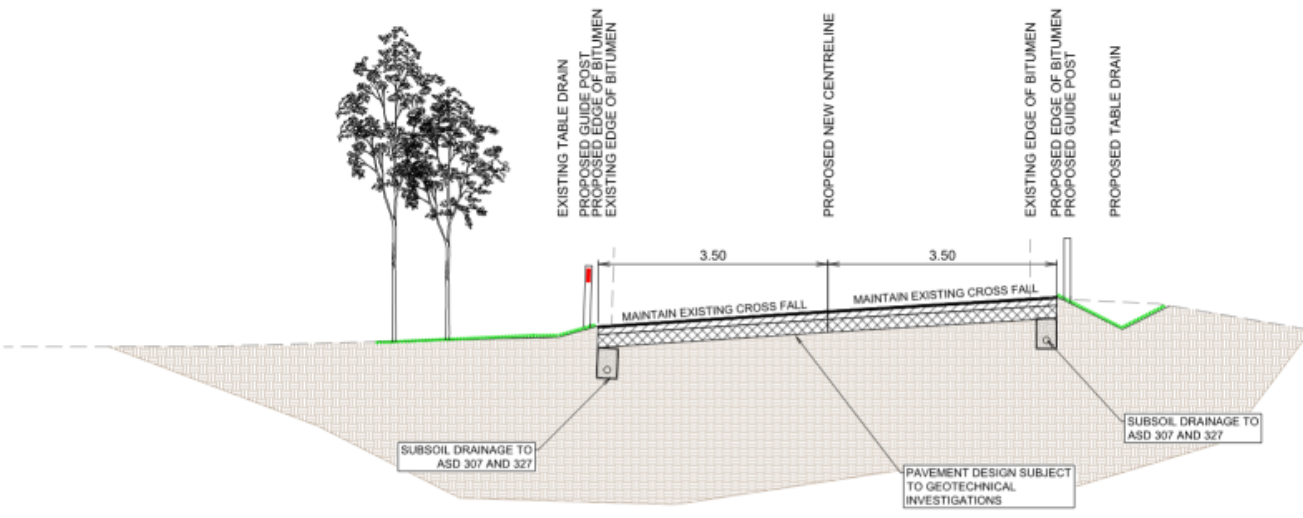








TYPICAL SECTION - BATAR CREEK ROAD CH 870 - 905
SCALES: 1:50 @ A1



TYPICAL SECTION - BATAR CREEK ROAD CH 905 - 1023
SCALES: 1:50 @ A1

PRELIMINARY ONLY. SUBJECT TO DETAILED DESIGN, GEOTECHNICAL INVESTIGATIONS AND COUNCIL APPROVAL

REV	DESCRIPTION	DATE	DRAWN	DESIGN	CHECK	APPROVED
A	FOR DA APPROVAL	23.01.25	RC	JOK	AC	



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NOTE:
LOCATION OF UNDERGROUND SERVICES ARE APPROXIMATE ONLY AND LAND DYNAMICS HOLDS NO WARRANTY TO THE LOCATION OF THE LINE WORK HEREIN

PRELIMINARY ISSUE
NOT FOR CONSTRUCTION

PROJECT: MONTEREY STAGE 7 - BATAR CREEK RD			
DRAWING TITLE: TYPICAL SECTIONS SHEET 3 OF 3			
ORIGINAL SIZE: A1	LAND DYNAMICS JOB No.: 5141	DRAWING No.: 1004	REV: A

CAD FILE: J:\6141 BATAR CRK RD KENDALL\15 STAGE 7\1. ENGINEERING (RMP)\1. CIVIL DESIGN\2. DA & SIGN\02\XN05 - DA STAGE 7\02\01\23_5141_STAGE7 DA BATAR CREEK ROAD REDESIGNING PLOTTED BY: RYANCLARK PLOT DATE: 24/01/2025 2:35:06 PM

- LEGEND**
- 1 CARPARK
 - 2 OVERFLOW CARPARK
 - 3 EMERGENCY VEHICLE ACCESS POINT
 - 4 SERVICE VEHICLE ACCESS DRIVEWAY
 - 5 CRICKET CENTRE OF EXCELLENCE
 - 6 PLAYGROUND
 - 7 3M CONCRETE SHARED PATH
 - 8 PEDESTRIAN CROSSING
 - 9 CRICKET NETS
 - 10 PREMIER CRICKET OVAL - 75M RADIUS WITH 4 TURF PITCHES
 - 11 SECONDARY CRICKET OVAL - 65M RADIUS WITH 3 TURF PITCHES
 - 12 SECONDARY CRICKET OVAL - 65M RADIUS WITH 1 SYNTHETIC PITCH
 - 13 JUNIOR CRICKET OVAL - 50M RADIUS WITH 1 SYNTHETIC PITCH
 - 14 BUS DETOURN
 - 15 ENTRY STATIONMENT
 - 16 GRANDSTAND
 - 17 AMENITIES AND STORAGE FACILITIES
 - 18 BIKERETENTION / DETENTION BASIN
 - 19 DRAINAGE SWALE WITH BRIDGE
 - 20 DOGS OFF LEASH AREA
 - 21 WINDYING SIGNAGE - VEHICULAR
 - 22 WINDYING SIGNAGE - PEDESTRIAN
 - 23 STORAGE
 - 24 LIGHT POLES
NOTES: THERE ARE A TOTAL OF 18 LIGHT POLES. NOT ALL 18 HAVE BEEN IDENTIFIED ON THE PLAN WITH A NUMBER
 - 25 ACCESS TO RANDALL STREET
 - 26 PROPOSED ENTRY UPGRADES



Cardno

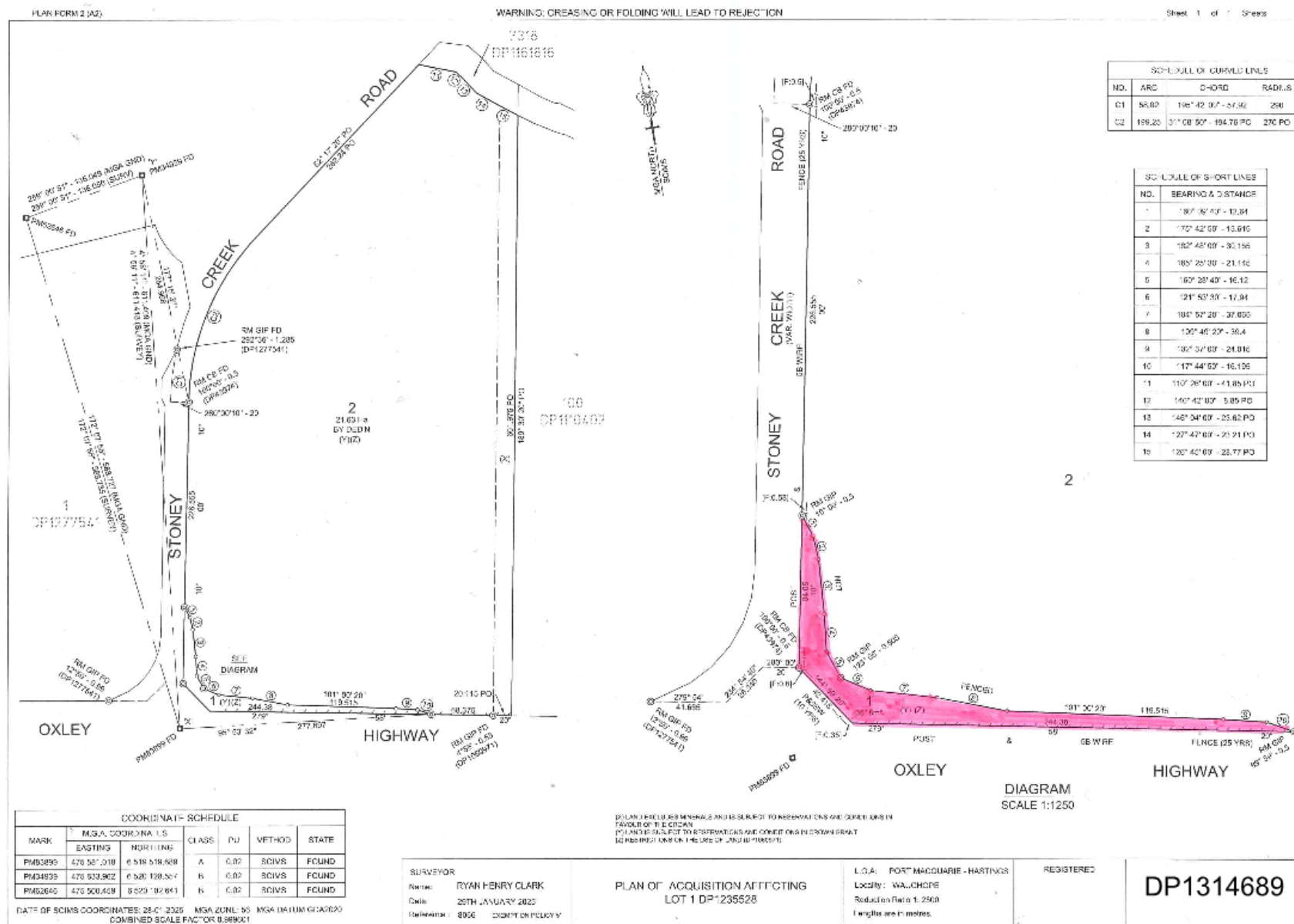
landscape architecture
urban design
environmental management



PORT MACQUARIE HASTINGS COUNCIL HASTINGS SPORTING FIELDS

DATE	DRAWING NO	ISSUE
06.07.2020	LAR1018031-003	P





PROPOSED CONDITIONS - DA2024 - 670.1

GENERAL CONDITIONS

Condition																																											
1.	<p>Approved plans and supporting documentation</p> <p>Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.</p> <p>Approved plans</p> <table><tr><th>Plan number</th><th>Revision number</th><th>Plan title</th><th>Drawn by</th><th>Date of plan</th></tr><tr><td>CKT CC 240601 1</td><td>5</td><td>Site Plan</td><td>Creator Property Development Design</td><td>5 February 2025</td></tr><tr><td>CKT CC 240601 2</td><td>2</td><td>Floor Plans and Elevation</td><td>Creator Property Development Design</td><td>5 February 2025</td></tr><tr><td>CKT CC 240601 3</td><td>2</td><td>Elevations</td><td>Creator Property Development Design</td><td>5 February 2025</td></tr><tr><td>CKT CC 240601 4</td><td>0</td><td>Demolition Plan</td><td>Creator Property Development Design</td><td>5 February 2025</td></tr><tr><td>Version 3</td><td>3</td><td>Subdivision Plan</td><td>Unknown</td><td>14 February 2025</td></tr></table> <p>Approved documents</p> <table><tr><th>Document title</th><th>Version number</th><th>Prepared by</th><th>Date of document</th></tr><tr><td>Statement of Environmental Effects</td><td>2.0</td><td>Blueprint Planning Consultants</td><td>8 February 2025</td></tr><tr><td>Bush Fire Assessment</td><td>-</td><td>Krisann Johnson</td><td>5 September 2024</td></tr></table> <p>In the event of any inconsistency between the approved plans and documents, the approved plans prevail.</p> <p>In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.</p> <p>Condition Reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.</p>	Plan number	Revision number	Plan title	Drawn by	Date of plan	CKT CC 240601 1	5	Site Plan	Creator Property Development Design	5 February 2025	CKT CC 240601 2	2	Floor Plans and Elevation	Creator Property Development Design	5 February 2025	CKT CC 240601 3	2	Elevations	Creator Property Development Design	5 February 2025	CKT CC 240601 4	0	Demolition Plan	Creator Property Development Design	5 February 2025	Version 3	3	Subdivision Plan	Unknown	14 February 2025	Document title	Version number	Prepared by	Date of document	Statement of Environmental Effects	2.0	Blueprint Planning Consultants	8 February 2025	Bush Fire Assessment	-	Krisann Johnson	5 September 2024
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2.	<p>Certificates</p> <p>The following certificates relevant to the development in accordance with Part 6 of the Environmental Planning and Assessment Act 1979 shall be obtained at the respective stages:</p> <ul style="list-style-type: none">• Construction Certificate• Occupation Certificate• Subdivision Certificate. <p>Condition Reason: To ensure that appropriate building and subdivision certification is obtained.</p>																																										

3.	<p>Notification of Home Building Act 1989 requirements</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development involving residential building work if the principal certifier is not the council. 2. It is a condition of the development consent that residential building work must not be carried out unless the principal certifier for the development to which the work relates has given the council written notice of the following— <ol style="list-style-type: none"> a. for work that requires a principal contractor to be appointed— <ol style="list-style-type: none"> i. the name and licence number of the principal contractor, and ii. the name of the insurer of the work under the <i>Home Building Act 1989</i>, Part 6, b. for work to be carried out by an owner-builder— <ol style="list-style-type: none"> i. the name of the owner-builder, and ii. if the owner-builder is required to hold an owner-builder permit under the <i>Home Building Act 1989</i> <ul style="list-style-type: none"> ---- the number of the owner-builder permit. 3. If the information notified under subsection (2) is no longer correct, it is a condition of the development consent that further work must not be carried out unless the principal certifier has given the council written notice of the updated information. 4. This section does not apply in relation to Crown building work certified to comply with the <i>Building Code of Australia</i> under the Act, Part 6. <p>Condition Reason: Prescribed condition under section 71 of the Environmental Planning and Assessment Regulation 2021.</p>
4.	<p>Shoring and adequacy of adjoining property</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development that involves excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land, including a structure or work in a road or rail corridor. 2. It is a condition of the development consent that the person having the benefit of the development consent must, at the person's own expense - <ol style="list-style-type: none"> a. protect and support the building, structure or work on adjoining land from possible damage from the excavation, and b. if necessary, underpin the building, structure or work on adjoining land to prevent damage from the excavation. 3. This section does not apply if - <ol style="list-style-type: none"> a. the person having the benefit of the development consent owns the adjoining land, or b. the owner of the adjoining land gives written consent to the condition not applying. <p>Condition Reason: Prescribed condition under section 74 of the Environmental Planning and Assessment Regulation 2021.</p>
5.	<p>Erection of signs</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development involving building work, subdivision work or demolition work. 2. It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out - <ol style="list-style-type: none"> a. showing the name, address and telephone number of the principal certifier for the work, and b. showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and c. stating that unauthorised entry to the work site is prohibited.

	<p>3. The sign must be -</p> <ol style="list-style-type: none"> maintained while the building work, subdivision work or demolition work is being carried out, and removed when the work has been completed. <p>4. This section does not apply in relation to -</p> <ol style="list-style-type: none"> building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or Crown building work certified to comply with the <i>Building Code of Australia</i> under the Act, Part 6. <p>Condition Reason: Prescribed condition under section 70 of the Environmental Planning and Assessment Regulation 2021.</p>
6.	<p>Fulfilment of BASIX commitments</p> <p>It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled -</p> <ol style="list-style-type: none"> BASIX development, BASIX optional development, if the development application was accompanied by a BASIX certificate. <p>Condition Reason: Prescribed condition under section 75 of the Environmental Planning and Assessment Regulation 2021.</p>
7.	<p>Public works and utility services alterations</p> <p>The developer is responsible for any costs relating to minor alterations and extensions to ensure satisfactory transitions of existing roads, drainage, public utility services, any easements and Council services at no cost of Council for the purposes of the development.</p> <p>Condition Reason: To confirm that the developer is responsible for all public utility costs and alterations.</p>
8.	<p>Construction site management</p> <p>The development site is to be managed for the entirety of work in the following manner:</p> <ol style="list-style-type: none"> Erosion and sediment controls are to be implemented to prevent sediment from leaving the site. The controls are to be maintained until the development is complete and the site stabilised with permanent vegetation; Appropriate dust control measures; Building equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained. Where work adjoins the public domain, fencing is to be in place so as to prevent public access to the site; Building waste is to be managed via appropriate receptacles into separate waste streams; Toilet facilities are to be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Building work being limited to the following hours, unless otherwise permitted by Council; <ul style="list-style-type: none"> Monday to Saturday from 7.00am to 6.00pm No work to be carried out on Sunday or public holidays <p>The builder to be responsible to instruct and control his sub-contractors regarding the hours of work.</p> All works within proximity of electrical infrastructure shall be carried out in accordance with the requirements of the relevant electricity authority. <p>Condition Reason: To ensure that construction site is appropriately managed to prevent</p>

	impacts to adjoining properties, the public domain and to ensure waste is disposed of in a practical and sustainable manner.
9.	<p>AUSPEC Specifications</p> <p>The design and construction of all public infrastructure works shall be in accordance with Council's adopted AUSPEC Specifications.</p> <p>Condition Reason: To ensure public infrastructure works meet appropriate industry standards.</p>
10.	<p>General Terms of Approval (State Authority)</p> <p>The General Terms of Approval (GTAs) from the following authorities, as referred to in section 4.50 of the Environmental Planning and Assessment Act 1979, and referenced below, are attached and form part of the consent conditions for this approval.</p> <p>NSW Rural Fire Service - The General Terms of Approval, Reference DA20241101004561-Original-1 and dated 16 December 2024 are attached and form part of this consent.</p> <p>Condition Reason: To ensure that external State agency requirements are satisfied.</p>
11.	<p>A027 - Tree retention</p> <p>Trees on the subject land and adjacent property, as marked on the approved plan, shall be retained.</p> <p>Condition Reason: To protect the biodiversity and landscape values of the site.</p>

DEMOLITION WORK BEFORE DEMOLITION WORK COMMENCES

Condition	
1.	<p>Construction hoarding fence</p> <p>Provision of a hoarding, fence or other measures to restrict public access to the site during the course of works. Where the hoarding will encroach upon public land an application for approval under section 138 of the Roads Act, 1993 is to be lodged with Council.</p> <p>Condition reason: To protect public safety and the integrity of public infrastructure.</p>

DURING DEMOLITION WORK

Condition	
1.	<p>E010 - Demolition site and asbestos management</p> <p>The demolition of any existing structure shall be carried out in accordance with Australian Standard AS 2601: <i>The Demolition of Structures</i>. No demolition materials shall be burnt or buried on site. The person responsible for the demolition works shall ensure that all vehicles leaving the site carrying demolition materials have their loads covered and do not track soil or waste materials onto the road. Should the demolition works obstruct or inconvenience pedestrian or vehicular traffic on an adjoining public road or reserve, separate application shall be made to Council to enclose the public place with a hoarding fence.</p> <p>Should asbestos be present, its removal shall be carried out in accordance with the</p>

	<p>National OH&S Committee – <i>Code of Practice for Safe Removal of Asbestos</i> and <i>Code of Practice for the Management and Control of Asbestos in Workplaces</i>.</p> <p>Condition Reason: To protect public health and safety.</p>
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BUILDING WORK

BEFORE ISSUE OF A CONSTRUCTION CERTIFICATE

	Condition
1.	<p>Plumbing permit</p> <p>Prior to release of the Construction Certificate, approval pursuant to Section 68 of the Local Government Act, 1993 to carry out water supply, stormwater and sewerage works is to be obtained from Port Macquarie-Hastings Council. The following is to be clearly illustrated on the site plan to accompany the application for Section 68 approval:</p> <ul style="list-style-type: none"> • Position and depth of the sewer (including junction) • Stormwater drainage termination point • Easements • Water main • Proposed water meter location <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development and to protect public health and safety.</p>
2.	<p>Works in road reserve permit</p> <p>An application pursuant to Section 138 of the Roads Act, 1993 to carry out works required by the Development Consent on or within public road is to be submitted to and obtained from Port Macquarie-Hastings Council prior to release of the Construction Certificate. Such works include, but not be limited to:</p> <ul style="list-style-type: none"> • Civil works • Traffic management • Work zone areas • Hoardings • Footway and gutter crossing to Lot 15 and Lot 16 to AUSPEC standards. <p>Where works are proposed on a Transport for NSW classified facility, the Road Authority shall obtain Transport for NSW concurrence prior to any approval.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development and to protect public health and safety.</p>
3.	<p>Utilities and services including Water and Sewer</p> <p>Before the issue of the relevant Construction Certificate, written evidence of the following service provider requirements must be provided:</p> <ul style="list-style-type: none"> • A response from Council as a Water Authority as to whether plans accompanying the application for Construction Certificate would affect any Water Authority infrastructure and whether any further requirements need to be met. <p>Condition Reason: To ensure relevant utility and service provider's requirements are provided to the certifier and Water Management Act requirements are met.</p>
4.	<p>Stormwater Drainage Design</p> <p>A stormwater drainage design is to be submitted and approved by Council prior to the issue</p>

	<p>of a Construction Certificate. The design must be prepared in accordance with Council's AUSPEC Specifications, Australian Rainfall and Runoff 2019, the requirements of Relevant Australian Standards and shall make provision for the following:</p> <ol style="list-style-type: none"> The legal point of discharge for the proposed development is defined as farmland to the north of the site, as per existing conditions. All allotments must be provided with a separate piped stormwater system contained within its boundaries. Existing dwellings/buildings are to be connected to the piped drainage system within each allotment, otherwise creation of relevant easements to drain water will be required where appropriate. Kerb outlets are not permitted. The design is to make provision for the natural flow of stormwater runoff from uphill/upstream properties/lands. The design must include the collection of such waters and discharge to the drainage system. An inspection opening or stormwater pit must be installed inside the property, adjacent to the boundary, for all stormwater outlets. The design shall provide details of any components of the existing stormwater drainage system servicing the site that are to be retained. <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
5.	<p>B041 - Privacy screens</p> <p>Privacy screens (including those shown on the balconies) are to be compliant with the transparency design requirements for privacy screens as defined in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. Details of compliance are to be shown the plans to be submitted with the application for Construction Certificate.</p> <p>Condition Reason: To provide a reasonable level of privacy between dwellings.</p>

BEFORE BUILDING WORK COMMENCES

	Condition
1.	<p>Service provider arrangements</p> <p>Prior to works commencing an application being made to the electricity and telecommunications service providers.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
2.	<p>D001 - Notice of works commencement</p> <p>A minimum of one (1) week's notice in writing of the intention to commence works on public land is required to be given to Council together with the name of the principal contractor and any major sub-contractors engaged to carry out works. Works shall only be carried out by a contractor accredited with Council.</p> <p>Condition Reason: To ensure that the development commences in an orderly manner and to protect public safety and the integrity of public infrastructure.</p>
3.	<p>D005 - Construction hoarding fence</p> <p>Provision of a hoarding, fence or other measures to restrict public access to the site during the course of works. Where the hoarding will encroach upon public land an application for approval under section 138 of the Roads Act, 1993 is to be lodged with Council.</p> <p>Condition Reason: To protect public safety and the integrity of public infrastructure.</p>

4.	<p>D010 - Tree protection fencing</p> <p>Tree protection fencing, compliant with AS 4970/2009 Protection of trees on development sites must be provided. The fencing shall be in place prior to the commencement of any works or soil disturbance and maintained for the entirety of the works.</p> <p>Condition Reason: To protect significant vegetation.</p>
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DURING BUILDING WORK

Condition	
1.	<p>Copy of construction plans</p> <p>A copy of the current stamped approved construction plans must be kept on site for the duration of site works and be made available upon request to either the Principal Certifier or an officer of the Council.</p> <p>Condition reason: To ensure that the development proceeds in accordance with the approved plans.</p>
2.	<p>E011 - Stop work if aboriginal objects discovered</p> <p>Should any Aboriginal objects be discovered in any areas of the site then all excavation or disturbance to the area is to stop immediately and the National Parks and Wildlife Service is to be informed in accordance with Section 91 of the <i>National Parks and Wildlife Act 1974</i>. Subject to an assessment of the extent, integrity and significance of any exposed objects, applications under either Section 87 or Section 90 of the <i>National Parks and Wildlife Act 1974</i> may be required before work resumes.</p> <p>Condition Reason: To protect culturally significant places and items.</p>

BEFORE ISSUE OF AN OCCUPATION CERTIFICATE

Condition	
1.	<p>Bushfire risk measures installed</p> <p>Prior to the issue of any Occupation Certificate, details of compliance with the bushfire risk assessment and conditions of the Bush Fire Safety Authority shall be provided to the Principal Certifier.</p> <p>Condition Reason: To protect public health and safety.</p>
2.	<p>Completion of works within the road reserve</p> <p>Prior to the issue of any Occupation Certificate provision to the Principal Certifier of documentation from Port Macquarie-Hastings Council being the local roads authority certifying that all matters required by the approval issued pursuant to Section 138 of the Roads Act have been satisfactorily completed.</p> <p>Condition reason: To ensure that appropriate infrastructure is provided to service the development.</p>
3.	<p>Section 68 Certificate of Completion</p> <p>Prior to occupation or the issuing of any Occupation Certificate a Section 68 Certificate of Completion shall be obtained from Port Macquarie-Hastings Council for each S68 Approval related to this development.</p>

	Condition reason: To ensure that appropriate infrastructure is provided to service the development.
4. Certification of BASIX commitments	<p>Written confirmation being provided to the Principal Certifier from any properly qualified person (eg the builder), stating that all commitments made as part of the BASIX Certificate have been completed in accordance with the certificate.</p> <p>Condition Reason: To ensure that BASIX commitments have been provided and the development achieves acceptable operating efficiencies.</p>
5. F033 - Section 307 certificate for building works	<p>A Certificate of Compliance under the provisions of Section 307 of the <i>Water Management Act</i> must be obtained prior to the issue of any Occupation Certificate.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
6. Demolition of fence	<p>Prior to the issue of any Occupation Certificate the existing weldmesh fence shall be demolished to the extent shown on the approved demolition plan.</p> <p>Condition reason: To ensure that structures do not encroach into the public road.</p>
7. Completion of boundary fencing	<p>Prior to issue an Occupation Certificate, a 1.8m high solid fence is to be constructed along the common boundary of the proposed lots from the building line to the rear boundary.</p> <p>Condition reason: To delineate property boundaries and provide for privacy.</p>

LAND SUBDIVISION

BEFORE ISSUE OF A SUBDIVISION CERTIFICATE

Condition	
1. Section 307 certificate for subdivision works	<p>A Certificate of Compliance under the provisions of Section 307 of the <i>Water Management Act</i> must be obtained prior to the issue of any Subdivision Certificate.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
2. Satisfactory services certification	<p>Prior to the issue of an Occupation Certificate, evidence to the satisfaction of the Principal Certifier from the electricity and telecommunications providers that satisfactory services arrangements have been made to the lots (including street lighting and fibre optic cabling where required).</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
3. F024 - Drainage certification	<p>An appropriately qualified and practising consultant is required to certify the following:</p>

	<ol style="list-style-type: none"> 1. All drainage lines have been located within the respective easements, and 2. Any other drainage structures are located in accordance with the Construction Certificate. 3. All stormwater has been directed to a Council approved drainage system 4. All conditions of consent have been complied with. <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
4.	<p>Completion of works within the road reserve</p> <p>Prior to the issue of the Subdivision Certificate provision to the Principal Certifier of documentation from Port Macquarie-Hastings Council being the local roads authority certifying that all matters required by the approval issued pursuant to Section 138 of the Roads Act have been satisfactorily completed.</p> <p>Condition reason: To ensure that appropriate infrastructure is provided to service the development.</p>
5.	<p>Completion of Dwellings</p> <p>Prior to the issue of the Subdivision Certificate both dwellings shall be completed and the relevant Occupation Certificates issued.</p> <p>Condition reason: To ensure the permissibility of the development.</p>
6.	<p>Demolition of fence</p> <p>Prior to the issue of the Subdivision Certificate the existing weldmesh fence shall be demolished to the extent shown on the approved demolition plan.</p> <p>Condition reason: To ensure that structures do not encroach into the public road.</p>

AGENDA

DEVELOPMENT ASSESSMENT PANEL
05/03/2025

Item: 05

Subject: DA2024 - 670.1 ALTERATIONS TO DWELLING, CONVERSION OF BUILDING TO DWELLING AND 2 LOT TORRENS TITLE SUBDIVISION INCLUDING A CLAUSE 4.6 VARIATION TO CLAUSE 4.1 (LOT SIZE) OF THE PORT MACQUARIE-HASTINGS LEP 2011 AT LOTS 15 AND 16 DP 7451, NO 14 MAIN STREET, COMBOYNE

Report Author: Development Assessment Planner, Chris Gardiner

Applicant: A.P Blue & J.R Blue
Owner: C W & K L Turner
Estimated Cost: \$121,550
Parcel no: 9111 & 35694

Alignment with Delivery Program

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

RECOMMENDATION

That it be recommended to Council that DA2024 - 670.1 for alterations to dwelling, conversion of building to dwelling and 2 lot Torrens title subdivision including Clause 4.6 variation to Clause 4.1 (Lot Size) of the Port Macquarie-Hastings Local Environmental Plan 2011 at Lot 15 and 16, DP 7451, No. 14 Main Street, Comboyne, be determined by granting consent subject to the recommended conditions.

Executive Summary

This report considers a development application for alterations to the existing dwelling, conversion of a building to a dwelling and 2 lot Torrens title subdivision at the subject site and provides an assessment of the application in accordance with the Environmental Planning and Assessment Act 1979.

The application proposes an 89.5% variation to the Lot Size development standard in Clause 4.1 of the Port Macquarie-Hastings Local Environmental Plan 2011. The variation is considered acceptable on merit.

Following exhibition of the application, no submissions were received.

The site is considered suitable for the proposed development and the proposal adequately addresses relevant provisions or objectives of the planning controls. The development is not considered to be contrary to the public's interest and will not result a significant adverse social, environmental or economic impact.

This report recommends that the development application be approved subject to the attached conditions / refused for the following reasons. (Attachment 1).



Item 05

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AGENDA**DEVELOPMENT ASSESSMENT PANEL
05/03/2025**

The reason for the application being referred to Council's Development Assessment Panel (DAP) is because the application includes a Clause 4.6 exception to a development standard under the Port Macquarie-Hastings Local Environmental Plan 2011 of more than 10%. A copy of the DAP Charter outlining the delegations and functions of the DAP is available on Council's website.

1. BACKGROUND**Existing Sites Features and Surrounding Development**

Lot 15 DP 7451 has an area of 985.5m² and Lot 16 DP 7451 has an area of 1012m². The existing dwelling has been constructed across both lots and a detached garage is located on Lot 16.

The site is zoned RU5 Village in accordance with the Port Macquarie-Hastings Local Environmental Plan 2011, as shown in the following zoning plan:



The existing subdivision pattern and location of existing development within the locality is shown in the following aerial photograph:

AGENDA

DEVELOPMENT ASSESSMENT PANEL
05/03/2025**2. DESCRIPTION OF DEVELOPMENT**

Key aspects of the proposal include the following:

- Alterations to the existing dwelling including demolition of a ramp and part of the deck connecting the dwelling and garage.
- Conversion of the existing garage to a dwelling house including additions to the current building.
- 2 lot Torrens title subdivision (boundary adjustment) to rectify the current encroachment of the dwelling across the lot boundaries.

Plans to plans of the proposed development at the end of this report (Attachment 2).

Application Chronology

- 9 October 2024 - Application accepted for lodgement.
- 7 November 2024 to 20 November 2024 - Neighbour notification.
- 11 November 2024 - Essential Energy comments received.
- 3 December 2024 - Additional information requested.
- 16 December 2024 - Bush Fire Safety Authority issued by NSW Rural Fire Service.
- 14 February 2025 - Final amended plans and additional information received from Applicant.



AGENDA

DEVELOPMENT ASSESSMENT PANEL
05/03/2025

3. STATUTORY ASSESSMENT

Section 4.15(1) Matters for Consideration

In determining the application, Council is required to take into consideration the following matters as are relevant to the development that apply to the land to which the development application relates:

- (a) The provisions (where applicable) of:
(i) Any Environmental Planning Instrument

**State Environmental Planning Policy (Biodiversity and Conservation) 2021
Chapter 4 Koala Habitat Protection 2021**

Clause 4.4 - This SEPP applies to all non-rural zoned land within the Port Macquarie-Hastings Local Government Area.

Clause 4.10 - Council is not prevented from granting consent in this case for the following reasons:

1. The property is not subject to a KPOM, and
2. The site not considered to be core koala habitat.

**State Environmental Planning Policy (Resilience and Hazards) 2021
Chapter 4 Remediation of Land**

Clause 4.6 - Following an inspection of the site and a search of Council records, the subject land is not identified as being potentially contaminated and is suitable for the intended use.

State Environmental Planning Policy (Sustainable Buildings) 2022

Provision	Comment
Chapter 2 - Standards for residential development - BASIX	
2.1 Standards for BASIX development and BASIX optional development (1) Schedule 1 sets out the standards that apply to BASIX development referred to in paragraphs (a) and (b) of the definition of BASIX development in the Environmental Planning and Assessment Regulation 2021 . (2) Schedule 2 sets out the standards that apply to— (a) BASIX development referred to in paragraph (c) or (d) of the definition of BASIX development in the Environmental Planning and Assessment Regulation 2021 , and (b) BASIX optional development if the development application or the application for a complying development certificate was	A BASIX certificate has been submitted demonstrating that the proposed dwelling on Lot 16 will comply with the requirements of the SEPP. It is recommended that a condition be imposed to ensure that the commitments are incorporated into the development and certified at Occupation Certificate stage.



AGENDA

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<p>accompanied by a BASIX certificate.</p> <p>(3) The standard specified in Schedule 2, section 4 extends to a swimming pool or spa that has a capacity of less than 40,000L if the swimming pool or spa is part of development referred to in paragraph (c) of the definition of BASIX development in the Environmental Planning and Assessment Regulation 2021.</p> <p>(4) A standard specified in Schedule 1 or 2 does not apply to development involving a heritage item or in a heritage conservation area to the extent that the Planning Secretary is satisfied that the development is not capable of achieving a standard because of other development controls that apply.</p>	
<p>(5) Development consent must not be granted to development to which the standards specified in Schedule 1 or 2 apply unless the consent authority is satisfied the embodied emissions attributable to the development have been quantified.</p>	<p>The BASIX certificate quantifies the embodied emissions.</p>

State Environmental Planning Policy (Transport and Infrastructure) 2021

Clause 2.48 - The application has been referred to Essential Energy in accordance with this clause. Essential Energy have no specific concerns regarding the development, but have provided some general advice. The advice received from Essential Energy has been forwarded the Applicant for consideration.

Clause 2.119 - The site has frontage to a classified road (Comboyne Road / Main Street). The proposal relates to the reconfiguration of the boundaries between 2 existing lots and the conversion of a garage on one of the lots to a dwelling. The existing dwelling has access from the classified road. Access to this dwelling is proposed to be relocated to Hill Street, with the new dwelling using the Comboyne Road access. The net result would be no additional traffic accessing the site via the classified road and no adverse impact on road safety or efficiency are anticipated. The crossover to proposed Lot 16 will be required to be upgraded to Council's AUSPEC standards, which will improve the existing situation.

Port Macquarie-Hastings Local Environmental Plan 2011

The proposal is consistent with the LEP having regard to the following:

- Clause 2.2 - The subject site is zoned RU5 Village.
- Clause 2.3(1) and the RU5 zone land use table - The proposed development for two dwelling houses is a permissible land use with consent. The conversion of the garage on Lot 16 to a dwelling house would need to be completed prior to



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the registration of the subdivision to ensure that there is a permissible use on this lot. A condition is recommended in this regard.

The objectives of the RU5 zone are as follows:

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To permit development that is appropriate in scale and type with the characteristics of a rural village.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

Clause 2.3(2) - The proposal is consistent with the zone objectives having regard to the following:

- The proposal to reconfigure the lot boundaries to accommodate two dwelling houses is of a scale and type that is compatible with the characteristics of a rural village.
- The development would not result in any increased conflict with the adjoining rural zoned land, which is currently used for the Comboyne Sewerage Treatment Plant.
- Clause 2.7 - The demolition requires consent as it does not fit within the provisions of SEPP (Exempt and Complying Development Codes) 2008.
- Clause 4.1 - The proposed subdivision includes lot sizes of 1159.5m² and 838.5m². Neither lot complies with the 8000m² minimum lot size applicable to the site. The maximum extent of the variation is 89.5% for proposed Lot 16.

It is noted that the proposal is for a boundary adjustment between two existing village lots and both lots are already substantially below the 8000m² minimum lot size. The Applicant's Clause 4.6 written request includes the below table, which analyses the existing and proposed variations to the lot size standard.

Table 1 Comparison of Existing and Proposed Lot Sizes

Lot	Existing area	Existing variation	Proposed area	Proposed variation
Lot 15	985.5m ²	87.7%	1,159.1m ²	85.5%
Lot 16	1,012m ²	87.4%	838.5m ²	89.5%

As can be seen from the above table, the existing lots already vary from the minimum subdivision lot size by 87.4% and 87.7%. While the 89.5% variation in the current application appears significant numerically, it only represents a 2.1% change to the existing variation for the current lots.

- Clause 4.6 - This clause establishes a degree of flexibility for certain development standards in circumstances where it can be demonstrated that a better planning outcome will occur from that flexibility. In this regard, the proposal seeks a variation to the lot size development standard to the extent noted under Clause 4.1 above. Refer to the Applicant's written request for an exception to the development standard at the end of this report (Attachment 3).

Assistance on the approach to variation to this standard is also taken from NSW Land and Environment Court and NSW Court of Appeal decisions in:

- *Wehbe v Pittwater Council* (2007) NSW LEC 827 (*Wehbe*);
- *Four2Five Pty Ltd v Ashfield Council* (2015) NSWLEC 1009; and
- *Al Maha Pty Ltd v Huajun Investments Pty Ltd* (2018) NSWCA 245



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Having regard to specific requirements of Clause 4.6(3) the following assessment comments are provided:

- (3) Development consent must not be granted to development that contravenes a development standard unless the consent authority is satisfied the applicant has demonstrated that:*
- (a) compliance with the development standard is unreasonable or unnecessary in the circumstances, and*
 - (b) there are sufficient environmental planning grounds to justify the contravention of the development standard.*

In *Wehbe* five methods have been developed to test whether a compliance with the standard is unreasonable or unnecessary:

1. The objectives of the development standard are achieved notwithstanding the non-compliance with the numerical standard and therefore compliance is unreasonable and unnecessary.
2. The underlying objective or purpose of the standard is not relevant to the development and therefore compliance is unnecessary.
3. The underlying object or purpose would be defeated or thwarted if compliance was required and therefore compliance is unreasonable.
4. The development standard has been virtually abandoned or destroyed by the Council's own actions in granting consents departing from the standard and hence compliance with the standard is unnecessary and unreasonable.
5. The zoning of particular land was unreasonable or inappropriate so that a development standard appropriate for that zoning was also unreasonable or unnecessary as it applied to that land and that compliance with the standard in that case would also be unreasonable or unnecessary.

The Applicant's written request seeks to justify that it is unreasonable or unnecessary to comply with the development standard on the basis of the first and second methods above.

Test 1 from Wehbe

The relevant objectives of Clause 4.1 are considered below.

Clause 4.1(1)(a) to ensure that lot sizes are compatible with local environmental values and constraints

The subject site does not contain any significant native vegetation that would be impacted by the proposal. Existing amenity trees within the site that contribute to the village character are proposed to be retained.

Bushfire constraints have been appropriately considered in the lot layout and building design/construction.

The overall character of the village is largely set by the existing subdivision pattern. The Applicant's analysis of the existing lot sizes in Comboyne shows the following:



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Table 3 Range of Lot Sizes

Lot Sizes	Count
365 to 700sqm	6
700 to 900sqm	7
900 to 1,000sqm	7
1,000 to 1,100sqm	56
> 1,100sqm	28
Total	104



Figure 1 Distribution of Lot Sizes

The proposed lot sizes are considered to be compatible with the local environmental values and constraints.

Clause 4.1(1)(b) to facilitate efficient use of land resources for residential and other human purposes

The proposal would facilitate the use of the land for two dwelling houses, consistent with the intent of the original lot layout.

Clause 4.1(1)(c) to minimise the fragmentation of rural land suitable for sustainable primary production

The proposal does not involve any rural land suitable for primary production and this objective is not relevant.

Clause 4.1(1)(d) to protect high ecological, scientific, cultural or aesthetic values of land in conservation zones



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The subject site is not located in a conservation zone.

The proposal is therefore considered to be consistent with the objectives of the lot size development standard and strict compliance with the development standard is unnecessary.

Test 2 from Wehbe

The 8000m² minimum lot size for the village of Comboyne is understood to have been adopted in the LEP in 2011 because the village was unsewered at the time. The intention of the larger lot size was to ensure that any new lots created in the village were of sufficient area to accommodate an on-site sewage management system that would function effectively and not adversely impact neighbouring properties or the environment.

Comboyne was provided with sewer in 2019-2020 as part of Council's Small Village Sewerage Schemes. The minimum Lot size development standard for the village has not been reviewed since the completion of the sewerage scheme.

The Applicant's written request identifies the following environmental planning grounds supporting the variation (as summarised):

- The proposal would not result in any additional lots or opportunities for unplanned dwellings within the village.
- The proposed lot sizes are compatible with the range of lot sizes that currently exist in Comboyne.
- The lot configuration would allow for the substantial retention of the existing dwelling, which is more environmentally sustainable. Retention of the existing dwelling would reduce demolition waste and the embodied emissions associated with new construction.
- The development will not result in any increased land use conflict with neighbouring rural land.
- Bushfire risk to existing buildings would be improved with construction upgrades.

From an assessment perspective, the above environmental planning grounds provide adequate justification for contravention of the development standard, noting that the proposal is for a boundary adjustment rather than a subdivision creating new lots.

Having regard to the above requirements it is recommended that the lot size variations using Clause 4.6 be supported.

In accordance with the *Guide to Varying Development Standards* (DPIE), the application must be determined by the elected Council to ensure appropriate transparency, noting that the extent of the variation is greater than 10%.

- Clause 5.10 - The site does not contain or adjoin any known heritage items or sites of significance.
- Clause 7.13 - Satisfactory arrangements are in place for provision of essential services including water supply, electricity supply, sewer infrastructure, stormwater drainage and suitable road access to service the development.



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Provision of electricity will be subject to obtaining satisfactory arrangements certification prior to the issue of a Subdivision Certificate as recommended by a condition of consent.

(ii) Any draft instruments that apply to the site or are on exhibition

No draft instruments apply to the site.

(iii) Any Development Control Plan in force

Port Macquarie-Hastings Development Control Plan 2013

DCP 2013: Part B - General Provisions - B2: Environmental Management			
DCP Objective	Development Provisions	Proposed	Complies
3	a) Development must comply with Council's Developments, Public Place & Events - Waste Minimisation and Management Policy.	Capable of complying. Standard condition recommended requiring management of construction and demolition waste. Both lots would retain adequate frontage for a kerbside collection.	Yes
Cut and Fill Regrading			
4	a) Development shall not exceed a maximum cut of 1.0m and fill of 1.0m measured vertically above the ground level (existing) at a distance of 1.0m outside the perimeter of the external walls of the building (This does not apply to buildings where such cut and fill is fully retained within or by the external walls of the building).	Less than 1m of cut or fill proposed.	Yes
5	a) A certified practicing structural engineer must certify any retaining wall greater than 1.0m.	N/A	N/A
	b) Where a combination of a fence and a wall is proposed to be greater than 1.2m high: <ul style="list-style-type: none"> – be a maximum combined height of 1.8m above existing property boundary level; – be constructed up to the front boundary for a maximum length of 	N/A	N/A



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	6.0m or 30% of the street frontage, whichever is less; <ul style="list-style-type: none"> – the fence component has openings which make it not less than 25% transparent; and – provide a 3m x 3m splay for corner sites, and – provide a 900mm x 900mm splay for vehicle driveway entrances. 		
Tree Management – Private Land			
11	c) Where a tree listed in Table 1 is approved for removal it must be compensated with 2 x koala habitat trees. Significant large-scale development will require an advanced size koala food tree or habitat tree (primary Koala browse species) that meets AS2303:2015 Tree Stock for Landscape Use. The compensation tree is to be planted in a suitable location as determined by the Director of Development and Environment or their delegate.	No trees are proposed to be removed.	N/A

DCP 2013: Part B - General Provision - B3: Hazards Management

DCP Objective	Development Provisions	Proposed	Complies
Bushfire Hazard Management			
18	a) APZs are to be located outside of environmental protection zones and wholly provided within private land. Note perimeter roads provided as part of a residential subdivision are classified as being part of the subdivision and not a separate permissible land use within environment protection zones.	No APZ proposed on environmental land.	Yes
	b) Perimeter roads are to be provided to all urban areas adjoining environmental	N/A	N/A



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	management areas and their buffers. Refer to Figure 2.		
Flooding			
19	a) Development must comply with Council's Floodplain Management Plan and Flood Policies.	N/A	N/A

DCP 2013: Part B- General Provisions- B4: Transport, Traffic Management, Access and Car Parking			
DCP Objective	Development Provisions	Proposed	Complies
Road Hierarchy			
23	a) New direct accesses from a development to arterial and distributor roads is not permitted. Routes should differ in alignment and design standard according to the volume and type of traffic they are intended to carry, the desirable traffic speed, and other factors.	The site has an existing access to Comboyne Road. This access would be retained for Lot 16 and Lot 15 is proposed to have a new crossover to Hill Street.	Yes
	b) Existing direct accesses from a development to arterial and distributor roads are rationalised or removed where practical.	It is not practical to provide access to both lots from Hill Street and is not considered reasonable to require this given that the proposal is for a boundary adjustment where Lot 16 already has access to Comboyne Road. The existing access will be improved with the construction of a new crossover to Aus Spec specifications.	Yes
	c) Vehicle driveway crossings are minimal in number and width (while being adequate for the nature of the development), and positioned: <ul style="list-style-type: none"> - to avoid driveways near intersections and road bends, and - to minimise streetscapes dominated by driveways and garage doors, and 	Number and width of crossovers acceptable for the proposal.	Yes



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	- to maximise on-street parking.		
Parking Provision			
24	a) Off-street Parking is provided in accordance with Table 3. 1 parking space per each dwelling for dwelling-houses/dual occupancies/semi-detached dwellings.	New hardstand parking space for dwelling on Lot 15, and single garage for dwelling on Lot 16.	Yes
	b) Where a proposed development does not fall within any of the listed definitions, the provision of on-site parking shall be supported by a parking demand study.	N/A	N/A
	c) Where a proposed development falls within more than one category Council will require the total parking provision for each category.	N/A	N/A

DCP 2013: Part B - General Provisions - B5: Social Impact Assessment and Crime Prevention

DCP Objective	Development Provisions	Proposed	Complies
Crime Prevention			
43	a) The development addresses the generic principles of crime prevention: <ul style="list-style-type: none"> - Casual surveillance and sightlines; - Land use mix and activity generators; - Definition of use and ownership; - Basic exterior building design; - Lighting; - Way-finding; and - Predictable routes and entrapment locations; - as described in the Crime Prevention Through Environmental Design (CPTED) principles. 	The proposed development will be unlikely to create any concealment/entrapment areas or crime spots that would result in any identifiable loss of safety or reduction of security in the immediate area. Adequate casual surveillance is available.	



