

# Ordinary Council

## Business Paper

**date of meeting:** Thursday 20 June 2024

**location:** Council Chambers, 17 Burrawan Street, Port Macquarie

**time:** 10:00am

<b>Community Vision</b>	A sustainable high quality of life for all
<b>Community Mission</b>	Building the future together People Place Health Education Technology
<b>Council's Corporate Values</b>	<ul style="list-style-type: none"> <li>★ Sustainability</li> <li>★ Excellence in Service Delivery</li> <li>★ Consultation and Communication</li> <li>★ Openness and Accountability</li> <li>★ Community Advocacy</li> </ul>
<b>Community Themes</b>	<ul style="list-style-type: none"> <li>★ Leadership and Governance</li> <li>★ Your Community Life</li> <li>★ Your Business and Industry</li> <li>★ Your Natural and Built Environment</li> </ul>

Under Clause 3.23 Statement of ethical Obligations in the Code of Meeting Practice as adopted by Council at the Extraordinary Meeting of Council held on 23 June 2022 (Item 6.04), business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Councillors are reminded of the oath or affirmation which was taken by each of them on 10 January 2022.

#### **Oath Of Councillor**

I swear that I will undertake the duties of the office of Councillor in the best interests of the people of Port Macquarie-Hastings local government area and the Port Macquarie-Hastings Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

#### **Affirmation Of Councillor**

I solemnly and sincerely declare and affirm that I will undertake the duties of the office of Councillor in the best interests of the people of Port Macquarie-Hastings local government area and the Port Macquarie-Hastings Council and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the Local Government Act 1993 or any other Act to the best of my ability and judgment.

Councillors have the opportunity to declare any interests in items on the agenda and inform the Council and public if they will be leaving the Chambers during the debate and voting on the item.

# Ordinary Council Meeting

Thursday 20 June 2024

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

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

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**Item: 02****Subject: REMOTE ATTENDANCE AT MEETING**

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**RECOMMENDATION**

That Council accede to the request of Councillors to attend the meeting by remote means.

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**Item: 03****Subject: LOCAL GOVERNMENT PRAYER**

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A Minister from the Combined Churches of Port Macquarie will be invited to deliver the Local Government Prayer.

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**Item: 04****Subject: APOLOGIES**

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**RECOMMENDATION**

That the apologies received be accepted.

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**Item: 05****Subject: CONFIRMATION OF PREVIOUS MINUTES**

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**RECOMMENDATION**

That the Minutes of the Ordinary Council Meeting held on 16 May 2024 be confirmed.

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**PRESENT**

**Members:**

Mayor Peta Pinson  
Councillor Lauren Edwards  
Councillor Lisa Intemann