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DCP 2013: Part C - Development Specific Provisions - C1: Low Density Residential Development			
DCP Objective	Development Provisions	Proposed	Complies
Front Setbacks			
44	<p>a) Dwellings may incorporate an articulation zone to a street frontage at no less than 3m from property boundary. The following building elements are permitted within the articulation zone:</p> <ul style="list-style-type: none"> – an entry feature or portico; – a balcony, deck, patio, pergola, terrace or verandah; – a window box treatment; – a bay window or similar feature; – an awning or other feature over a window; – a sun shading feature. <p>b) These building elements should not extend above the eave gutter line, other than a pitched roof to an entry feature or portico that has the same pitch as the roof on the dwelling house.</p>	No articulation elements proposed.	N/A
	<p>c) The primary road front setback shall be: Classified road = any frontage 6.0m Primary frontage = 4.5m Secondary frontage = 3.0m Ancillary Lane = 2.0m Large lot residential and rural zones = 10.0m</p>	<p>Lot 15 - Existing dwelling setback 4.9m to Comboyne Road and 6.4m to Hill Street.</p> <p>Lot 16 - 6.5m setback to Comboyne Road.</p>	Yes
45	<p>a) A garage, carport or car parking space should:</p> <ul style="list-style-type: none"> – be at least 1m behind the building line, where the dwelling(s) has a setback from a front boundary of 4.5m or more, or —be at least 5.5m from a front boundary, where the dwelling(s) has a 	The Lot 15 car space and the Lot 16 garage are both proposed to be at least 5.5m from the front boundary and at least 1m behind the building line.	Yes



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	setback of less than 4.5m.		
	b) The total width of the garage/carport openings should not be more than 6m and not more than 50 per cent of the width of the building.	Lot 15 - Open car space with no openings. Lot 16 - 2.4m wide opening and 23% of the width of the dwelling.	Yes
	c) Driveway crossovers are no greater than 5.0m in width.	Lot 15 crossover 3m wide, and Lot 16 crossover 4.1m wide.	Yes
	d) Where a dual occupancy or attached dwelling is proposed on a corner lot a garage and driveway is provided on each road frontage.	N/A	N/A
Side and Rear Setbacks			
46	a) A minimum rear boundary setback of 4m is to be provided to dwellings (including verandahs, patios and decks).	Minimum 29m rear setback.	Yes
	b) A minimum rear boundary setback of 900mm applies to sheds and swimming pools subject to achieving minimum required private open space area.	N/A	N/A
	c) Council may consider varying rear setback requirements where it is demonstrated that the private open space could achieve better solar access between the building and the side setback. In that instance, one side setback should be a minimum 4m in width (for an equivalent length of rear boundary, behind building line) and the rear setback may be reduced to 900mm.	N/A	N/A
47	a) Ground floors (being <1m above existing ground level) should be setback a minimum of 900mm from side boundaries.	Ground floor components setback minimum of 0.93m to side boundary between Lot 15 and Lot 16. 3.4m setback to eastern side boundary for Lot 16 extension.	



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		7.5m setback to western side boundary for Lot 15 garage.	
	b) First floors and above (including single storey with floor level >1m) should be setback a minimum of 3m from the side boundary, or reduced down to 900mm where it can be demonstrated that the adjoining property's primary living rooms and principal private open space areas are not adversely overshadowed for more than 3hrs between 9am - 3pm on 21 June.	Parts of the rear of the Lot 16 dwelling would have floor level greater than 1m above ground level. These parts of the building are setback a minimum of 0.93m to side boundary between Lot 15 and Lot 16. The reduced setback to this boundary would not result in more than 3 hours of overshadowing to the neighbouring living area windows or principal private open space between 9am - 3pm on 21 June.	Yes
	c) First floors and above should have building walls that step in and out at least every 12m by a minimum of 500mm articulation. Where first floors and above are setback >3m, wall articulation is not required.	Wall lengths are less than 12m and wall articulation is not required.	N/A
Private Open Space			
48.	a) All dwellings should have a minimum area of private open space of 35m ² , which includes a principal private open space area with: <ul style="list-style-type: none"> – a minimum dimension of 4m x 4m, and – a maximum grade of 5% for minimum 4m x 4m of the total open space requirement, and – direct accessibility from a ground floor living area and orientated to maximise use. 	Both lots provide substantially more than 35m ² of private open space. The existing dwelling on Lot 15 would retain its existing principal areas on the verandahs. The proposed new dwelling on Lot 16 includes a 7m x 3m (21m ²) elevated deck off the living area and kitchen. Due to the sloping nature of the site, direct access to the ground level open space is not practical and the deck has been proposed to provide a level usable space consistent with the	Acceptable on merit.
	b) Private open space may include clothes drying areas and garbage storage.		



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		objectives of this provision. The stairs at the eastern end of the deck will provide a connection between this space and the larger ground level open space area.	
Public Domain and Fencing			
49	a) Front fences built forward of the building line for the primary road frontage should be detailed on the development application plans.	None proposed.	N/A
	b) Solid Front fences up to 1.2m high should be: <ul style="list-style-type: none"> – Setback 1.0m from the front boundary, and – Suitably landscaped to reduce visual impact, and – Provide a 3m x 3m splay for corner sites. 	N/A	N/A
	b) Front fences proposed to be more than 1.2m high should be a maximum of 1.8m in height, above existing front property boundary level, and either: <ul style="list-style-type: none"> – Include landscaped recesses having minimum dimensions of 1.8m long x 900mm deep which occupy no less than 50% of the total length of the fence, or – be erected up to the front boundary for a maximum length of 6.0m or 50% of the street frontage, 	N/A	N/A
	c) have openings which make it not less than 25% transparent (no individual opening more than 30mm wide);	N/A	N/A
	d) provide a 3m x 3m splay for corner sites, and	N/A	N/A



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	e) provide a 900mm x 900mm splay for vehicle driveway entrances.	N/A	N/A
50	a) For tennis courts or other similar areas, chain wire fences should be black or dark green plastic coated mesh.	N/A	N/A
	b) Solid fences enclosing these facilities should not be permitted over 1.8m.	N/A	N/A
Bulk and Scale			
51	<p>a) Direct views between indoor living rooms and principal private open space of adjacent dwellings, including proposed dwellings approved on adjoining lots, including possible dwellings on future lots, should be obscured or screened where:</p> <ul style="list-style-type: none"> Ground and first floor (and above) indoor living room windows are within a 9m radius. Direct views between principal private open space areas where within a 12m radius. Direct views between indoor living rooms of dwellings into the principal area of private open space of other dwellings within a 12m radius. 	Living area windows are oriented to the front and rear of the site and no privacy screening is required for these windows.	Yes
	<p>b) A balcony, deck, patio, pergola, terrace or verandah should have a privacy screen where there are direct views of:</p> <ul style="list-style-type: none"> Indoor living room windows of adjacent dwellings, including proposed dwellings approved on adjoining lots within 9m radius; or Principal areas of private open space of adjacent dwellings, including proposed dwellings 	Privacy screens proposed on the eastern end of the deck of the existing dwelling on Lot 15 and the western end of the proposed new deck for the dwelling on Lot 16.	

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	approved on adjoining lots within a 12m radius.		
	c) Privacy protection is not required for: <ul style="list-style-type: none"> Any Indoor living room windows with a sill height of greater than 1.5m above the finished floor level of that room or where fixed non-openable translucent glass is installed to the same height. 	N/A	N/A
	d) Direct views described above may be reduced or obscured by one of the following measures (details to be submitted with the development application): <ul style="list-style-type: none"> 1.8m high fence or wall between ground-floor level windows or between a dwelling and principal private open space Screening of minimum 1.7m height, that has 25% openings (max), with no individual opening more than 30mm wide, is permanently fixed and is made of durable materials. A window, the whole of which has translucent glass and is not able to be opened. 	Privacy screening on the deck is consistent with this provision.	Yes
Ancillary Development			
56	a) For ancillary development in R1 General Residential, R2 Low Density Residential, R3 Medium Density Residential, R4 High Density Residential, R5 Large Lot Residential and RU5 Village zones: <ul style="list-style-type: none"> The height of an outbuilding or the alterations and additions to an existing outbuilding on a lot should not be 	Rainwater tank for Lot 16 dwelling located behind the building.	Yes



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	<p>more than 4.8m above ground level (existing).</p> <ul style="list-style-type: none"> – The building should be single storey construction with a maximum roof pitch of 24 degrees. – The maximum area of the building should be 60m² for lots less than 900m² and maximum of 100m² for larger lots. – Ancillary development that is a garage, or an outbuilding, or a rainwater tank should not be located in front of the main building line with the exception of swimming pools. 		
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DCP 2013: PART C - Development Specific Provisions - C5: Subdivision			
DCP Objective	Development Provisions	Proposed	Complies
Site Analysis			
139	<p>a) A site analysis is required for all development and should illustrate:</p> <ul style="list-style-type: none"> – microclimate including the movement of the sun and prevailing winds; – lot dimensions; – north point; – existing contours and levels to AHD; – flood affected areas; – overland flow patterns, drainage and services; – any contaminated soils or filled areas, or areas of unstable land; – easements and/or connections for drainage and utility services; – identification of any existing trees and other significant vegetation; – any existing buildings and other structures, including their setback distances; – heritage and archaeological features; 	Adequate site analysis provided.	Yes



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	<ul style="list-style-type: none"> – fences, boundaries and easements; – existing and proposed road network, including connectivity and access for all adjoining land parcels; – pedestrian and vehicle access; – views to and from the site; – overshadowing by neighbouring structures; and – any other notable features or characteristics of the site. 		
Urban Structure and Lot Layout			
140	<p>a) Any residential allotments created by Torrens title subdivision should satisfy the following standards:</p> <ul style="list-style-type: none"> – A minimum width of 15 metres when measured at a distance of 5.5 metres from the front property boundary; – A minimum width of 7 metres measured when side boundaries are extended to the kerb line; A minimum depth of 25 metres; – For lots where the average slope of the development site is equal to, or exceeds 16%, indicative road and driveway grades are required demonstrating satisfactory access. 	<p>The site is zoned RU5 and the proposal does not relate to residential allotments. However, the resultant development is characteristic of residential development, and the lot dimensions have been considered.</p> <p>Lot 15 - 38m wide at 5.5m setback and 50.26m deep.</p> <p>Lot 16 - 14.7m wide at 5.5m setback and 50.27m deep.</p> <p>Lot 16 has a width 300mm narrower than the minimum typically required for a vacant residential lot. The lot width is constrained by the location of the existing dwelling on Lot 15 that is sought to be retained. The lot width is considered acceptable noting</p>	Acceptable on merit.



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		that a compliant dwelling has been designed for the lot as part of the application.	
141	a) Battleaxe allotments are discouraged in greenfield development.	N/A	N/A
	b) Council may consider permitting Torrens Title battleaxe allotments for "infill" development where it is demonstrated that: <ul style="list-style-type: none"> – A Torrens Title lot, that is not a battleaxe lot, cannot be achieved; and – the number of crossovers do not reduce the amenity of the street or on street parking; and – the impact of noise, dust and headlights on the land owners adjoining the driveway is addressed by the construction of an acoustic fence for the full length of the driveway; and – addresses privacy between the rear lot and the rear open space of the front lot by the provision of adequate screening, larger lot size and setbacks; and – extends utilities to the end of the axe handle; and – There is sufficient space for garbage collection on the frontage. 	N/A	N/A
142	a) The subdivision of land with slopes exceeding 25% is generally discouraged.	Slope of the land does not exceed 25%.	Yes
143	a) Wherever possible orientate streets to maximise the number of east, west and south facing lots and to minimise the number of narrow north facing lots.	No new streets proposed.	N/A
	b) Residential street blocks should preferably be orientated north-south with dimensions generally limited to 60 - 80 metres by 120 - 150 metres as illustrated in Figure 14.	N/A	N/A
	c) Lot size and shape are to reflect orientation to ensure future dwelling construction has	Lot layout would provide good solar orientation for the	Yes



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	optimal opportunity for passive solar design.	existing and proposed dwellings.	
144	a) The site analysis, including the lot orientation, layout, and natural topography should inform and aid the design of the street pattern.	No new streets proposed.	N/A
	b) The street plan should provide: <ul style="list-style-type: none"> – Street network, including those existing (adjacent or opposite); – Cycleways and pathway network – Indicative gradients and cross-sections of roads, cycle ways and pathways, particularly those with steep slopes that may present access and mobility constraints. Provide notional road batters for steep areas – General intersection traffic dampening, related landscape features and constriction points; – Notional drainage pattern and works where affected by road works – Car parking – Consideration of existing and proposed street trees – Existing and proposed fire trails – Street and Service Plans should need to show how the proposal should integrate with the existing system. 	N/A	N/A
145	a) Subdivision applications close to urban centres should achieve a high-medium population yield (>35 dwellings per hectare).	N/A	N/A
	b) Subdivisions along arterial roads and serviced by public transport should achieve a high-medium population yield (>35 dwellings per hectare).	N/A	N/A
Infrastructure - Road Design and Construction			
146	a) All new roads are to be dedicated to Council designed in accordance the Council's	No new roads proposed. Proposal	N/A



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	adopted AUS-SPEC design specification documents. All applications to subdivide land should include a road layout plan that meets the Council's design requirements including providing connectivity and access for all land parcels consistent with Council's road hierarchy.	will use existing road network.	
	b) The design of roads identified for bus routes should comply with the AUSTROADS standards, including the design of bus bays and stops.	N/A	N/A
	c) Development should provide the bus stops, including bus bays and shelters not more than 600m apart.	N/A	N/A
	d) The design of roads shall be in accordance with Council's AUS-SPEC specifications.	N/A	N/A
	e) At a minimum all new roads should include: <ul style="list-style-type: none"> – street trees at a rate of 1 per 20m along the street frontage and in accordance with Council's <i>Indigenous Street and Open Space Planting List</i>; – underground utilities; – formed kerb and guttering in accordance with AUS-SPEC requirements; – pedestrian path 	N/A	N/A
	f) Perimeter roads adjoining bushland should be designed in accordance with current Planning for Bushfire Standards and may be considered part of the APZ requirements for the adjoining land.	N/A	N/A
Infrastructure - Pedestrians and Cycleways			
147	a) Development for the subdivision for land or major residential development should provide footpaths on both sides of all collector and arterial roads. A shareway/cycleway may be permitted on one side of collector roads in lieu of footpath on both sides, provided it has a width of 2.5m or greater, has paved footpath connections to bus	N/A	N/A



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	stops on both sides, and is located along natural edges (e.g. perimeter roads, vegetative corridors, or drainage reserves).		
	b) Footpaths should be provided on one side of the street for access places and local streets in accordance with Council's adopted AUS-SPEC design specification documents.	N/A	N/A
	c) Off street share-ways and on road cycle ways should be provided.	N/A	N/A
	d) Footpaths and cycleway are to have regard for Crime Prevention Through Environmental Design (CPTED) principles.	N/A	N/A
	e) The choice of direction and possible routes should be maximised, with streets and footpaths substantially capable of surveillance by residents.	N/A	N/A
148	a) Local roads are to be designed for a maximum vehicle speed of 50kph.	N/A	N/A
	b) Traffic management schemes may be appropriate to discourage speeding in long stretches of local roads or to discourage 'rat-running'.	N/A	N/A
	c) On street parking should be discouraged along local roads.	N/A	N/A
	d) Signage should be provided illustrating links from local roads to the regional networks.	N/A	N/A
149	a) Cycling infrastructure should be provided in accordance with the Council's Cycling Plan.	N/A	N/A
	b) Where physical infrastructure or land dedication cannot be provided or is not identified, a contribution in accordance with the Councils' contribution plan/s.	N/A	N/A
Infrastructure - Integrated Water Cycle Management			
150	a) An application for subdivision should include a WSUD prepared by a certified practicing engineer and in accordance with Council's adopted design specification documents.	N/A	N/A
Infrastructure - Stormwater Management			



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151	a) An application for subdivision should be accompanied by a Stormwater Management Strategy prepared by a certified practicing engineer and in accordance with Council's adopted AUS-SPEC design specification documents.	See comments under Stormwater later in this report. Stormwater is capable of being managed.	Yes
	b) The Designer should adopt the 'major/minor' approach to urban drainage systems as outlined in the current version of Australian Rainfall and Runoff utilising local parameters and factors where necessary and as defined in AUS-SPEC.		
	c) The 'Minor' system generally refers to a pipeline network with sufficient capacity to contain nuisance and low flows from nominated storm events. These pipelines prevent stormwater damage to properties and also limit the frequency and quantity of surface water to a level that is acceptable to the community.		
	d) A 'Major' drainage system caters for the runoff from rarer storms of higher intensity than for which the minor drainage system has been designed. refers to overland flow paths that are to be designed to convey the major storm flows when the capacity of the minor system is exceeded. The 'Major' drainage system generally refers to a system of safe is designed to handle flows resulting from rare storm events up to and including a 100-year ARI. These flows should follow a designated overland flow paths that are to be designed to convey the major storm flows when the capacity of the minor system is exceeded. The major drainage system is designed to handle flows resulting from rare storm events up to and including a 1% AEP event.		
	e) The design AEP storm events are defined in AUS-SPEC D5		



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	f) Freeboard to buildings, structures, property boundaries above major stormwater flows shall be provided in accordance with the council's current flood policy.		
152	a) All Council owned stormwater infrastructure is designed in accordance with the Council's AUS-SPEC Design Specification Documents.	N/A	N/A
Infrastructure - Water Supply			
153	a) A reticulated water supply should be required for all subdivisions except rural zoned areas greater than 40 hectares or where deemed financial unviable by the Water and Sewer Planning Manager or equivalent.	Reticulated water supply available to the site. The submitted servicing plans identify a new water service for proposed Lot 15 and the existing service to be retained for Lot 16.	Yes
	b) For all applicable subdivisions, provision is to be made to provide a separate metered water connection to Council's main for each lot. All work will need to comply with the requirements of Council's adopted AUS-SPEC Design and Construction Guidelines and Policies. Details to be provided on a hydraulic plan submitted to Council.	The submitted servicing plans identify a new water service for proposed Lot 15 and the existing service to be retained for Lot 16.	Yes
	c) A water supply strategy should be required where there are more than 20 lots and may be required for sub-divisions of less than 20 lots as directed by the Water and Sewer Planning Manager or equivalent. The water supply strategy is to detail any subdivision staging and the corresponding water supply work (including augmentation) necessary to support each stage. The strategy is to incorporate the latest changes in water supply design requirements as well as being modelled on software compatible with that used by Council.	N/A	N/A

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	d) All water supply systems should be designed to meet Council's design specification documents for infrastructure external to the property.	The developer will need to obtain a Notice of Requirements under Section 306 of the Water Management Act 2000, which will specify Council's requirements for design and construction.	Yes
	e) Public areas such as parks created by the subdivision, are to be connected to a potable water reticulation system.	N/A	N/A
	f) Proponents are required to extend and meet full cost of water reticulation.	N/A	N/A
	g) Any water supply assets required prior to the timing in Council's Corporate Plan are to be funded by the developer.	N/A	N/A
Infrastructure - Reclaimed Water			
154	a) A reclaimed water supply should be constructed in accordance with Council's strategy for the provision of reclaimed water supply.	Reclaimed water not available in Comboyne.	N/A
	b) Where a reclaimed water reticulation system is available to the site, connection to that system should be provided and a reclaimed reticulation system within the site should be provided.	N/A	N/A
	c) Where a reclaimed water reticulation system is planned to be available to the site a reclaimed reticulation system should be provided within the site.	N/A	N/A
	d) Public areas such as parks created by the subdivision, are to be connected to a reclaimed water reticulation system.	N/A	N/A
	e) Where a reclaimed water reticulation system is available or planned to be available to the site, reclaimed water should be used for: <ul style="list-style-type: none"> – Garden watering/irrigation – Toilet flushing 	N/A	N/A



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	<ul style="list-style-type: none"> – Washing machine cold water tap – Outdoor use – Other non potable uses as permitted. 		
	f) Ensure infrastructure is designed to minimise the risk of cross-connection of potable and non-potable systems, for both public and private infrastructure.	N/A	N/A
	g) Proponents should be required to extend and meet full cost of water reticulation.	N/A	N/A
	h) Any water supply assets required prior to the timing in Council's Corporate Plan are to be funded by the developer.	N/A	N/A
Infrastructure - Sewerage			
155	a) A sewer system is required for all subdivisions with proposed lots smaller than 5000m ² , where Onsite Sewage Management requirements cannot be demonstrated to Council or where deemed financially viable by the Water and Sewer Planning Manager or equivalent.	Sewer connection proposed.	Yes
	b) For all applicable subdivisions, provision is to be made to provide a separate sewer junction and connection to Council's main for each lot. All work will need to comply with the requirements of Council's adopted AUS-SPEC Design and Construction Guidelines and Policies. Details to be provided on an Engineering plan submitted to Council.	The submitted servicing plans propose a new sewer junction for Lot 15. One of the existing junctions in Lot 16 would be retained for that lot, and the other junction will need to be capped.	Yes
	c) A sewerage strategy should be provided for an application for subdivision of 20 or more lots and may be required for subdivisions of less than 20 lots as directed by the Water and Sewer Planning Manager or equivalent. The sewer strategy is to detail any subdivision staging and include the proposed method of servicing necessary to support each stage. The strategy is to incorporate the latest changes in sewer design	N/A	N/A

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	requirements as well as being modelled on software compatible with that used by Council.		
	d) All sewer systems to be designed to meet the NSW Code of Practice Plumbing & Drainage and Australian Standard AS3500 and related standards for infrastructure within property boundaries.	Capable of complying.	Yes
	e) All sewer systems to be designed to meet Council's AUS-SPEC specification documents for infrastructure external to the property.	Capable of complying.	Yes
	f) Sewerage systems should be planned to provide for anticipated future requirements over a period of at least twenty (20) years.	Proposal includes new junction only.	N/A
	g) Proponents should be required to extend and meet full cost of sewerage systems.	Servicing will be at the full cost of the developer.	Yes
	h) Any sewerage system required prior to the timing in Council's Corporate Plan is to be funded by the developer.	N/A	N/A
Soil Management			
156	a) An erosion and sediment control plan should be provided for a development application to subdivide land in accordance with Council's adopted AUS-SPEC design specification documents	Standard construction site management conditions recommended for erosion and sediment control measures.	Yes
	b) An erosion and sediment control plan should be provided for a development application to subdivide land in accordance with Council's adopted AUS-SPEC design specification documents.		
	c) Land identified on the acid sulfate soils map are subject to the provisions under clause 7.1 the LEP.		
	d) Saving and re-using top soil and the incorporation of additives to improve existing soils is preferred to the importation of soils for landscaping.		
Public Open Space			



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157	a) Neighbourhood parks area to be provided so that all residential areas are generally within 500m of the nearest park.	N/A	N/A
	b) The location of neighbourhood parks is to be optimised so that a minimal number of parks are required.	N/A	N/A
	c) Neighbourhood parks and playing fields should be connected to the cycleway and pedestrian path networks.	N/A	N/A
	d) Neighbourhood parks should provide a range of facilities.	N/A	N/A
	e) Sports fields should be located close to school facilities.	N/A	N/A
	f) As a minimum 1.5 hectares active open space (sports fields); 5000m ² neighbourhood park; 1 hectare of linkage/amenity space (total 3 hectares open space) to be provided per 1,000 people.	N/A	N/A
158	a) Neighbourhood parks are to be dedicated as development occurs, and are to include the following: <ul style="list-style-type: none"> – Minimum size of 5,000m². – At least 2000m² should be level to gently sloping land. – Street frontage to the same standard as adjoining residential areas (i.e. kerb and gutter, or drainage swales where appropriate). – Any landform grooming to ensure the park is to a standard to suit Council's maintenance regime. – Any drainage works to ensure the functionality of the park. – Access via more than one street. – Integration with other community facilities. – Should be located to cause minimal disruption to traffic. 	N/A	N/A
	b) Neighbourhood park embellishment is to incorporate: <ul style="list-style-type: none"> – Park furniture including seats with shelters, barriers and any appropriate path and cycleway linkages along 	N/A	N/A



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	<p>desire lines or linking to the cycleway network.</p> <ul style="list-style-type: none"> Any boardwalks necessary to achieve the required functionality of the park. Works should generally be required to be undertaken prior to dedication to Council. 		
159	a) An open space management strategy should accompany any subdivision application where open space that connects to natural linkages, drainage and wildlife corridors.	N/A	N/A
160	a) Lot layout should address areas of open space or public environmental management areas.	N/A	N/A
	b) Perimeter roads should border any area of open space or public environmental management areas.	N/A	N/A
	c) An assessment against the generic elements of crime prevention through environmental design described in the Crime Prevention Through Environmental Design (CPTED) principles is provided with the subdivision application.	N/A	N/A
Service Infrastructure and Information Technology			
161	<p>a) All service infrastructure should be underground unless otherwise approved by Council.</p> <p>b) All service infrastructure should be installed in a common trench.</p> <p>c) Conduits for the main technology network system should be provided in all streets.</p> <p>d) Conduits are to be installed in accordance with the National Broadband Network Company Limited's 'Guidelines for Fibre to the Premises Underground Deployment'.</p> <p>e) Access pits are to be installed at appropriate intervals along all streets.</p>	Capable of complying. Standard condition recommended requiring certification of satisfactory servicing arrangements from the relevant authorities.	Yes

Based on the above assessment, the variations proposed to the provisions of the DCP are considered acceptable and the relevant objectives have been

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satisfied. Cumulatively, the variations do not amount to an adverse impact of a significance that would justify refusal of the application.

(iiia) Any planning agreement that has been entered into under section 7.4, or any draft planning agreement that a developer has offered to enter into under section 7.4

No planning agreement has been offered or entered into relating to the site.

(iv) Any matters prescribed by the Regulations

Demolition of buildings AS 2601 - Clause 61

Demolition work on the site is capable of compliance with this Australian Standard and is recommended to be conditioned.

(b) The likely impacts of that development, including environmental impacts on both the natural and built environments, social and economic impacts in the locality

Context and Setting

The site has a general southerly street frontage orientation to Comboyne Road / Main Street and a south-westerly street frontage to Hill Street.

Adjoining the site are lots with areas ranging generally between 1000m² and 1400m² and containing dwelling houses. To the west of the site is public open space. To the north of the site is rural land containing the Comboyne Sewerage Treatment Plant. Potential impacts of the treatment plant on the residential use are discussed under 'Air and microclimate' later in this report.

The proposal will not have any significant adverse impacts to existing adjoining properties and satisfactorily addresses the public domain.

The proposal is considered to be compatible with other development in the locality and adequately addresses planning controls for the area.

Access, Traffic and Transport

The proposal will not have any significant adverse impacts in terms access, transport and traffic. The existing road network will satisfactorily cater for any increase in traffic generation as a result of the development.

Roads

The site has road frontage to Hill Street and Main Street (Comboyne Road). Adjacent to the site, both streets are sealed public roads under the care and control of Council. Hill Street is a local road with an 8.5m road formation within a 20m road reserve. Main Street (Comboyne Road) is a sub arterial road with a 9.5m road formation within a 20m road reserve.

The submitted plans identify that the existing weldmesh fence encroaches substantially into the road reserve, and the fence is proposed to be demolished as part of the development. A condition is recommended requiring the demolition of the fence to be completed prior to the issue of a Subdivision Certificate or Occupation Certificate, whichever occurs first.



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05/03/2025****Traffic and Transport**

The site is currently approved for a single dwelling. The addition in traffic associated with the development is unlikely to have any adverse impacts to the existing road network within the immediate locality.

Site Frontage and Access

Vehicle access to Lot 15 is proposed via a new driveway to Hill Street. Lot 16 will utilize an existing internal driveway to the former garage, but no crossover exists in this location. Noting the change of use to a dwelling, it is recommended that a new crossover to ASD 214 be installed in this location. Both crossovers shall comply with Council AUSPEC and Australian Standards, and conditions have been recommended to reflect these requirements.

Water Supply Connection

Water Supply is available to the site. The application proposes a new water service for Lot 15 and the existing service will be utilised for Lot 16. Internal plumbing will need to be adjusted accordingly to be contained within the new lot boundaries. A Section 306 Notice of Requirements will be required from the water authority prior to the issue of a Construction Certificate, and a Section 307 Certificate will be required at the completion of work and prior to the issue of an Occupation Certificate or Subdivision Certificate.

Appropriate conditions are recommended in this regard.

Sewer Connection

Sewer is available to the site. The application proposes to provide a new sewer junction for Lot 15 and retain the existing junction to Lot 16. The second existing junction at the rear of Lot 16 will need to be capped off. A Section 306 Notice of Requirements will be required from the water authority prior to the issue of a Construction Certificate, and a Section 307 Certificate will be required at the completion of work and prior to the issue of an Occupation Certificate or Subdivision Certificate.

Appropriate conditions are recommended in this regard.

Stormwater

The site naturally grades towards the rear and is currently unserviced. It is assumed that stormwater from the site drains overland to the farmland to the north.

Stormwater from the proposed development is planned to be disposed via rainwater tanks and dispersion trench, which is considered appropriate in the context.

A detailed site stormwater management plan will be required to be submitted for assessment with the Section 68 application and prior to the issue of a Construction Certificate. Appropriate conditions are recommended in this regard.

Other Utilities

Telecommunication and electricity services are available to the site. Evidence of satisfactory arrangements with the relevant utility authorities for provision to each proposed lot will be required prior to Subdivision Certificate approval.



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05/03/2025****Heritage**

No known items of Aboriginal or European heritage significance exist on the property.

As a precaution, a condition of consent has been recommended that works are to cease in the unexpected event heritage items are found. Works can only recommence when appropriate approvals are obtained for management and/or removal of the heritage item.

Other land resources

The site is within an established urban context and will not sterilise any significant mineral or agricultural resource.

Water cycle

The proposed development will not have any significant adverse impacts on water resources and the water cycle.

Soils

The proposed development will not have any significant adverse impacts on soils in terms of quality, erosion, stability and/or productivity subject to a standard condition requiring erosion and sediment controls to be in place prior to and during construction.

Air and microclimate

The site adjoins the Comboyne STP on Lot 102 DP 1090628. The REF for that project indicates that the plant was to be fitted with an odour control unit capable of preventing any offensive odour from the STP being detectable at the treatment plant boundary, and preventing any strongly offensive odour in the immediate vicinity of the STP. The adjoining properties in the village zone are therefore not subject to any odour buffers that would restrict the siting of dwellings.

The construction and/or operations of the proposed development will not result in any significant adverse impacts on the existing air quality or result in any pollution. Standard precautionary site management condition recommended.

Flora and fauna

Construction of the proposed development will not require any removal/clearing of any native vegetation and therefore does not trigger the biodiversity offsets scheme. Part 7 of the Biodiversity Conservation Act 2016 is considered to be satisfied.

Waste

Satisfactory arrangements are in place for proposed storage and collection of waste and recyclables. No adverse impacts anticipated. Standard precautionary site management condition recommended.

Energy

The proposal includes measures to address energy efficiency and will be required to comply with the requirements of BASIX. No adverse impacts anticipated.

Noise and vibration

The construction and/or operations of the proposed development will not result in any significant adverse impacts on the existing air quality or result in any pollution. Standard precautionary site management condition recommended.



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05/03/2025****Bushfire**

The site is identified as being bushfire prone.

In accordance with Section 100B - *Rural Fires Act 1997* - the application proposes subdivision of bush fire prone land that could lawfully be used for residential purposes. As a result, the applicant has submitted a bushfire report prepared by a Certified Consultant. The report was forwarded to the NSW Rural Fire Service who have since issued a Bushfire Safety Authority, which will be incorporated into the consent.

Safety, security and crime prevention

The proposed development will be unlikely to create any concealment/entrapment areas or crime spots that would result in any identifiable loss of safety or reduction of security in the immediate area. Adequate casual surveillance is available.

Social impacts in the locality

Given the nature of the proposed development and its location the proposal is not considered to have any significant adverse social impacts.

Economic impact in the locality

The proposal is not considered to have any significant adverse economic impacts on the locality. A likely positive impact is that the development will maintain employment in the construction industry, which will lead to flow impacts such as expenditure in the area.

Site design and internal design

The proposed development design satisfactorily responds to the site attributes and will fit into the locality.

Construction

Construction impacts are considered capable of being managed, standard construction and site management conditions have been recommended.

Cumulative impacts

The proposed development is not considered to have any significant adverse cumulative impacts on the natural or built environment or the social and economic attributes of the locality.

(c) The suitability of the site for the development

The proposal will fit into the locality and the site attributes are conducive to the proposed development.

Site constraints have been adequately addressed and appropriate conditions of consent recommended.

(d) Any submissions made in accordance with this Act or the Regulations

Following exhibition of the application in accordance with the Community Participation Plan, no submissions were received.

(e) The Public Interest

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The proposed development satisfies relevant planning controls and will not adversely impact on the wider public interest.

(f) Ecologically Sustainable Development and Precautionary Principle

Ecologically sustainable development requires the effective integration of economic and environmental considerations in decision-making processes.

The four principles of ecologically sustainable development are:

- the precautionary principle,
- intergenerational equity,
- conservation of biological diversity and ecological integrity,
- improved valuation, pricing and incentive mechanisms.

The principles of ESD require that a balance needs to be struck between the man-made development and the need to retain the natural vegetation. Based on the assessment provided in the report and with recommended conditions of consent, it is considered an appropriate balance has been struck.

(g) Climate change

The proposal is not considered to be vulnerable to any risks associated with climate change.

4. DEVELOPMENT CONTRIBUTIONS APPLICABLE

Development contributions will not be required under S64/S7.11 for the following reasons:

- The proposed development would not result in any additional lots or opportunities for dwellings.
- Both lots will retain lot sizes greater than 450m², but less than 2000m².

5. CONCLUSION AND STATEMENT OF REASON

The application has been assessed in accordance with Section 4.15 of the Environmental Planning and Assessment Act 1979.

Issues raised during assessment and public exhibition of the application have been considered in the assessment of the application. Where relevant, conditions have been recommended to manage the impacts attributed to these issues.




The proposed development does not raise any significant general public interest issues beyond matters already addressed in this report. Overall, the proposed development is consistent with the provisions and objectives of the relevant planning controls and will have an acceptable impact on the surrounding natural and built environment. Approval of the application is considered to be in the public interest as it achieves the LEP objectives for development in the zone. No significant adverse environmental, social or economic impacts on the locality have been identified. Accordingly, the proposal is considered to be in the public interest.



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Attachments

1.  Attachment 1 - Recommended Conditions
2.  Attachment 2 - Plans
3.  Attachment 3 - Clause 4.6 Written Request



3.	<p>Notification of Home Building Act 1989 requirements</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development involving residential building work if the principal certifier is not the council. 2. It is a condition of the development consent that residential building work must not be carried out unless the principal certifier for the development to which the work relates has given the council written notice of the following— <ol style="list-style-type: none"> a. for work that requires a principal contractor to be appointed— <ol style="list-style-type: none"> i. the name and licence number of the principal contractor, and ii. the name of the insurer of the work under the <i>Home Building Act 1989</i>, Part 6, b. for work to be carried out by an owner-builder— <ol style="list-style-type: none"> i. the name of the owner-builder, and ii. if the owner-builder is required to hold an owner-builder permit under the <i>Home Building Act 1989</i> <ul style="list-style-type: none"> ---- the number of the owner-builder permit. 3. If the information notified under subsection (2) is no longer correct, it is a condition of the development consent that further work must not be carried out unless the principal certifier has given the council written notice of the updated information. 4. This section does not apply in relation to Crown building work certified to comply with the <i>Building Code of Australia</i> under the Act, Part 6. <p>Condition Reason: Prescribed condition under section 71 of the Environmental Planning and Assessment Regulation 2021.</p>
4.	<p>Shoring and adequacy of adjoining property</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development that involves excavation that extends below the level of the base of the footings of a building, structure or work on adjoining land, including a structure or work in a road or rail corridor. 2. It is a condition of the development consent that the person having the benefit of the development consent must, at the person's own expense - <ol style="list-style-type: none"> a. protect and support the building, structure or work on adjoining land from possible damage from the excavation, and b. if necessary, underpin the building, structure or work on adjoining land to prevent damage from the excavation. 3. This section does not apply if - <ol style="list-style-type: none"> a. the person having the benefit of the development consent owns the adjoining land, or b. the owner of the adjoining land gives written consent to the condition not applying. <p>Condition Reason: Prescribed condition under section 74 of the Environmental Planning and Assessment Regulation 2021.</p>
5.	<p>Erection of signs</p> <ol style="list-style-type: none"> 1. This section applies to a development consent for development involving building work, subdivision work or demolition work. 2. It is a condition of the development consent that a sign must be erected in a prominent position on a site on which building work, subdivision work or demolition work is being carried out - <ol style="list-style-type: none"> a. showing the name, address and telephone number of the principal certifier for the work, and b. showing the name of the principal contractor, if any, for the building work and a telephone number on which the principal contractor may be contacted outside working hours, and c. stating that unauthorised entry to the work site is prohibited.

	<p>3. The sign must be -</p> <ol style="list-style-type: none"> maintained while the building work, subdivision work or demolition work is being carried out, and removed when the work has been completed. <p>4. This section does not apply in relation to -</p> <ol style="list-style-type: none"> building work, subdivision work or demolition work carried out inside an existing building, if the work does not affect the external walls of the building, or Crown building work certified to comply with the <i>Building Code of Australia</i> under the Act, Part 6. <p>Condition Reason: Prescribed condition under section 70 of the Environmental Planning and Assessment Regulation 2021.</p>
6.	<p>Fulfilment of BASIX commitments</p> <p>It is a condition of a development consent for the following that each commitment listed in a relevant BASIX certificate is fulfilled -</p> <ol style="list-style-type: none"> BASIX development, BASIX optional development, if the development application was accompanied by a BASIX certificate. <p>Condition Reason: Prescribed condition under section 75 of the Environmental Planning and Assessment Regulation 2021.</p>
7.	<p>Public works and utility services alterations</p> <p>The developer is responsible for any costs relating to minor alterations and extensions to ensure satisfactory transitions of existing roads, drainage, public utility services, any easements and Council services at no cost of Council for the purposes of the development.</p> <p>Condition Reason: To confirm that the developer is responsible for all public utility costs and alterations.</p>
8.	<p>Construction site management</p> <p>The development site is to be managed for the entirety of work in the following manner:</p> <ol style="list-style-type: none"> Erosion and sediment controls are to be implemented to prevent sediment from leaving the site. The controls are to be maintained until the development is complete and the site stabilised with permanent vegetation; Appropriate dust control measures; Building equipment and materials shall be contained wholly within the site unless approval to use the road reserve has been obtained. Where work adjoins the public domain, fencing is to be in place so as to prevent public access to the site; Building waste is to be managed via appropriate receptacles into separate waste streams; Toilet facilities are to be provided on the work site at the rate of one toilet for every 20 persons or part of 20 persons employed at the site. Building work being limited to the following hours, unless otherwise permitted by Council; <ul style="list-style-type: none"> Monday to Saturday from 7.00am to 6.00pm No work to be carried out on Sunday or public holidays <p>The builder to be responsible to instruct and control his sub-contractors regarding the hours of work.</p> All works within proximity of electrical infrastructure shall be carried out in accordance with the requirements of the relevant electricity authority. <p>Condition Reason: To ensure that construction site is appropriately managed to prevent</p>

	impacts to adjoining properties, the public domain and to ensure waste is disposed of in a practical and sustainable manner.
9.	<p>AUSPEC Specifications</p> <p>The design and construction of all public infrastructure works shall be in accordance with Council's adopted AUSPEC Specifications.</p> <p>Condition Reason: To ensure public infrastructure works meet appropriate industry standards.</p>
10.	<p>General Terms of Approval (State Authority)</p> <p>The General Terms of Approval (GTAs) from the following authorities, as referred to in section 4.50 of the Environmental Planning and Assessment Act 1979, and referenced below, are attached and form part of the consent conditions for this approval.</p> <p>NSW Rural Fire Service - The General Terms of Approval, Reference DA20241101004561-Original-1 and dated 16 December 2024 are attached and form part of this consent.</p> <p>Condition Reason: To ensure that external State agency requirements are satisfied.</p>
11.	<p>A027 - Tree retention</p> <p>Trees on the subject land and adjacent property, as marked on the approved plan, shall be retained.</p> <p>Condition Reason: To protect the biodiversity and landscape values of the site.</p>

DEMOLITION WORK BEFORE DEMOLITION WORK COMMENCES

Condition	
1.	<p>Construction hoarding fence</p> <p>Provision of a hoarding, fence or other measures to restrict public access to the site during the course of works. Where the hoarding will encroach upon public land an application for approval under section 138 of the Roads Act, 1993 is to be lodged with Council.</p> <p>Condition reason: To protect public safety and the integrity of public infrastructure.</p>

DURING DEMOLITION WORK

Condition	
1.	<p>E010 - Demolition site and asbestos management</p> <p>The demolition of any existing structure shall be carried out in accordance with Australian Standard AS 2601: <i>The Demolition of Structures</i>. No demolition materials shall be burnt or buried on site. The person responsible for the demolition works shall ensure that all vehicles leaving the site carrying demolition materials have their loads covered and do not track soil or waste materials onto the road. Should the demolition works obstruct or inconvenience pedestrian or vehicular traffic on an adjoining public road or reserve, separate application shall be made to Council to enclose the public place with a hoarding fence.</p> <p>Should asbestos be present, its removal shall be carried out in accordance with the</p>

	<p>National OH&S Committee – <i>Code of Practice for Safe Removal of Asbestos and Code of Practice for the Management and Control of Asbestos in Workplaces.</i></p> <p>Condition Reason: To protect public health and safety.</p>
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BUILDING WORK BEFORE ISSUE OF A CONSTRUCTION CERTIFICATE

	Condition
1.	<p>Plumbing permit</p> <p>Prior to release of the Construction Certificate, approval pursuant to Section 68 of the Local Government Act, 1993 to carry out water supply, stormwater and sewerage works is to be obtained from Port Macquarie-Hastings Council. The following is to be clearly illustrated on the site plan to accompany the application for Section 68 approval:</p> <ul style="list-style-type: none"> • Position and depth of the sewer (including junction) • Stormwater drainage termination point • Easements • Water main • Proposed water meter location <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development and to protect public health and safety.</p>
2.	<p>Works in road reserve permit</p> <p>An application pursuant to Section 138 of the Roads Act, 1993 to carry out works required by the Development Consent on or within public road is to be submitted to and obtained from Port Macquarie-Hastings Council prior to release of the Construction Certificate. Such works include, but not be limited to:</p> <ul style="list-style-type: none"> • Civil works • Traffic management • Work zone areas • Hoardings • Footway and gutter crossing to Lot 15 and Lot 16 to AUSPEC standards. <p>Where works are proposed on a Transport for NSW classified facility, the Road Authority shall obtain Transport for NSW concurrence prior to any approval.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development and to protect public health and safety.</p>
3.	<p>Utilities and services including Water and Sewer</p> <p>Before the issue of the relevant Construction Certificate, written evidence of the following service provider requirements must be provided:</p> <ul style="list-style-type: none"> • A response from Council as a Water Authority as to whether plans accompanying the application for Construction Certificate would affect any Water Authority infrastructure and whether any further requirements need to be met. <p>Condition Reason: To ensure relevant utility and service provider's requirements are provided to the certifier and Water Management Act requirements are met.</p>
4.	<p>Stormwater Drainage Design</p> <p>A stormwater drainage design is to be submitted and approved by Council prior to the issue</p>

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	<p>of a Construction Certificate. The design must be prepared in accordance with Council's AUSPEC Specifications, Australian Rainfall and Runoff 2019, the requirements of Relevant Australian Standards and shall make provision for the following:</p> <ol style="list-style-type: none"> The legal point of discharge for the proposed development is defined as farmland to the north of the site, as per existing conditions. All allotments must be provided with a separate piped stormwater system contained within its boundaries. Existing dwellings/buildings are to be connected to the piped drainage system within each allotment, otherwise creation of relevant easements to drain water will be required where appropriate. Kerb outlets are not permitted. The design is to make provision for the natural flow of stormwater runoff from uphill/upstream properties/lands. The design must include the collection of such waters and discharge to the drainage system. An inspection opening or stormwater pit must be installed inside the property, adjacent to the boundary, for all stormwater outlets. The design shall provide details of any components of the existing stormwater drainage system servicing the site that are to be retained. <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
5.	<p>B041 - Privacy screens</p> <p>Privacy screens (including those shown on the balconies) are to be compliant with the transparency design requirements for privacy screens as defined in State Environmental Planning Policy (Exempt and Complying Development Codes) 2008. Details of compliance are to be shown the plans to be submitted with the application for Construction Certificate.</p> <p>Condition Reason: To provide a reasonable level of privacy between dwellings.</p>

BEFORE BUILDING WORK COMMENCES

	Condition
1.	<p>Service provider arrangements</p> <p>Prior to works commencing an application being made to the electricity and telecommunications service providers.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
2.	<p>D001 - Notice of works commencement</p> <p>A minimum of one (1) week's notice in writing of the intention to commence works on public land is required to be given to Council together with the name of the principal contractor and any major sub-contractors engaged to carry out works. Works shall only be carried out by a contractor accredited with Council.</p> <p>Condition Reason: To ensure that the development commences in an orderly manner and to protect public safety and the integrity of public infrastructure.</p>
3.	<p>D005 - Construction hoarding fence</p> <p>Provision of a hoarding, fence or other measures to restrict public access to the site during the course of works. Where the hoarding will encroach upon public land an application for approval under section 138 of the Roads Act, 1993 is to be lodged with Council.</p> <p>Condition Reason: To protect public safety and the integrity of public infrastructure.</p>

4.	<p>D010 - Tree protection fencing</p> <p>Tree protection fencing, compliant with AS 4970/2009 Protection of trees on development sites must be provided. The fencing shall be in place prior to the commencement of any works or soil disturbance and maintained for the entirety of the works.</p> <p>Condition Reason: To protect significant vegetation.</p>
----	---

DURING BUILDING WORK

Condition	
1.	<p>Copy of construction plans</p> <p>A copy of the current stamped approved construction plans must be kept on site for the duration of site works and be made available upon request to either the Principal Certifier or an officer of the Council.</p> <p>Condition reason: To ensure that the development proceeds in accordance with the approved plans.</p>
2.	<p>E011 - Stop work if aboriginal objects discovered</p> <p>Should any Aboriginal objects be discovered in any areas of the site then all excavation or disturbance to the area is to stop immediately and the National Parks and Wildlife Service is to be informed in accordance with Section 91 of the <i>National Parks and Wildlife Act 1974</i>. Subject to an assessment of the extent, integrity and significance of any exposed objects, applications under either Section 87 or Section 90 of the <i>National Parks and Wildlife Act 1974</i> may be required before work resumes.</p> <p>Condition Reason: To protect culturally significant places and items.</p>

BEFORE ISSUE OF AN OCCUPATION CERTIFICATE

Condition	
1.	<p>Bushfire risk measures installed</p> <p>Prior to the issue of any Occupation Certificate, details of compliance with the bushfire risk assessment and conditions of the Bush Fire Safety Authority shall be provided to the Principal Certifier.</p> <p>Condition Reason: To protect public health and safety.</p>
2.	<p>Completion of works within the road reserve</p> <p>Prior to the issue of any Occupation Certificate provision to the Principal Certifier of documentation from Port Macquarie-Hastings Council being the local roads authority certifying that all matters required by the approval issued pursuant to Section 138 of the Roads Act have been satisfactorily completed.</p> <p>Condition reason: To ensure that appropriate infrastructure is provided to service the development.</p>
3.	<p>Section 68 Certificate of Completion</p> <p>Prior to occupation or the issuing of any Occupation Certificate a Section 68 Certificate of Completion shall be obtained from Port Macquarie-Hastings Council for each S68 Approval related to this development.</p>

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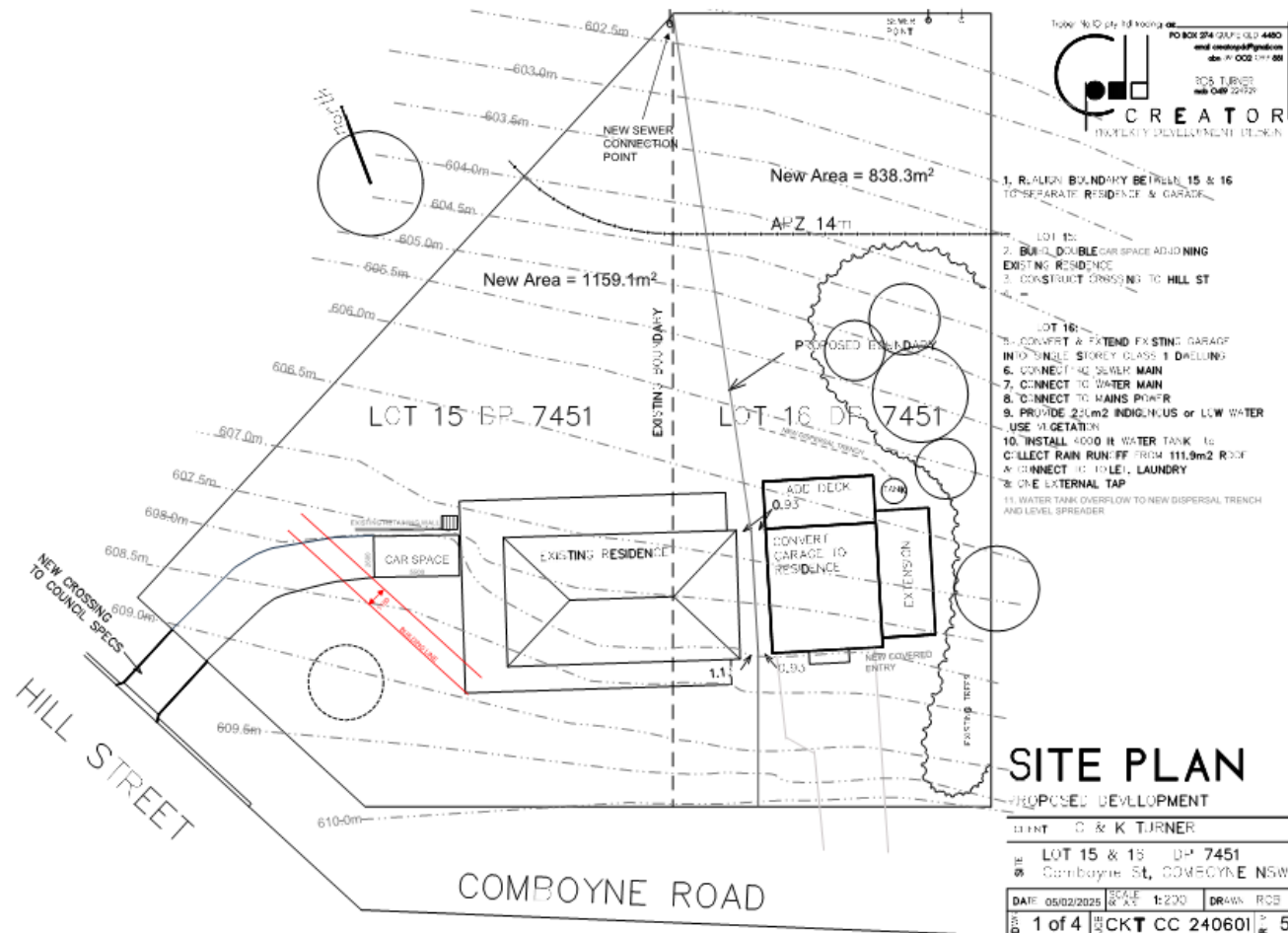
	Condition reason: To ensure that appropriate infrastructure is provided to service the development.
4.	<p>Certification of BASIX commitments</p> <p>Written confirmation being provided to the Principal Certifier from any properly qualified person (eg the builder), stating that all commitments made as part of the BASIX Certificate have been completed in accordance with the certificate.</p> <p>Condition Reason: To ensure that BASIX commitments have been provided and the development achieves acceptable operating efficiencies.</p>
5.	<p>F033 - Section 307 certificate for building works</p> <p>A Certificate of Compliance under the provisions of Section 307 of the <i>Water Management Act</i> must be obtained prior to the issue of any Occupation Certificate.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
6.	<p>Demolition of fence</p> <p>Prior to the issue of any Occupation Certificate the existing weldmesh fence shall be demolished to the extent shown on the approved demolition plan.</p> <p>Condition reason: To ensure that structures do not encroach into the public road.</p>

LAND SUBDIVISION BEFORE ISSUE OF A SUBDIVISION CERTIFICATE

Condition	
1.	<p>Section 307 certificate for subdivision works</p> <p>A Certificate of Compliance under the provisions of Section 307 of the <i>Water Management Act</i> must be obtained prior to the issue of any Subdivision Certificate.</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
2.	<p>Satisfactory services certification</p> <p>Prior to the issue of an Occupation Certificate, evidence to the satisfaction of the Principal Certifier from the electricity and telecommunications providers that satisfactory services arrangements have been made to the lots (including street lighting and fibre optic cabling where required).</p> <p>Condition Reason: To ensure that appropriate infrastructure is provided to service the development.</p>
3.	<p>F024 - Drainage certification</p> <p>An appropriately qualified and practising consultant is required to certify the following:</p> <ol style="list-style-type: none"> 1. All drainage lines have been located within the respective easements, and 2. Any other drainage structures are located in accordance with the Construction Certificate. 3. All stormwater has been directed to a Council approved drainage system 4. All conditions of consent have been complied with.

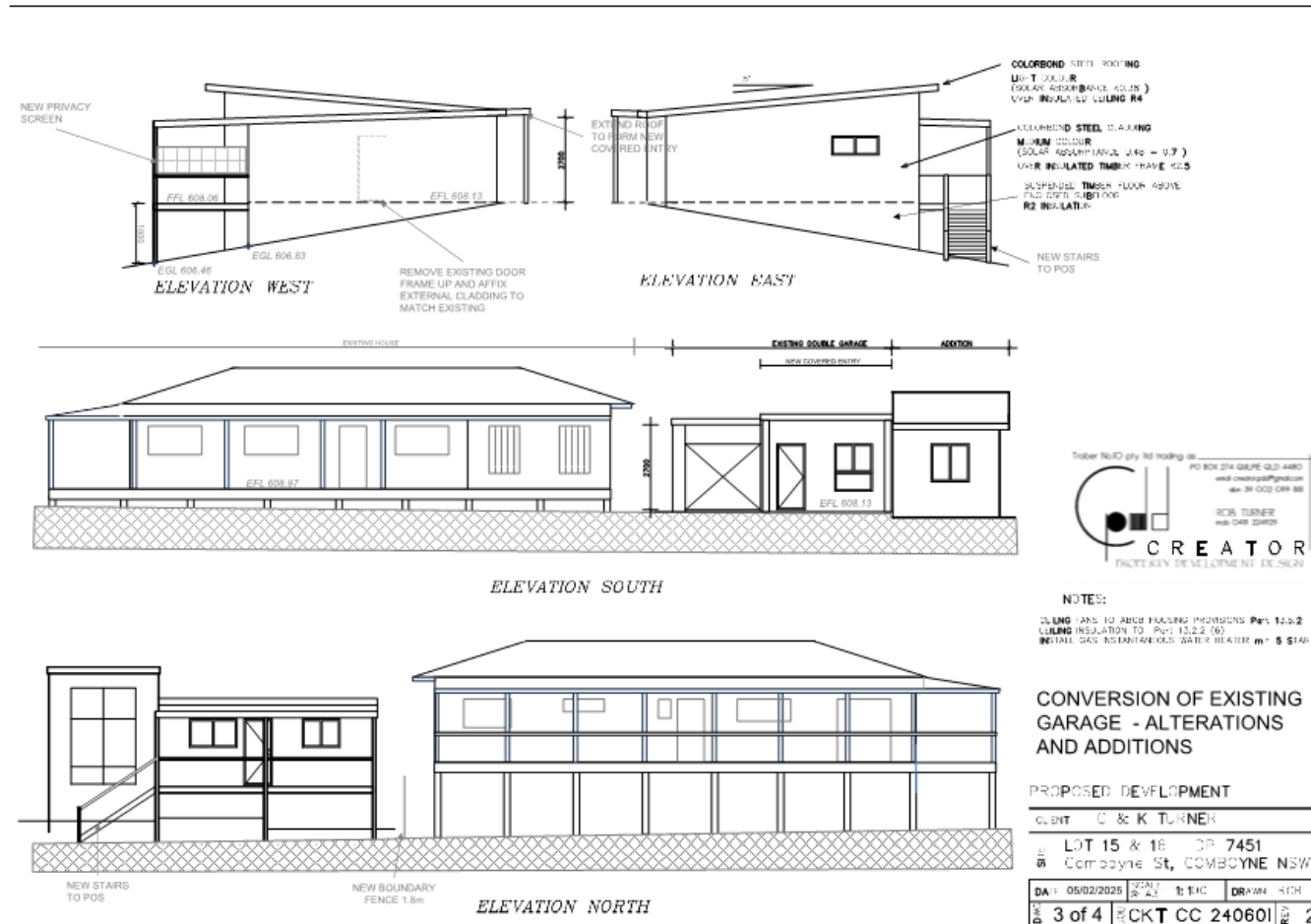
	Condition Reason: To ensure that appropriate infrastructure is provided to service the development.
4.	<p>Completion of works within the road reserve</p> <p>Prior to the issue of the Subdivision Certificate provision to the Principal Certifier of documentation from Port Macquarie-Hastings Council being the local roads authority certifying that all matters required by the approval issued pursuant to Section 138 of the Roads Act have been satisfactorily completed.</p> <p>Condition reason: To ensure that appropriate infrastructure is provided to service the development.</p>
5.	<p>Completion of Dwellings</p> <p>Prior to the issue of the Subdivision Certificate both dwellings shall be completed and the relevant Occupation Certificates issued.</p> <p>Condition reason: To ensure the permissibility of the development.</p>
6.	<p>Demolition of fence</p> <p>Prior to the issue of the Subdivision Certificate the existing weldmesh fence shall be demolished to the extent shown on the approved demolition plan.</p> <p>Condition reason: To ensure that structures do not encroach into the public road.</p>

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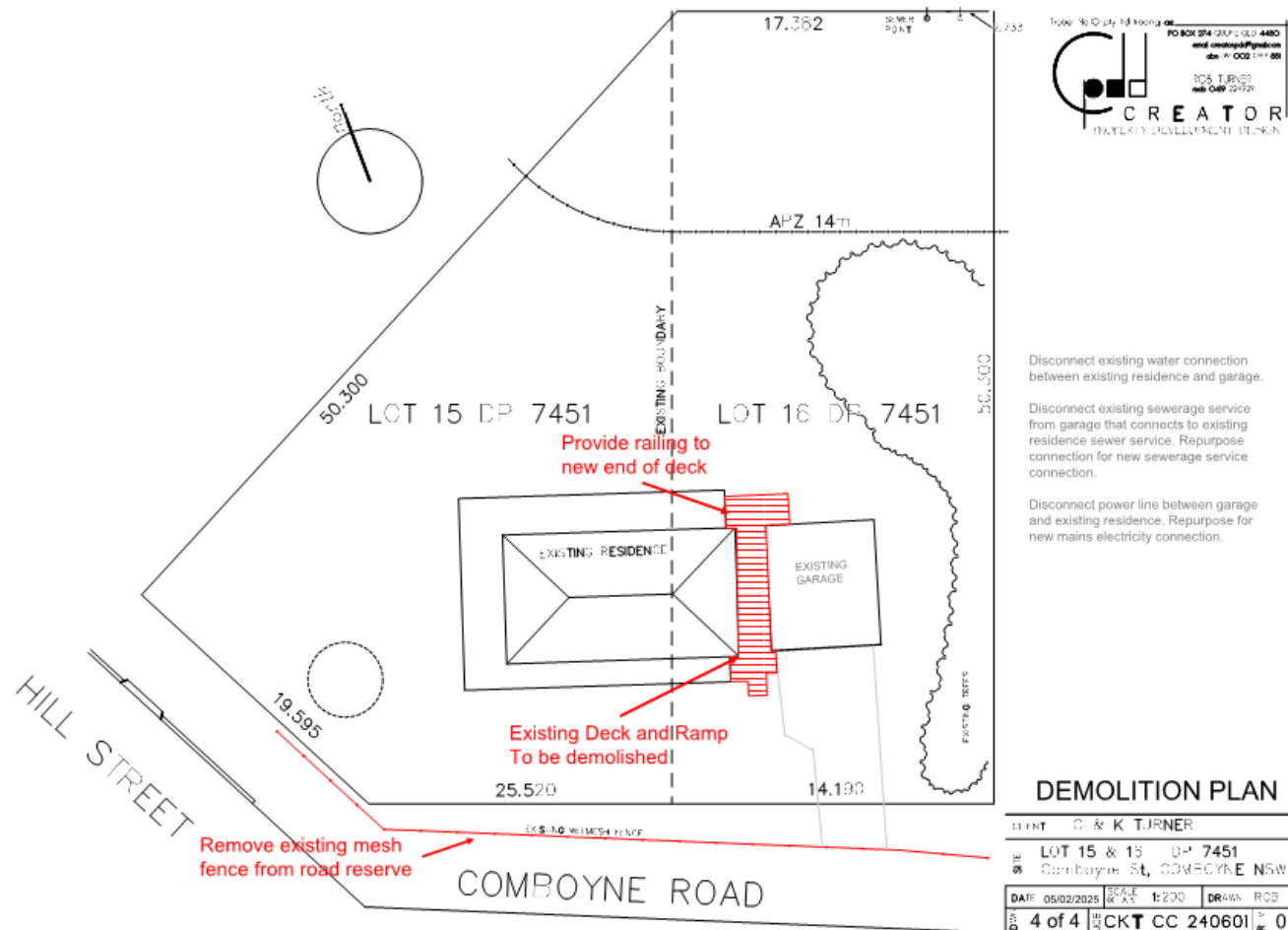
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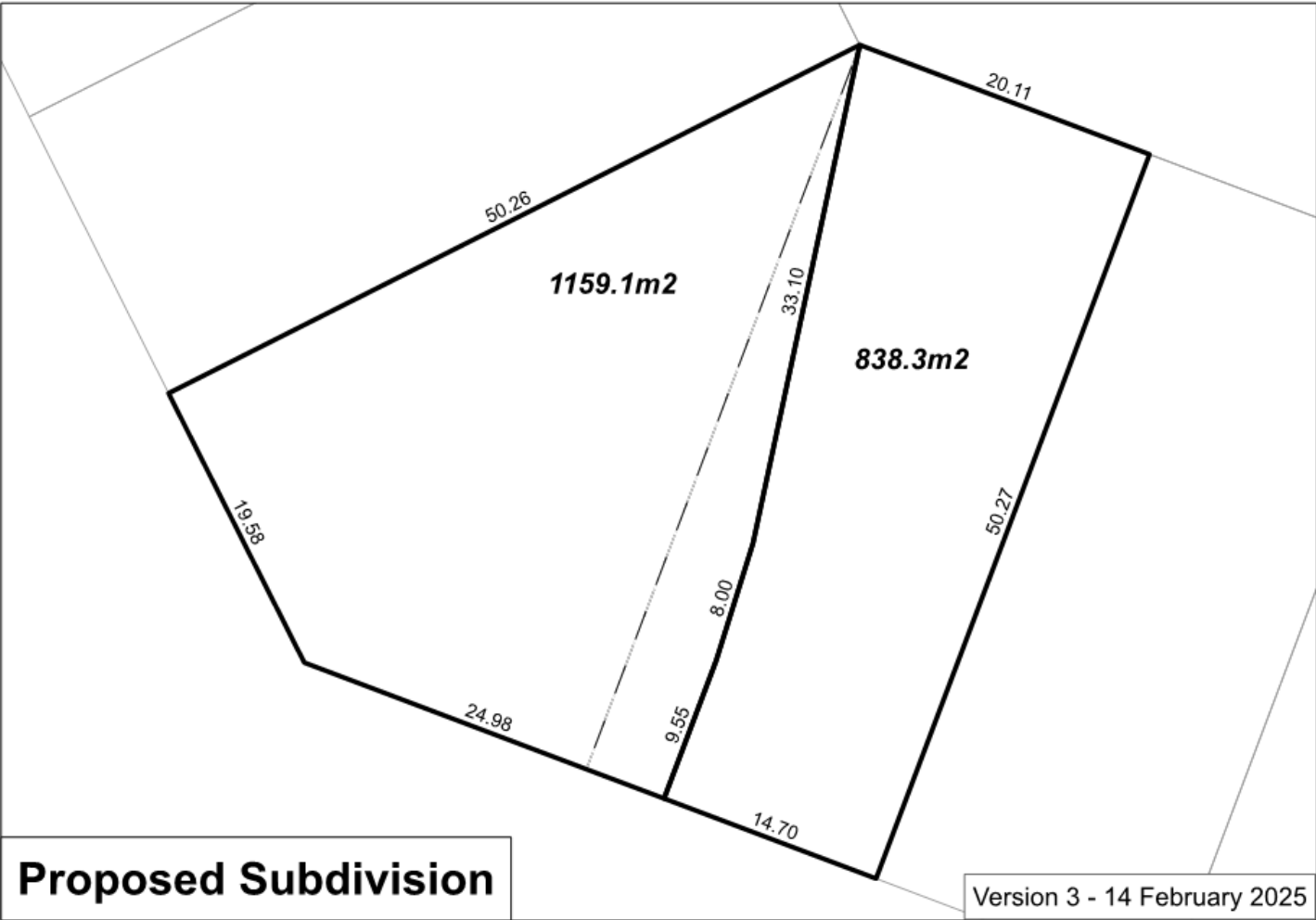
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Appendix A - Additional requirements for development applications involving contravention of development standards: Clause 4.6 Variation

Version 2 – 6 February 2025

1. Name of the environmental planning instrument that applies to the land

Port Macquarie- Hastings Local Environmental Plan 2011.

2. Zoning of the land and objectives of the zone

Zone RU5 Village

Objectives of zone

- To provide for a range of land uses, services and facilities that are associated with a rural village.
- To permit development that is appropriate in scale and type with the characteristics of a rural village.
- To minimise conflict between land uses within the zone and land uses within adjoining zones.

3. Development Standard to which this Clause 4.6 Variation applies

Clause 4.1 Minimum subdivision lot size

4. Objectives of the development standard

(1) The objectives of this clause are as follows—

- (a) to ensure that lot sizes are compatible with local environmental values and constraints,
- (b) to facilitate efficient use of land resources for residential and other human purposes,
- (c) to minimise the fragmentation of rural land suitable for sustainable primary production,
- (d) to protect high ecological, scientific, cultural or aesthetic values of land in conservation zones.

5. Numeric value of the development standard in the environmental planning instrument

The Lot Size Map imposes a minimum lot size of 8,000m².

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PROJECT CO-ORDINATION

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Blueprint Planning Consultants

Boundary Adjustment Lots 15 and 16 DP7451 - 14 Comboyne Road Comboyne

6. Percentage variation between proposal and the environmental planning instrument*Table 1 Comparison of Existing and Proposed Lot Sizes*

Lot	Existing area	Existing variation	Proposed area	Proposed variation
Lot 15	985.5m ²	87.7%	1,159.1m ²	85.5%
Lot 16	1,012m ²	87.4%	838.5m ²	89.5%

7. How is compliance with the development standard unreasonable or unnecessary in the circumstances of this particular case

Wehbe v Pittwater Council [2007] NSWLEC 827 provides five tests of the ways in which compliance may be demonstrated as unreasonable or unnecessary. It is noted these are not an exhaustive list of tests for demonstrating compliance is unreasonable or unnecessary.

This written request relies on the following tests:

Test 1 from Wehbe

The objectives of the standard are achieved notwithstanding non-compliance with the standard, as set out in the table below:

Table 2 Assessment of Objectives of the Standard

Objective	Assessment of proposal
(a) to ensure that lot sizes are compatible with local environmental values and constraints,	The existing lot sizes in Comboyne, as described below, range from 365m ² to 1,709m ² the majority of lots between 1,000 and 1,100m ² . The proposed lot sizes of 736m ² and 1,261m ² are within the range of existing lot sizes. The proposed lot sizes are compatible with local environmental values and constraints.
(b) to facilitate efficient use of land resources for residential and other human purposes,	The proposed boundary adjustment will facilitate the use of the two existing lots for their permissible use of a dwelling house on each lot.
(c) to minimise the fragmentation of rural land suitable for sustainable primary production,	The land is not rural land for primary production.
(d) to protect high ecological, scientific, cultural or aesthetic values of land in conservation zones.	The land does not contain, nor is it in proximity to, land in conservation zones.

Existing Lot Sizes in Comboyne

Table 3 provides a summary of the number of lots within each range. Figure 1 provides a representation of the existing lot size ranges in Comboyne.

Table 3 Range of Lot Sizes

Lot Sizes	Count
365 to 700sqm	6
700 to 900sqm	7
900 to 1,000sqm	7
1,000 to 1,100sqm	56
> 1,100sqm	28
Total	104

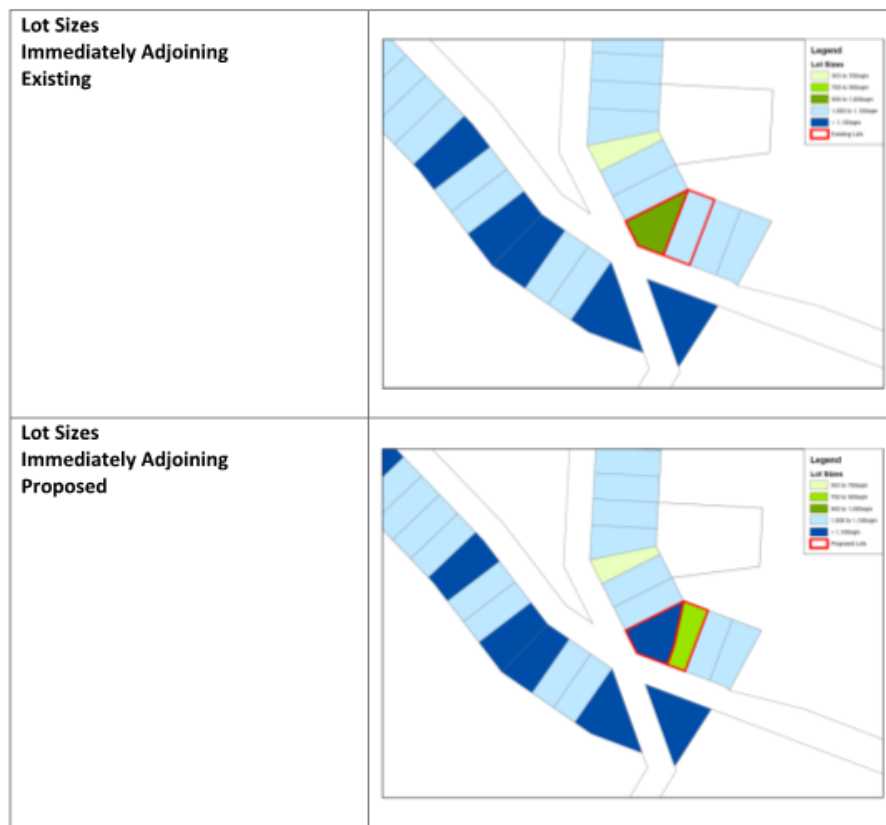
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Figure 1 Distribution of Lot Sizes

Figure 2 provides a comparison of the lot sizes in the immediate vicinity of the site, as existing and as proposed. One lot increases in area to be similar in size to adjoining lots opposite (11 and 13 Main Street) and nearby lots (19, 21 and 27 Main Street). The other lot reduces in size but is still larger than a nearby lot (8 Hill Street). The proposed boundary adjustment does not change the character of the locality.



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*Figure 2 Comparison of Distribution of Lot Sizes: Existing v Proposed*Test 2 from WehbeThe underlying object or purpose of the standard is not relevant to the development and compliance is unnecessary:

The minimum lot size was imposed on the village of Comboyne at a time when there was no reticulated sewerage system available and was intended to ensure adequate site area for onsite disposal of effluent.

Reticulated sewerage has since been provided to the village, and on this basis, it is concluded that the underlying purpose of the standard is no longer relevant.

8. Are there sufficient environmental planning grounds to justify contravening the development standard

The term “environmental planning grounds” is not defined in the legislation.

Clause 4.2C of PM-HELP 2011 provides for boundary adjustments between lots where one or more resultant lots do not meet the minimum lot size map. While clause 4.2C does not apply to Zone RUS Village, the principles expressed in clause 4.2C are reasonably considered to be environmental planning grounds. Namely that:

- (a) the subdivision will not create additional lots or the opportunity for additional dwellings, and
- (b) the number of dwellings or opportunities for dwellings on each lot after the subdivision will be the same as before the subdivision, and
- (c) the potential for land use conflict will not be increased as a result of the subdivision, and
- (d) the subdivision will not result in any increased bush fire risk to existing buildings.

Both the existing lots have a dwelling entitlement, and the boundary adjustment will not create additional lots or the opportunity for additional dwellings. It will restore an existing entitlement for a dwelling on each of the lots that could be achieved by demolition of the existing house. The land is within the village of Comboyne, with house sites adjoining. There will be no increase in land use conflict. Bush fire risk to existing buildings will be reduced by the upgrade of the existing buildings contained within the bushfire report.

There is a practice to reference the objects of the Act to assist with appreciating what are “environmental planning grounds”.

In the subject case, the following objects of the Act are considered relevant:

- (b) to facilitate ecologically sustainable development by integrating relevant economic, environmental and social considerations in decision-making about environmental planning and assessment,
- (c) to promote the orderly and economic use and development of land,

Both lots have the potential for a dwelling house.

The proposed boundary adjustment enables the achievement of a dwelling house on each lot without the need to demolish the existing dwelling house. The retention of the existing dwelling house is considered a more sustainable outcome and a reasonable integration of economic and environmental considerations and will promote orderly and economic use and

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Boundary Adjustment Lots 15 and 16 DP7451 - 14 Comboyne Road Comboyne

development of the land. This is only able to be achieved by the proposed variation to the minimum lot size and so the environmental planning grounds are tethered to the variation.

The definition of the word "sufficient" implies a subjective and discretionary consideration of the environmental planning grounds.

In this case, the boundary adjustment has no impact on the number of lots or on the character or nature of the locality. The new lot sizes are within the range of existing lot sizes within Comboyne. The minimum lot size control is no longer relevant since the provision of a reticulated sewerage service to Comboyne.

For these reasons it is concluded that the foregoing environmental planning grounds are sufficient.

9. The proposed development, despite the contravention to the development standard, is in the public interest

The proposed boundary adjustment will enable the achievement of the existing development potential of the two lots, and the proposed new boundary alignment will avoid the cost of the provision of a new sewer connection point. The new boundary arrangement will result in one dwelling house on each lot, and will be consistent with the character and streetscape of the locality. The avoidance of demolition of the existing dwelling house and the ability to provide an additional dwelling house that makes use of the existing sewer service and connection point supports the efficient use of existing investment in the infrastructure in Comboyne.

For these reasons the proposed development is in the public interest despite the contravention to the development standard.

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PLANNING PROPOSAL

Proposed Catholic High School corner Bonny View Drive and Ocean Drive, Bonny Hills

PURPOSE OF AMENDMENT:

To enable the future land use for the purposes of a school on the land.

SITE Lots 6 & 7 DP 594792 and Lot 6 DP 594793 corner Bonny View Drive and Ocean Drive, Bonny Hills

DATE August 2024

PREPARED BY

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Job No. 6084



Planning Proposal – Catholic High School
Lot 6 & 7 DP 594792 and Lot 6 594793
Corner Bonny View Drive and Ocean Drive, Bonny Hills

Revision Schedule

Revision Number	Date	Description	Staff
C	May 2024	Final Issued to PMHC	AJT/DM
D	August 2024	Final Issued to PMHC after Gateway Determination	AJT

Site Inspection completed:
Officer:
Organisation

Disclaimer

This report was prepared in accordance with the scope of works set out in the contract between King & Campbell Pty Ltd and the Client. To the best of King & Campbell Pty Ltd’s knowledge, the proposal presented herein accurately reflects the Client’s intentions when the report was printed. However, it is recognised that conditions of approval at time of consent, post development application modification of the proposals design, and the influence of unanticipated future events may modify the outcomes described in this report.

King & Campbell Pty Ltd used information and documentation provided by external persons, companies and authorities. Whilst checks were completed by King & Campbell Pty Ltd to ensure that this information and/or documentation was accurate, it has been taken on good faith and has not been independently verified. It is therefore advised that all information and conclusions presented in this report apply to the subject land at the time of assessment, and the subject proposal only.

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Planning Proposal – Catholic High School
Lot 6 & 7 DP 594792 and Lot 6 594793
Corner Bonny View Drive and Ocean Drive, Bonny Hills

Executive Summary

This Planning Proposal has been prepared under Section 3.33(2) of the Environmental Planning and Assessment Act 1979 (**EPA Act**), in accordance with *Local Environmental Plan Making Guideline* (August 2023) (**Guideline**), as published by the NSW Department of Planning and Environment (**DPE**) and Port Macquarie-Hastings Council (**Council**) *Planning Proposal Policy* 2020.

The Guideline provides that there are six (6) stages to the Planning Proposal process, which has been reproduced in **Figure 1**.



Figure 1 - Copy of Planning Proposal Stages from *Local Environmental Plan Making Guideline* (August 2023)

This version of the Planning Proposal represents Stage 3 in the timeline and has been initiated by

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Planning Proposal – Catholic High School
Lot 6 & 7 DP 594792 and Lot 6 DP 594793
Corner Bonny View Drive and Ocean Drive, Bonny Hills

a proponent – King and Campbell Pty Ltd on behalf of St Agnes Catholic Parish, Port Macquarie in relation to their land known as Corner Bonny View Drive and Ocean Drive which is legally described as Lots 6 & 7 DP 594792 and Lot 6 DP 594793 (**Site**); and includes the rezoning of the adjacent Bonny View Drive and Ocean Drive road reserves.

The Planning Proposal is seeking to amend the Port Macquarie-Hastings Local Environmental Plan 2011 (**PMH LEP**) as follows:

1. Amendment to the Land Zoning Map with respect to the Site to:
 - a. Convert the existing RU1 Primary Production zone to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation (refer **Appendix A**)

The Planning Proposal includes a Preliminary Concept Plan of the proposed Educational Establishment (**Appendix B**) which provides concept details of a pedestrian underpass of Ocean Drive. It is noted that Port Macquarie-Hastings Council is considering options of a pedestrian overpass or underpass of Ocean Drive and further details will be addressed as part of any future development application.

This Planning Proposal and supporting studies/reports demonstrates that the amendments sought to PMH LEP are consistent with:

- North Coast Regional Plan 2041 (**NCRP 2041**)
- Local Strategic Planning Statement (**LSPS**) – ‘*Shaping Our Future 2040*’ (Sept 2020)
- *Port Macquarie-Hastings Urban Growth Management Strategy 2017* (**PMH UGMS**)
- *Community Strategic Plan* (**CSP**)
- All State Environmental Planning Policies (**SEPPs**); and
- Local Planning Directions under Section 9.1(2)

This Planning Proposal is therefore commended to Council for review and referral to the Department of Planning, Housing and Infrastructure (**DPHI**) for Gateway Determination.

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Planning Proposal – Catholic High School
Lot 6 & 7 DP 594792 and Lot 6 594793
Corner Bonny View Drive and Ocean Drive, Bonny Hills

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Corner Bonny View Drive and Ocean Drive, Bonny Hills

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Appendix F – Response to PMHC Pre-Lodgement Meeting Minutes and Stakeholder Consultation
Appendix G – Consultation with State Government Agencies
Appendix H – Provisional Biodiversity Development Assessment Report, JB Enviro, 12 October 2021
Appendix I – Planning and Traffic Engineering Report, TPS, 25 February 2022
Appendix J – Acoustic Assessment, Matrix Thornton Consulting Engineers, 11 October 2021
Appendix K – Stage 1 Site Contamination Assessment, Regional Geotechnical Solutions Pty Ltd, 23 August 2021
Appendix L – Aboriginal Due Diligence Assessment Report, Heritage Now, 6 October 2021
Appendix M – Strategic Bushfire Study, BlackAsh Bush Fire Consulting, 27 September 2021
Appendix N – Concept Stormwater Management Plan, King and Campbell
Appendix O – Transport Plans, King and Campbell
Appendix P – King and Campbell correspondence of 21 May 2021: Landowner Offer to Fund Additional Sewer Works (Gravity Sewer Line B)
Appendix Q – Proposed Draft DCP Provisions

Abbreviations and Definitions

This Planning Proposal uses the following abbreviations and definitions:

APZ: means Asset Protection Zone
BC Act: *Biodiversity Conservation Act 2016*
BCD: means Biodiversity Conservation Division of DPE (prior to 1 January 2024)
BDAR: means Biodiversity Development Assessment Report
BOS: means Biodiversity Offset Scheme
Council: means Port Macquarie-Hastings Council
CSP: means Community Strategic Plan
DPE: means Department of Planning and Environment (Prior to 1 January 2024)
DPHI: means Department of Planning, Housing and Industry (from 1 January 2024)
EPA Act: *Environmental Planning and Assessment Act 1979*
EPA Reg: *Environmental Planning and Assessment Regulation 2021*
EPBCA: *Commonwealth Environment Protection and Biodiversity Conservation Act 1999*
EPI: means Environmental Planning Instrument
HEV: means High Environmental Value
HMDL: means Houston Mitchell Drive Employment Lands
LCBH URA: means Lake Cathie/Bonny Hills Urban Release Area
LGA: means Local Government Area
LSPS: means Local Strategic Planning Statement – ‘*Shaping Our Future 2040*’ (Sept 2020)
NCRP 2036: *North Coast Regional Plan 2036*
NCRP 2041: *North Coast Regional Plan 2041*
pBDAR: means *Provisional Biodiversity Development Assessment Report*
PBP 2019: means *Planning for Bushfire Protection 2019*
PMH LEP: *Port Macquarie-Hastings Local Environmental Plan 2011*
PMH DCP: *Port Macquarie-Hastings Development Control Plan 2013*
PMH UGMS: means *Port Macquarie-Hastings Urban Growth Management Strategy 2017*
RF Act: *Rural Fires Act 1997*
RF Reg: *Rural Fires Regulation 2013*¹
SFPP: means Special Fire Protection Purpose
TfNSW: means Department of Transport for New South Wales

¹ Regulation at time of writing this Planning Proposal. Noting the *Rural Fires Regulation 2022* is now the Statutory Instrument.

Introduction

1 - Introduction

This Planning Proposal has been prepared under Section 3.33(2) of the *Environmental Planning and Assessment Act 1979 (EPA Act)*, in accordance with *Local Environmental Plan Making Guideline* (August 2023), as published by the NSW Department of Planning and Environment (DPE) and Port Macquarie-Hastings Council's (**Council**) *Planning Proposal Policy 2020*.

This Planning Proposal seeks to amend Port Macquarie-Hastings Local Environmental Plan 2013 (**PMH LEP**) asset out in **Table 1**:

Table 1 - Summary of Planning Proposal

Purpose	Rezoning of land to permit a Catholic High School on the subject site
Legal Description	Lots 6 & 7 DP 594792 and Lot 6 DP 594793
Property Address	Corner Bonny View Drive and Ocean Drive (this Planning Proposal includes the rezoning of the adjacent Bonny View Drive and Ocean Drive road reserves)
Site Area	12.75ha, comprising 9.848ha within the school site and 2.9ha of the adjacent road reserve
Current PMH LEP	RU1 Primary Production
Proposed PMH LEP	Part SP2 Infrastructure (Educational Establishment)) and part C2 Environmental Conservation
Applicant details	St Agnes Catholic Parish, Port Macquarie c/- King and Campbell Pty Ltd
Landowner	The Trustees of the Roman Catholic Church Diocese of Lismore

The proposed zone plan is included at **Appendix A** and the preliminary concept plans, including photomontages of the proposed catholic high school campus, are included at **Appendix B**.

This Planning Proposal is consistent with Economic Development Action 17 of the PMH UGMS, which states:

Investigate the capacity of the land at the intersections of Ocean Drive with Houston Mitchell Drive for light industrial and at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school.

This Planning Proposal submission has been prepared following consultation with Council and having regard to:

- The minutes from the Council Planning Proposal Pre-Lodgement Meeting, 19 January 2021 (refer **Appendix E**).

- ## 2 - Site Context and Site Analysis

The map displays the City of St. Louis, Missouri, with the Mississippi River to the east. A proposed light rail line is shown in orange, running from the downtown area (near the Gateway Arch) through the city center and extending towards the airport. Existing light rail lines are shown in blue. The map includes a scale bar (0 to 1 mile) and a north arrow. Key locations labeled include "Downtown St. Louis", "Central Business District", "Gateway Arch", "St. Louis Lambert International Airport", and "St. Louis County".

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Planning Proposal – Catholic High School
Lot 6 & 7 DP 594792 and Lot 6 594793
Corner Bonny View Drive and Ocean Drive, Bonny Hills**Figure 3 - Extract of Detailed Site Survey**

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Figure 4 - Extract of Site Analysis Plan (Sheet 2)

The site analysis plans at **Appendix C**, were used during the concept design phase to develop an understanding of the site and its context, and the constraints and opportunities for development of the site for a high school campus. The following is noted with respect to the site analysis plan:

- This site is located on the western side of Ocean Drive (reference sheet 1) and is:
 - Immediately adjacent to the Lake Cathie/Bonny Hills Urban Release Area (**LCBH URA**). The LCBH URA is predicted to grow to a population of 10,000 persons by 2036 (PMH UGMS).
 - Immediately south of Queens Lake State Conservation Area.
 - Immediately south of the environmental management lands associated with the Houston Mitchell Drive Employment Lands.
 - Immediately west of the Rainbow Beach Sporting Fields Precinct.
 - Immediate east of the existing large lot residential estate (Bonny View Drive and Wardoo Place). As shown on sheet 2 the existing houses are setback approximately 18m-80m from the subject western boundary.



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- Immediately south-west of Lake Cathie Primary School (within the LCBH URA). South-west of the Rainbow Beach Village Centre (within the LCBH URA). A development application for the Village Centre is expected to be lodged in the next three (3) months; and
 - Immediately west of the existing and proposed cycleway/pathway networks (within the LCBH URA). As outlined in the Transport Plans (refer Appendix O), it is proposed to make direct connection from the high school campus to the existing and proposed networks.
- Minor extensions to the existing cycleway/pathway network will provide a direct link to the existing Rainbow Beach Sporting Fields Precinct and the Rainbow Beach Residential Estate (reference B on sheet 2).
 - The southern extent of the site is topographically less constrained and provides an opportunity for playing fields (reference C on sheet 2).
 - Vegetation on the northern property boundary includes part existing HEV (JB Enviro, Appendix H) and part regenerating vegetation. An opportunity is provided to consolidate this area with the Queens Lake State Conservation Area and the existing C2 zoned lands to the north (reference D on sheet 2).
 - Primary vehicular access to be provided via a new intersection at Ocean and Bonny View Drives, with maximum separation between driveway and intersection to be provided (reference E and J on sheet 2). Opportunity to use the upgraded intersection to access future development of residentially zoned land on the eastern side of Ocean Drive.
 - Potential amenity (noise) impacts for the existing large lot residential subdivision to be mitigated on western boundary of subject site (reference F on sheet 2). Opportunity to use level difference between existing western boundary and future campus to assist mitigate potential acoustic and visual impacts.
 - The photomontage and concept master plan (refer Appendix B) illustrate the likely scale and built form of the school campus within the existing rural residential setting of the site.
 - Opportunity to link new pedestrian underpass with existing cycleway/footpath network (reference G on sheet 2).
 - The existing ridgeline provides an opportunity for an elevated, well connected school campus (reference H on sheet 2).
 - The frontage to Ocean Drive provides an opportunity for a bus lane with direct access from Ocean Drive, and separation from the car park area and private vehicle drop off / pick up area (reference I on sheet 2).



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- The existing mature vegetation on the south-eastern corner of the site provides an opportunity for visual screening (reference K on sheet 2).

3 Background

May - June 2017

Consultation was undertaken with Council's General Manager, Director of Development and Environment and Director of Strategy and Growth in relation the strategic review and overall planning for the growth and development of Catholic education in the Port Macquarie-Hastings LGA.

The context for this review was the lack of capacity in the existing Catholic schools, the current expanding school student population and Council's ongoing review of its *Urban Growth Management Strategy (UGMS)*.

At that time the draft UGMS identified the site as part of an Industrial Investigation Area for the Lake Cathie Bonny Hills URA. While the need for local employment lands was acknowledged it was also noted that there was a need for early planning for future school sites within the various URAs, particularly in the context of:

The existing St Agnes Catholic Parish schools being at or near capacity within the next few years; and

The number of primary and high school students currently travelling from the Lake Cathie/Bonny Hills and Camden Haven localities to the St Agnes Parish Port Macquarie campuses.

March - June 2018

Further consultation was undertaken in context with the gazettal of the *SEPP (Educational Establishment and Child Care Facilities) 2017²* and the decision of Council at its June 2018 meeting to adopt the Port Macquarie-Hastings Urban Growth Management Strategy (**PMH UGMS**). The final PMH UGMS includes Action 17:

Investigate the capacity of the land at the intersections of Ocean Drive with Houston Mitchell Drive and at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school.

April 2019

By correspondence to Council of 18 April 2019, the proponent expressed support for the inclusion of the subject lands as Operational Action 4.5.1.11 in the 2019/2010 Operational Plan.

Operational Action 4.5.1.11 states:

² This SEPP has now been incorporated into the *SEPP (Transport and Infrastructure) 2021*

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Investigate the capacity of land at the section of Ocean Drive with Houston Mitchell Drive for light industrial use and at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school.

September / December 2020 – January 2021

During this period ongoing consultation was undertaken with Council to confirm the matters to be addressed in a Planning Proposal, culminating in the submission of a formal pre-Planning Proposal submission to Council on 23 December 2020 that included the following:

- Previous submissions to Council that addressed economic considerations and the St Vincent's Foundation land ("southern site"), on the eastern side of Ocean Drive.
- A preliminary biodiversity assessment to identify areas of High Environmental Value (HEV) vegetation in the north-west corner of the site, the location of vegetation plots, preliminary plant community type and condition, and an initial BAM Credit Summary report.
- Preliminary bushfire hazard advice to locate the "Concept Building Pad" outside the 79m Bushfire APZ to the Queens Lake Conservation Areas and areas of HEV vegetation or buffers to that vegetation.
- A preliminary Master Plan, with consideration of access, connections to the residential precincts in the LCBH URA, the Rainbow Beach Playing Fields Precinct, the Rainbow Beach Open Space Corridor and the Rainbow Village Centre.
- A preliminary sewer design, which included a proposed coordination of the construction of the sewerage connection with the construction of the Rainbow Beach Sporting fields. St Agnes Catholic Parish have recently agreed to fund the construction of the required gravity sewer main extension in conjunction with the construction of the Rainbow Beach Sporting Field Precinct; and
- A detail survey of the site including all nearby services and infrastructure.

The pre-lodgement submission with the above attachments is included at **Appendix D**.

The pre-Planning Proposal meeting was held on 19 January 2021 and the minutes from this meeting are included at **Appendix E**.

A written response to these minutes is provided at **Appendix F**.

4 Preliminary consultation with relevant agencies

In addition to the consultation undertaken with Council and DPE set out above, preliminary consultation was undertaken with the Biodiversity Conservation Division (BCD) of DPE, Transport for New South Wales (TfNSW) and Busways Group:

1. BCD of the DPE (refer **Appendix G**)



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By correspondence dated 25 March 2021, early advice was sought from the BCD with respect to the Biodiversity Assessment Report required to accompany the Planning Proposal.

The consultation included details of the need for the high school campus, preliminary biodiversity advice received from ecologists JB Enviro and a preliminary sketch master plan. A response has not as yet been received from BCD.

2. Transport for NSW (refer **Appendix G**)

By correspondence dated 25 March 2021 early advice was sought from TfNSW with respect to the Traffic Report required to accompany the Planning Proposal, as set out in the PMHC meeting minutes.

This consultation included details of the need for the high school campus, identification of key transport, access and parking issues.

A response from TfNSW was received by correspondence dated 23 April 2021 (refer **Appendix G**). The matters raised by TfNSW have been addressed in the Transport Planning and Traffic Engineering Report (refer Appendix I) and the Response to Pre-Lodgement Meeting and Stakeholder Consultation (refer **Appendix F**).

3. Busways Group (refer **Appendix G**)

The consultation with Busways was a recommendation in the response received from TfNSW. The consultation included a copy of the earlier consultation with TfNSW, the response received from TfNSW, a copy of the Concept Master Plan and the Roads and the Transport Plans (refer Appendix O). The Concept Master Plan and Transport Plans include details of bus, private vehicle, cyclist and pedestrian access to and from the site. A response has not as yet been received from Busways.

5 PMHC Planning Proposal Policy (as amended)

The Council's *Planning Proposal Policy* was amended on 20 April 2023 to be consistent with the DPE's *Local Environmental Plan Making Guideline*, as published at that time. It is noted that the DPE further updated the *Local Environmental Plan Making Guideline* in August 2023.

The Council's *Planning Proposal Policy*, on p.4 contains *Figure 1 – Flowchart of Planning Proposal Application Process*, which is reproduced overpage:

The flowchart illustrates the Gateway Determination Process for a Proposed Planning Proposal (PP) under the EP&A Act. It begins with a 'Mandatory Pre-Lodgement meeting between Proposer and Council' and 'Additional information' leading to 'Initial assessment, preliminary consultation (if report, relevant interests, site inspection)'. This leads to 'Lodgment with Proposal to address issues raised. Planning Proposal Application may be amended'. From here, the process can 'OPTION TO WITHDRAW' leading to 'End of process - Parties fee refund', or proceed to 'Council Assessment Report Decision to support or not support PP. PP may be amended by Council'. If 'NOT SUPPORTED', it leads to 'End of Process - Proposal refused. NB: Option for Proposal to have decision reviewed by GPE under Planning Review process', which then leads to 'Not supported by Regional Planning Panel - End Process' or 'Supported by Regional Planning Panel - to Department for Gateway Determination'. If supported, it leads to 'Prepare PP Section 3.33 EP&A Act' and then 'Forward PP to GPE for Gateway Determination Section 3.34(1) EP&A Act'. This step leads to 'Gateway Determination Section 3.34(2) EP&A Act issued by the Minister for Planning (or delegate)'. From here, it can 'NOT PROCEED' leading to 'End of Process - Proposal refused. NB: Option for Proposal to have decision reviewed by GPE under Planning Review process', which then leads to 'Not supported by Regional Planning Panel - End Process' or 'Supported by Regional Planning Panel - to Department for Gateway Determination'. If it proceeds, it leads to 'Consultation with Public Authorities Section 3.34(3)(a) EP&A Act', then 'Public exhibition Section 3.34(3)(b) EP&A Act' (with 'Payment of Stage 2 Fee prior to public exhibition commencing (if applicable)'), then 'Public Hearing (if required) May require new Gateway Determination Section 3.34(3)(c) EP&A Act', then 'Council Report on outcomes of public exhibition. Council may amend a PP or not proceed (Section 3.35 EP&A Act)'. If 'NOT PROCEED', it leads to 'Council requests Minister to determine matter not proceed End of process'. If it proceeds, it leads to 'Drafting of Amending LEP / Legal option Section 3.36(1) EP&A Act', then 'Making of Plan Section 3.36(2) EP&A Act NB: Council may have delegation to make LEP'. If 'LEP NOT MADE', it leads to 'Advice of Additional Procedures Section 3.36(4) EP&A Act'. Finally, it leads to 'Amending LEP published on NSW Legislation Website'.

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graph TD
    A[Mandatory Pre-Lodgement meeting between Proposer and Council] --> B[Initial assessment, preliminary consultation (if report, relevant interests, site inspection)]
    C[Additional information] --> B
    B --> D[Lodgment with Proposal to address issues raised. Planning Proposal Application may be amended]
    D -- "OPTION TO WITHDRAW" --> E[End of process - Parties fee refund]
    D --> F[Council Assessment Report Decision to support or not support PP. PP may be amended by Council]
    F -- "NOT SUPPORTED" --> G[End of Process - Proposal refused. NB: Option for Proposal to have decision reviewed by GPE under Planning Review process]
    F --> H[Prepare PP Section 3.33 EP&A Act]
    G --> I[Not supported by Regional Planning Panel - End Process]
    G --> J[Supported by Regional Planning Panel - to Department for Gateway Determination]
    H --> K[Forward PP to GPE for Gateway Determination Section 3.34(1) EP&A Act]
    K --> L[Gateway Determination Section 3.34(2) EP&A Act issued by the Minister for Planning (or delegate)]
    L -- "NOT PROCEED" --> M[End of Process - Proposal refused. NB: Option for Proposal to have decision reviewed by GPE under Planning Review process]
    L --> N[Consultation with Public Authorities Section 3.34(3)(a) EP&A Act]
    M --> I
    M --> J
    N --> O[Public exhibition Section 3.34(3)(b) EP&A Act]
    P[Payment of Stage 2 Fee prior to public exhibition commencing (if applicable)] --> O
    O --> Q[Public Hearing (if required) May require new Gateway Determination Section 3.34(3)(c) EP&A Act]
    Q --> R[Council Report on outcomes of public exhibition. Council may amend a PP or not proceed (Section 3.35 EP&A Act)]
    R -- "NOT PROCEED" --> S[Council requests Minister to determine matter not proceed End of process]
    R --> T[Drafting of Amending LEP / Legal option Section 3.36(1) EP&A Act]
    T --> U[Making of Plan Section 3.36(2) EP&A Act NB: Council may have delegation to make LEP]
    U -- "LEP NOT MADE" --> V[Advice of Additional Procedures Section 3.36(4) EP&A Act]
    U --> W[Amending LEP published on NSW Legislation Website]
  
```

This Planning Proposal is at the yellow highlighted step in the Planning Proposal process, which is:

This version (Version 3) of the Planning Proposal has been updated for the purposes of Gateway Determination, as Version 2, as considered by Council, was prepared prior to a number of recent Policy



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changes to State Environmental Planning Policies (SEPPs), Regional Planning Policies and local policies including the Council's *Planning Proposal Policy*.

Council unanimously resolved at its Ordinary Meeting of 14 December 2023 the following in respect to the Planning Proposal:

That Council:

- 1. Endorse the draft Planning Proposal (Attachment 1), to enable rezoning of land for a proposed education establishment at Bonny Hills prepared under section 3.33 of the Environmental Planning and Assessment Act 1979.***
- 2. Forward the draft Planning Proposal to the NSW Department of Planning and Environment for a Gateway Determination under Section 3.34 of the Environmental Planning & Assessment Act 1979, and request that the Gateway Determination authorise Council to be the local plan-making authority.***
- 3. Delegate authority to the Director Community, Planning and Environment to make any minor updates to the Planning Proposal prior to seeking a Gateway Determination, and/or as a result of the issue of Gateway Determination.***
- 4. Receive a report following the public exhibition period on any submissions received.***

Further to the above resolution, Council via email dated 20 December 2023 has requested that the Planning Proposal document be updated in accordance with recent policy changes, including but not limited to SEPPs and the *North Coast Regional Plan 2041 (NCRP 2041)*.

At this juncture in the process, there are no other requirements under the Council's *Planning Proposal Policy* that require addressing at this stage. Notwithstanding, the Planning Proposal document may require further updates following Gateway Determination, as the case maybe.

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PART 1 - Objectives & Intended Outcomes of the Planning Proposal

1.1 Objective

The objective of the Planning Proposal is to amend the PMH LEP to provide for an educational establishment at Corner Bonny View Drive and Ocean Drive (this Planning Proposal includes the rezoning of the adjacent Bonny View Drive and Ocean Drive road reserves), legally identified as Lots 6 & 7 DP 594792 and Lot 6 DP 594793.

This objective will enable the Site to accommodate a proposed Catholic High School operated by *St Agnes Catholic Parish, Port Macquarie* that will help meet the growing demand upon educational facilities in the Port Macquarie-Hastings LGA, as identified in the *Port Macquarie-Hastings Urban Growth Management Strategy 2017-2036 (PMH UGMS)*. A Concept Master plan of the proposed high school is provided in **Figure 6** and detailed in **Appendix B**.



Figure 6 - Concept Masterplan for High School



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1.2 Intended Outcomes

The intended outcomes of the Planning Proposal are:

1. To permit educational establishments on lands identified for investigation for use as a school in the *PMH UGMS* and located adjacent to the Lake Cathie/Bonny Hills Urban Release Area (**LCBH URA**).
2. To ensure that future development is carried out in a manner that will integrate with and contribute to the adjoining existing and future land uses with respect to all forms of public and private transport, with a particular focus on active transport.
3. To facilitate the provision of high school educational facilities to LCBH URA and the Camden Haven region generally.
4. To ensure that the environmental constraints can be managed in a sustainable manner without limiting the development potential of both the site and the adjoining properties; and
5. To protect and preserve areas of high environmental value vegetation.

The location and context of the site do not support its continued zoning for Primary Production purposes. The site is immediately adjacent to the current and future residential communities of the LCBH URA and this Planning Proposal will result in a zoning that more appropriately reflects the existing urban context within which the site is located and will provide certainty for the local community with respect to future local educational facilities and the future development on the site.

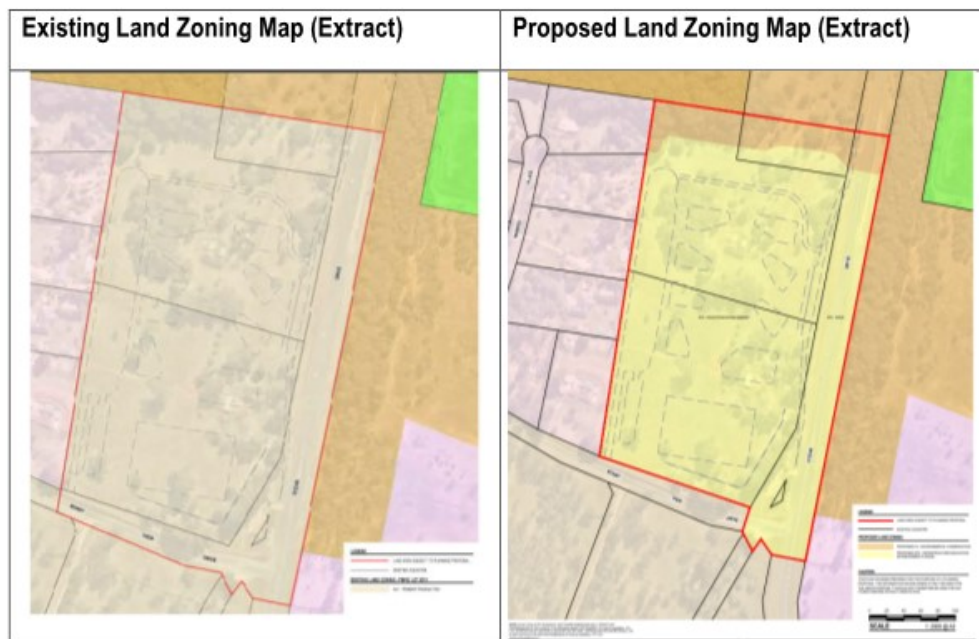
PART 2 - Explanation of the Provisions

The intended outcomes will be achieved through making the following map amendment to the PMH LEP:

1. Amendment to the PMH LEP Land Zoning Map to change the zoning of the site from RU1 Primary Production to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation. The zoning of the adjacent road reserve of Ocean Drive is to be amended from RU1 Primary Production to part SP2 Infrastructure (Road) and part C2 Environmental Conservation (refer **Appendix A**).

The proposed SP2 zone will provide certainty for the local community as to the future development of the site for a high school campus.

The proposed C2 zone for a minimum width of 30m adjacent to the northern property boundary will retain and protect the vegetation of high environmental value (HEV) and will link with the existing C2 zoned lands and Queens Lake State Conservation Area to the north.



Amendments to the Minimum Lot Size and Height of Building maps are not proposed with this Planning Proposal on the basis that these development standards do not typically apply to a school use (example St Joseph's Regional College at Thrumster). The photomontages at **Appendix B** illustrate that the indicative height, bulk and scale of the proposed two storey school buildings will not adversely impact the existing rural residential character of the immediate locality.

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PART 3 - Justification of Strategic & Site-Specific Merit

Strategic Merit:

Section A - Need for the Planning Proposal

Question 1 – Is the Planning Proposal a result of an endorsed LSPS, strategic study or report?

This Planning Proposal has been prepared in the context of investigations undertaken pursuant to Action 17 of the PMH UGMS, which provides for the following:

Investigate the capacity of land at the intersections of Ocean Drive with Houston Mitchell Drive for light industrial use and at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school.

The PMH UGMS required that investigations of these two land areas should include consideration of an internal road that would link the subject site with the Houston Mitchell Drive Employment Lands (HMDEL) at the intersection of Ocean Drive with Houston Mitchell Drive. (Figure 40 of PMH UGMS 2017).

The HMDEL has since been rezoned to part IN2 Light Industrial and part C2 Environmental Conservation, with the gazettal of Map Amendment 1 on 30 June 2021. Consultation with Council's Natural Resources section and with DPE Biodiversity Conservation Division (BCD) during the rezoning process determined that a public road connection from the HMDEL to the subject northern boundary was not supported. The potential road would sever the land zoned C2 as part of the HMDEL, thereby reducing the effectiveness of the east-west habitat linkage between the Queens Lake Conservation Area and the fauna underpass at Ocean Drive. It was acknowledged that the removal of a public road connection between the HMDEL and the subject site significantly reduced the potential integration of the subject site and the HMDEL for future light industrial uses.

Additionally, the PMH UGMS requires the consideration of a buffer between any light industrial uses on the subject site and the existing large lot residential land use on the adjoining western properties. This requirement suggests that a potential light industrial use is likely not compatible with the existing adjoining land uses.

In the context of the rezoning of the HMDEL, preliminary investigations and consultation for the use of the subject site as a school were then undertaken. The site-specific investigations now attached to this Planning Proposal confirm that the site is well suited for a school use, noting:

- Existing schools within the LGA typically adjoin residential lands (including for example the large lot residential at Thrumster URA), with these land uses being found to be generally compatible.

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- A school use will provide an opportunity to immediately reduce the current travel requirements of approximately 400 students in the LCBH URA and Camden Haven areas that attend Catholic high schools in the Port Macquarie locality. The school will cater for Years 7-12 with a student population of up to 1200 students.
- The establishment of the high school campus at the LCBH URA will reduce existing capacity pressure at the Port Macquarie Catholic High School campuses which are already at or near their limits.
- A school campus will be large enough to ensure that efficiencies in infrastructure and services can be maximised.
- A school campus will result in the creation of an additional 125 equivalent full-time teaching and support staff jobs. The education and training sector has been identified in the PMH UGMS as a key employment industry both now and in the future.
- A school campus will also provide an opportunity for jobs growth in the education and training sector within the LCBH URA, which is predicted to grow to a population of approximately 10,000 people by 2036, that will make it the second largest urban centre in the Port Macquarie-Hastings LGA to the Port Macquarie township.

Additionally, this Planning Proposal is consistent with the Key Themes, Strategic Planning Principles and Planning Priorities of the *Local Strategic Planning Statement 2020 (LSPS)*. The LSPS for Council was endorsed at the Council meeting of 29 September 2020 and outlines the vision for land-use planning within the Port Macquarie-Hastings LGA over the next 20 years. With respect to planning proposals, the LSPS will be used by Council to:

“...assess planning proposals as part of the strategic merit test (as outlined in NSW Department of Planning Industry & Environment guidelines for preparing planning proposals and local environmental plans).”

A detailed summary of consistency with the LSPS is set out below at Question 4 of this Planning Proposal.

Question 2 – Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

The existing RU1 Primary Production zone is considered inappropriate having regard to the urban context of the site and the urban growth currently underway within the LCBH URA.

This Planning Proposal is consistent with Action 17 of the PMH UGMS and the attached site-specific specialist investigations support the use of the land for school purposes. This Planning Proposal will allow appropriate development that will manage environmental hazards and the site is capable of connection to existing water and sewerage services without significant costs.

The proposed map amendments to the PMH LEP (refer **Appendix A**) can also be supported by appropriate amendments to the Port Macquarie-Hastings Development Control Plan 2013 (**PMH DCP**) (refer **Appendix Q**).

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Nevertheless, a Planning Proposal is the only means of achieving the objectives and intended outcomes, as *educational establishments* (schools) are not permitted within the RU1 Primary Production zone. Therefore, a change of zoning or an amendment to Schedule 1 Additional Permitted uses of the PMH LEP is required to achieve the intended outcomes. The change of zoning as sought by this Planning Proposal will allow the use of the site in the future to accommodate a High School; and the proposed part C2 Environmental Conservation to the north of the site will enhance the environmental protection and provide an area for biodiversity offsets.

An amendment to Schedule 1 of the PMH LEP would be limited to accommodating a future school and would not afford the environmental protections that the part C2 Environmental Conservation would provide.

As such the proposed changes to the PMH LEP as outlined in Part 2 of this Planning Proposal are considered the best and only means of achieving the intended outcomes as detailed in Part 1.

Section B – Relationship to the strategic planning framework

Question 3 – Will the Planning Proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any draft plans or strategies)?

North Coast Regional Plan 2041

The *North Coast Regional Plan 2041 (NCRP 2041)* is the relevant regional plan applying to the Port Macquarie-Hastings LGA and therefore, LCBH URA. The NCRP 2041 sets a 20-year strategic land use planning framework for the north coast region and was published by the Department of Planning and Environment in December 2022. The NCRP 2041 aims to protect and enhance the north coast region's assets and plan for a sustainable future by providing an overarching framework to guide subsequent and more detailed land use plans, development proposals and infrastructure funding decisions at a regional, subregional and local level.

The NCRP 2041 is structured with overarching Goals containing several Objectives to achieve the Goals. These Goals and Objectives are address in Error! Reference source not found.:

Table 2 - North Coast Regional Plan 2041 Goals and Objectives

Goal 1 – Liveable, sustainable and resilient	
Objective	Comment
Objective 1 – Provide well and located homes to meet demand	<p>This objective discusses matters that Council's should consider when preparing housing strategies and/or planning proposals for their LGA.</p> <p>As outlined in the commentary to Question 1 of this Part, this Planning Proposal has been prepared as a result of PMH UGMS. This Planning Proposal does not reduce any land identified under the PMH UGMS for housing.</p> <p>As the Planning Proposal's intent is to enable the Site to be used for a future High School, the sought use of land provides an essential service within the LCBH URA in the form of an educational establishment. The future school will provide</p>



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	support to the growing population of the LCBH URA, which is currently reliant of such services provided in Port Macquarie and Thrumster.
Objective 2 – Provide for more affordable and low cost housing	This objective discusses how Council's, through policy framework and strategies can help provide more affordable and low cost housing in the North Coast region. The Site, the subject of this Planning Proposal is not identified as a potential site for affordable housing and incentive provisions. Nevertheless, the intended use of the Site as school will support housing in the LCBH URA.
Objective 3 – Protect regional biodiversity and areas of high environmental value	<p>Although the site under the PMH UGMS (Figure 11b) maps the remnant vegetation community in the northwest corner as High Environmental Value (HEV), the pBDAR (Appendix H) assessed this vegetation against the <i>North Coast Regional Plan 2036</i> (at that time) criteria and found that the vegetation does not meet the criteria for HEV.</p> <p>Therefore, the Planning proposal will not result in the removal of any environmentally sensitive areas and is therefore consistent with this Objective. Further, the Planning Proposal includes the part rezoning of land to the north of the suite as C2 Environmental Conservation, that will form part of the BOS.</p>
Objective 4 – Understand, celebrate and integrate Aboriginal culture	<p>This Objective discusses how council's can prepare cultural heritage mapping with an accompanying Aboriginal cultural management plan in collaboration with Aboriginal communities to protect culturally important sites. This Objective also discusses the prioritization of applying dual names in local Aboriginal language to important places, features or infrastructure in collaboration with local Aboriginal communities.</p> <p>Supporting this Planning Proposal is the following assessment report:</p> <p><i>Aboriginal Due Diligence Assessment Report, Heritage Now, 6 October 2021. (Appendix L)</i></p> <p>The assessment report was written in accordance with the <i>Due Diligence Code of Practice for the Protection of Aboriginal Objects in NSW</i> (DECCW 2010b). This report is addressed in detail under Section C, Question 9 of this Planning Proposal.</p>
Objective 5 – Manage and improve resilience to shocks and stresses, natural hazards and climate change	<p>This objective aims to ensure that when strategic plans are prepared, Council's should be consistent with and adopt the principles outlined in the <i>Strategic Guide to Planning for Natural Hazards</i>, as published by the DPE in December 2021. Bushfire, flooding, coastal hazards and acid sulfate soils are all addressed in detail in the body of this Planning Proposal.</p> <p>Other strategies under this objective are to:</p> <ul style="list-style-type: none"> • Update land use strategies where risks are known in consultation with Local emergency Management Committees; • Use local strategic plans to adapt to climate change and reduce exposure to natural hazards, • Create resilience and adaptation plans; and • Partner with local Aboriginal communities to develop land management agreements and to support cultural management practices. <p>The Site has been identified as a suitable location for a school in the PMH UGMS, which has considered the various hazards and risks identified by this objective.</p>



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	Further, this Planning Proposal demonstrates the suitability of the site for a school and the need for such a facility in the LCBH UGA.
Objective 6 – Create a circular economy	This objective aims to create a circular economy for disposal and/or reuse of waste products. The Planning Proposal in itself will not create any waste, however, subsequent development of the land will need to be carried out in accordance with the current best practices and requirements of any development consent for school issued by the Council.
Objective 7 – Promote renewable energy opportunities	This objective aims to promote renewable energy opportunities. Should the Planning Proposal be approved and a subsequent development application approved for a school, there will be opportunity for new buildings to harness solar energy. It is to be noted that energy supply is beyond the purview of a Planning Proposal and any such promotion of solar energy is the result of State and Federal Government incentives to be taken up by the St Agnes Catholic Parish, Port Macquarie.
Objective 8 – Support the productivity of agricultural land	<p>This objective aims to protect and enhance agricultural land and production. The Planning Proposal will not result in the reduction of any agriculturally productive land. The Planning Proposal seeks to rezone RU1 Primary Production zoned land to SP2 Infrastructure (Educational Establishment) zoned land. The Site is not used for any agricultural pursuits. The <i>Stage 1 Site Contamination Assessment at Appendix K</i> confirms that the site does not have a land use history associated with traditional agriculture or primary production purposes.</p> <p>Further, due to the Site's proximity to the LCBH UGA, the pursuit of primary production on the land would create land use conflicts with current and future neighbouring residential development.</p>
Objective 9 – Sustainably manage and conserve water resources	<p>This objective aims to protect and improve the Region's water supply through reducing impacts on water quality, freshwater flows and ecological function from land use change.</p> <p>The Site the subject of this Planning Proposal is not located within a Riparian corridor. Future development on the Site for a school, should the Planning Proposal be supported, will need to be constructed in accordance with current water sensitive urban design practices for stormwater.</p>
Objective 10 – Sustainably manage the productivity or our natural resources	The Site is not identified as having value in terms of agriculture, mining, or forestry. The Site's highest and best use has been identified in recent local planning strategies as being suitable for a school.
Goal 2 – Productive and connected	
Objective	Comment
Objective 11 – Support cities and centres and coordinate the supply of well-located employment land	<p>The aim of this objective is to support and reinforce cities and town centres in the North Coast region as well as ensuring other employment lands are also maintained and managed through strategic planning processes. Another goal is to protect the unique character of some town centres that have heritage and/or tourism value.</p> <p>The Planning Proposal does not create any adverse impact on the LCBH UGA and their town centres. The Site, as discussed in the body of this Planning Proposal, is identified in the most up to date local planning strategies for the Port Macquarie-Hastings LGA, as suitable for a school.</p>
Objective 12 – Create a diverse	This objective states that Council's strategic planning and local plans should consider opportunities to enhance the amenity, vibrancy and safety of centres and



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visitor economy	<p>township precincts as well as create green and open spaces that are accessible and well connected amongst other things to promote tourism.</p> <p>The Planning Proposal does not have any adverse impact upon the tourism economy of Port Macquarie-Hastings LGA.</p>
Objective 13 – Champion Aboriginal self determination	The Site is not subject to any aboriginal land claims.
Objective 14 – Deliver new industries of the future	<p>The strategies resulting from this objective are to:</p> <ul style="list-style-type: none"> Facilitate agribusiness employment and income-generating opportunities through the regular review of council planning and development controls, including suitable locations for intensive agriculture and agribusiness; and Protect established agriculture clusters and identify expansion opportunities in local plans that avoid land use conflicts, particularly with residential and rural residential land uses. <p>The Planning Proposal will not reduce or result in the reduction of any agribusiness or related income generating activities.</p>
Objective 15 – improve state and regional connectivity	<p>The aim of this objective is to protect proposed and existing transport infrastructure and corridors to ensure network opportunities are not sterilised by incompatible land uses or land fragmentation. Much of this objective discusses regional (State) transport corridors and infrastructure. This Planning Proposal will not sterilise or conflict with any regional transport corridors.</p> <p>Comments regarding traffic are included within the Traffic Impact Assessment, Appendix I and discussed in detail within Section D, Item 11.4 of this Planning Proposal.</p>
Objective 16 – Increase active public transport usage	<p>The aim of this objective is to encourage active and public transport use and reduce the reliance on private car usage.</p> <p>Any subsequent school on the Site resulting from the Planning Proposal will need to cater for, in its design, both active and public transport links. Comments regarding traffic and transport are included within the Traffic Impact Assessment Report, Appendix I and discussed in detail within Section D, Item 11.4 of this Planning Proposal.</p>
Objective 17 – Utilise new transport technology	<p>The main strategy identified by this objective is for Councils to consider how new transport technology can be supported in local strategic plans, where appropriate.</p> <p>In terms of this Planning Proposal, consideration of such technologies will need to be undertaken at the detailed design stage of the subsequent school development, should this Planning Proposal be supported.</p>
Goal 3 – Growth Change and Opportunity	
Objective	Comment
Objective 18 – Plan for sustainable communities	<p>This objective outlines the aims and strategies for councils to follow when creating local land use planning strategies and statements that identify the location of future settlement and implement Regional City Action Plans (RCAPs).</p> <p>The Site is located outside the RCAP for Port Macquarie as detailed on pages 67</p>

	<p>and 68 of the NCRP 2041.</p> <p>Nevertheless, as detailed in Question 1, Section A of this Part of the Planning Proposal, this Planning Proposal results from local planning strategies for Port Macquarie-Hastings LGA, namely the PMH UGMS and for the purposes of this objective, is considered consistent as detailed throughout the body of this Planning Proposal.</p>
<p>Objective 19 – Public spaces and green infrastructure support connected and healthy communities</p>	<p>The aim of this objective is ensure that when Council's are creating local land use strategies and statements, that they take into consideration planning for both public and open spaces for the enjoyment of current and future communities.</p> <p>The Planning Proposal does not reduce any land identified for public space, green infrastructure or sporting facilities. Nevertheless, the intended use of the land is for the purpose of a school. School are generally associated with active green space to enable health and active education needs. The Site is well located in proximity to the recently completed (August 2023) Rainbow Beach Sporting fields as discussed in the body of this Planning Proposal.</p>
<p>Objective 20 – Celebrate local character</p> <ul style="list-style-type: none"> Port Macquarie-Hastings (Local Narrative) 	<p>This objective contains the following strategies:</p> <ul style="list-style-type: none"> Ensure strategic planning and local plans recognise and enhance local character through use of local character statements in local plans and in accordance with the NSW Government's Local Character and Place Guideline. Celebrate buildings of local heritage significance by: <ul style="list-style-type: none"> retaining the existing use where possible establishing a common understanding of appropriate reuses exploring history and significance considering temporary uses designing for future change of use options. <p>And provides a Narrative for each LGA in the North Coast Regional Strategy. For the purposes of this Planning Proposal, Port Macquarie-Hastings LGA will be the focus Narrative.</p> <p>This Planning Proposal fits within the Port Macquarie-Hastings LGA Narrative for 'Productive and Connected' as one of the goals is to:</p> <ul style="list-style-type: none"> <i>Forster industry excellence, innovation and economic development opportunities in the LGA's key health and education anchor industries.</i> <p>As discussed in Section C, Items 10.1.1 and 10.1.2 of this Planning Proposal, the St Agnes Parish is a significant contributor to the education industry within the Port Macquarie-Hastings LGA, that now caters for over 4,000 students. Section C discusses the contribution of the Sta Agnes Parish and the need for school facility in the LCBH UGA, which is consistent with the Port Macquarie-Hastings LGA Narrative.</p>



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Question 4 Is the Planning Proposal consistent with Council's adopted and endorsed Local Strategic Planning Statement and Local Housing Strategy?

The Local Strategic Planning Statement (**LSPS**) for Port Macquarie-Hastings LGA, was endorsed by Council on 29 September 2020 and outlines the vision for land-use planning within the LGA over the next 20 years. With respect to planning proposals, this Policy will be used by Council to assess planning proposals as part of the strategic merit test (as outlined in *NSW Department of Planning Industry & Environment guidelines for preparing planning proposals and local environmental plans*).

To achieve the strategic planning visions several planning priorities have been established. This Planning Proposal is consistent with the Key Themes, Strategic Planning Principles and Planning Priorities of the LSPS as follows:

Our Environment

- This Planning Proposal identifies and protects areas of high environmental value on the subject site.
- This Planning Proposal will promote sustainable growth by co-locating essential education facilities with the second fastest growing urban centre in the Port Macquarie-Hastings LGA. This will reduce the reliance of the existing and future populations of LCBH URA and the Camden Haven localities on Port Macquarie/Thrumster for those essential services by providing them locally to future residents.
- The ultimate design of the campus will identify and respond to risks of natural hazards particularly bushfire hazard.
- This Planning Proposal will ensure that the appropriate stormwater quality and quantity measures form an integral part of the campus design, to ensure protection of existing downstream waterways; and
- Fundamental to the design of the campus will be the efficient management of energy and water and the minimisation of waste. Additionally, the reduction in both the existing travel times for 400 current students and the future high school student population of LCBH URA provides a more sustainable energy efficient option to the current reliance on Port Macquarie campuses.

Our Places

- The inclusion of a well-connected high school campus to the LCBH URA supports the place-based approach in the development of the URA into a well-serviced Coastal Village.
- The Preliminary Master Plan provides detail of the conceptual connections to the Rainbow Beach Playing Fields, Village Centre and Open Space Corridor.

It is intended to design the campus to enhance community well-being through the promotion of safe pedestrian and cycle linkages to approved share way networks and public places. The high school campus is expected to ultimately include facilities such as an indoor multi-purpose centre, a performing arts centre and playing fields, which are potentially also of benefit to the broader community well-being.



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- The proposed high school campus is consistent with the size and scale of the Lake Cathie and Bonny Hills (LCBH) coastal village that has been Master Planned by Council since the early 2000s; and
- This Planning Proposal and the future design of the campus will seek to embrace and protect the existing natural and cultural heritage of the site and locality. The Planning Proposal includes cultural heritage and biodiversity assessments to ensure compliance with this Planning Priority.

Our Connections

- The proposed high school campus and its connections to the surrounding community are to be designed to promote the safe and convenient movement of the local community between residential, commercial, community and recreational facilities and the school.
- The location and design of the school campus is proposed to reduce existing travel times of high school students attending catholic high schools and minimise and promote multi-modal access for pedestrians, cyclists, buses and private vehicles; and
- The proposed share way connections outlined in the Concept Master Plan (**Appendix B**) and the Transport Plans (**Appendix O**) are designed to link the campus with key recreational, community, commercial and residential destinations.

Our Economy

- The establishment of the LCBH high school campus will assist in the promotion and development of the vitality, resilience and economic well-being of the LCBH coastal village while also building capacity in Port Macquarie as a regional centre by reducing congestion associated with school drop off and pick-up times.

Enabled by Infrastructure

- The subject site can be serviced by existing downstream reticulated sewerage infrastructure within the Rainbow Beach Estate, which has been designed with sufficient capacity for that purpose. The construction of the sewerage connection is currently being coordinated with the construction of the Rainbow Beach playing fields.
- Services search has confirmed the existing water supply infrastructure in Ocean Drive (300mm) and Bonny View Drive (150mm). **Appendix C** includes a detail survey of the subject property and surrounding road reserves showing the location of the existing watermain; and
- The Traffic & Transport Assessment undertaken as part of the Planning Proposal (refer **Appendix I**) has identified road and pedestrian infrastructure improvements required to be implemented in conjunction with the development of the proposed campus.

Question 5 Is the Planning Proposal consistent with any other applicable State and Regional studies or strategies?**Future Transport Strategy 2056**

The Future Transport Strategy 2056 (the Strategy 2056) focuses on the future of mobility in the State and identifies six (6) guiding principles that aim to:

“...positively impact the economy, communities and environment of NSW.”

Generally, through these principles the Strategy 2056 provides a high-level strategic guide for state-wide transport planning.

The principles are supported by vision statements and this Planning Proposal will facilitate future development that is consistent with the principles and their visions in the following manner:

Principle and vision	Comments
1. Customer focussed <i>Vision: Customers' experiences and their end-to-end journeys are seamless, interactive and personalised, supported by technology and data.</i>	The fundamental transport elements to be provided as part of the future school use are customer focussed and will support: <ul style="list-style-type: none"> - Pedestrian and cycle use through the proposed network of paths and cycleways that will link with a new underpass; and - A separation of cars, buses, cyclists and pedestrians use, thereby reducing conflict and ensuring safety for all users
2. Successful places <i>Vision: The liveability, amenity and economic success of communities and places are enhanced by transport.</i>	The fundamental transport elements will ensure the seamless integration of places of residence with the school, satisfying the liveability and amenity success of the neighbourhood and broader school catchment.
3. A strong economy <i>Vision: In 2056, the transport system powers NSW's \$1.3 trillion economy and enables economic activity across the State.</i>	A successful and liveable community is supported by easy and safe access to schools, which in turn will support a strong economy. Economic activity in the LCBH URA will be supported by the creation of 125 full time jobs at the proposed high school campus.
4. Safety and performance <i>Vision: Every customer enjoys safe travel, regardless of transport mode or location, across a high performing, integrated and efficient network.</i>	As with point 1 above, the fundamental transport elements to be provided as part of the future school use have been developed to ensure safe and efficient access for all school users, including: <ul style="list-style-type: none"> - A network of paths and cycleways that will link with a new underpass on Ocean Drive. - Separate school bus pick up and drop off adjacent to Ocean Drive; and - Reduced congestion through a separation of cars, buses, cyclists and pedestrians use.
5. Accessible services <i>Vision: Transport enables everyone to get the most out of life, wherever they live and whatever their age, ability or personal circumstances.</i>	The transport options to be provided as part of the future school use will enable accessible and safe access for all users



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Principle and vision	Comments
<p>6. Sustainability</p> <p><i>Vision: The transport system is economically, environmentally and socially sustainable, operationally resilient, affordable for customers and supports emissions reductions.</i></p>	<p>The transport options to be provided as part of the future school use will encourage pedestrian and cycle usage, separate access for school buses and supporting sustainability and affordability.</p>

Net Zero Plan Stage 1: 2020–2030

The *Net Zero Plan Stage 1: 2020–2030 (the Plan)* identifies 4 priorities to be achieved over the next decade. This Planning Proposal will support the Government's objective for *Priority 2 - empower consumers and businesses to make sustainable choices*, through ensuring that school users are provided with local safe and accessible options for travel between their home and their school. This Planning Proposal is supported by fundamental transport elements, including:

- A network of paths and cycleways that will link with a new underpass of Ocean Drive.
- Dedicated separate school bus pick up and drop off adjacent to Ocean Drive; and
- A separation of cars, buses, cyclists and pedestrians use to reduce congestion and potential conflicts.

State Infrastructure Strategy 2018-2038

The *State Infrastructure Strategy 2018-2038 (the Strategy 2018-2038)* provides high-level strategic directions for state-wide infrastructure planning. The Strategy 2018-2038 also recognises the need to combine infrastructure planning with the delivery of Regional Plans across NSW.

With respect to regional NSW, the Strategy 2018-2038 recognises that the regional areas need to be supported by good transport links that can encourage investment for basic services in regional areas, which includes education.

For regional NSW, the Government has set a new vision for a '*hub and spoke*' model, designed to provide equitable, better and more efficient services to communities across the state through a connected network of regional centres (p.9)

This Planning Proposal provides an opportunity to support the hub and spoke model through delivering transport elements as part of the proposed future high school campus that provide for ease of movement between home and school in a safe, efficient and sustainable manner.

A 20 Year Economic Vision for Regional NSW

The 20 Year Economic Vision for Regional NSW (the Economic Vision) draws on the work undertaken within the Future Transport 2056 Strategy, the State Infrastructure Strategy 2018-2038 and the North Coast Regional Plan 2036. The Lake Cathie Bonny Hills URA is situated within the Hastings-Macleay functional economic region (p.6), which is recognised as a growth centre and characterised by



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population growth of 1.0% p.a (p.8).

The Economic Vision confirms that one of its goals for people living in the regional areas is to:

“... have access to high-quality education.” (p.28).

The intended outcomes of this Planning Proposal are consistent with the Economic Vision for the coastal area of Lake Cathie Bonny Hills URS through:

“... permitting an educational establishment on lands located adjacent to the Lake Cathie/Bonny Hills Urban Release Area and identified for investigation for use as a school in the Port Macquarie-Hastings Urban Growth Management Strategy 2017-2036” (refer Part 1 of this Planning Proposal).

Question 6 Is the Planning Proposal Consistent with Applicable SEPPs?

An assessment of consistency with State Environmental Planning Policies (SEPPs) of relevance is provided as follows:

SEPP (Housing) 2021	The intent of this SEPP is to deliver a sufficient supply of safe, diverse and affordable housing https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0714
Assessment – Consistent The principles of this Policy are: <ul style="list-style-type: none"> (a) enabling the development of diverse housing types, including purpose-built rental housing, (b) encouraging the development of housing that will meet the needs of more vulnerable members of the community, including very low to moderate income households, seniors and people with a disability, (c) ensuring new housing development provides residents with a reasonable level of amenity, (d) promoting the planning and delivery of housing in locations where it will make good use of existing and planned infrastructure and services, (e) minimising adverse climate and environmental impacts of new housing development, (f) reinforcing the importance of designing housing in a way that reflects and enhances its locality, (g) supporting short-term rental accommodation as a home-sharing activity and contributor to local economies, while managing the social and environmental impacts from this use, (h) mitigating the loss of existing affordable rental housing. The Planning Proposal is considered consistent with this Policy as it does not seek to reduce the availability of residential land in the Lake Cathie/Bonny Hills locality. A future High School on the land will support housing growth by providing essentially education facilities close to housing growth areas in the LCBH URA, reducing the need for students travel to Port Macquarie, Thrumster and West Haven.	
SEPP (Transport and Infrastructure) 2021	The intent of this SEPP is to provide well-designed and located transport and infrastructure integrated with land use https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0732
Assessment – Consistent The key intentions of this SEPP include: <ul style="list-style-type: none"> (a) improving regulatory certainty and efficiency through a consistent planning regime for infrastructure and 	

- the provision of services, and*
- (b) providing greater flexibility in the location of infrastructure and service facilities, and*
- (c) allowing for the efficient development, redevelopment or disposal of surplus government owned land, and*
- (d) identifying the environmental assessment category into which different types of infrastructure and services development fall (including identifying certain development of minimal environmental impact as exempt development), and*
- (e) identifying matters to be considered in the assessment of development adjacent to particular types of infrastructure development, and*
- (f) providing for consultation with relevant public authorities about certain development during the assessment process or prior to development commencing, and*
- (g) providing opportunities for infrastructure to demonstrate good design outcomes.*

Chapter 2 – Infrastructure, Division 17 Roads and Traffic

The site has frontage to a classified road (Ocean Drive) and consideration under Clauses 2.119, 2.120 and 2.122 is required.

A development-specific Traffic Engineering Report accompanies this Planning Proposal at **Appendix I**. As access to the site will be via a road other than the classified road, the safety, efficiency and ongoing operation of Ocean Drive will not be adversely affected by the development. This assessment concludes that a future school use can be accommodated in the surrounding road network and the proposal is therefore compliant with Clause 2.119.

A development-specific noise assessment accompanies this Planning Proposal at **Appendix J** in relation to potential traffic noise. This assessment has confirmed that the future school use will not be adversely affected by road noise and accordingly, the proposal is compliant with Clause 2.120.

In regard to Clause 2.122, the subsequent Development Application will be considered Traffic Generating Development as it will exceed the peak hour volumes for "Any other purpose" in column 1 of Schedule 3 of the Policy. Therefore, any future development application for an educational establishment catering for 1200 students will require consultation with TfNSW.

Chapter 3 Educational establishments and childcare facilities.

The existing RU1 Primary Production zone is not identified as a prescribed zone under Clause 3.34 this Policy and therefore development for the purpose of a new school is currently not permitted. Upon the rezoning of the site to SP2, an *educational establishment* will be permitted with consent (clause 3.36) and any Development Application for such will be required to address this Policy.

The future SP2 zone is consistent with Action 17 of the PMH UGMS, to investigate the capacity of land at the intersection of Ocean Drive with Bonny View Drive for light industrial development or for use as a school and the specialist studies accompanying this submission confirm that the site is suitable for the purposes of a school. Therefore, the Planning Proposal is not inconsistent with the provisions of this Chapter.

SEPP (Primary Production)	<p>The intent of this SEPP is to support and protect the productivity of important agricultural lands. They enhance rural and regional economies through a sustainable, diverse and dynamic primary production sector that can meet the changing needs of a growing NSW.</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0729</p>
Assessment – Consistent	



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The key aims of this SEPP are:

- (a) to facilitate the orderly economic use and development of lands for primary production,
- (b) to reduce land use conflict and sterilisation of rural land by balancing primary production, residential development and the protection of native vegetation, biodiversity and water resources,
- (c) to identify State significant agricultural land for the purpose of ensuring the ongoing viability of agriculture on that land, having regard to social, economic and environmental considerations,
- (d) to simplify the regulatory process for smaller-scale low risk artificial waterbodies, and routine maintenance of artificial water supply or drainage, in irrigation areas and districts, and for routine and emergency work in irrigation areas and districts,
- (e) to encourage sustainable agriculture, including sustainable aquaculture,
- (f) to require consideration of the effects of all proposed development in the State on oyster aquaculture,
- (g) to identify aquaculture that is to be treated as designated development using a well-defined and concise development assessment regime based on environment risks associated with site and operational factors.

The site is currently zoned RU1 Primary Production; however, it is not identified as regionally significant farmland and has limited primary production value due to its size and location. Further, due to the sites proximity to residential and rural residential development, any use of the land for primary production would likely result in land use conflicts.

The Stage 1 Site Contamination Assessment at **Appendix K** confirms that the site does not have a land use history associated with traditional agriculture or primary production purposes.

Therefore, the Planning Proposal is not considered inconsistent with this Policy as there will be no loss of land current used as primary production.

SEPP (Biodiversity and Conservation) 2021	The intent of this SEPP is to preserve, conserve and manage NSW's natural environment & heritage https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0722
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Assessment – Consistent

The aims of this SEPP are:

- (a) to protect the biodiversity values of trees and other vegetation in non-rural areas of the State, and
- (b) to preserve the amenity of non-rural areas of the State through the preservation of trees and other vegetation. It is noted that 2.3(1)(b) of the SEPP identifies land within the R3 Medium Density Residential zone as land to which the SEPP applies.

Chapter 2 Vegetation in non-rural areas

This Chapter does not apply to the Port Macquarie-Hastings LGA.

Chapter 3 Koala Habitat protection 2020

Clause 3.3 of this Policy identifies that this Chapter applies to the land as it is currently zoned RU1 – Primary Production. This chapter requires a consent authority to consider whether land is potential koala habitat before granting development consent (Step 1). Clause 3.7 of this Policy then requires Council to identify if the Land is core Koala habitat, if Step 1 identified the land as potential Koala Habitat. Clause 3.8 of this Policy states that a Koala Plan of Management (Step 3) must be prepared for land that is considered core Koala habitat before consent can be granted for development.

A provisional Biodiversity Development Assessment Report (**pBDAR**) accompanies this Planning Proposal at **Appendix H**. The pBDAR identified that the Site was potential Koala Habitat, but could not find evidence to establish that it was core Koala habitat. The pBDAR is discussed in detail in Question 8 of Section C of this Planning Proposal and concludes that the Site is suitable for a school and that a BOS can be established as part of any future development for the school.

Notwithstanding, this Chapter only applies to the land while it remains RU1 Primary Production. Should the Planning

Proposal be supported and the land subsequently rezoned to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation, then Chapter 4 of this Policy will apply. Chapter 4 is discussed below.

Chapter 4 Koala Habitat protection 2021

This chapter currently does not apply to the land as it is zoned RU1 Primary Production (Clause 4.4). However, this Planning Proposal seeks to rezone the land to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation. Should the Planning Proposal be supported and the land subsequently rezoned, this Chapter will then apply to any proposed development of the land. Clause 4.9(1) of this Chapter identifies that the land, once rezoned, will require subclauses (2) to (6) to apply to any assessment of a proposed school as follows:

- (2) *Before a council may grant consent to a development application for consent to carry out development on the land, the council must assess whether the development is likely to have any impact on koalas or koala habitat.*
- (3) *If the council is satisfied that the development is likely to have low or no impact on koalas or koala habitat, the council may grant consent to the development application.*
- (4) *If the council is satisfied that the development is likely to have a higher level of impact on koalas or koala habitat, the council must, in deciding whether to grant consent to the development application, take into account a koala assessment report for the development.*
- (5) *However, despite subsections (3) and (4), the council may grant development consent if the applicant provides to the council—*
 - (a) *information, prepared by a suitably qualified and experienced person, the council is satisfied demonstrates that the land subject of the development application—*
 - (i) *does not include any trees belonging to the koala use tree species listed in Schedule 3 for the relevant koala management area, or*
 - (ii) *is not core koala habitat, or*
 - (b) *information the council is satisfied demonstrates that the land subject of the development application—*
 - (i) *does not include any trees with a diameter at breast height over bark of more than 10 centimetres, or*
 - (ii) *includes only horticultural or agricultural plantations.*
- (6) *In this section—*

koala assessment report, for development, means a report prepared by a suitably qualified and experienced person about the likely and potential impacts of the development on koalas or koala habitat and the proposed management of those impacts.

A provisional Biodiversity Development Assessment Report (pBDAR) accompanies this Planning Proposal at **Appendix H**. The pBDAR identified that the Site was potential Koala Habitat, but could not find evidence to establish that it was core Koala habitat. The pBDAR is discussed in detail in Question 8 of Section C of this Planning Proposal and concludes that the Site is suitable for a school and that a BOS can be established as part of any future development for the school.

Notwithstanding, a future development application for a school on the Site will need to address the provisions of this Chapter of the Policy and demonstrate that the is not core Koala habitat at that time.



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SEPP (Resilience and Hazards) 2021	<p>The intent of this SEPP is to manage risks and building resilience in the face of hazards</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0730</p>
<p>Assessment – Consistent</p> <p>Chapter 2 Coastal Management</p> <p>This Chapter of the Policy does not apply to the Site as it is not located within the coastal zone (Clause 2.3)</p> <p>Chapter 3 Hazardous and offensive development</p> <p>The intended use of the land for the purposes of a school is not identified as potentially hazardous or offensive development under the provisions of this Chapter.</p> <p>Chapter 4 Remediation of Land</p> <p>A Stage 1 Site Contamination Assessment prepared in accordance with the NSW EPA Guidelines for Consultants Reporting on Contaminated Land (2020) accompanies this submission at Appendix I.</p> <p>This assessment concludes that:</p> <p><i>Based on the results obtained in this investigation the site is considered likely to be suitable for the proposed secondary school land use with regard to the presence of soil contamination provided the recommendations and advice of this report are adopted, including the Stage 2 Site Contamination Assessment, and demolition and site preparation works are conducted in accordance with appropriate site management protocols and legislative requirements. (p.16).</i></p>	
SEPP (Planning Systems) 2021	<p>The intent of this SEPP is to provide a strategic and inclusive planning system for the community & the environment:</p> <p>https://legislation.nsw.gov.au/view/html/inforce/current/epi-2021-0724</p>
<p>Assessment – Consistent</p> <p>The provisions of this SEPP address State significant development and land owned by an Aboriginal Land Council and are therefore not relevant to this Planning Proposal.</p>	



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Question 7 Is the Planning Proposal Consistent with Applicable s9.1 Ministerial Directions?

Focus Area 1 - Planning Systems	The intent of this Focus Area is to support the broader NSW planning framework, including its processes and collaborative approaches to strategic and land use planning and decision making. They seek to achieve long-term, evidence-based, strategically led planning that is inclusive, democratic, responsive to the community and the environment, and ensures decisions are transparent and prompt.
1.1 Implementation of Regional Plans	
Assessment – Consistent	
Objective	
<i>The objective of this Direction is to give legal effect to the vision, land use strategy, goals, directions and actions contained in Regional Plans.</i>	
Application	
<i>This direction applies to a relevant planning authority when preparing a planning proposal for land to which a Regional Plan have been released by the Minister for Planning.</i>	
Direction 1.1	
(1) <i>Planning proposal must be consistent with a Regional Plan released by the Minister for Planning</i>	
The relevant Regional Plan released by the Minister applying to the Port Macquarie-Hastings LGA and the site is the <i>North Coast Regional Plan 2041</i> . The Planning Proposal's consistency with this Direction is detailed in Question 3, Section B of this Part of this Planning Proposal.	
1.2 Development of Aboriginal Land Council land	
Assessment – Consistent	
The objective of this direction is to provide for the consideration of development delivery plans prepared under Chapter 3 of the <i>State Environmental Planning Policy (Planning Systems) 2021</i> when planning proposals are prepared by a planning proposal authority.	
The Planning Proposal is considered consistent with this Direction because no Aboriginal Land Council land is involved. Further, the provisions of <i>SEPP (Planning Systems) 2021</i> are addressed in Question 6, Section B of this Part of this Planning Proposal.	
1.3 Approval and Referral Requirements	
Assessment – Consistent	
Objective	
<i>The objective of this direction is to ensure that LEP provisions encourage the efficient and appropriate assessment of</i>	

development.

Application

This direction applies to all relevant planning authorities when preparing a planning proposal.

Direction 1.3

(1) A planning proposal to which this direction applies must:

- (a) minimise the inclusion of provisions that require the concurrence, consultation or referral of development applications to a Minister or public authority, and
- (b) not contain provisions requiring concurrence, consultation or referral of a Minister or public authority unless the relevant planning authority has obtained the approval of:
 - i. the appropriate Minister or public authority, and
 - ii. the Planning Secretary (or an officer of the Department nominated by the Secretary), prior to undertaking community consultation in satisfaction of Schedule 1 to the EP&A Act, and
- (c) not identify development as designated development unless the relevant planning authority:
 - i. can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that the class of development is likely to have a significant impact on the environment, and
 - ii. has obtained the approval of the Planning Secretary (or an officer of the Department nominated by the Secretary) prior to undertaking community consultation in satisfaction of Schedule 1 to the EP&A Act.

This Planning Proposal is considered consistent with this Direction as it does not propose any additional provisions over and above the provisions already contained in the PMH LEP that would require development applications to seek concurrence, consultation or referral to a Minister or public authority. Further, the Planning Proposal does not seek to declare any development as designated development in the PMH LEP.

1.4 Site Specific Provisions

Assessment – Consistent

The objective of this Direction is to discourage unnecessarily restrictive site-specific planning controls.

The proposal is consistent with this direction as the land will be rezoned to a zone that will permit the development of an educational establishment, where this use is compatible with the existing adjoining urban development. Restrictive development controls have not been nominated.

1.5 – 1.22 – Planning Systems Place Based

Assessment – Not Applicable to Port Macquarie-Hastings LGA

Focus Area 2 - Design & Place

The intent of this Focus Area is to establish quality design approaches for new development, public spaces and the environment. They promote the design of places that are healthy, sustainable, prosperous, and supportive of people, the community and Country.

NB: This Focus Area is not included in the current Ministerial Directions.

Focus Area 3 - Biodiversity &

The intent of this Focus Area is to recognise the fundamental importance of protecting, conserving and managing NSW's natural environment and heritage.

Conservation	They help balance the needs of built and natural environments, respecting both the innate and economic value of the state's biodiversity and natural assets.
3.1 Conservation Zones (previously 2.1 Environment Protection Zones)	
Assessment – Consistent	
Objective	
<i>The objective of this direction is to protect and conserve environmentally sensitive areas.</i>	
Application	
<i>This direction applies to all relevant planning authorities when preparing a planning proposal.</i>	
Direction 3.1	
(1) <i>A planning proposal must include provisions that facilitate the protection and conservation of environmentally sensitive areas.</i>	
(2) <i>A planning proposal that applies to land within a conservation zone or land otherwise identified for environment conservation/protection purposes in a LEP must not reduce the conservation standards that apply to the land (including by modifying development standards that apply to the land). This requirement does not apply to a change to a development standard for minimum lot size for a dwelling in accordance with Direction 9.2 (2) of "Rural Lands".</i>	
Consistency	
<i>A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary that the provisions of the planning proposal that are inconsistent are:</i>	
(a) <i>justified by a strategy approved by the Planning Secretary which:</i>	
i. <i>gives consideration to the objectives of this direction, and</i>	
ii. <i>identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), or</i>	
(b) <i>justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or</i>	
(c) <i>in accordance with the relevant Regional Strategy, Regional Plan or District Plan prepared by the Department of Planning and Environment which gives consideration to the objective of this direction, or</i>	
(d) <i>is of minor significance.</i>	
<p>This Planning Proposal is consistent with this direction as it includes provisions that facilitate the protection and conservation of environmentally sensitive areas. Although, the Planning Proposal does not apply to land within a conservation zone and does contain land identified as containing Biodiversity values, a Biodiversity Offset Scheme (BOS) is triggered for a future development application on the site by virtue of the area threshold. Hence a Biodiversity Development Assessment Report (BDAR) will be required. As such a provisional BDAR (Appendix H) has been prepared in support of this Planning Proposal.</p>	
<p>Although the site under the PMH UGMS (Figure 11b) maps the remnant vegetation community in the northwest corner as High Environmental Value (HEV), the provisional BDAR assessed this vegetation against the North Coast Regional Plan 2036 (at that time) criteria and found that the vegetation does not meet the criteria for HEV.</p>	
<p>Therefore, the Planning proposal will not result in the removal of any environmentally sensitive areas and is therefore consistent with this Direction. Further, the Planning Proposal includes the part rezoning of land to the north of the suite as C2 Environmental Conservation, that will form part of the BOS.</p>	

3.2 Heritage Conservation**Assessment – Inconsistent (Justified)****Objective**

The objective of this direction is to conserve items, areas, objects and places of environmental heritage significance and indigenous heritage significance.

Application

This direction applies to all relevant planning authorities when preparing a planning proposal.

Direction 3.2

- (1) A planning proposal must contain provisions that facilitate the conservation of:
- (a) items, places, buildings, works, relics, moveable objects or precincts of environmental heritage significance to an area, in relation to the historical, scientific, cultural, social, archaeological, architectural, natural or aesthetic value of the item, area, object or place, identified in a study of the environmental heritage of the area,
 - (b) Aboriginal objects or Aboriginal places that are protected under the National Parks and Wildlife Act 1974, and
 - (c) Aboriginal areas, Aboriginal objects, Aboriginal places or landscapes identified by an Aboriginal heritage survey prepared by or on behalf of an Aboriginal Land Council, Aboriginal body or public authority and provided to the relevant planning authority, which identifies the area, object, place or landscape as being of heritage significance to Aboriginal culture and people.

Consistency

A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that:

- (a) *the environmental or indigenous heritage significance of the item, area, object or place is conserved by existing or draft environmental planning instruments, legislation, or regulations that apply to the land, or*
- (b) *the provisions of the planning proposal that are inconsistent are of minor significance.*

This Planning Proposal is inconsistent with this Direction as it does not contain provisions that facilitate the items in Direction 3.2(1)(a) to (c). Notwithstanding, the current PMH LEP contains Clause 5.10 Heritage Conservation, that has provisions for the protection and conservation of Aboriginal objects and places of heritage significance. This existing Clause enables this Planning Proposal to be a justified inconsistency with this Direction to the satisfaction of the Planning Secretary.

Further, supporting this Planning Proposal is an Aboriginal Due Diligence Assessment Report (**Appendix L**).

The survey identified an area of potential archaeological deposit and recommendations have been developed to ensure appropriate testing is undertaken in accordance with the Code of Practice for the Investigation of Aboriginal Objects in NSW before any ground disturbance commences.

If Aboriginal objects are identified during the archaeological testing, then an Aboriginal Heritage Impact Permit (AHIP) application will be required, noting that an AHIP can only be issued following issue of a Development Application.

For timing purposes the report suggests that the archaeological testing should be undertaken while the Development Application is under assessment.

3.3 Sydney Drinking Water Catchments**Assessment – Not Applicable to Port Macquarie-Hastings LGA****3.4 Application of C2 and C3 Zones and Environmental Overlays in Far North Coast LEPs****Assessment – Not Applicable to Port Macquarie-Hastings LGA**

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3.5 Recreation Vehicle Areas**Assessment – Not Applicable****Focus Area 4 - Resilience & Hazards**

The intent of this Focus Area is to improve responses to natural and development-related hazards, and climate change. They support methods to consider and reduce risk. The principles promote healthy, resilient and adaptive communities, urban areas and natural environments.

4.1 Flooding**Assessment – Consistent**

The objectives of this Direction are to:

- (a) ensure that development of flood prone land is consistent with the NSW Government's Flood Prone Land Policy and the principles of the Floodplain Development Manual 2005, and
- (b) ensure that the provisions of an LEP that apply to flood prone land are commensurate with flood hazard and includes consideration of the potential flood impacts both on and off the subject land.

The Planning Proposal is considered consistent with this Direction because the Site is not identified as being flood affected

4.2 Coastal Management**Assessment – Consistent****Objective**

The objective of this direction is to protect and manage coastal areas of NSW.

Application

This direction applies when a planning proposal authority prepares a planning proposal that applies to land that is within the coastal zone, as defined under the Coastal Management Act 2016 – comprising the coastal wetlands and littoral rainforests area, coastal vulnerability area, coastal environment area and coastal use area - and as identified by chapter 2 of the State Environmental Planning Policy (Resilience and Hazards) 2021.

The Planning Proposal is considered consistent with this Direction because the Site is not identified as being within the coastal zone. The Site does not contain coastal wetlands and/or littoral rainforest; and is not located in a coastal vulnerability area, coastal environment area or coastal use area.

4.3 Planning for Bushfire Protection**Assessment – Inconsistent (Justified)****Objectives**

The objectives of this direction are to:

- (a) protect life, property and the environment from bush fire hazards, by discouraging the establishment of incompatible land uses in bush fire prone areas, and
- (b) encourage sound management of bush fire prone areas.

Application

This direction applies to all local government areas when a relevant planning authority prepares a planning proposal that will affect, or is in proximity to, land mapped as bushfire prone land.

This applies where the relevant planning authority is required to prepare a bush fire prone land map under section 10.3 of the EPA Act, or, until such a map has been certified by the Commissioner of the NSW Rural Fire Service, a map referred to in Schedule 6 of that Act.

Direction 4.3

- (1) *In the preparation of a planning proposal the relevant planning authority must consult with the Commissioner of the NSW Rural Fire Service following receipt of a gateway determination under section 3.34 of the Act, and prior to undertaking community consultation in satisfaction of clause 4, Schedule 1 to the EP&A Act, and take into account any comments so made.*
- (2) *A planning proposal must:*
 - (a) *have regard to Planning for Bushfire Protection 2019,*
 - (b) *introduce controls that avoid placing inappropriate developments in hazardous areas, and*
 - (c) *ensure that bushfire hazard reduction is not prohibited within the Asset Protection Zone (APZ).*
- (3) *A planning proposal must, where development is proposed, comply with the following provisions, as appropriate:*
 - (a) *provide an Asset Protection Zone (APZ) incorporating at a minimum:*
 - i. *an Inner Protection Area bounded by a perimeter road or reserve which circumscribes the hazard side of the land intended for development and has a building line consistent with the incorporation of an APZ, within the property, and*
 - ii. *an Outer Protection Area managed for hazard reduction and located on the bushland side of the perimeter road,*
 - (b) *for infill development (that is development within an already subdivided area), where an appropriate APZ cannot be achieved, provide for an appropriate performance standard, in consultation with the NSW Rural Fire Service. If the provisions of the planning proposal permit Special Fire Protection Purposes (as defined under section 100B of the Rural Fires Act 1997), the APZ provisions must be complied with,*
 - (c) *contain provisions for two-way access roads which links to perimeter roads and/or to fire trail networks,*
 - (d) *contain provisions for adequate water supply for firefighting purposes,*
 - (e) *minimise the perimeter of the area of land interfacing the hazard which may be developed,*
 - (f) *introduce controls on the placement of combustible materials in the Inner Protection Area.*

Consistency

A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that the council has obtained written advice from the Commissioner of the NSW Rural Fire Service to the effect that, notwithstanding the non-compliance, the NSW Rural Fire Service does not object to the progression of the planning proposal.

The site is mapped bushfire prone. The preliminary concept plan for the school provides for asset protection zones, road access and access to services to ensure future compliance with Planning for Bushfire Protection 2019.

Appendix M includes the Strategic Bushfire Study (SBS) prepared by Blackash Bushfire Consulting, which has

considered this Planning Proposal with respect to bushfire risk and the requirements of Planning for Bushfire Protection 2019. The SBS concludes:

In the authors professional opinion, the planning proposal is a suitable use of the land and the bushfire protection measured demonstrated in this report comply with the Aims and Objectives of Planning for Bushfire Protection 2019, the Ministers Direction 4.4 Planning for Bushfire Protection and allow for the issue of a Gateway Determination with respect to bushfire matters.

Nevertheless, as the Planning Proposal is inconsistent with this Direction, although justified by **Appendix M**, the Planning Proposal, including **Appendix M** will require referral to the NSW RFS following Gateway determination.

4.4 Remediation of Contaminated Land

Assessment – Consistent

Objective

The objective of this Direction is to reduce the risk of harm to human health and the environment by ensuring that contamination and remediation are considered by planning proposal authorities.

Application

This direction applies when a planning authority prepares a planning proposal that applies to:

- a) *Land that is within an investigation area within the meaning of the Contaminated Land Management Act 1997.*

The Site is not within an investigation area within the meaning of the Contaminated Land Management Act 1997. Therefore, this Planning Proposal cannot be considered inconsistent with this Direction.

Further, Stage 1 Site Contamination Assessment prepared in accordance with the NSW EPA Guidelines for Consultants Reporting on Contaminated Land (2020) accompanies this submission at **Appendix K**.

This assessment concludes that:

Based on the results obtained in this investigation the site is considered likely to be suitable for the proposed secondary school land use with regard to the presence of soil contamination provided the recommendations and advice of this report are adopted, including the Stage 2 Site Contamination Assessment, and demolition and site preparation works are conducted in accordance with appropriate site management protocols and legislative requirements. (p.16).

4.5 Acid Sulphate Soils

Assessment – Consistent

Objective

The objective of this direction is to avoid significant adverse environmental impacts from the use of land that has a probability of containing acid sulfate soils.

Application

This direction applies to all relevant planning authorities that are responsible for land having a probability of containing acid sulfate soils when preparing a planning proposal that will apply to land having a probability of containing acid sulfate soils as shown on the Acid Sulfate Soils Planning Maps held by the Department of Planning and Environment.

Direction 4.5

- (1) *The relevant planning authority must consider the Acid Sulfate Soils Planning Guidelines adopted by the Planning Secretary when preparing a planning proposal that applies to any land identified on the Acid Sulfate Soils Planning Maps as having a probability of acid sulfate soils being present.*

- (2) When a relevant planning authority is preparing a planning proposal to introduce provisions to regulate works in acid sulfate soils, those provisions must be consistent with:
- (a) the Acid Sulfate Soils Model LEP in the Acid Sulfate Soils Planning Guidelines adopted by the Planning Secretary, or
 - (b) other such provisions provided by the Planning Secretary that are consistent with the Acid Sulfate Soils Planning Guidelines.
- (3) A relevant planning authority must not prepare a planning proposal that proposes an intensification of land uses on land identified as having a probability of containing acid sulfate soils on the Acid Sulfate Soils Planning Maps unless the relevant planning authority has considered an acid sulfate soils study assessing the appropriateness of the change of land use given the presence of acid sulfate soils. The relevant planning authority must provide a copy of any such study to the Planning Secretary prior to undertaking community consultation in satisfaction of clause 4 of Schedule 1 to the Act.
- (4) Where provisions referred to under 2(a) and 2(b) above of this direction have not been introduced and the relevant planning authority is preparing a planning proposal that proposes an intensification of land uses on land identified as having a probability of acid sulfate soils on the Acid Sulfate Soils Planning Maps, the planning proposal must contain provisions consistent with 2(a) and 2(b).

Consistency

A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that the provisions of the planning proposal that are inconsistent are:

- (a) justified by a study prepared in support of the planning proposal which gives consideration to the objective of this direction, or
- (b) of minor significance.

A small area within the north-eastern corner of the site is mapped as Class 5 Potential Acid Sulfate Soils as shown in. The preliminary concept plan for the school proposes to retain the existing vegetation within this area and zone it C2 Environmental Conservation. The preliminary concept plan for the school proposes to retain the existing vegetation within this area and zone it C2 Environmental Conservation. On that basis, this Planning Proposal is consistent with this Direction as there will be no intensification of the use of the part of the land affected by acid sulfate soils.



Figure 7 - Extract of Acid Sulfate Soils Maps - Site in blue outline (Source: DPE Spatial Viewer)

4.6 Mine Subsidence & Unstable Land**Assessment – Not Applicable****Focus Area 5 - Transport & Infrastructure**

The intent of this Focus Area is to support innovative, integrated and coordinated transport and infrastructure, that is well-designed, accessible and enduring. They seek to optimise public benefit and value by planning for modern transport and infrastructure in the right location and at the right time.

5.1 Integrating Land Use and Transport**Assessment - Not Applicable**

This Direction is not Applicable as the Planning Proposal does not involve residentially zoned land.

5.2 Reserving Land for Public Purposes**Assessment – Consistent****Objectives**

The objectives of this direction are to:

- (a) *facilitate the provision of public services and facilities by reserving land for public purposes, and*
- (b) *facilitate the removal of reservations of land for public purposes where the land is no longer required for acquisition.*

Application

This direction applies to all relevant planning authorities when preparing a planning proposal.

This Planning Proposal is considered consistent with this Direction as it does not seek to create, alter or reduce existing zonings or reservations of land for public purposes.

5.3 Development Near Regulated Airports and Defence Airfields**Assessment – Not Applicable****5.4 Shooting Ranges****Assessment – Not Applicable****Focus Area 6 - Housing**

The intent of this Focus Area is to foster long-term, strategic-led and evidence-based approaches to guide a strong supply of well-located homes. They support the delivery of safe, diverse, affordable and quality designed housing that meets the needs of Aboriginal and local communities.

6.1 Residential Zones**Assessment – Not Applicable**

This Direction is not applicable as the Planning Proposal does not seek to make any changes to residentially zoned land.

6.2 Caravan Parks and Manufactured Home Estates**Assessment – Consistent****Objectives**

The objectives of this direction are to:

- (a) provide for a variety of housing types, and
- (b) provide opportunities for caravan parks and manufactured home estates.

Application

This direction applies to all relevant planning authorities when preparing a planning proposal. This direction does not apply to Crown land reserved or dedicated for any purposes under the Crown Land Management Act 2016, except Crown land reserved for accommodation purposes, or land dedicated or reserved under the National Parks and Wildlife Act 1974.

Direction 6.2

- (1) In identifying suitable zones, locations and provisions for caravan parks in a planning proposal, the relevant planning authority must:
 - (a) retain provisions that permit development for the purposes of a caravan park to be carried out on land, and
 - (b) retain the zonings of existing caravan parks, or in the case of a new principal LEP zone the land in accordance with an appropriate zone under the Standard Instrument (Local Environmental Plans) Order 2006 that would facilitate the retention of the existing caravan park.
- (2) In identifying suitable zones, locations and provisions for manufactured home estates (MHEs) in a planning proposal, the relevant planning authority must:
 - (a) take into account the categories of land set out in Schedule 6 of State Environmental Planning Policy (Housing) 2021 as to where MHEs should not be located,
 - (b) take into account the principles listed in clause 125 of State Environmental Planning Policy (Housing) 2021 (which relevant planning authorities are required to consider when assessing and determining the development and subdivision proposals), and
 - (c) include provisions that the subdivision of MHEs by long term lease of up to 20 years or under the Community Land Development Act 1989 be permissible with consent.

This Planning Proposal does not seek to identify suitable zones, locations and provisions for caravan parks, nor does it seek to reduce such. Therefore, this Planning Proposal cannot be considered inconsistent with this Direction.

Focus Area 7 - Resilient Economies

The intent of this Focus Area is to support diverse, inclusive and productive employment opportunities across the state to make NSW more economically competitive. They promote the supply of strategic employment lands, innovative industries and centres as a focus for activity and accessibility.

7.1 Business and Industrial Zones



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<p>Assessment – Consistent</p> <p>Objectives</p> <p><i>The objectives of this direction are to:</i></p> <ul style="list-style-type: none"> (a) encourage employment growth in suitable locations, (b) protect employment land in employment zones, and (c) support the viability of identified centres. <p>Application</p> <p><i>This direction applies to all relevant planning authorities when preparing a planning proposal that will affect land within an existing or proposed Employment zone (including the alteration of any existing Employment zone boundary). For the purpose of this Direction, Employment zones means the following zones</i></p> <ul style="list-style-type: none"> • Employment • Mixed Use • W4 Working Waterfront • SP4 Enterprise • SP5 Metropolitan Centre <p>The Planning Proposal is considered consistent with this Direction because it does not affect land within an existing or proposed Employment zone (including the alteration of any existing Employment zone boundary).</p>
7.2 Reduction in non-hosted short-term rental accommodation period
Assessment – Not Applicable
7.3 Commercial and Retail Development along the Pacific Highway, North Coast
Assessment – Not Applicable to Port Macquarie-Hastings LGA

Focus Area 8 - Resources & Energy	The intent of this Focus Area is to promote the sustainable development of resources in strategic areas and a transition to low carbon industries and energy. They support positive environmental outcomes and work towards the net zero emissions target and continued energy security, while also promoting diversified activity in regional economies.
8.1 Mining, Petroleum Production & Extractive Industries	
<p>Assessment – Consistent</p> <p>Objective</p> <p><i>The objective of this direction is to ensure that the future extraction of State or regionally significant reserves of coal, other minerals, petroleum and extractive materials are not compromised by inappropriate development.</i></p> <p>Application</p> <p><i>This direction applies to all relevant planning authorities when preparing a planning proposal that would have the effect of:</i></p> <ul style="list-style-type: none"> (a) prohibiting the mining of coal or other minerals, production of petroleum, or winning or obtaining of extractive 	

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- (b) *restricting the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance by permitting a land use that is likely to be incompatible with such development.*

The Planning Proposal is considered consistent with this Direction because there is no information to the contrary that would suggest that this Planning Proposal will:

- i. prohibit the mining of coal or other minerals, production of petroleum, or the winning or obtaining of extractive materials, or
- ii. restrict the potential development of resources of coal, other minerals, petroleum or extractive materials which are of State or regional significance.

Focus Area 9 - Primary Production	The intent of this Focus Area is to support and protect the productivity of important agricultural lands. They enhance rural and regional economies through a sustainable, diverse and dynamic primary production sector that can meet the changing needs of a growing NSW.
9.1 Rural Zones	
Assessment – Inconsistent - Justified	
Objective	
<i>The objective of this direction is to protect the agricultural production value of rural land.</i>	
Application	
<i>This direction applies when a relevant planning authority prepares a planning proposal that will affect land within an existing or proposed rural zone (including the alteration of any existing rural zone boundary).</i>	
Direction 9.1	
(1) A Planning Proposal must:	
<ul style="list-style-type: none"> (a) <i>not rezone land from a rural zone to a residential, employment, mixed use, SP4 Enterprise, SP5 Metropolitan Centre, W4 Working Waterfront, village or tourist zone</i> (b) <i>(Does not apply to Port Macquarie LGA)</i> 	
Consistency	
<i>A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary that the provisions of the planning proposal that are inconsistent are:</i>	
<ul style="list-style-type: none"> (a) <i>justified by a strategy approved by the Planning Secretary which:</i> <ul style="list-style-type: none"> (i) <i>give consideration to the objectives of this direction, and</i> (ii) <i>identified the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), or</i> (b) <i>justified by a study prepared in support of the planning proposal which gives consideration to the objectives of this direction, or</i> 	

- (c) *in accordance with the relevant Regional Strategy, Regional Plan or District Plan prepared by the Department of Planning and Environment which gives consideration to the objective of this direction, or*
- (d) *is of minor significance*

This Planning Proposal is inconsistent with the objectives of this direction. However, as the site:

- has minimal agricultural potential given its small land area.
- Is in close proximity to existing and future urban land uses; and
- Is identified within an endorsed local strategic strategy for investigation for a school.

Justification for the inconsistency is therefore in accordance with this direction.

9.2 Rural Lands

Assessment – Inconsistent - Justified

Objective

The objectives of this direction are to:

- (a) *protect the agricultural production value of rural land,*
- (b) *facilitate the orderly and economic use and development of rural lands for rural and related purposes,*
- (c) *assist in the proper management, development and protection of rural lands to promote the social, economic and environmental welfare of the State,*
- (d) *minimise the potential for land fragmentation and land use conflict in rural areas, particularly between residential and other rural land uses,*
- (e) *encourage sustainable land use practices and ensure the ongoing viability of agriculture on rural land,*
- (f) *support the delivery of the actions outlined in the NSW Right to Farm Policy.*

Application

This direction applies when a relevant planning authority prepares a planning proposal for land outside the local government areas of Lake Macquarie, Newcastle, Wollongong and LGAs in the Greater Sydney Region (as defined in the Greater Sydney Commission Act 2015) other than Wollondilly and Hawkesbury, that:

- (a) *will affect land within an existing or proposed rural or conservation zone (including the alteration of any existing rural or conservation zone boundary) or*
- (b) *changes the existing minimum lot size on land within a rural or conservation zone.*

Note: Reference to a rural or conservation zone means any of the following zones or their equivalent in a non-Standard LEP: RU1, RU2, RU3, RU4, RU6, C1, C2, C3, C4.

Direction 9.2

- (1) A planning proposal must:
 - (a) *be consistent with any applicable strategic plan, including regional and district plans endorsed by the Planning Secretary, and any applicable local strategic planning statement*
 - (b) *consider the significance of agriculture and primary production to the State and rural communities*
 - (c) *identify and protect environmental values, including but not limited to, maintaining biodiversity, the protection of native vegetation, cultural heritage, and the importance of water resources*
 - (d) *consider the natural and physical constraints of the land, including but not limited to, topography, size, location, water availability and ground and soil conditions*
 - (e) *promote opportunities for investment in productive, diversified, innovative and sustainable rural economic activities*

- (f) support farmers in exercising their right to farm
 - (g) prioritise efforts and consider measures to minimise the fragmentation of rural land and reduce the risk of land use conflict, particularly between residential land uses and other rural land use
 - (h) consider State significant agricultural land identified in chapter 2 of the State Environmental Planning Policy (Primary Production) 2021 for the purpose of ensuring the ongoing viability of this land
 - (i) consider the social, economic and environmental interests of the community.
- (2) A planning proposal that changes the existing minimum lot size on land within a rural or conservation zone must demonstrate that it:
- (a) is consistent with the priority of minimising rural land fragmentation and land use conflict, particularly between residential and other rural land uses
 - (b) will not adversely affect the operation and viability of existing and future rural land uses and related enterprises, including supporting infrastructure and facilities that are essential to rural industries or supply chains
 - (c) where it is for rural residential purposes:
 - i. is appropriately located taking account of the availability of human services, utility infrastructure, transport and proximity to existing centres
 - ii. is necessary taking account of existing and future demand and supply of rural residential land.

Note: where a planning authority seeks to vary an existing minimum lot size within a rural or conservation zone, it must also do so in accordance with the Rural Subdivision Principles in clause 5.16 of the relevant Local Environmental Plan.

Consistency

A planning proposal may be inconsistent with the terms of this direction only if the relevant planning authority can satisfy the Planning Secretary (or an officer of the Department nominated by the Secretary) that the provisions of the planning proposal that are inconsistent are:

- (a) justified by a strategy approved by the Planning Secretary and is in force which:
 - i. gives consideration to the objectives of this direction, and
 - ii. identifies the land which is the subject of the planning proposal (if the planning proposal relates to a particular site or sites), or
- (b) is of minor significance.

This Planning Proposal is inconsistent with the objectives of this direction. However, the site:

- has minimal agricultural potential given its small land area.
- Is in close proximity to existing and future urban land uses; and
- Is identified within an endorsed local strategic strategy for investigation for a school.

Further, the Planning Proposal seeks to protect environmental values through the part rezoning of the site to C2 Environmental Conservation; and the future use of the site as a school will reduce land use conflicts to adjacent residentially zoned land.

The Planning Proposal is also in the economic and social interests of the community as it will provide a much needed educational facility in the form of a high school, which also provides employment within the education profession that includes teaching and administrative staff.

Therefore, justification for the inconsistency is considered to be in accordance with this direction.

9.3 Oyster Aquaculture

Assessment – Consistent

Objectives

The objectives of this direction are to:

- (a) ensure that 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area are adequately



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considered when preparing a planning proposal, and

- (b) *protect 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area from land uses that may result in adverse impacts on water quality and consequently, on the health of oysters and oyster consumers.*

Application

This direction applies to any relevant planning authority when preparing a planning proposal in 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area as identified in the NSW Oyster Industry Sustainable Aquaculture Strategy (2006) ("the Strategy"), when proposing a change in land use which could result in:

- (a) *adverse impacts on a 'Priority Oyster Aquaculture Area' or a "current oyster aquaculture lease in the national parks estate", or*
- (b) *incompatible use of land between oyster aquaculture in a 'Priority Oyster Aquaculture Area' or a "current oyster aquaculture lease in the national parks estate" and other land uses.*

The Planning Proposal does not involve land within 'Priority Oyster Aquaculture Areas' and oyster aquaculture outside such an area as identified in the NSW Oyster Industry Sustainable Aquaculture Strategy (2006). Therefore, the Planning Proposal cannot be considered to be inconsistent with this Direction.

9.4 Farmland of State & Regional Significance on the NSW Far North Coast

Assessment – Not Applicable to Port Macquarie LGA

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Corner Bonny View Drive and Ocean Drive, Bonny Hills**Site-Specific Merit:****SECTION C – Environmental, Social & Economic Impacts****Question 8 - Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected because of the Proposal?**

A *provisional Biodiversity Development Assessment Report* accompanies this Planning Proposal at **Appendix H**.

The purpose of this assessment is to provide a level of certainty that this Planning Proposal can be supported through undertaking assessments pursuant to the *NSW Biodiversity Conservation Act 2016 (BC Act)*, the *SEPP (Biodiversity and Conservation) 2021*, and the *Commonwealth Environment Protection and Biodiversity Conservation Act 1999 (EPBCA)* – Matters of National Environmental Significance.

The provisional Biodiversity Development Assessment Report (**pBDAR**) recognizes that a Biodiversity Development Assessment Report (**BDAR**) will be required to accompany the future DA for a school as the proposal will trigger the Biodiversity Offset Scheme (**BOS**).

Survey findings

1. Vegetation

- Two PCTs in 7 vegetation zones (VZs) were identified on the subject land but only 4 of the PCT 690 VZs comprise the development envelope/site, the remainder are retained in the proposed C2 zone:
 - PCT 690 – Blackbutt - Pink Bloodwood shrubby open forest of the coastal lowlands of the NSW North Coast Bioregion: Occurs in 6 forms. In its largely intact form, occurs in the mapped HEV area in the northwest corner. The other forms are remnant and regrowth patches in various states, with the largest being pasture with scattered trees.
 - PCT 1230: Swamp Mahogany swamp forest on coastal lowlands of the NSW North Coast Bioregion and northern Sydney Basin Bioregion: Occurs in the northeast corner outside development envelope. Consists of disturbed form with one large remnant tree and regrowth with a moderate level of weed content. (p.14)
- No EECs listed under NSW or Commonwealth legislation occur in the development envelope (p.14).
- The PMH UGMS (Figure 11b) maps the remnant vegetation community in the northwest corner as High Environmental Value (HEV) vegetation. This area was assessed as per the NCRP 2036 criteria (at that time). The assessment determined that the area currently mapped as HEV does not meet any of the criteria (p.14).

2. Threatened Species

- Despite intensive targeted survey over the required survey seasons, no Species Credit fauna species was detected.(p.14)

3. Koala Habitat

- Under Chapter 3, *SEPP (Biodiversity and Conservation) 2021*, the site contains Potential Koala Habitat, however there is a lack of sufficient evidence to indicate it contains or forms part of Core Koala Habitat. Consequently, a Koala Plan of Management is not required under this SEPP (p.16).

4. Serious and Irreversible Impacts (SII)

- No listed SII entities are known or likely to occur on-site, hence no SII threshold is exceeded (p.15)

Avoiding and minimising impacts

The proposed rezoning is consistent with the principles of avoid, minimise and offset, as established by the BC Act. A summary of these principles is provided in the pBDAR (pp86-89) and reproduced as follows:

Locating a project to avoid and minimise impacts on vegetation and habitat (Table 18)

Approach	How addressed	Justification
Locating the proposal in areas where there are no biodiversity values	<p>The development envelope is centred on existing largely cleared land with limited remnant native vegetation.</p> <p>The previously mapped HEV and potential EEC is retained in a proposed C2 area to improved in value via bush regeneration under a Vegetation Management Plan (VMP).</p>	<p>The parent land parcel has been used for several decades for large lot residential with improved pasture dominating the site due to keeping of stock and cultivation. Regrowth is suppressed by regular slashing and mowing, hence the vegetation within the development envelope is unable to recover under the current landuse regime.</p> <p>The remnant trees and forest clumps around the dwellings were unable to be retained due to the need for major engineering of the landform ie. cutting and filling. Blackbutt is also undesirable to retain in a school due to the liability of limb falls and potential damage to buildings and infrastructure, and risk of injury or death of students and staff.</p> <p>The line of trees in VZ 4 which contains 2 hollow-bearing trees and approximately 20 Koala food trees (KFTs) will be attempted to be retained via provision of a retaining wall. Some of these trees are in low condition and hence currently limited longevity, and an arborist will need to assess these trees for survival likelihood in accordance with AS 4970-2009 Protection of Trees on Development Sites.</p> <p>The mapped HEV and potential EEC will be retained in an C2 zone, with gaps infill planted to restore a band of structured native forest along this boundary. This will widen a future regenerated gap in the UIA 14 east-west wildlife corridor running from QLSCA to the dune succession in the east. The C2 on site will provide both a buffer to the EEC habitat to the north, and reduce edge effects.</p>
Locating the proposal in areas	As above	As above.

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Approach	How addressed	Justification
where the native vegetation or threatened species habitat is in the poorest condition		
Locating the proposal such that connectivity enabling movement of species and genetic material between areas of adjacent or nearby habitat is maintained	C2 zone will widen and buffer the regenerating gap in the EEC and key local wildlife corridor to the north, enhancing its values.	<p>Site currently has negligible values as a corridor due to the expanse of improved pasture and gaps between trees. More important linkages appear likely to occur west where vegetation is progressively more intact.</p> <p>No evidence of Koalas using site as a north-south linkage. Landscaping may in time allow Koalas to move across site, but the better connectivity is in the western end of Bonny View Drive, as indicated by records. This is not affected.</p>

Designing a proposal to avoid and minimise impacts on vegetation and habitat (Table 19)

Approach	How addressed	Justification
Reducing the clearing footprint of the project	<p>Development focussed on areas highly modified by decades of use as large lot residential and improved pasture supporting stock.</p> <p>Retention of mapped HEV in northwest, potential EEC in northeast, and creation of a forested buffer along northern boundary adjoining the UIA wildlife corridor.</p>	<p>The overwhelming majority of the site was low constraint due to being cleared and improved pasture, and threatened arboreal mammals using the small remnants or evidence of Koala activity.</p> <p>Engineering constraints require significant cut and fill, severely limiting strategic retention of current tree cover on site. Blackbutt has issues with risks of branch fall on life and property, hence not desirable in an urban landscape. Line of about 20 Tallowwoods in southeast subject to retention if deemed practical by arborist.</p> <p>Northern end was identified to be infill planted to widen and buffer the key local corridor to the north, and retain and protect the EEC.</p>
Locating ancillary facilities in areas where there are no biodiversity values	<p>APZs located in existing cleared/maintained land.</p> <p>Primary access follows western boundary which is largely cleared.</p> <p>Eastern ingress/egress falls on land which needs to be cut for the development.</p>	<p>As noted above, the site consists of two long established large lot residential properties where the original native vegetation has long been converted to pasture with some minor remnants, supplemented with various plantings of natives (indigenous and non-indigenous). Resilience is very low over most of site, as shown by VI.</p> <p>VZ 1 is unavoidable due to the engineering requirements.</p>
Locating ancillary facilities in areas where the native vegetation or threatened species habitat is in the poorest condition (i.e. areas that have a lower Vegetation Integrity score)	As above.	As above.

Approach	How addressed	Justification
Locating ancillary facilities in areas that avoid habitat for species and vegetation in high threat status categories (e.g. an EEC or CEEC)	No CEECs or Critically Endangered species. Potential EEC retained in proposed C2 area	As above, no CEECs on site or study area. Almost entire site clearly falls on residual soils, with only northeast edge possibly on alluvial soils. This area is retained within buffer to be infill planted and rehabilitated to improve its resilience to weeds and other edge effects, benefiting both the site and adjacent occurrence which is also to be regenerated by the adjoining development (BA 2020).
Providing structures to enable species and genetic material to move across barriers or hostile gaps	Northern C2 zone proposed to widen and buffer adjacent identified wildlife corridor.	No evidence of Koala activity on site, and only retainable trees outside northern C2 area is the strip in the southeast, which a Koala must cross roads to access currently, and in the future. Given road kill risk, connectivity here is not encouraged, hence no recommendations to specifically enhance Koala use of the site post-development as a corridor. The protection and regeneration of the northern C2 area will widen and buffer the identified wildlife corridor to the north, enhancing its effectiveness.
Making provision for the demarcation, ecological restoration, rehabilitation and/or ongoing maintenance of retained native vegetation habitat on the development site.	Northern C2 zone proposed to widen and buffer adjacent identified wildlife corridor. C2 protected in perpetuity under zoning and to be managed under a VMP to enhance regeneration.	VMP area includes both mapped HEV and potential EEC which actually meets the HEV criteria. Rezoning into C2 will secure this area, and its regeneration will enhance the adjacent key local corridor.
Efforts to avoid and minimise impacts through design must be documented and justified.	Initial constraints assessment as follows: Northern remnant vegetation mapped as HEV, but potential EEC also in northwest. Hollow bearing trees and Koala food trees identified and surveyed. Cut and fill limitations balanced with practical habitat retention.	The overwhelming majority of the site was low constraint due to being cleared and improved pasture, and threatened arboreal mammals using the small remnants or evidence of Koala activity. Northern end was identified to be infill planted to widen and buffer the key local corridor to the north, and retain and protect the EEC within an C2 zone.

Question 9 - Are there any other likely environmental effects of the planning proposal and how are they proposed to be managed?

9.1 Bushfire

The site is mapped as bushfire prone on the ePlanning Spatial Viewer and an extract of this mapping is provided at **Figure 8** below.

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Figure 8 - Bushfire Prone Land, ePlanning Spatial Viewer

A Strategic Bushfire Study has been prepared to accompany this Planning Proposal (refer **Appendix M**). The Study has been prepared with reference to the relevant statutory and legislative considerations set out in the *EPA Act*, Ministerial Direction 4.4, the *Rural Fires Act 1997* (**RF Act**) and *Rural Fires Regulations 2013*³ (**RF Reg**) and *Planning for Bushfire Protection 2019* (**PBP 2019**).

The proposed high school falls under the definition of Special Fire Protection Purpose (**SFPP**) pursuant to Section 100B (6) of the RF Act.

The Study confirms that the proposal meets the deemed to satisfy requirements of PBP 2019 for asset protection zones (**APZ**), roads and access provisions and services (water, electricity and gas),

The Study concludes the following with respect to the development of the site for the purposes of a school (p.67):

The SBS has demonstrated that this Planning Proposal has considered and responded to the requirements of PBP. In a bushfire context, PBP (p. 34) requires that strategic planning must ensure that future land uses are in appropriate locations to minimise the risk to life and property from bush fire attack. Services and infrastructure that facilitate effective suppression of bushfires also need to be provided for at the earliest stages of planning.

The bushfire risk has been considered at the macro-scale, looking at fire runs, slopes, fire behaviour, bushfire attack into the site and it has addressed the access and evacuation requirements of PBP.

³ As in force at the time of the Study noting *Rural Fires Regulation 2022* is now the relevant Statutory Instrument.

This section assesses the broad principles outlined within PBP (p. 34) which are at Table 3 and the consideration of exclusion of development as required within PBP (p. 34) at Table 4.

Table 3 - Strategic Principles

Principle within PBP	Comment	Compliance
<i>ensuring land is suitable for development in the context of bushfire risk</i>	<i>The Planning Proposal provides compliance with the deemed to satisfy requirements of PBP in all Bushfire Protection Measures. The bushfire risk has been considered at FFDI 100 as required by PBP and the risk to future occupants and emergency services can be managed by meeting the requirements of PBP.</i>	Yes
<i>ensuring new development on BPL will comply with PBP</i>	<i>The Planning Proposal meets all deemed to satisfy requirements of PBP. Future development will meet the standard of <10kW/m² radiant heat at building exposures. Roads and APZs comply with PBP.</i>	Yes
<i>minimising reliance on performance-based solutions</i>	<i>No performance based solutions have been proposed or used in this assessment. All Bushfire Protection Measures have been met using acceptable solutions provisions within PBP.</i>	Yes
<i>providing adequate infrastructure associated with emergency evacuation and firefighting operations</i>	<i>The indicative internal road layout meets and exceeds the minimum requirements of PBP. A primary shelter in place strategy will be supported by a detailed EMP and PIP. Multiple evacuation routes are available after the impact of fire front has passed or with 3 hours advance warning.</i>	Yes
<i>facilitating appropriate ongoing land management practices</i>	<i>The future development will not burden or change the existing obligations or management actions of neighbours and the site will be managed under one ownership and the requirements of a Bushfire Management Plan to be developed at development application stage.</i>	Yes

Table 4 - Exclusion of Development

Principle within PBP	Comment	Compliance
<i>the development area is exposed to a high bush fire risk and should be avoided</i>	<i>The landscape bushfire risk is moderate (Table 1) as it is adequately separated from landscape scale bushfire except on very limited exposures characteristic of localised fires. The new development will comply with the minimum requirements of PBP, and the risk has been managed to the appropriate level required by PBP.</i>	Yes
<i>the development is likely to be difficult to evacuate during a bush fire due to its siting in the landscape, access limitations, fire history and/or size and scale</i>	<i>The development has a primary shelter in place plan with suitable safe refuges. This relates to logistics rather than the site characteristics. Multiple evacuation routes have been shown that provide destinations out of Bushfire Prone Areas after a significant incident or with 3 hours advanced warning.</i>	Yes
<i>the development will adversely effect other bush fire protection strategies or place existing development at increased risk</i>	<i>All new development within the site will be designed to meet the minimum standards of PBP which achieve an appropriate level of bushfire resilience. The Planning Proposal does not seek or rely on the provision of off-site APZs or other Bushfire Protection Measures. The development will not burden or change the existing obligations or management actions of neighbours. The development will provide a positive impact to adjoining neighbours by permanently removing a bushfire hazard and providing an additional bushfire safer place.</i>	Yes
<i>the development is within an area of high bushfire risk where density</i>	<i>The landscape bushfire risk is moderate (Table 1) as it is adequately separated from landscape scale bushfire except on</i>	Yes

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Principle within PBP	Comment	Compliance
of existing development may cause evacuation issues for both existing and new occupants	<p>very limited exposures characteristic of localised fires. The indicative internal road layout meets and exceeds the minimum requirements of PBP.</p> <p>The development has a primary shelter in place plan with suitable safe refuges. This relates to logistics rather than the site characteristics. Multiple evacuation routes have been shown that provide destinations out of Bushfire Prone Areas after a significant incident or with 3 hours advanced warning.</p>	
the development has environmental constraints to the area which cannot be overcome	The environmental constraints have been considered and assessed separately. The Planning Proposal layout reflects the environmental constraints.	Yes

The Strategic Bushfire Study concludes the following (p.70):

In the authors professional opinion, the Planning proposal is a suitable use of the land and the bushfire protection measured demonstrated in this report comply with the Aims and Objectives of Planning for Bushfire Protection 2019, the Ministers Direction 4.4 Planning for Bushfire Protection and allow for the issue of a Gateway Determination with respect to bushfire matters.

9.2 Contamination

A Stage 1 Site Contamination Assessment prepared in accordance with the NSW EPA Guidelines for Consultants Reporting on Contaminated Land (2020) accompanies this Planning Proposal at **Appendix K**.

The site is currently occupied by two dwellings, various sheds, septic tanks and wastewater disposal fields that are all to be removed prior to development being undertaken. The assessment has identified areas of environmental concern based on these site observations and on the past land use, with sampling undertaken in the identified areas.

The assessment found that contaminant concentrations do not exceed the adopted health investigation criteria and has concluded that the site is likely to be appropriate for the proposed secondary school development from a site contamination perspective.

The assessment confirms that a Stage 2 Contamination assessment of localised areas in the vicinity of the existing dwellings should be undertaken at the completion of demolition works.

9.3 Aboriginal Archaeology

An Aboriginal Due Diligence Assessment Report, prepared in accordance with the *Due Diligence Code of Practice for the Protection of Aboriginal Objects in New South Wales (DECCW 2010)*, accompanies this submission at **Appendix L**.

Survey of the site was undertaken by the project archaeologist and a Birpai custodian representative from the Birpai Local Aboriginal Land Council whose traditional boundaries extend into the subject site. No artefacts or modified trees were observed during the survey.

The survey did however identify a potential archaeological deposit (PAD HN-BH-PAD01) on the ridge near the centre of the western boundary of the Project Area. Although no artefacts were found during survey, this elevated land between creek lines was potentially an advantageous place to camp and was

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also less disturbed than other parts of the Project Area (p.13).

The location of the PAD is illustrated on the plan extract below at **Figure 9**. The report concludes that this PAD is of moderate scientific and cultural significance and the proposed development can proceed.



Figure 9 - Area of PAD HN-BH-PAD01 (Aboriginal DUE Diligence Assessment Report, Figure 3)

In summary the report concludes and recommends the following (p.17):

The archaeological survey identified an area of potential archaeological deposit (HN-BH-PAD01) on part of an elevated ridge in the Project Area. Archaeological test pitting under the Code of Practice for the Investigation of Aboriginal Objects should be undertaken of HN-BH-PAD001 to determine whether artefacts (Aboriginal objects) are present.

If Aboriginal objects are identified during the archaeological testing, then an AHIP application will be required. If no Aboriginal objects are identified during the archaeological testing, then an AHIP will not be needed and no further work will be required.

An AHIP can only be issued once the Development Application is approved and thus it is preferable for timing purposes of the project for the archaeological testing to occur prior to the issue of the Development Application (and ideally undertaken while the Development Application is being assessed).

The Proposal can proceed subject to the following recommendations:

Recommendation 1

Test pitting of HN-BH-PAD01 is to be undertaken under the Code of Practice for the Investigation of Aboriginal Objects in NSW before any ground disturbance involved in the Proposal commences.

Recommendation 2



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If subsurface artefacts are identified at HN-BH-PAD01 then an application for an Aboriginal Heritage Impact Permit is to be submitted to Heritage NSW. This permit may include salvage excavations, depending on the results of the test excavation.

Recommendation 3

All on-site personnel are to be made aware of their obligations under the National Parks and Wildlife Act 1974. This includes protection of Aboriginal sites and the reporting of any new Aboriginal, or suspected Aboriginal, heritage sites. This may be done through an on-site induction or other suitable format.

9.4 Noise

An Acoustic Assessment accompanies this Planning Proposal at **Appendix J**. This assessment has considered potential noise impacts on the nearby sensitive receivers resulting from:

1. Traffic generated by a school use, in accordance with the *NSW Road Noise Policy*; and
2. Potential noise generated from within the school itself, in accordance with the *NSW Noise Policy for Industry (NPfI)*. The use of the NPfI is a conservative assessment method.

The assessment has concluded that:

“...the site could be used for the proposed school and satisfy all relevant noise guidelines. Therefore, the site is suitable for the proposed land use – that is a school.

As the final layout and design will not be developed until the DA stage, we recommend that the following aspects be considered in the future DA. (p. 13-14)

Issue	Recommendation
Car Park noise	Fencing on the western property boundary – the nominal height and location specified in this report should be reviewed with any updated traffic volumes and road design.
After hours activities	Activities after school hours should finish before 10.00 pm.
Public Address system	Speaker type and location should be considered. For example, directional speakers covering playground areas should be used.
Mechanical services	Should be designed to comply with NPfI
Auditorium Design	Consideration to ventilation openings and air conditioning as well as noise from evening events.
Classroom Design	Consider ventilation openings that face residential areas as potential noise sources. Because of distance to neighbours, it is unlikely to cause an impact but should be considered.
School Management policies	Should include a section on noise control that addresses at least: <ul style="list-style-type: none"> - after school and evening activities - management of the parking area - management of noise complaints

Question 10 - Has the planning proposal adequately addressed any social and economic effects?

10.1 Economic



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The PMH UGMS notes that approximately 8 hectares of industrial land is required to meet the projected demand from the Lake Cathie and Bonny Hills communities for service industry to 2036. The HMDEL, at the intersection of Ocean Drive with Houston Mitchell Drive, was rezoned to part IN2 Light Industrial and part C2 Environmental Conservation with the gazettal of Map Amendment 1 on 30 June 2021 and will provide approximately 5.5ha of this employment land.

With respect to economic impact the following is noted:

10.1.1 Potential impact on Council's employment lands needs for Lake Cathie and Bonny Hills to 2036

The UGMS notes that a further 2.5 ha of service industry land is required to service projected demand in the Lake Cathie and Bonny Hills area to 2036.

The inclusion of the subject site as an investigation area for service industry was to some extent based on the creation of a potential public road link between Houston Mitchell Drive to Bonny View Drive to create a single service industry area.

Consultation with Council's Natural Resources section and DPE Biodiversity Conservation Division (BCD) during the rezoning process for the HMDEL determined that the potential public road linking the HMDEL with the subject site was not supported given as it will sever land that has been zoned C2 Environmental Conservation, which backs Queens Lake State Conservation Area and the C2 zoned land on the east side of Ocean Drive.

The deletion of an internal public connection road significantly reduces the suitability of the subject site for service industry and particularly in the context of the criteria listed for the additional investigation area at p.92 of Vol 2 of the PMH UGMS.

The deletion of an internal connection road will also result in the creation of two separate areas of employment lands. Additionally, the subject site will provide 10 ha of relatively constraint free land. The use of a 10ha parcel of land to generate 2.5 ha of employment lands is not the best and most efficient use of the land. Based on existing Catholic high school campuses in regional areas, the proposed school will make use of the whole of the 10ha landholding.

The need to provide a buffer between the proposed light industrial uses and the existing large lot residential land use on the adjoining western properties also suggests that a potential industrial use is likely not compatible with the existing adjoining large lot residential land use in Bonny View Drive.

In contrast high school campuses are often located adjoining residential areas and subject to appropriate design considerations to ensure compatible land uses. As an example, St Joseph's Regional High School within the Thrumster Urban Release Area has been developed immediately adjacent to existing large lot residential land uses with the design of the high school campus ensuring that both land uses are compatible.

PMH UGMS confirms that the proposed Outline Plan for West Bonny Hills will consider, amongst other things, the need for light industrial development to serve the Lake Cathie and Bonny Hills communities. (vol 2, p.93), with the commencement of the Stage 1 investigations and the preparation of the Outline Plan to be undertaken in 2022-2023 (Action 11).

Accordingly, this Planning Proposal does not adversely impact Council's employment lands needs for Lake Cathie and Bonny Hills to 2036, noting:



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- The investigation of the use of the subject site for use as a school is consistent with Action 17 of PMH UGMS.
- Likewise, the investigation of land within the West Bonny Hills Outline Plan area to identify a further 2.5 ha of land for light industrial uses is consistent with PMH UGMS as part of the preparation of that Outline Plan.
- The investigation of the subject site for use as a school does not diminish the intent of PMH UGMS to investigate, identify and ultimately rezone 8 ha of land for service industry purposes to serve the Lake Cathie and Bonny Hills communities.
- The currently adopted actions of PMH UGMS includes further investigation of land at West Bonny Hills in 2022/23 for light industrial purposes to meet the 2.5 ha shortfall in the projected 8 ha of service industry land for Lake Cathie and Bonny Hills.
- The establishment of a small standalone light industrial precinct on the subject site will not easily satisfy the PMH UGMS locational criteria with respect to maximising infrastructure and service efficiencies and opportunities for total water cycle management.
- A minimum level of infrastructure will be required to service a new standalone employment precinct no matter what its size. The subject properties will have no direct connection to other existing or proposed employment lands which will likely create inefficiencies both in the provision of services and the management of water resources.
- In contrast the proposed catholic high school campus will be large enough to ensure that efficiencies in infrastructure and services are maximised.
- On that basis, the investigation of the subject land for school purposes does not impact on Council's employment lands hierarchy as adopted in the PMH UGMS.

10.1.2 Demonstrated demand for a high school at this location and estimated number of local jobs to be created.

Demand

St Agnes' Catholic Parish has engaged in a Strategic Planning Process to review the operation of its schools and education related assets. The purpose of the Strategic Planning was to build a high-level understanding of the education endeavours current situation and future direction to develop asset strategies that support the Parish's vision.

The Parish has a 60- year history of growing and developing education locally and the Strategic Planning Process will ensure the Parish is able to meet the ongoing educational needs of the community well into the future.

St Agnes' Parish Primary schools (St Agnes, St Josephs (Walters St), and St Peters) have experienced continued growth and have reached capacity which prevent any further expansion. The pressure on the existing primary schools has eased in the past three years most likely primarily in response to the opening of the Lake Cathie Primary school providing additional choice to families in the Lake Cathie Bonny Hill area. In addition, the other Catholic primary schools in the Port Macquarie-Hastings LGA (St Joseph's Laurieton and St Joseph's Wauchope) are nearing capacity. These other primary schools



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along with a proportion of the state primary schools all feed into the St Agnes' Catholic Parish high schools.

The two existing Catholic high schools (St Joseph's Regional College, Thrumster and Mackillop College) were at or near capacity in 2020, each with communities of over 1000 students. Newman Senior Technical College is also at capacity with 406 senior students.

The overall Catholic school population in the St Agnes Parish in 2020 was 3,897 and is expected to reach 4,000 by 2022⁴.

Currently 390 high school and 36 primary school students travel from Lake Cathie/Bonny Hills Urban release area and the Camden Haven area to Port Macquarie each day to attend St Agnes Parish Catholic schools in Port Macquarie.

In 2017 St Agnes' Parish had over 100 students travelling from the LCBH URA to one of the Parish's three primary schools. The reduction in primary school aged students travelling from this area since the Lake Cathie Public School was opened confirms the community's preference to have for their children educated locally. It is this identified community need and the need to build capacity into the Port Macquarie campuses that prompted this submission.

As part of the ongoing educational strategic planning process St Agnes' Parish have:

- a. A current state assessment of the built environment across St Agnes' portfolio of education facilities; and
- b. Developed an integrated Master Plan/Strategic Development Plan outlining future development across the Parish education facilities. This includes refurbishment, renovation/extension, and Greenfields developments.

St Agnes Parish have also engaged consultants to undertake demographic work that will feed into the Parish education Masterplan work.

The St Agnes' Catholic Parish Schools Data Project Report prepared by consultants confirms the following:

- In 2016, Primary Schoolers (5-11years) represented 8.2% of the total residential population. By 2036 the primary school aged population will increase by 25.6% to 8,444 persons.
- In 2016, Secondary Schoolers (12-17 years) represented 7.2% of the total residential population. By 2036 the secondary school aged population will increase by 25.6% to 7,343 persons.
- Specifically, for the Laurieton-Bonny Hills area:
 - Primary school enrolments experienced 10-year increase of 12% (2009 – 2019) and 5-year increase of 19% (2014 – 2019).
 - Secondary school enrolments experienced 10-year increase of 3% (2009 – 2019) and

⁴ These figures were at time of writing the original Planning Proposal. According to <https://stagnesparish.org.au/education/> (18/01/2024) the student population for St Agnes Parish Port Macquarie across 3 primary schools and 3 secondary colleges now exceeds 4,000 students.



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5-year increase of 2% (2014 - 2019).

- Across the St Agnes' Catholic Parish secondary schools, 390 students (15.3%) of enrolments are from the southern region of the LGA with the majority of those students commuting from Lake Cathie/Bonny Hills.
- The Lake Cathie/Bonny Hills area is anticipated to be the second fastest growing urban area in the Port Macquarie Hastings, with population growing from about 6,300 in 2016 to around 9,000 to 10,000 residents by 2036, an average of more than 140 persons each year.
- By 2036, the population 0 to 18 years for the Lake Cathie/Bonny Hills will be 2,604 (+1,503 on 2016 Census figures) or an increase of 67.8%. By 2036 the size of this age cohort will surpass that of Thrumster and be on par with the 0- 18 years cohorts of Lighthouse -Greenmeadows and Shelly Beach-Bellevue Hill areas.
- Lake Cathie Public School, established in 2015, commenced with 90 students and recorded 307 students in 2019, an increase of 241%. Construction has been undertaken on 17 purpose-built education spaces with a learning support unit with 2 classrooms, library, and school hall. Planned for completion in late 2021, the school will have the capacity to accommodate up to 460 students in permanent classrooms.
- Port Macquarie Hastings Public Schools are riding a wave of enrolments in 2020 with the largest ever cohort of students studying in NSW schools.
- In New South Wales alone, the public school student population is expected to grow by 25% from approximately 800,000 to 1 million students by the end of this decade; the most significant impacts will be felt in regional, rural and remote parts of the State

The strategic planning work undertaken by St Agnes Catholic Parish has confirmed that pressure will be applied to the existing high school campuses to either maintain or reduce their current population of over 1000 students rather than grow larger.

These outcomes together with the continued growth in student numbers mirroring the population increases and the demographic changes in Port Macquarie have confirmed the need for an additional high school campus in the immediate to short-term, taking into account the time period associated with achieving the rezoning, development approval and ultimate construction of the proposed school on the subject properties.

Once fully developed the Lake Cathie/Bonny Hills Urban Release Area will be the second largest urban centre in the local government area and so is the logical location for the next catholic high school campus. The existing population of Lake Cathie/Bonny Hills and the Camden Haven area generally provide the immediate student cohort to establish the high school on the subject properties in the short term.

Jobs

The establishment of the proposed catholic high school campus on the subject site will result in the creation of an additional 125 equivalent full time jobs in the education sector within the Lake Cathie Bonny Hills URA. The education and training sector has been identified in the PMH UGMS as a key employment industry both now and in the future.



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The proposed catholic high school campus provides the opportunity for jobs growth in the education and training sector within the LCBH URA which is predicted to grow to a population of approximately 10,000 people by 2036 making it the second largest urban centre to the Port Macquarie township.

Accordingly, there is a demonstrated demand for a high school at this locality and a school campus will provide an opportunity for jobs growth in the education and training sector within the LCBH URA.

10.2 Social

With respect to social impact the following is noted:

10.2.1 St Vincent's Foundation Southern Residential Site

A southern residentially zoned site was identified on the eastern side of Ocean Drive as a potential school site as part of the Part 3A Concept Approval issued by the Minister for Planning and Infrastructure on 1 March 2012. This land area is currently zoned R1 General Residential and separated from the existing residential areas of Bonny Hills and the URA by lands that are zoned C2 Environmental Conservation, being the Central Corridor.

The works within the Central Corridor were approved under Project Approval 07_0001, dated 1 March 2012, and will comprise environmental restoration works, sporting fields, children's play areas, link bridges and walkways, cycleways, picnic areas and a 14.1 ha constructed wetland system.

Consultation has been undertaken with St Vincent's Foundation as the landholder of the southern residential site on the eastern side of Ocean Drive. This consultation has confirmed that SVF does not propose to retain or develop the southern site for Catholic school purposes as it is not considered suitable for the purposes of a high school campus for the following reasons:

Site area

The southern residential site has a land area of approximately 7.3ha. Applying the bushfire requirements for a Special Fire Protection Purpose, the developable area is reduced to approximately 3.23ha. (for information purposes the constraints mapping of the southern residential site has been included at **Appendix S**). Additionally, there are currently no available 10ha R1 zoned parcels of land east of Ocean Drive at this location.

The subject site has a land area of 10ha and accordingly is consistent with the area requirements for a high school campus.

Access

Future vehicular access to the St Vincent Foundation southern residential site will be via the upgraded Ocean Drive/Bonny View Drive intersection. The upgraded intersection will also provide access to the subject western site via Bonny View Drive.

The subject western site has a long frontage to Ocean Drive providing an opportunity to separate the bus drop-off/pick-up point from private vehicles, cycles and pedestrians.

Apart from Ocean Drive, the St Vincent Foundation southern residential site can only be accessed via the pedestrian path and cycleway network approved as part of the Rainbow Beach Estate.

The same pedestrian path and cycleway network will link to the proposed high school campus on the



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western side of Ocean Drive via the proposed pedestrian underpass of Ocean Drive.

It is considered that once the pedestrian underpass of Ocean Drive is established, the proposed high school campus on the western side of Ocean Drive will likely have equivalent or better pedestrian, cycle, vehicle and bus access than that available to the St Vincent Foundation southern residential site.

10.2.2 Landscape character and visual impact assessment

The Preliminary Concept Plans of the proposed high school campus provide for the retention of the existing mature vegetation at the intersection of Ocean Drive with Bonny View Drive.

Appendix B includes photomontages of the proposed high school campus, including the retained vegetation at the Bonny View Drive intersection and near the north-eastern corner of the subject site. Unlike the potential alternate use of the site for industrial uses as suggested by UGMS 2018, views of a high school development from the public domain are not considered negative in the context of an urban setting.

The proposed Draft DCP provisions at **Appendix Q** provide for the following with respect to visual amenity:

Visual amenity
3.6.2. Objective <ul style="list-style-type: none"> To ensure an attractive site boundary is achieved that retains the existing mature vegetation at the intersection of Ocean Drive with Bonny View Drive. To provide for filtered views of the new school campus when viewed by the travelling public along Ocean Drive. To provide gateway fencing/signage at the intersection of Ocean Drive with Bonny View Drive
Development Provisions <ul style="list-style-type: none"> Maximise retention of existing mature vegetation adjacent the Ocean Drive and Bonny View Drive intersection. Maximise retention and regeneration of existing native vegetation in the north-east corner of the site (C2 zoned lands). Supplementary ground plane planting to be undertaken to provide for filtered views of the high school campus. Signage and fencing is to be integrated with the retained vegetation.

10.3 Conclusion - social and economic benefits

The site is adjacent to existing developed urban areas and the Lake Cathie-Bonny Hills Urban Release Area, with the locality generally undergoing expansion and improvement to services and infrastructure to support this growth.

Social and economic benefits for the locality will be positive as this Planning Proposal will:

- Deliver a social service (education) that is adjacent to the existing and future residential communities at a locality that is predicted to grow to a population of approximately 10,000 people by 2036.
- Create an additional 125 equivalent full-time teaching and support staff jobs. The education and training sector has been identified in the LCBH UGMS as a key employment industry both now and in the future and will likely be the largest place of employment in the LCBH URA.

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- Deliver improved infrastructure that will contribute to the extensive pedestrian/bike network currently under construction within the Lake Cathie Bonny Hills locality. It is intended to encourage active travel modes to the school and generally throughout the locality, reducing reliance on private car usage.
- Provide for urban development at a location that can be readily serviced without significant cost and is within a developing urban context.
- Protect and conserve an area of high environmental value through introducing an C2 Environmental Conservation zone.
- Deliver a use that has shown to be compatible with residential uses, ensuring minimal conflict with the existing adjacent large lot residential development immediately to the west.
- Provide an opportunity to immediately reduce current travel requirements for students in the URA and existing Lake Cathie and Bonny Hills residential areas that ordinarily need to travel to Port Macquarie and the Camden Haven localities for high school education.

SECTION D – Infrastructure (Local, State & Commonwealth)**Question 11- Is there adequate public infrastructure for the Planning Proposal?****11.1 Water**

The site has frontage to the 300mm potable water main in Ocean Drive and a short section of 250mm potable water main, which reduces to a 150mm in Bonny View Drive. Recycled water may be available to the development site from the 200mm recycled water main on the opposite side of Ocean Drive, which may be suitable for toilet flushing, irrigation and any other Health Department approved use.

A water strategy and plans will be prepared for the staged development on the site at the future development application stage.

11.2 Sewer

King & Campbell were engaged by Council to undertake detailed design and preparation of *For Construction* documentation in respect to the Rainbow Beach Sporting Fields, Lake Cathie. Construction of the Rainbow Beach Sporting Fields has commenced⁵.

To co-ordinate future sewerage infrastructure for the subject site and the adjacent HMDEL with the imminent construction of the Rainbow Beach Sporting Fields, a landowner offer to fund additional sewer works was made to Council on 21 May 2021 (refer **Appendix P**).

The offer included "*For Tender*" *Design Documentation for Gravity Sewer Lines A & B*, which provides for the construction of a gravity sewer line (Gravity Sewer Line B) in conjunction with the construction of

⁵ At the time of writing the original Planning Proposal. The Rainbow Beach Sporting Fields, Lake Cathie were opened for use in August 2023.



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the Rainbow Beach Sporting Fields. This co-ordinated construction will minimise any future disturbance to the completed Sporting Field Precinct and provide for the connection of the future Bonny Hills Catholic High School with Council's sewerage network.

The proposed sewer augmentation will include under-boring the C2 zoned lands and the Ocean Drive road reserve, assuring minimal environmental impact.

The Landowner offer to fund the construction of Gravity sewer Line B was accepted by Council on 21 May 2021 and the works have been included in the contract for the construction of the Rainbow Beach Sporting Fields (refer **Appendix P**).

The proposed high school campus will generate approximately 48 ETs that will be serviced by connection to the sewer gravity main currently under construction in the Rainbow Beach Sporting Fields. The capacity of the downstream sewerage infrastructure within the SVF land has been reviewed and has sufficient capacity for the proposed high school campus. There will be further consultation with Council's Water and Sewer section and SVF as the LCBH URA develops and the associated upgrades to water and sewer infrastructure occur.

11.3 Stormwater

A Concept Stormwater Management Plan accompanies this submission at **Appendix N**.

Stormwater Quantity

The site is located straddling the crest of a low ridge extending east to west across the site, resulting in a split catchment, with approximately 1/3 of the site draining to the north and then to multiple multi-cell culverts under Ocean Drive, with the remainder of the site draining southwards to an existing culvert to an existing pipe culvert under Bonny View Drive. Site regrading undertaken as part of the development will result in the catchment boundary between northern and southern catchments moving southwards, resulting in more of the site draining to the north, and less to the south.

Discharge from the site across the northern boundary joins with flows from a much larger 2.6km² catchment extending west to the Jolly Nose escarpment, and north to Houston Mitchell Drive. Flows from the upstream catchment are many orders of magnitude larger than those expected from the site, with substantial differences in the time of concentration between the site flows and those of the larger catchment (60mins for the larger catchment, and 10mins for the northern site catchment).

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Figure 10 - Extent of Catchment or Northern Ocean Drive Culverts

Modelling of the pre and post development stormwater flows from the site for storm events up to the 1% AEP for each of the pre and post development scenarios confirm that detention facilities are not warranted due to the reduction in contributing catchment for the Bonny View Drive culvert resulting in a reduction of the 1% AEP discharge at this location.

Separately, the smaller flows from the northern catchment joining with those of the larger Ocean Drive Culvert catchment were modelled at both the site boundary and at the Ocean Drive Culverts to demonstrate post development flows are largely unchanged at this location (ie. within the limits of the accuracy of the model and having no measurable effect on the water levels upstream of Ocean Drive.

Modelling results are presented in the table below:

	Pre-Development (Existing)	Post-Development (Proposed)
Southern Catchment (At Bonny View Road)		
Area (Ha)	6.81	5.29
% Impervious	10	25
Critical Duration (Min)	10	10
1% Aep Discharge (L/S)	3584	2910
Northern Catchment (At Boundary)		
Area (Ha)	4.48	6
% Impervious	10	25
Critical Duration (Min)	10	10
1% AEP Discharge (L/S)	2355	3296
Northern Catchment (At Ocean Drive Culvert)		

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Area (Km ²)	2.6	6
% Impervious (Weighted Average)	10	10.25
Critical Duration (Min)	60	60
1% AEP Discharge (M ³ /S)	50.00	50.16 *

Change in 1% AEP discharge between pre and post development discharge shows a < 1% increase in peak flows which is within the limits of accuracy of the model and does not result in a measurable change in water levels upstream of the Ocean Drive culverts.

Stormwater Quality

Stormwater quality will be provided using stormwater quality improvement devices such as SPEL Basins or similar to provide stormwater treatment for carpark and roadway areas to meet the targets and objectives set out in AUSPEC D7.

11.4 Roads, access and transport

A site-specific Traffic Engineering Report has been prepared by the TPS Group to accompany this Planning Proposal at **Appendix I**.

This report considers the staged development of the site for a high school campus for 1,200 students, where the roundabout at the Ocean Drive and Bonny View Drive intersection and the underpass will both be provided as part of the stage 1 works. The school is anticipated to be operating at full capacity by 2030.

The report is supported by a suite of plans at **Appendix O** that illustrate the road, public transport and active transport connections (pedestrian/ cycleways) that are existing and that are proposed as part of this Planning Proposal.

The Traffic Engineering Report has been undertaken in the context of transport and traffic engineering requirements over the period to 2040, being 10 years following completion of the development and has considered the requirements of PMHC set out in their pre-lodgement meeting minutes of 19 January 2021 and correspondence from Transport for NSW dated 23 April 2021. A response to the matters raised by PMHC and TfNSW is provided at pages 41 to 43.

In summary the Traffic Engineering Report concludes that the proposed development concept plan is appropriate, and sound having regard to relevant standards and should be approved with respect to transport planning and traffic engineering matters (p. 43)

Specifically, in relation to the connectivity of the site with existing and future residential areas, the proposed roundabout, underpass and minor extension to the existing path network within the Central Corridor will ensure the effective integration of the school campus with the locality.

PMHC Draft Road Corridor Strategy (draft Corridor Strategy) (Bitzios Consulting, 2021)

The draft Corridor Strategy considers all road users and focuses on:

- Preserving the corridor

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- Setting out a broad design framework for future upgrades
- Defining priorities for further road maintenance, operation and safety
- Considering the communities it serves and planned growth across the region (Bitzios 2021)

Community consultation undertaken in 2020 identified future potential schools on the subject site and the eastern side of Ocean Drive, and the Houston Mitchell Drive Employment Lands and the Rainbow Beach Sporting Fields Precinct along the Ocean Drive corridor in the vicinity of the subject site.



Figure 11 - Extract - PHMC Draft Road Corridor Strategy

The Draft Road Corridor Strategy was publicly exhibited in 2021 and Appendix T is a copy of the submission made on behalf of St Agnes Catholic Parish with respect to the proposed high school campus on the subject site.



Figure 12 - Extract - Section 5, PMHC Draft Road Corridor Strategy

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Section 5 of the Draft Road Corridor Strategy identified Ocean Drive as having a high movement function, connecting Lake Cathie and other coastal towns in Port Macquarie.

The Draft Road Corridor Strategy also identifies an expected increase in the Place Function (ie. in the vicinity of the subject site due to the growth and development areas in Rainbow Beach).

This Planning Proposal is consistent with the draft Corridor Strategy as it:

- Preserves the Ocean Drive corridor with the primary vehicular access to the school via Bonny View Drive
- Identifies the required upgrade to the Ocean Drive/ Bonny View Drive intersection
- Identifies the need for the pedestrian underpass over Ocean Drive to safely link the proposed High School to residential areas, pathway/cycleway networks, playing fields, town centre and the coast; and
- Integrates with and supports the planned growth in LCBH URA through the provision of local high school education services.

SECTION E – State and Commonwealth Interests**Question 12 - What are the views of state and federal authorities and government agencies consulted in order to inform the Gateway determination?**

Should the proposal be supported, the Department of Planning and Environment's gateway determination will specify consultation requirements.

Consultation with State agencies is expected to occur with the BCD division of the Department of Planning, Infrastructure and Environment, the Office of Environment and Heritage, Transport for NSW, the NSW Rural Fire Service and the relevant electricity and telecommunications providers.



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PART 4 - Maps

Proposed map amendments to PMHLEP 2011 are described in Part 2 of this Planning Proposal and the preliminary proposed zone plan is provided at Appendix A. An extract of the existing and proposed zones is provided below at **Figure 13**.

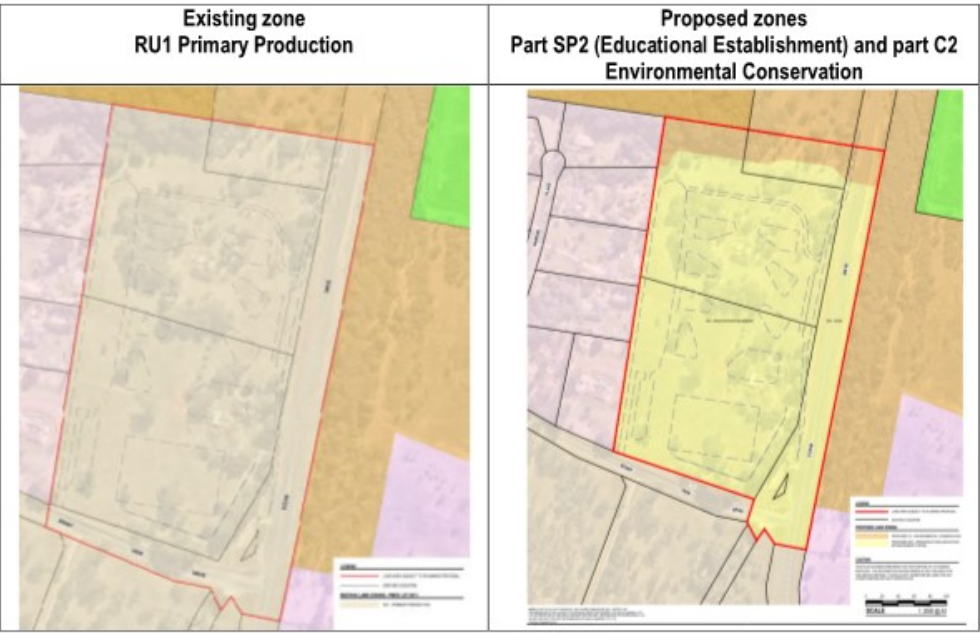


Figure 13 - Extract of the existing and proposed land zones

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PART 5 - Community Consultation

It is proposed to undertake community consultation for 28 days including notification in a local newspaper and written notification to adjoining landowners or as otherwise required by the Gateway Determination. In addition, the exhibition material will be available on Council's website and at the Port Macquarie Administration building for the duration.

PART 6 - Project Timeline

This project timeline is based on anticipated dates and timeframes for a standard planning proposal:

Stage	Timeframe and/or date
Consideration by Council	February 2022 to December 2023
Council decision	December 2023
Gateway determination	February/March 2024
Pre-exhibition	April/May 2024
Public Exhibition	May/June 2024
Consideration of submissions	July 2024
Post-exhibition review & additional studies	August/September 2024
Submission to Department for finalisation (where applicable)	October 2024
Gazettal of LEP amendment	November/December 2024

END OF PLANNING PROPOSAL



Department of Planning, Housing and Infrastructure

Gateway Determination

Planning proposal (Department Ref: PP-2022-653): *Rezone the corner of Bonny View Drive and Ocean Drive, Bonny Hills to facilitate an educational establishment.*

I, the Acting Director, Hunter and Northern Region at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Port Macquarie-Hastings Local Environmental Plan 2011 to rezone the corner of Bonny View Drive and Ocean Drive, Bonny Hills to facilitate an educational establishment should proceed subject to the following

The Council as planning proposal authority is authorised to exercise the functions of the local plan-making authority under section 3.36(2) of the Act subject to the following:

- (a) the planning proposal authority has satisfied all the conditions of the gateway determination;
- (b) the planning proposal is consistent with applicable directions of the Minister under section 9.1 of the Act or the Secretary has agreed that any inconsistencies are justified; and
- (c) there are no outstanding written objections from public authorities.

The LEP should be completed on or before 6 months from the date of the Gateway determination.

Gateway Conditions

1. Prior to exhibition, the planning proposal is to be amended to:
 - (a) provide an assessment against the urban growth area variation principles in Appendix B of the North Coast Regional Plan 2041;
 - (b) note that Council is considering options of a pedestrian overpass or underpass and further details will be addressed as part of any future development application;
 - (c) remove the SP2 Infrastructure zone proposed for the road reserve south of the subject lot;
 - (d) remove reference to the land zoning map sheet;
 - (e) update the SP2 Infrastructure annotation for the road reserve to the east of the subject lot from SP2 School to SP2 Road; and
 - (f) update the SP2 Infrastructure annotation from SP2 School to SP2 Educational Establishment.

2. Public exhibition is required under section 3.34(2)(c) and clause 4 of Schedule 1 to the Act as follows:
 - (a) the planning proposal is categorised as standard as described in the *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023) and must be made publicly available for a minimum of 20 working days; and
 - (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in *Local Environmental Plan Making Guideline* (Department of Planning and Environment, August 2023).
3. Consultation is required with the following public authorities and government agencies under section 3.34(2)(d) of the Act and/or to comply with the requirements of applicable directions of the Minister under section 9 of the Act:
 - NSW Biodiversity, Conservation and Science
 - Transport for NSW
 - NSW Rural Fire Service
 - Essential Energy
 - NSW Mining, Exploration and Geoscience
 - Busway Group
 - Birpai Local Aboriginal Land Council
 - NSW Department of Education

Each public authority is to be provided with a copy of the planning proposal and any relevant supporting material via the NSW Planning Portal and given at least 30 working days to comment on the proposal.
4. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).

Dated 5 July 2024



Craig Diss
A/Director, Hunter and Northern Region
Local Planning and Council Support
Department of Planning, Housing and
Infrastructure

Delegate of the Minister for Planning and
Public Spaces

PP-2022-653 (IRF24/1364)

PP-2022-653 (IRF24/1364)



Department of Planning, Housing and Infrastructure

Alteration of Gateway Determination

Planning proposal (Department Ref: PP-2022-653)

I, Acting Director, Hunter and Northern Region at the Department of Planning, Housing and Infrastructure, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(7) of the *Environmental Planning and Assessment Act 1979* to alter the Gateway determination dated 5 July 2024 for the proposed amendment to the Port Macquarie-Hastings Local Environmental Plan 2011 as follows:

1. Delete from the Gateway description text:

"The LEP should be completed on or before 6 months from the date of the Gateway determination."

And replace with:

"The LEP should be completed on or before 5 May 2025."

Dated 5 day of December 2024.

A handwritten signature in black ink, appearing to read "Craig Diss".

Craig Diss
Acting Director, Hunter and Northern
Region
Local Planning and Council Support
Department of Planning, Housing and
Infrastructure

**Delegate of the Minister for Planning and
Public Spaces**

PP-2022-653 (IRF24/2828)

have
your say

Catholic School Planning Proposal

Engagement Summary Report

February 2025 | Version 1.0



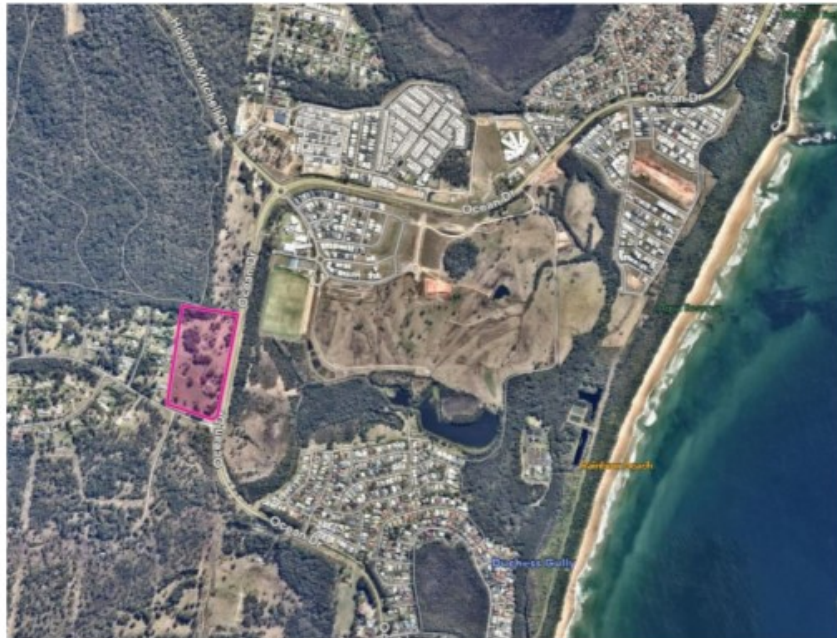
INTRODUCTION

Background

A key action from the Port Macquarie-Hastings Urban Growth Management Strategy (UGMS) is looking into the potential use of the corner of Bonny View Drive and Ocean Drive in Bonny Hills for light industrial development or use as a school.

The draft planning proposal requests to rezone the land from its current zone RU1 Primary Production to a mix of zones SP2 Infrastructure (educational establishments) and C2 Environmental Conservation. This change would make it possible to build a high school while also protecting part of the land for environmental purposes.

This proposal would allow for the construction of a new Catholic high school in this location (Lots 6 & 7 DP 594792 and Lot 6 DP 594793).



The draft proposal was on public exhibition from Monday 28 October until midnight Monday 25 November 2024. This included the suite of appendixes and attachments located in the related documents on the have Your Say project page.

This engagement report summarises the public submissions received on the draft proposal during the exhibition period, as well as submission received from Busways Group, NSW Rural Fires Service, and Transport for NSW.

Engagement approach

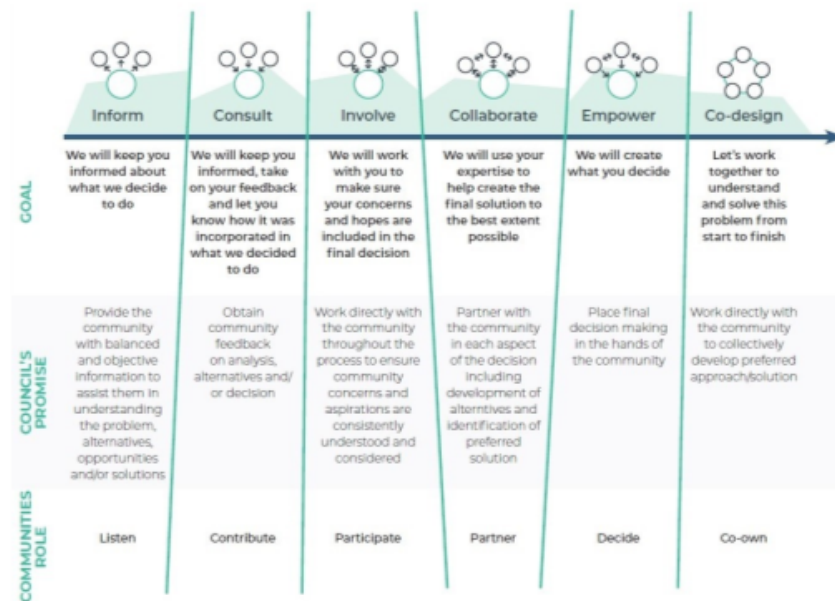
Council actively sought community input and feedback on this proposal. We aimed to provide relevant materials and facts to assist the community to provide informed feedback. We used online

Catholic School Planning Proposal - Engagement Report

and print communications channels to provide multiple opportunities for the community and especially the nearby residents to understand the proposal and provide their views.

Spectrum of Participation

Council undertakes engagement using the industry standard IAP2 Spectrum of Participation which is designed to assist with the selection of the level of participation that defines Council's promise and the community's role in the decision-making process.



For projects or plans with broader implications or statutory requirements, we undertake public exhibition. This formal process provides the community and key stakeholders with an opportunity to review and comment on significant proposals, such as development plans, environmental assessments, or strategic documents, over a specified exhibition period. Both approaches reflect our commitment to collaboration and open dialogue, tailoring engagement methods to the scale and impact of each project.

The difference in the two processes rests in the reporting and response to submissions. Community Engagement reporting for both types of consultation respond generally to key themes while public exhibition reporting has the additional requirement of responding to each submission and detailing how the submission has influenced changes during the finalisation of plans and strategies. Under public exhibition, all those who made a submission will receive a response.

Engagement Level and Methods

Following the IAP2 matrix for public participation, the level of engagement for this project was identified as **consult**. At this level, the community is invited to contribute feedback, which will be considered by Council when finalising plans. Our commitment at this level of engagement is to listen to community concerns and aspirations and relay how feedback has influenced project outcomes.

The following range of engagement methods were employed to raise awareness of the project, share information, encourage discussion and collect feedback.

- Have Your Say project page
- Online survey
- Information available via Laurieton and Wauchope council offices

This approach aimed to provide community members with meaningful opportunities to share their views and to ensure their feedback was recorded to be considered in the decision-making process.

ENGAGEMENT ACTIVITIES

Public exhibition of LEP Map Amendment No 8 was undertaken from 28 October to 25 November 2024 in accordance with the Local Environmental Plan Making Guidelines (Department of Planning and Environment, 2021) and the Gateway determination.

Consultation was undertaken in accordance with the Local Environmental Plan Making Guidelines and Council's Public Consultation Policy is appropriate. The consultation strategy undertaken in conjunction with the public exhibition of this proposal was as follows:

- on council's website
- on the Planning Portal
- written notification to affected and adjoining landowners

These notices described or identified:

- the objectives or intended outcomes of the planning proposal
- the land affected by the planning proposal
- where people can view the proposal
- contact details for submissions
- that Council is the designated LPMA

Letters were sent on 22 October 2024 to 90 homes to notify residents of the proposal and invite them to access information on the PMHC website, including to utilise the Have Your Say feature.

The following material were made available for inspection:

- the planning proposal in the form approved for public exhibition by the Gateway determination
- the Gateway determination

all relevant additional information relied upon by the planning proposal

Notification to Government Agencies

On 16 August 2024 the following agencies were referred the Planning Proposal and provided until 30 September 2024 to provide a response completing gateway determination condition 3:

- *NSW Biodiversity, Conservation and Science*
- *Transport for NSW*
- *NSW Rural Fire Service*
- *Essential Energy*
- *NSW Mining, Exploration and Geoscience*
- *Busway Group*
- *Birpai Local Aboriginal Land Council*
- *NSW Department of Education*

Comments were received from NSW Mining, Exploration and Geoscience (on 3 September 2024), Transport for NSW (on 5 September 2024), NSW Biodiversity, Conservation and Science (on 10

September 2024), NSW Rural Fire Service (on 24 September 2024) and Busways Group (on 2 October 2024).

Notification to residents by mail

Letters were sent on 22 October 2024 to 90 homes to notify residents of the proposal and invite them to access information on the PMHC website, including to utilise the Have Your Say feature. The letter also provided email avenue for submissions on this proposal.

Residents were informed that a copy of the exhibition material was available at:

- Customer Service Centres (Port Macquarie, Wauchope and Laurieton);
- Council's Have Your Say webpage - <http://haveyoursay.pmhc.nsw.gov.au/>,
- [The NSW Planning Portal](https://www.planningportal.nsw.gov.au/ppr) - <https://www.planningportal.nsw.gov.au/ppr>

Public Notification

Public notification posted on Council's website, with a high level project summary and links to full documents including the Proposal document, its annexes and related Council Planning Strategy documents, notably the Port Macquarie-Hastings Urban Growth Management Strategy. It also included the Gateway Determination (undertaken by the NSW Government Department of Planning, Housing and Infrastructure), which is required to progress the proposal.

Analysis of the Have Your Say page for this project shows that there were 575 visits to the project page, 216 downloads of project information and 7 people who completed the online survey. Of these 7, 3 were Bonny Hill residents and 4 identified as interested community members. A summary of key statics on the public engagement is summarised in the table below.

Method of participation	Statistic
Visitors to project page	216
Page views	575
Downloads of a project related document	236
Completed survey (Submission)	7

Have Your Say

The have Your Say (HYS) was accessed by the community as highlighted below.

Communications

Five (5) government and private sector submissions were received along with seven (7) sets of community comments that came via the HYS platform, as shown in the Appendix 1 of this Engagement Report. One (1) resident submitted questions about the proposal, seeking more detail on mitigation plans for visual impacts, technical matters related to future potential construction, fencing and vegetation issues. There were no requests for submission details to be made

confidential. The Project Manager has sent a response to each submission by email, per December 2024 and February 2025.

All submissions were responded to by the Project Manager in February 2025, including a detailed response to the one submission which entailed specific questions rather than general comments.

RESULTS SUMMARY / CONCLUSION

Overall, the engagement activities for this proposal resulted in a moderate level of interest, and a strong sentiment of support from the community members who actively participated, with technical and conditional support from government and associated operators in the transport sector. Reductions in travel time and reducing congestion in Port Macquarie, ease of access and expanding the availability of education options for future and growing population, were all cited as reasons for the supportive public response. One submission queried boundary line measures, fencing and potential visual and noise impacts of future construction activities. Stakeholders identified the need for further assessment of impacts on traffic/transport, biodiversity and potential fire hazard risk for the area.

The proposal relates to re-zoning to enable future development of the area, either for school or industrial development. The references in the proposal and Urban Growth Strategy, to potential use of the zone for industrial purposes, were not commented on, so it is noteworthy from feedback received that the community is highly supportive of the proposal with the expectation that the area would be for the development of a high-school. The overall tone of the other stakeholders' (not community/residents) feedback is cautiously supportive. Agencies generally support the rezoning but highlight specific issues that must be addressed before further development proceeds.

NEXT STEPS

The next steps for this project and the community engagement approach are:

- Submissions have been considered and no amendments are deemed necessary amendments to the proposal.
- A post exhibition report (Business Paper) will be prepared and reported to Council, most likely in March 2025. Based on public exhibition results, the Project Manager will be recommending Council adopt the proposal.
- Council will consider whether to proceed to finalise the proposal.
- If Council resolves to make a detailed project proposal, Council staff will work with the NSW Government to make the amendment to the Port Macquarie-Hastings Local Environmental Plan 2011.
- Once this amendment is made a development application (DA) can be lodged for the proposed development.
- Community members will be notified of detailed design plans via a new public exhibition process when the DA is being prepared.

APPENDIX

Appendix A: Submission details and responses

The following specific feedback was received through the engagement activities set out above:

A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
1.	Biodiversity Conservation and Science (BCS)	10 September 2024	<p>Thank you for your referral in the NSW Planning Portal dated 16 August 2024 about the Planning Proposal (PP2022-653) at 1175 and 1191 Ocean Drive, Bonny Hills, seeking comments from the Biodiversity, Conservation and Science Group (BCS) of the NSW Department of Climate Change, Energy, the Environment and Water. I appreciate the opportunity to provide input.</p> <p>BCS has responsibilities relating to biodiversity (including threatened species and ecological communities, or their habitats), flooding, and coastal processes and associated hazards, and provides comment on issues affecting National Parks and Wildlife Service estate. We have reviewed the documents supplied and we support the application of the C2 Environmental Conservation zone to the area of land currently zoned RU1 Primary Production, which contains High Environmental Value (HEV) land within the planning area.</p> <p>BCS considers further areas of HEV land may be present within the planning area, relating to habitat for Koala. We note, since the surveys undertaken in 2020 and 2021 for the Ecological Assessment Report (JB Enviro, September 2023), Koala has been recorded on the site in BioNet (in 2022), and the Koala (<i>Phascolarctos cinereus</i>) Biodiversity Assessment Method Survey Guide (DPE 2022) has been published. Using the guide, and given the presence of Koala, all patches of native trees on the site would constitute Koala 'species credit species' habitat</p>	<p>BCS concerns over the time elapsed since on site surveys and now is noted. The proponent has sought to action previous ecological advice from Council and BCS and expanded the proposed zone C2 Environmental Conservation area. As noted this is supported. It is acknowledged that any development application for the proposed school will need to include a detailed Vegetation Management Plan to manage C2 zone land, retained trees in the south east of the site, and proposed koala tree plantings, and a BDAR that accords with the BAM 2020, including use of the Eastern NSW Plant Community Types and preparation of Koala species polygon.</p>

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A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
			<p>and represent HEV land. However, we recognise these areas are either small and isolated or degraded, and note the vegetation in the south east of the site would be retained and managed under a vegetation management plan (VMP). Given the above, we support the proposed SP2 zone.</p> <p>The Ecological Assessment Report has been presented as a provisional Biodiversity Development Assessment Report (BDAR). A BDAR would be required to accompany any future development application for the school should the planning proposal proceed. However, a BDAR is not required for a planning proposal, hence BCS has not completed a detailed review of the report in terms of compliance with the Biodiversity Assessment Method 2020 (BAM 2020).</p> <p>The BDAR appears to have been largely prepared in 2021, and we note the following:</p> <ul style="list-style-type: none"> • The plant community types (PCTs) used in the assessment are now decommissioned and a BDAR for a future development application would need to apply the new Eastern NSW PCTs. • A Koala species polygon would be required, as described above. <p>In summary, BCS supports the planning proposal and recommends that:</p> <p>Port Macquarie-Hastings Council ensures any future development application for the school includes:</p> <ol style="list-style-type: none"> a detailed Vegetation Management Plan to manage C2 zone land, retained trees in the south east of the site, and proposed koala tree plantings, and b. a BDAR that accords with the BAM 2020, including use of the Eastern NSW Plant Community Types and preparation of Koala species polygon. 	

A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
2.	Dept. Primary Industries and Regional NSW NSW Resources	2 September 2024	<p>I refer to your correspondence dated 16 August 2024 inviting the Department of Primary Industries and Regional Development - NSW Resources to provide comments on the PP-2022-653 – Rezoning of 1175 Ocean Drive BONNY HILLS submitted by Port Macquarie - Hastings (Council).</p> <p>NSW Resources has reviewed the information supplied in relation to the abovementioned matter and section 9.1(2) of the Environmental Planning and Assessment Act 1979, Direction 8.1 Mining, Petroleum Production and Extractive Industries and based on the review, NSW Resources has no resource sterilisation issues to raise regarding the matter at this stage.</p>	Noted.
3.	Transport for NSW	5 September 2024	<p>I refer to the abovementioned Development Application referred to Transport for NSW (TfNSW) on 16 August 2024 for agency consultation in accordance with 3 of the Gateway determination under Section 3.34(2) of the Environmental Planning and Assessment Act 1979.</p> <p>TfNSW key interests are the safety and efficiency of the transport network, the needs of our customers and the integration of land use and transport in accordance with the Future Transport Strategy.</p> <p>Ocean Drive (MR600) is a classified Regional road and Bonny View Drive is a local road. Council is the roads authority for both roads and all other public roads in the area, in accordance with Section 7 of the Roads Act 1993.</p> <p>Proposed amendment</p> <p>It is understood the proposal seeks to convert the existing RU1 Primary Production zone to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation.</p> <p>TfNSW Response</p> <p>1. TfNSW has reviewed the Transport Impact Assessment (TIA) prepared by TPS Group (refer project No. TPS271Rep3, dated</p>	<p>The TIA to support the proposal was prepared in consultation with TfNSW. The guidelines referred to were released after the lodgement of the planning proposal with Council. As the TIA was prepared in accordance to previous advice provided by TfNSW and lodged with Council prior to guidelines changing and there will be further opportunity to assess these matters at development assessment stage it is recommended the proposal proceed.</p> <p>Further traffic impact assessment will be undertaken at the stage of the development application for a proposed school on the subject site. This is considered the appropriate stage for more detailed traffic investigations. Any future development should be subject to a green travel plan as</p>

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A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
			<p>25/2/2022). The TIA is not considered a complete assessment of the impact of the development anticipated by the proposal on the classified road network.</p> <p>The TIA should be updated in accordance with DPHI's Local Environmental Plan Making Guideline – Attachment C, to include updated traffic survey data for the surrounding road and comparative private school. The current survey data relied on were conducted in November 2020, which was during a period when traffic was impacted by COVID restrictions.</p> <p>2. In accordance with Section 87 of the <i>Roads Act 1993</i>, TfNSW has responsibilities in relation to traffic control facilities. Traffic signals are identified at the Ocean Drive Seawind Drive intersection. This proposed intersection upgrade should be supported by a SIDRA model, traffic signal warrants assessment and strategic design drawings to demonstrate the intersection upgrade will appropriately mitigate the impacts of the development anticipated under the Planning Proposal.</p> <p>Advice to Council</p> <ul style="list-style-type: none"> • Council should consider the sight distances looking south for egressing buses fronting Ocean Drive. • No impact upon the Houston Mitchell Drive / Ocean Drive / Wallum Drive roundabout has been identified. It is noted however, that the model has been set up different to the current line marking configuration (see Ocean Drive North approach). • Any future development application for an Educational Establishment should be supported by a Green Travel Plan and consultation should be undertaken with relevant Bus Service Providers and TfNSW to identify the route coverage of existing bus services and the potential for additional route/s to service the proposed development to 	outlined. Further consultation should be undertaken with Busways on any future development application for a school.

A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
			ensure future service planning can support any expected uplift in public transport demand.	
4.	NSW Rural Fires Service	24 September 2024	<p>I refer to your correspondence dated 16/08/2024 inviting the NSW Rural Fire Service (NSW RFS) to comment on the above Strategic Planning document.</p> <p>The NSW RFS has considered the information submitted and provides the following comments.</p> <p>The Planning Proposal is to amend the land zoning map in the following manner:</p> <ul style="list-style-type: none"> Rezone the existing RU1 Primary Production zone to part SP2 Infrastructure (Educational Establishment) and part C2 Environmental Conservation. <p>The subject land is mapped bushfire prone land. potential bushfire threat is associated with vegetation off-site. Future school development shall comply with Planning for Bushfire Protection guidelines.</p>	RFS comments are noted and supported. In addition, it should be noted that a school is considered as a special fire protection purpose as per 100B of the Rural Fires Act 1997. As such, any future development application for a school will require concurrence from NSW RFS.
5.	Busways Group	2 October 2024	<p>There are a couple of comments in documents which I would like to refer to:</p> <ol style="list-style-type: none"> <i>"In addition to the above estimates, it should be noted that there is considerable potential for bus operators to adjust bus schedules in response to any bus zone capacity issues which might arise."</i> <ol style="list-style-type: none"> This is a quite short-sighted comment. <ol style="list-style-type: none"> The timing of buses is a network-wide consideration, and is only loosely governed by guidelines regarding the timing of bus services around school bell times 	Capacity constraints are noted and would need to be further considered and resolved prior to operation. It is noted this is most likely to occur post development assessment stage should consent be provided. As outlined in the planning proposal left in, left out arrangements on ocean drive may be preferable to right turns across Ocean drive with roundabouts in proximity to provide U-turn options. This can be further explored at development assessment stage when layout of the proposed school may be clearer.

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A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
			<ul style="list-style-type: none"> ii. Therefore, to base a capacity constrain resolution by adjusting schedules is inadvisable, at best iii. This is especially so where a school is geographically isolated from the location of clusters of other regional schools – in other words, it will largely be the <i>collective service</i> of a group of schools that will be the arbiter of bus timing, NOT a capacity constraint at just one school <p>2. <i>"It is also of significant to considering the quality and design of the proposed bus facility to recognise that regional and local bus services currently operate along Ocean Drive and will continue to do so with increased frequency as further development occurs along the Ocean Drive corridor (see Fig 15.1)."</i></p> <ul style="list-style-type: none"> a. The observation that local and regional bus services operate along Ocean Dr is correct <ul style="list-style-type: none"> i. For this reason, southbound right turn into the school will be required, as will northbound right turn (from the school bus bay) to Ocean Dr ii. To not provide these will seriously impact on the quality of the school's bus services. That is, students may be dropped off and collected from the eastern side of Ocean Dr (opposite the school), and be expected to use the pedestrian 	

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A. Government Submissions				
	Submitter	Date	Submission Details	Planning comment
			<p>under or overpass (whichever is provided) to access the school ground.</p> <p>3. <i>"The development plan contains a public transport facility (bus facility) on the Ocean Drive frontage which will be of very [??] quality in terms of access, extent, conspicuity, and functionality."</i></p> <p>a. Just noting that if the missing word above indicated in red font is 'high', I would question that assertion unless the constraints mentioned are adequately resolved.</p>	

Public Submissions		
Submitter	Date	Officer's Response
11/11/2024	I think it's a fantastic idea	Support for planning proposal is noted.
20/11/2024	I fully support the proposal. Our area is massively growing and urgently needs another high school.	Support for planning proposal is noted.
20/11/2024	I think it would be fabulous the commute to Port Macquarie for high school is a big reason I am unsure whether to send my children to a Catholic high school or the local public high school	Support for planning proposal is noted.
20/11/2024	Would love to see another high school in our local area. This would reduce travel time to school for kid, allow parents less travel time to attend school events and be a part of their kids lives.	Support for planning proposal is noted.
24/11/2024	We have a few questions regarding the Proposed Catholic High School at the corner of Bonny View Drive and Ocean Drive, Bonny Hills. We understand the need for the development to progress in order to accommodate the growing community. Given the location of our property and our house (which is just 18m from the boundary line of the	It is worth noting that a planning proposal is not an approval for a school to be built but amends the planning instrument to allow for a development application to be lodged. A full

	<p>property), we would like to know the following:</p> <ul style="list-style-type: none"> • What exactly will be done to mitigate the visual impacts and noise generated from the traffic entering into the school via Bonny View Drive (reference King + Campbell Planning Proposal page 11 Figure 4 - Extract of Site Analysis Plan (Sheet 2) point J on the map)? For example, what is the measured distance between the boundary line and actual driveway into the school car park? • What will the pitch level be between the boundary line and driveway – assuming there will be one? • What type of fencing will be used along the boundary? Will it be the standard school black fencing? If so, could part of the DA conditions be to plant tree/tall shrubs to block out visuals and create privacy for the residential homes along this boundary line? <p>Thank you for allowing us to submit feedback, we look forward to hearing back from someone.</p>	<p>development assessment process is required to consider the design of school and manage environmental impacts.</p> <p>The acoustic report recommends a fence is erected on the boundary. In addition draft site specific development controls have included which seeks to retain existing vegetation and for additional plantings to occur along the boundary. Plans are currently conceptual and would be subject to future development assessment but identify 7m from the property boundary to the access driveway.</p> <p>Pitch level has not been considered at this stage and would be considered at DA stage. The fencing is likely to be lapped and capped timber fencing 1.8m in height as recommended in the acoustic report. This would be subject to Development Assessment process and would likely form a condition of any consent issued. Planting of vegetation along the boundary is a draft site specific development control proposed as part of the Planning Proposal and will need to be considered at the DA stage.</p>
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Catholic School Planning Proposal - Engagement Report

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Weekly Red Bin Trial Audit

Summary Report



Prepared for Port Macquarie Hastings Council

27 February 2025

Project Number: TW24080

Assets | Engineering | Environment | Noise | Spatial | Waste

Weekly Red Bin Trial Audit
Summary Report
Port Macquarie Hastings Council



Version	Description	Date	Author	Reviewer	Approver
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Signature	<div>Digitally signed by Dilan Patel Date: 2025.02.27 11:00:12 +08'00'</div> <div>Dilan Patel</div>				
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Appendices

APPENDIX A Audit Photos

1 Introduction

In December 2024, Port Macquarie Hastings Council (Council) initiated a six-week trial of weekly red lid bin (general waste material stream) collections, running from 23 December 2024 to 31 January 2025. This trial applied to all domestic kerbside general waste bins across the Local Government Area, irrespective of the rateable service provided to individual properties. The additional general waste collections complemented the existing weekly yellow lid bin (co-mingled recycling material stream) collections, which occur annually between 23 December and 3 January, as well as the regular weekly organics green lid bin (Food Organics Garden Organics i.e., FOGO material stream) collections provided year-round.

Outside the Christmas/New Year holiday period, Council operates a three-bin system comprising of weekly FOGO collections and alternating fortnightly collections of general waste and co-mingled recycling. Of note, some residents within the council area already receive a weekly general waste service rather than a fortnightly service (as marked a general waste bin with a black body rather than a dark green which marks a fortnightly service).

While Council and their waste collections contractor (JR Richards) can collect data on bin presentation rates and the tonnages of waste streams, this information alone is insufficient in evaluating the effectiveness of the weekly red bin trial, determining its necessity, or assessing its impact on bin-use behaviour.

1.1 Scope

Talis Consultants (Talis) was engaged by Council to conduct an audit of the three kerbside bins (general waste, co-mingled recycling and FOGO material streams) within the Local Government Area and to evaluate overall bin fullness and the composition of waste materials present within each stream prior to, during and following the six-week trial.

In collaboration with Council, Talis identified a representative sample of the community to undertake three separate periods of kerbside bins audits. This auditing process included assessing individual bin fullness for the FOGO, co-mingled recycling, and general waste material streams as presented at the kerbside and conducting compositional audits to evaluate contamination and leakage between each of the material streams.

2 Methodology

2.1 Audit Timing

The audit schedule and methodology were carefully designed to capture data across the trial's key phases.

- **First Audit (Pre-Trial):** December 10–12, 2024;
- **Second Audit (During Trial):** January 14–16, 2025; and
- **Third Audit (Post-Trial):** February 4–6, 2025.

Each audit was conducted over three days during the nominated weeks (Tuesday, Wednesday, and Thursday) to align with the three trial phases: pre-trial, during the trial, and post-trial. This approach established a baseline, allowing for an assessment of the trial's overall impact on waste disposal habits.

2.2 Sample Collection and Size

To maintain consistency and allow for accurate comparisons throughout the three auditing phases (before, during and after the trial), the same geographic area was targeted over each waste stream. The sample size for each audit phase (pre-trial, during the trial, and post-trial) consisted of 100 households, distributed across three days: Day 1 included 34 households, while Days 2 and 3 included 33 households each. In instances where minimal additional bins (<5) were required to completely include a street within the auditing process, additional bins were collected beyond the 33-34 households specified.

Talis recommended that Council select audit areas representing a range of socio-economic backgrounds to ensure diverse and representative data. The streets chosen for each collection stream across the auditing period are outlined below in **Table 2-1** -

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Table 2-3 while a map outlining the relative location of each audited street is provided in **Figure 2-1**. To maintain consistency and allow for accurate comparisons throughout the three auditing phases (before, during and after the trial), the same geographic area was targeted over each waste stream.

Table 2-1: General Waste Material Stream Audit Sample Locations

Street	Audit 1			Audit 2			Audit 3		
	Tues	Wed	Thurs	Tues	Wed	Thurs	Tues	Wed	Thurs
Marian Drive	X	Visual Audit		X			X		
Richard Place	X			X			X		
Morrish Street					X			X	
Seaview Avenue					X			X	
Kentia Close			X			X			X
Burrawong Drive						X			

Table 2-2: Co-mingled Recycling Material Stream Audit Sample Locations

Street	Audit 1			Audit 2			Audit 3		
	Tues	Wed	Thurs	Tues	Wed	Thurs	Tues	Wed	Thurs
Diploma Drive	Truck Broken Down	Visual Audit		X			X		
Graduation Street				X					
Alumni Way				X					
Varsity Parkway				X					
Thesis Court				X					
Campus Street				X					
Seminar Street				X					
Theatre Place				X					
Assembly Close				X					
Allport Avenue					X			X	
Backler Street					X			X	
Meares Circuit					X				
Ruby Circuit			X			X			X
Platinum Court			X			X			X
Crystal Court						X			X
Quartz Lane						X			X
Sapphire Drive						X			
Opal Circuit						X			

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Table 2-3: FOGO Material Stream Audit Sample Locations

Street	Audit 1			Audit 2			Audit 3		
	Tues	Wed	Thurs	Tues	Wed	Thurs	Tues	Wed	Thurs
Black Caviar Parade	X	Visual Audit		X			X		
Strawberry Road	X						X		
Morrish Street					X			X	
Seaview Avenue					X			X	
Condon Avenue								X	
Kentia Close			X			X			
Burrawong Drive						X			
Ruby Circuit									X
Platinum Court									X
Crystal Court									X
Quartz Lane									X

Of note, due to the collection vehicle requiring repairs during the Wednesday of Audit 1, a visual auditing that utilised additional streets to what was otherwise examined during the auditing process occurred. The streets examined during the visual auditing process are as follows:

- **General Waste:**
 - Morrish Street;
 - Seaview Avenue;
 - Condon Avenue;
 - Anne Street;
- **Co-mingled Recycling:**
 - Allport Avenue;
 - Backler Street;
 - Marchment Street;
- **FOGO:**
 - Morrish Street;
 - Seaview Avenue;
 - Condon Avenue;
 - Anne Street;
 - Allport Avenue;
 - Backler Street; and
 - Marchment Street.

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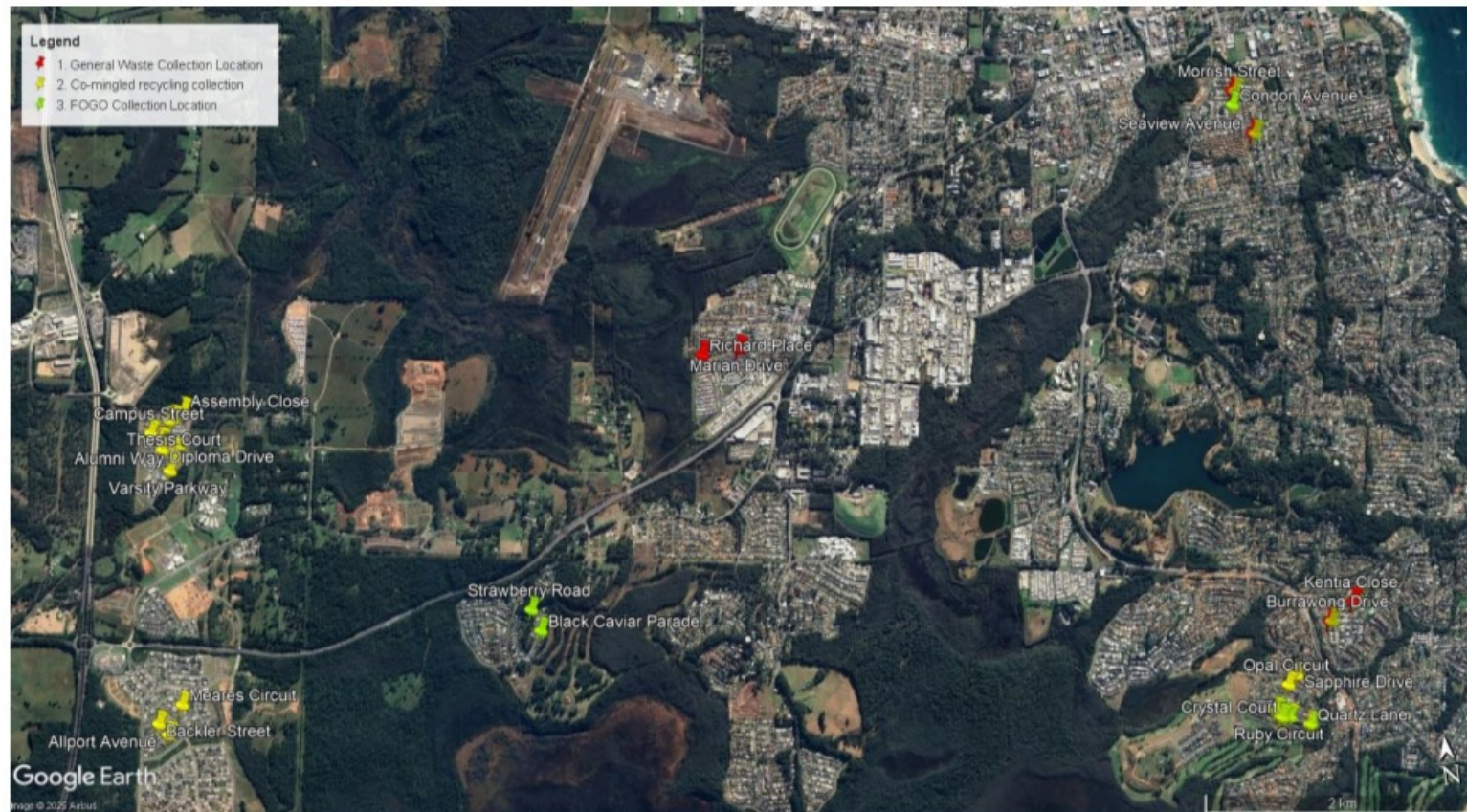


Figure 2-1: Map Outlining Location of Streets Audited

For the first two audits that were conducted, a Council rear-loader truck was utilised to collect the waste from the kerbside while a JR Richards side loader was utilised for the third audit. Collected materials were then transported to Kingfisher Transfer Station for sorting with the weight being noted at the weighbridge prior to and following the deposition of materials for sorting.

2.3 Contingencies/Limitations

While the auditing process strived for consistency, the following uncontrollable issues were noted to have occurred during the audited periods:

- **Audit 1:**
 - Truck break down;
- **Audit 2:**
 - Existing weekly collections;
- **Audit 3:**
 - Collection of FOGO materials prior to examination; and
- **Throughout Audit Process:**
 - Low presentation rates (most often general waste or co-mingled recycling bin).

These issues required contingencies to be enacted to allow for the continued collection of useful data and the minimisation of any associated limitations that may arise. The contingencies and limitations associated with each divergence are outlined in the following sections (2.3.1 - 2.3.4).

2.3.1 Truck Break Down and Visual Audit

During the first audit, co-mingled recycling was unable to be collected during day 1 and 2 of the examination period as the rear loader experienced a mechanical malfunction.

During day 1 of auditing, no contingency was able to be enacted due to the unforeseen nature of this issue and the time sensitive nature of the kerbside collections. During day 2, however, a visual audit comprising of a review of bin fullness and a surface examination for contamination and leakage was conducted across the selected households. In order to increase the rigour of this visual audit data set and be able to compare to the compositional data collected, additional households beyond the 33/34 otherwise examined were included in the undertaken analysis with an overview of examined streets presented in Section 2.2.

2.3.2 Existing Weekly General Waste Collections

Throughout the auditing process, it needs to be recognised that a small portion of analysed houses already received a weekly general waste collection and as such, any variation encountered prior to, during and following the trial cannot be attributed to these households. The number of audited households within each street utilising a weekly general waste collection are outlined below:

- Marian Drive (2 households);
- Kentia Close (5 households);
- Seaview Avenue (3 households); and
- Burrawong Drive (1 household).

All audited households within Kentia Close and one household within Seaview Avenue with a weekly general waste collection were examined during each audit. All other audited households with the weekly general waste collection were only captured once (1 household from Marian, 1 from Burrawong Drive) or twice (1 household from Marian Drive, 2 households from Seaview Avenue).

2.3.3 Collection of FOGO Materials and Alternate Collection Location

During the third day of the third audit, the intended FOGO collections for auditing were found to have already occurred at Kentia Close.

In order to collect FOGO waste that would remain representative and relevant to the auditing process, households from Ruby Circuit, Platinum Court, Crystal Court, Quartz Lane were collected as the FOGO sample for that day as households in this area were already utilised for the co-mingled recycling material stream dataset.

2.3.4 Low Presentation Rates and Different Street Utilisation

Throughout the auditing process, most notably seen in co-mingled recycling on the first day of the second audit, low kerbside presentation rates occurred for the collection of kerbside materials.

In order to reach the desired 33/34 collections per day for each waste stream (100 collections per waste stream, per audit), when households were not presenting during collections, neighbouring streets were utilised. In the case of co-mingled recycling from the first day of the second audit, a total of 9 streets were required to be examined before the desired auditing quantity was reached. By comparison, during the first day of the third audit, only 1 street was required to be examined.

2.4 Bin Fullness

Two Talis staff members assessed the fullness of the bins in the selected streets before the material was collected by using increments of 10% (i.e., empty, 10%, 20%, 30%, etc.) for 100 bins for each audit. The volume of each bin was also noted down to identify alternate waste services (i.e., 140L red lid bins and 360L yellow lid bins). Fullness was noted via the use of a rod evenly spaced with markings noting the 10% increments.

2.5 Bin Composition

The collected waste from the kerbside bins were delivered to the designated waste audit site, Kingfisher Waste Transfer Station, for sorting. Each material stream was first delivered to the site where it was deposited in a single pile. Each pile was subsequently sub-categorised into the three material streams- general waste, co-mingled recycling, and FOGO where similar materials were subsequently grouped into 240L bins and 42L buckets by category and weighed recording bin tare weights, and volume.

This sorting process assessed contamination levels and leakage between the material streams, providing valuable insights into the trial's impact.

Talis recorded the weight and volume of each waste stream using digital scales with a precision of 0.05kg and a maximum capacity of 150 kg and an accuracy of 0.02kg. Photographic evidence of the weighing and recording process (detailing the bin tare and filled bin weight) were also gathered throughout the audit to support the data records and enhance the final report.

3 Audit Results

3.1 Collections Overview

Throughout the auditing periods, while 100 bins were aimed to be collected from material stream, this target may not have been met (due to limitations outlined in Section 2.3.1) or exceeded to completely capture a street within an audit. The total collections for each material stream across the audits are outlined below in **Table 3-1**.

Table 3-1: Compositionally Audited Overview

Material Stream	Audit 1 Bins Collected	Audit 2 Bins Collected	Audit 3 Bins Collected	Total Bins Collected
General Waste	60	104	110	274
Co-mingled Recycling	26	105	103	234
FOGO	60	102	101	263

During the visual audit that occurred on the Wednesday of the first audit, the total households across each material stream that were examined for bin fullness are outlined below in **Table 3-2**. While the visually audited bins did not contribute to statistics around material stream composition, this data has been included in average bin fullness data noted in **Figure 3-16**, **Figure 3-24** and **Figure 3-32**.

Table 3-2: Visually Audited Bin Overview

	General Waste Material Stream	Co-mingled Recycling Material Stream	FOGO Material Stream	Total Bins Examined
Number of Bins	84	94	102	280

3.2 Bin Volume and Weight Collected

An overview of the material collected across each audit and waste stream by weight and volume is provided below in **Table 3-3**. The FOGO material stream was found to contain the largest quantity of materials by weight (peaking during the second audit) while co-mingled recycling had the largest number of materials by volume (peaking during the third audit). It must be noted that the results listed in Audit 1 will be influenced by the reduced compositional sample size of that audit.

Table 3-3: Total Bin Weight and Volume Collected

Material Stream	Audit 1 Weight (Kg)	Audit 2 Weight (Kg)	Audit 3 Weight (Kg)	Audit 1 Volume (L)	Audit 2 Volume (L)	Audit 3 Volume (L)
General Waste	827.17	1,013.52	1,112.00	7,050	8,418	11,297
Co-mingled Recycling	200.20	476.90	900.56	3,710	11,322	16,073
FOGO	1,089.95	1,940.65	1,738.50	6,550	12,238	11,080

3.3 Overview of Material Stream Composition

To further contextualise the materials received within each collected stream, the following images detail unsorted materials as they arrived at site (**Figure 3-1 - Figure 3-3**) and sorted materials after contamination and leakage has been removed for general waste (**Figure 3-4 - Figure 3-7**), co-mingled recycling (**Figure 3-8 - Figure 3-11**) and FOGO (**Figure 3-12 - Figure 3-15**). It should be noted that certain materials (i.e., Homewares, Small Furniture, E-Waste, textiles) within the general waste material stream while correctly deposited within the general waste bin, are recoverable if appropriate processes are enacted.

**Figure 3-1: Unsorted General Waste****Figure 3-2: Unsorted FOGO Material**

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Figure 3-3: Unsorted Co-mingled Recycling



Figure 3-4: Bagged Mixed Waste



Figure 3-5: Textiles



**Figure 3-6: Homewares, Small Furniture and
E-Waste**



Figure 3-7: C&D Materials

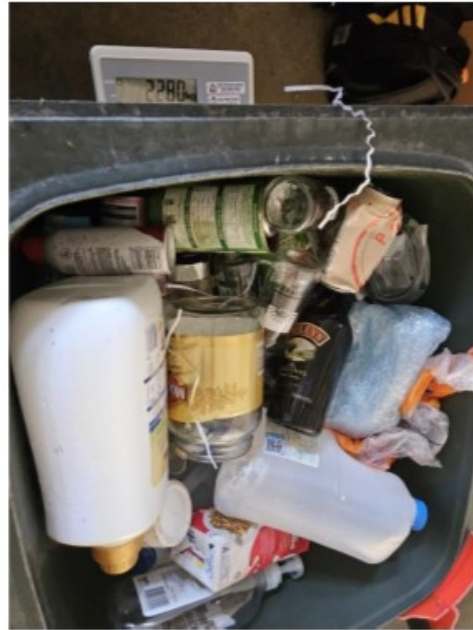
**Figure 3-8: Papers, Cardboard, Hard plastic****Figure 3-9: Glass, Metal and Hard Plastic Containers****Figure 3-10: Glass, Metal and Hard Plastic Containers****Figure 3-11: Papers, Cardboard, Hard plastic**



Figure 3-12: Bulky Garden Organics and Fronds



Figure 3-13: Food Organics in Council Supplied Bags



Figure 3-14: Branches and Grass Clippings



Figure 3-15: Branches and Grass Clippings

3.4 Pre-Trial

The first audit was conducted prior to the commencement of the weekly red bin trial, with the intent of establishing the baseline conditions for the bin fullness and composition of each kerbside waste stream. As outlined in Section 2.3.1, Council's collection truck experienced a breakdown following the collections of FOGO and general waste on the first day during the co-mingled recycling collection, which resulted in the inability to collect data for co-mingled recycling material stream. Subsequently during the second day, as the collection vehicle had not yet been repaired, the auditing focused solely on visual assessments of bin fullness, utilising a larger dataset for this parameter. While this day of auditing adequately assessed bin fullness, details around composition were limited with only the surface layer of the kerbside bins being reviewed. While the results from this portion of the audit can be utilised for determining the baseline conditions of bin fullness and estimating bin contamination and leakage, robust statistical data on leakage and baseline weights/volumes were unable to be collected through this method.

3.4.1 Average Bin Fullness

As seen in **Figure 3-16**, the average bin fullness (marked by an x) for the general waste and co-mingled recycling material streams was 72% while the FOGO material stream it was 51%. Fullness on presentation most commonly (representative of the 25th - 75th percentile and marked by the coloured box of each stream) ranged from 50% - 100% for the general waste and co-mingled recycling material streams with the FOGO material stream most commonly ranging from 30% - 70%. The median value (marked by the horizontal line within each coloured box) recorded for each material stream were 70% (general waste), 80% (co-mingled recycling) and 50% (FOGO). Overflowing bins (determined by where the bin lid is unable to be closed completely) have been noted at 110% for statistical calculations.

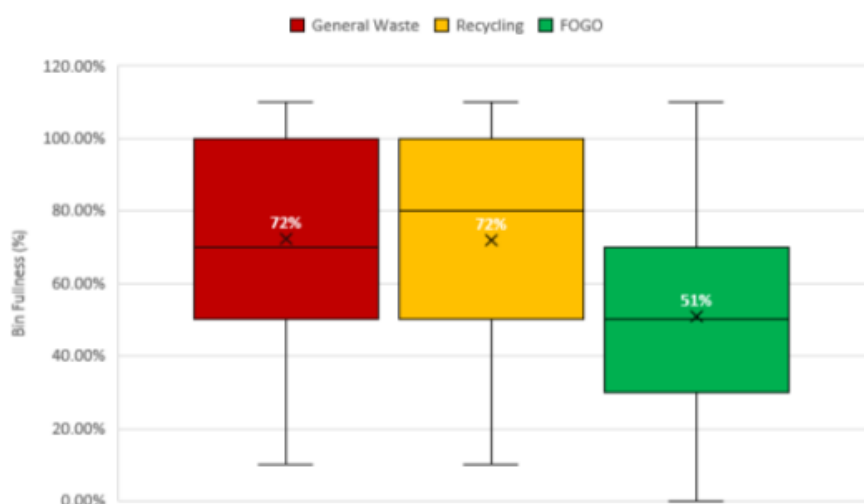


Figure 3-16: Audit 1 Average Kerbside Bin Fullness

3.4.2 General Waste Material Stream Composition

Figure 3-17 details the compositional breakdown of the collected general waste. By weight, general waste was found to consist of 88.6% of the general waste material stream while only consisting of 81.7% of the material stream by volume. Leakage from co-mingled recycling materials was recorded at 8.1% and 16.5% by weight and volume respectively while leakage from FOGO materials was recorded at 3.2% and 1.8% by weight and volume respectively.

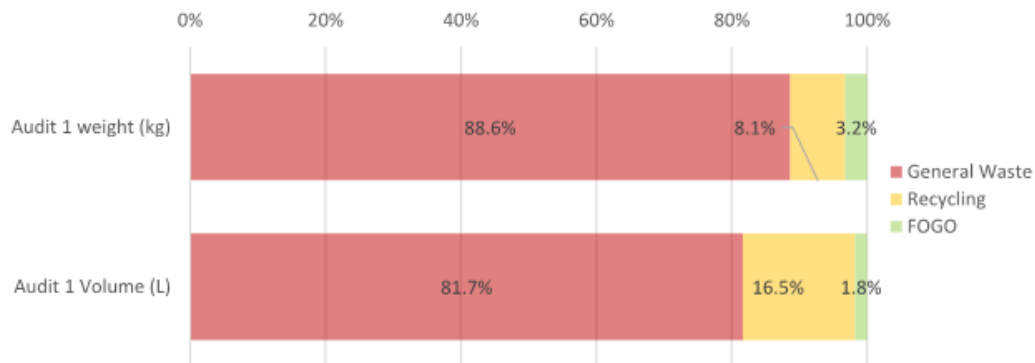


Figure 3-17: Audit 1 General Waste Material Stream Composition and Leakage

3.4.3 Co-mingled Recycling Material Stream Composition

The co-mingled recycling material stream composition is outlined in **Figure 3-18** and demonstrates that during this audit, 75.2% of co-mingled recyclable materials by weight and 67.9% by volume were correctly deposited within the co-mingled recycling bin. General waste materials were the only contaminant of the co-mingled material stream during this audit recording contamination levels of 24.8% and 32.1% by weight and volume respectively. No FOGO was found within the co-mingled recycling materials that were audited.

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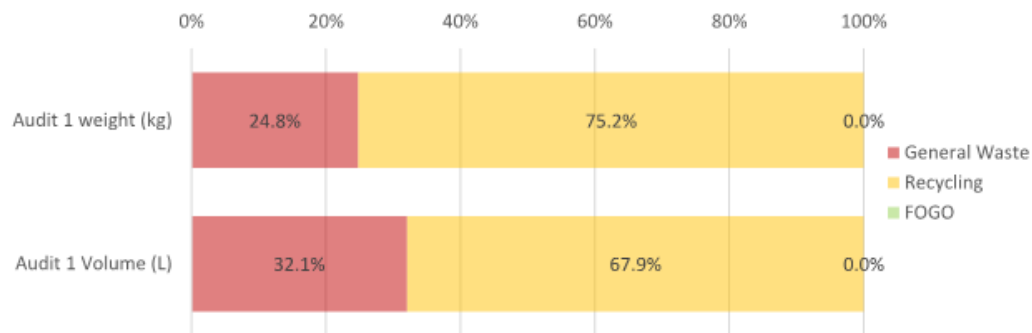


Figure 3-18: Audit 1 Co-mingled Recycling Material Stream Composition and Contamination

3.4.4 FOGO Material Stream Composition

Figure 3-19 details the compositional breakdown of sorted FOGO by weight and volume. The FOGO material stream was found to predominantly consist of FOGO materials with 97.5% of the examined material by weight and 97.6% by volume correctly deposited to the FOGO bin. General waste was the largest contaminant of the FOGO stream with 2.1% of materials by weight and 1.1% of materials by volume. Co-mingled recycling contamination was recorded at 0.4% of materials by weight and 1.3% of materials by volume.

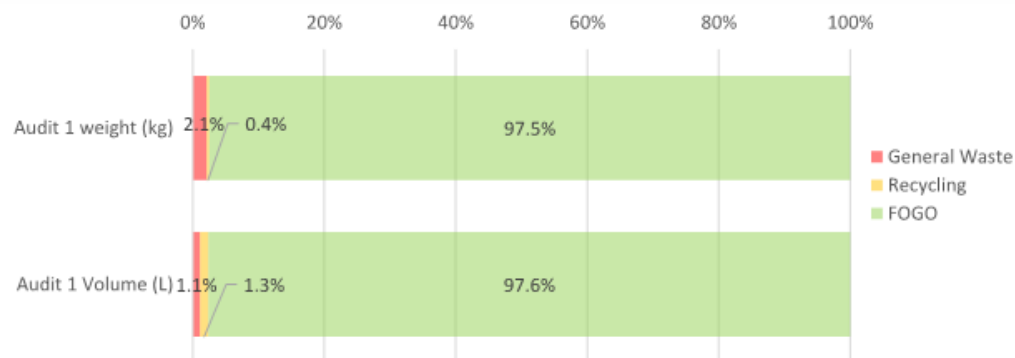


Figure 3-19: Audit 1 FOGO Material Stream Composition and Contamination

3.4.5 Notable Contamination and Leakage

During this audit, the following notable contaminants and leakage within each material stream were identified:

- Leakage within General Waste Material Stream;
 - Recyclables (**Figure 3-20**);
 - Mixed garden and food waste (**Figure 3-21**); and
 - Unemptied paint cans (photo included in **Appendix A- Figure A-1**).
- Contamination within FOGO Material Stream;
 - Non-compostable bags used for food scraps (**Figure 3-22**);
 - Oversize organic material and metal bowl (**Figure 3-23**);

During the single day co-mingled recycling was able to be compositionally audited, no notable or large quantity of single material contaminants were identified.



Figure 3-20: Recyclables in General Waste Material Stream



Figure 3-21: Mixed FOGO in General Waste Material Stream



Figure 3-22: Non-Compostable Bags Used for Food Scraps in FOGO Material Stream



Figure 3-23: Oversize Organic Material in FOGO Material Stream

3.5 During Trial

The second audit was conducted during the weekly red bin trial with the intent of comparing how bin fullness and composition of each kerbside waste stream may have changed against baseline conditions.

As outlined in Section 2.3.2, specific households had an existing weekly general waste collection prior to this trial. As such, households that were examined during every audit (i.e., the five households from Kentia Close and a household from Seaview Avenue) will experience minimal potential fullness or compositional change across the audits that can be associated with the weekly service trial. While the results from this portion of the audit demonstrate differences in fullness and composition associated with a change in collection frequency, the potential variation in fullness and composition may be minimised by these households having an existing weekly general waste collection.

3.5.1 Average Bin Fullness

As seen in **Figure 3-24**, the average bin fullness for the general waste and co-mingled recycling material streams are noted as 55% and 54% respectively while the FOGO material stream it is 62%. Fullness on presentation most commonly ranged from 30% - 80% for the general waste and co-mingled recycling streams with FOGO most commonly ranging from 40% - 90%. The median value recorded for each waste stream were 50% for general waste and co-mingled recycling, and 60% for FOGO.

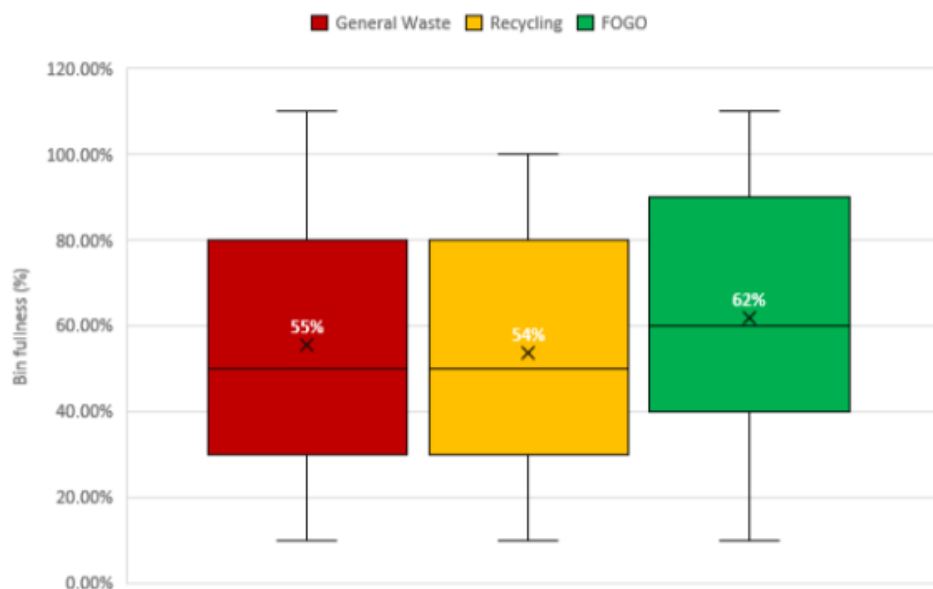


Figure 3-24: Audit 2 Average Kerbside Bin Fullness

3.5.2 General Waste Material Stream Composition

Figure 3-25 details the compositional breakdown of the collected general waste. By weight, general waste was found to consist of 87.2% of the general waste material stream while only consisting of 81.6% of the material stream by volume. Leakage from the co-mingled recycling materials was recorded at 8.3% and 14.5% by weight and volume respectively while leakage from FOGO materials was recorded at 4.5% and 3.8% by weight and volume respectively.

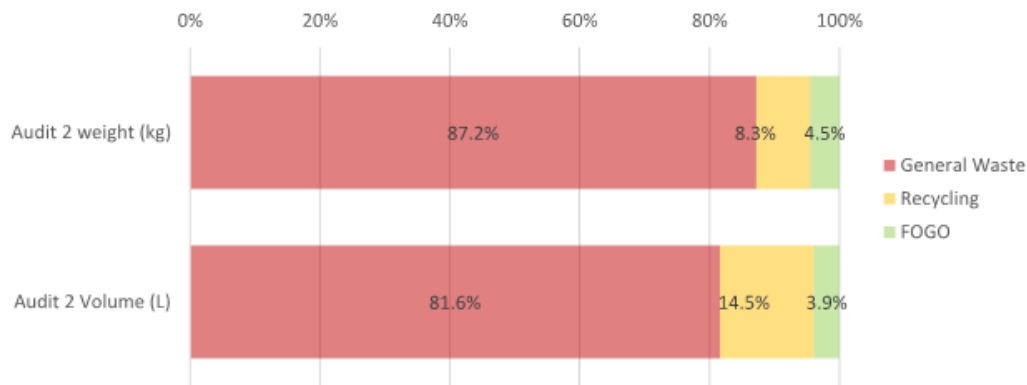


Figure 3-25: Audit 2 General Waste Material Stream Composition and Leakage

3.5.3 Co-mingled Recycling Material Stream Composition

The co-mingled recycling material stream composition outlined in **Figure 3-26** demonstrates that during this audit, 94.0% of materials by weight and 90.6% of materials by volume were correctly deposited within the co-mingled recycling bin. General waste materials were the largest contaminant of the co-mingled material stream during this audit recording contamination levels of 5.5% and 9.2% by weight and volume respectively while contamination from FOGO materials was noted as 0.5% and 0.2% by weight and volume respectively.

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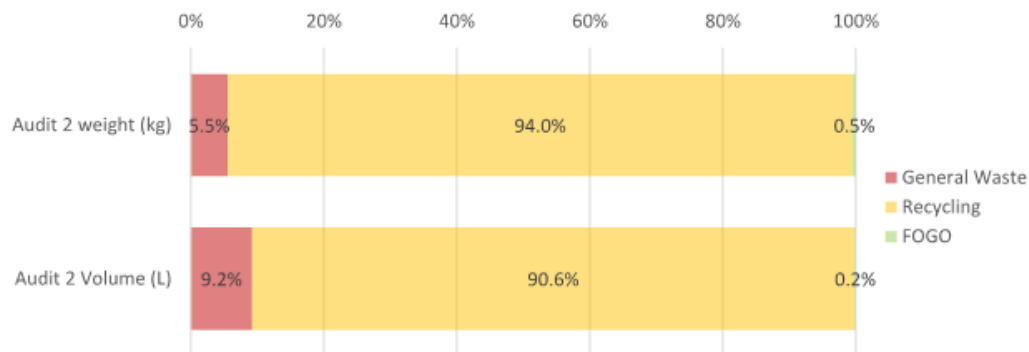


Figure 3-26: Audit 2 Co-mingled Recycling Material Stream Composition and Contamination

3.5.4 FOGO Material Stream Composition

Figure 3-27 the FOGO material stream is found to predominantly consist of FOGO materials with 96.7% of the collected materials by weight and 98.6% correctly deposited to the FOGO bin. General waste materials were the only contaminant of the FOGO material stream with 3.3% of materials by weight and 1.4% of materials by volume. No contamination resulting from co-mingled recycling materials was recorded during this audit.

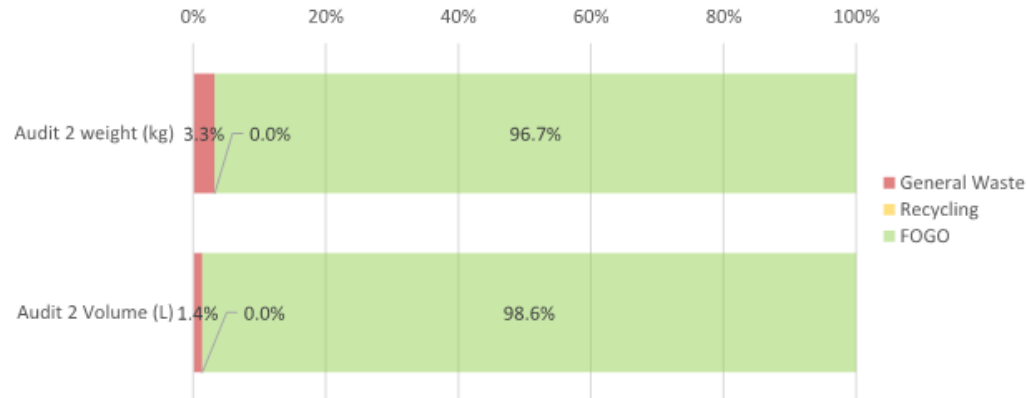


Figure 3-27: Audit 2 FOGO Material Stream Composition and Contamination

3.5.5 Notable Contamination and Leakage

During this audit, the following notable contaminants and leakage within each material stream were identified:

- Leakage within General Waste Material Stream;
 - Recyclables (photo included in **Appendix A- Figure A-2**);

- Loose and bagged FOGO (**Figure 3-28**);
- Contamination within Co-mingled Recycling Stream;
 - Bagged FOGO (photo included in **Appendix A- Figure A-3**);
 - Textiles (photo included in **Appendix A- Figure A-4**);
 - Soft plastics (**Figure 3-29**);
 - Polystyrene (**Figure 3-30**);
- Contamination within FOGO Material Stream;
 - Treated timber (**Figure 3-31**); and
 - Oversized materials (photo included in **Appendix A- Figure A-5**).



Figure 3-28: Loose and Bagged FOGO in General Waste Material Stream



Figure 3-29: Soft plastics in Co-mingled Recycling Material Stream



Figure 3-30: Polystyrene in Co-mingled Recycling Material Stream



Figure 3-31: Treated Timber in FOGO Material Stream

3.6 Post Trial

The final audit was conducted following the conclusion of the weekly red bin trial with the intent of validating baseline results around bin fullness and composition collected during the first audit against the results collected during the trial. As outlined in Section 2.3.3, it is worth noting that FOGO material collection on the third day of this audit utilised an alternate street for collection as the intended street/streets had already had the presented FOGO bins collected. While FOGO material stream contamination is unlikely to differ by any notable degree between the collected and intended streets, as contamination recorded within the FOGO material stream was uniformly low across all audits, bin fullness may be mildly impacted due to environmental and economic factors.

3.6.1 Average Bin Fullness

As seen in **Figure 3-32**, the average bin fullness for general waste was recorded as 60%, co-mingled recycling recorded as 74%, while for FOGO it was noted as 54%. Fullness on presentation most commonly ranged from 30% to 90% for the general waste stream, 50 to 100% for the co-mingled material stream and 30-80% for the FOGO stream. The median value recorded for each material stream were 60% (general waste), 80% (Co-mingled) and 50% (FOGO).

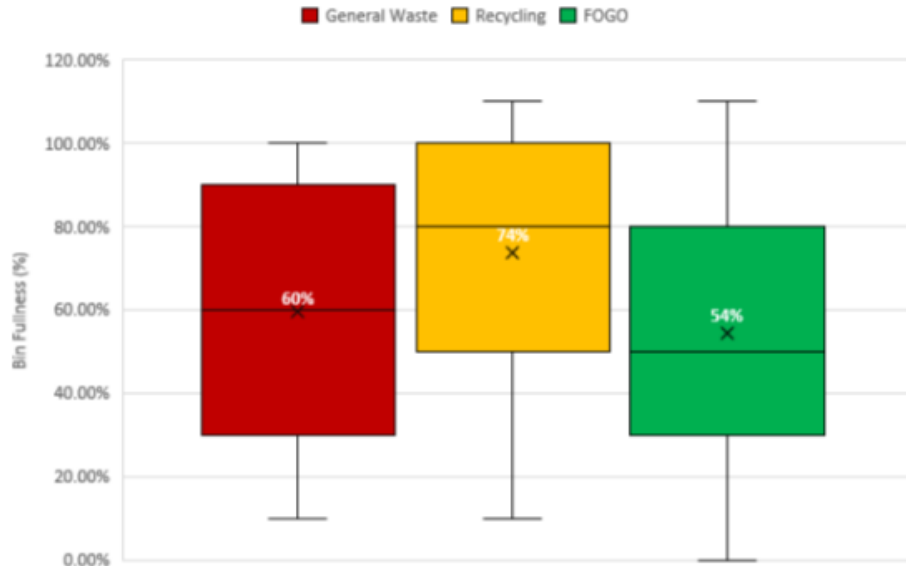


Figure 3-32: Audit 3 Average Kerbside Bin Fullness

3.6.2 General Waste Material Stream Composition

Figure 3-33 details the compositional breakdown of the collected general waste. By weight, general waste was found to consist of 93.6% of the general waste material stream while only consisting of 90.1% of the material stream by volume. Leakage from co-mingled recycling materials was recorded at 2.6% and 7.1% by weight and volume respectively while leakage from FOGO materials was recorded at 3.8% and 2.9% by weight and volume respectively.

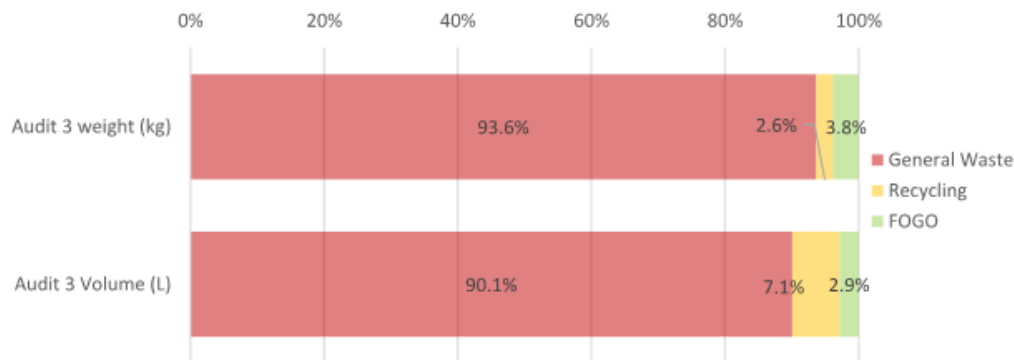


Figure 3-33: Audit 3 General Waste Material Stream Composition and Leakage

3.6.3 Co-mingled Recycling Material Stream Composition

The co-mingled recycling material stream composition outlined in **Figure 3-34** demonstrates that during this audit, 89.9% of materials by weight and 90.0% of materials by volume were correctly deposited within the co-mingled recycling bin. General waste materials were the largest contaminant of the co-mingled material stream during this audit recording contamination levels of 8.6% and 9.2% by weight and volume respectively while contamination from FOGO materials were noted as 1.5% and 0.8% by weight and volume respectively.

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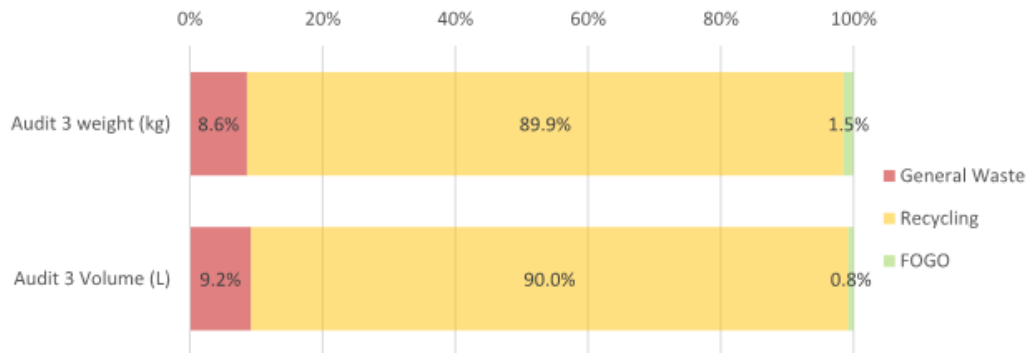


Figure 3-34: Audit 3 Co-mingled Recycling Material Stream Composition and Contamination

3.6.4 FOGO Material Stream Composition

Figure 3-35 shows how the FOGO material stream is found to predominantly consist of FOGO materials with 98.0% of the examined materials by weight and 97.7% by volume correctly deposited within the FOGO bin. General waste materials were the largest contaminant of the FOGO material stream with 1.9% of materials by weight and 1.5% of materials by volume. Co-mingled recycling materials contributed a contamination of 0.1% of materials by weight and 0.8% of materials by volume.

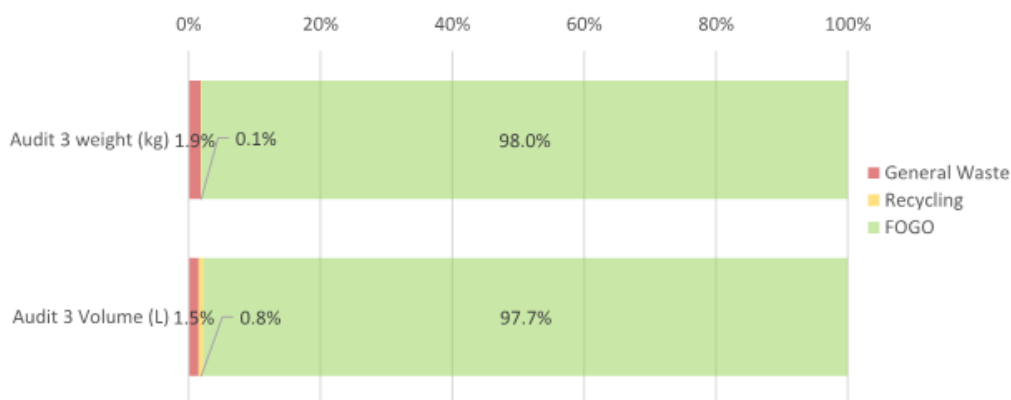


Figure 3-35: Audit 3 FOGO Material Stream Composition and Contamination

3.6.5 Notable Contamination and Leakage

During this audit, the following notable contaminants and leakage within each material stream were identified:

- Leakage within General Waste Material Stream;

- Batteries and vapes (**Figure 3-36**);
- Contamination within Co-mingled Recycling Stream;
 - General Waste (**Figure 3-37**);
- Contamination within FOGO Material Stream;
 - Non-compostable bags used for food scraps (photo included in **Appendix A-Figure A-6**);
 - Recyclables (**Figure 3-38**); and
 - Oversized organic materials (**Figure 3-39**).

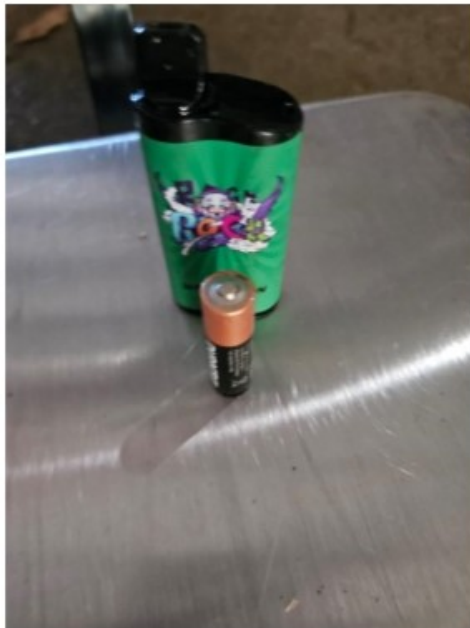


Figure 3-36: Batteries and Vapes in the General Waste Material Stream



Figure 3-37: General Waste in Co-mingled Recycling Material Stream



Figure 3-38: Recyclables in the FOGO Material Stream



Figure 3-39: Oversize Organic Material in the FOGO Material Stream

4 Analysis

4.1 Average Household Bin Volume and Weight

In order to provide a comparison of bin weight and volume collected throughout each audit that is not influenced by variations in collection numbers (associated with the truck breakdown and visual audit occurrence), an overview of the per household material weight and volume has been calculated below in **Figure 4-1** and **Figure 4-2**.

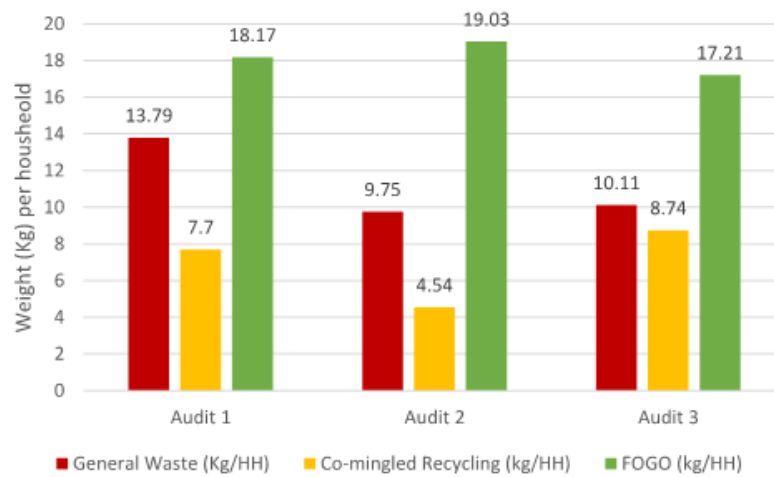


Figure 4-1: Collected Material Weight per Household (kg)

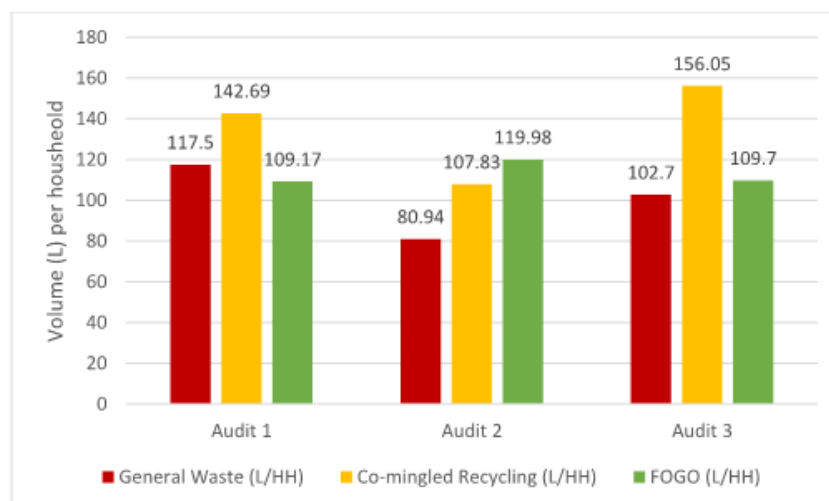


Figure 4-2: Collected Material Volume per Household (L)

Both the general waste and co-mingled recycling material streams experienced a drop per household weight and volume between audits 1 and 2 before experiencing a subsequent rise in weight and volume between audits 2 and 3. While this change in volume and weight could be attributed to the start and end of the weekly general waste collection trial, due the level of variation between audit 1 and 3 (variations in weight and volume range between a 8.60-36.40%) these results are likely being influenced by additional factors (e.g. increased consumption or variations in household size associated with the Christmas and school holiday period).

In contrast to the general waste and co-mingled recycling volume and weight, FOGO materials are noted to increase between audit 1 and 2 before decreasing again between audit 2 and 3. As FOGO collections didn't change frequency throughout the auditing process, the change in volume and weight can potentially be attributed to the high garden organic growth rate associated with mid-summer in conjunction with the holiday period providing an opportunity for additional garden work to be conducted. Furthermore, unlike the variations seen with general waste and co-mingled between audit 1 and 3, changes between the audit 1 and 3 FOGO material stream are limited to between 0.48-5.58% meaning that conditions during audit 2 likely varied to the baseline values seen between these audits.

4.2 Average Bin Fullness

As can be seen below in **Figure 4-3**, both general waste and co-mingled recycling experienced a drop in average bin fullness between audits 1 and 2 (from 72% down to 55% for general waste and from 72% down to 54% for co-mingled recycling) before experiencing an increase in average bin fullness between audit 2 and 3 (from 55% to 60% for general waste and from 54% to 74% for co-mingled recycling). While this change in fullness for co-mingled recycling can be attributed to the implementation of its weekly collection over Christmas- as materials are able to be emptied on a more regular basis before the fortnightly collections during audit 3 due to the similarities in fullness, this is not the case for general waste. While general waste follows a similar trend to co-mingled recycling, the average fullness noted in audit 3 is a similar in value to that of audit 2 (5% difference) compared to audit 1 (12% difference). As such, other external factors are likely influencing these results (e.g. increased consumption or variations in household size associated with the Christmas and school holiday period).

In contrast to general waste and co-mingled recycling streams, FOGO experiences an inverse trend with average fullness increasing between audit 1 and 2 (51% to 62%) before decreasing to 54% during the third audit. As FOGO collections did not change frequency throughout, the change in fullness is attributed to the high garden organic growth rate associated with mid-summer in conjunction with the holiday period providing an opportunity for garden work to be conducted.

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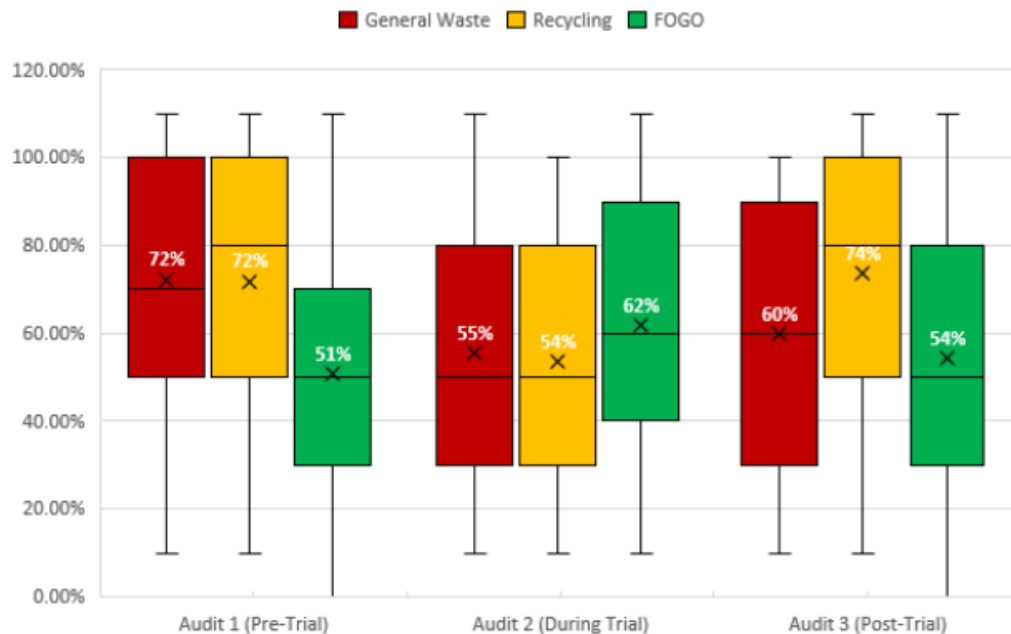


Figure 4-3: Average Kerbside Bin Fullness Comparison Audit Comparison

4.3 General Waste Material Stream Composition

As seen in **Figure 4-4**, the general waste material stream composition experienced moderate leakage by weight and volume from co-mingled recycling and FOGO with only Audit 3 (by weight) failing to exceed 10% leakage. The largest instances of leakage were noted as 16.5% and 14.5% by volume in the form of co-mingled recycling during the first and second audits respectively.

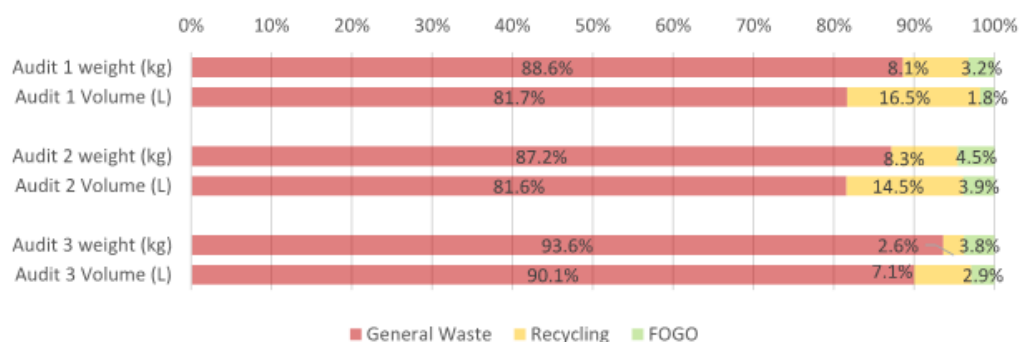


Figure 4-4: General Waste Material Stream Composition and Leakage Audit Comparison

When examining the efficacy of the weekly red bin trial in managing leakage, it can be seen that the highest level of combined leakage was actually collected during the trial (noting

leakage is 1.5% larger by weight and 0.1% larger by volume than next largest recorded leakages in audit 1). As potential bin capacity within the general waste stream will have increased during audit 2 (waste collected twice as often), it is believed that this additional space promoted a minor lapse in the sorting of materials at a household level.

4.4 Co-mingled Recycling Material Stream Composition

The co-mingled recycling material stream composition outlined in **Figure 4-5**, notes moderate (audit 1 and 2) to substantial contamination (audit 1) by general waste. Within audit 1, general waste contamination contributed to 24.8% by weight and 32.1% by volume of the materials collected- the single largest instances of contamination across all audited waste streams while no FOGO materials were recorded. Audits 2 and 3 noted combined general waste and FOGO contaminations ranging from 6.0-10.1% by weight and volume.

It must be noted that the limited sample size associated with Audit 1 (collection numbers during this audit approximately equal 25% of the total collections occurring in audits 2 or 3) have likely influenced these results as any single bin with notable contamination will consist of a larger portion of the bins audited.

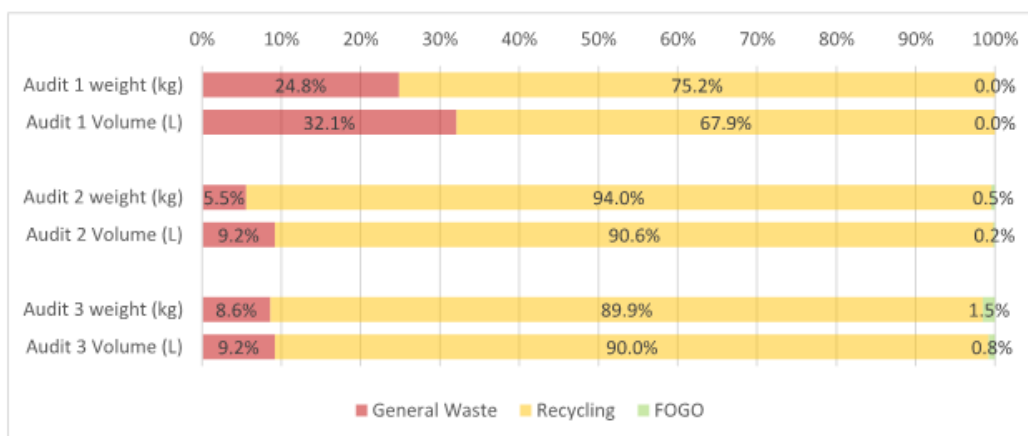


Figure 4-5: Co-mingled Recycling Material Stream Composition and Contamination Audit Comparison

In contrast to the results of the general waste material stream, the lowest level of contamination was recorded during the second audit (during the weekly red bin trial). This lower proportion of general waste and FOGO within the co-mingled recycling stream is likely attributed to a minor increase in utilisation of the general waste bin due to the potential increased capacity associated with weekly collections.

4.5 FOGO Material Stream Composition

In **Figure 4-6**, the FOGO material stream composition was largely free of contamination with the largest single instance of contamination noted as 3.3% by weight in the form of general waste during the second audit. With the exception of this instance, contamination did not exceed 2.5% between general waste and co-mingled recycling combined.

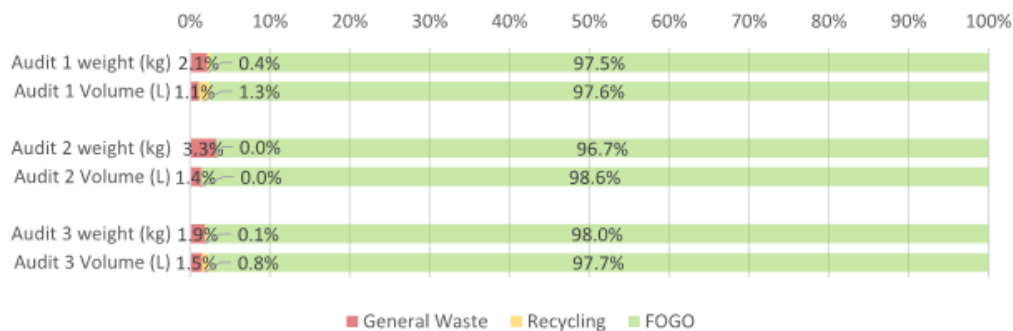


Figure 4-6: FOGO Material Stream Composition and Contamination Audit Comparison

Due to the consistently low levels of contamination found within the FOGO material stream across the three audits, (as much as 1-1.4% by weight and volume respectively between any audit) the efficacy of material diversion associated with a weekly general waste service cannot be determined.

4.6 Notable Material Contamination, Leakage and Opportunity for Recovery

Materials were identified throughout the auditing process that were either incorrectly placed in a kerbside collection bin (contamination and leakage), correctly placed in the general waste material stream but recoverable via alternate processing methods/opportunities or required separate disposal at a designated waste facility. The materials collected are detailed in **Table 4-1**.

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Table 4-1: Notable Material Contamination, Leakage and Opportunity for Recovery

Category	Bin Stream	Correct stream	Recovery Opportunities
Batteries	Red & Yellow	Drop off at Waste Facilities	N/A – Hazardous
C&D (e.g. PVC, Rocks, materials, pipes, turf, tiles, bricks)	Red	Red	Reuse – Construction Recycling – Refuse Derived Fuel (RDF)
E-Waste	Red	Drop off at Waste Facilities	N/A – Hazardous
Homewares (e.g. books, antiques, DVDs, frying pans, baking trays)	Red & Yellow	Red	Reuse – Donations
Metals	Yellow	Drop off at Waste Facilities	Recycling – Metals
Oil Containers	Red	Drop off at Waste Facilities	N/A - Hazardous
Oversize Organics (e.g. large branches / logs / roots)	Green	Drop off at Waste Facilities	Recycling – Composting
Soft Plastics	Yellow	Red	Recycling – Soft Plastics
Small Furniture	Red	Red	Reuse – Donations Recycling – RDF
Textiles	Red & Yellow	Red	Reuse – Donations Recycling – Textiles
Vapes	Red	Drop off at Waste Facilities	N/A - Hazardous

5 Summary

5.1 Key Findings

The following key findings have been determined through the results outlined in Section 3 and the analysis conducted in Section 4:

- **Bin Volume, Weight and fullness:**
 - General waste experienced a drop in per household weight and volume, and average fullness between audits 1 and 2 (prior to and during the weekly trial) before experiencing a corresponding rise between audits 2 and 3 (during and after weekly trial). Due to the level of difference seen between audits 1 and 3 in bin fullness (12.0%), per household weight (36.4%) and per household volume (14.4%), other factors beyond the implementation of the weekly red bin trial may be at play influencing variations (e.g. increased consumption or variations in household size associated with the Christmas and school holiday period);
 - Co-mingled recycling materials experienced a drop in per household weight and volume, and average fullness between audits 1 and 2 (prior to and during the weekly trial) before experiencing a corresponding rise between audits 2 and 3 (during and after weekly trial). While fullness between audits 1 and 3 remained fairly consistent (2% difference), due to the difference in per household weight (11.9%) and per household volume (8.6%), other factors beyond the implementation of the weekly bin trial may be at play influencing variations (e.g. increased consumption or variations in household size associated with the Christmas and school holiday period);
 - FOGO materials experienced an increase in per household weight and volume, and average fullness between audits 1 and 2 (prior to and during the weekly trial) before experiencing a corresponding decrease between audits 2 and 3 (during and after weekly trial). As the weekly red bin trial did not occur for the FOGO stream it was not viewed as a factor, rather, the variations were attributed to the high garden organic growth rate associated with mid-summer in conjunction with the holiday period providing an opportunity for garden work to be conducted;
- **Waste Stream Composition:**
 - General Waste recorded the highest portion of leakage within the waste stream during the second audit. As potential bin capacity within the general waste stream will have increased during audit 2 (waste collected twice as often), it is believed that this additional space promoted a minor lapse in the sorting of materials at a household level.

- Co-mingled recycling materials recorded the lowest level of contamination during the second audit (during the weekly red bin trial). This lower proportion of general waste and FOGO within the co-mingled recycling stream is likely attributed to a minor increase in utilisation of the general waste bin due to the potential increased capacity associated with weekly collections.
- FOGO materials had consistently low levels of contamination found across the three audits with minimal variations in contamination performance (as much as 1-1.4% by weight and volume respectively between any audit). Due to this low variation, the efficacy of material diversion associated with a weekly red bin service cannot be determined;
- **Notable Contamination and Leakage:**
 - The following materials were found in the incorrect material stream during the auditing process:
 - General Waste:
 - Recyclables;
 - FOGO Materials;
 - Hazardous Materials (i.e., paint cans, vapes, batteries);
 - Co-mingled Recycling:
 - FOGO;
 - General Waste;
 - Textiles;
 - Soft plastics;
 - Styrofoam;
 - FOGO:
 - Non-compostable bags used for food scraps;
 - Oversize organic material;
 - Treated timber; and
 - Recyclables.
- **Opportunities for Targeted Material Recovery**
 - Textiles and homewares were notably common occurrences throughout the auditing process within the general waste stream. While these materials are accepted within Councils general waste stream, due to the condition many of these materials were in, the provision and promotion of

resale/reuse/repair/refurbishment options would likely allow for further diversion of materials from landfill and savings on bin space.

5.2 Recommendations

Based on the key findings of this red bin trial audit, Talis recommends the following:

- Based on the works completed to date, it is not justifiable to increase the regularity of general waste collections to weekly as the trial did not have a notable influence on bin volume, bin weight, and bin fullness, and leakage was at its highest during the trial period;
- Promote education surrounding the correct sorting of waste materials (notably those identified as contamination and leakage within this report) to help ensure potential contaminants are diverted into the correct bin. Consider a campaign that focuses on how much space could be gained from correctly sorting waste and reusable resources (i.e., textiles, homewares and small furniture);
- Ensure that education materials are available on Councils website in a range of different languages; and
- More regular audits which include the compositions and volumes of all waste types will improve the understanding and identify areas in which the Council can target improvements. Regular audits also provide feedback on which educational messages have been successful and guide future educational messaging.

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APPENDIX A

Audit Photos

A.1 Pre Trial-Notable Contamination and Leakage



Figure A-1: Unemptied Paint Cans in General Waste Material Stream

A.2 During Trial Notable Contamination and Leakage

Figure A-2: Recyclables in the General Waste Material Stream



Figure A-3: Bagged FOGO in the Co-mingled Recycling Material Stream



Figure A-4: Textiles in the Co-mingled Material Recycling Stream



Figure A-5: Oversized Materials in the FOGO Material Stream

A.3 Post Trial Notable Contamination and Leakage



Figure A-6: Non-compostable bags used for food scraps



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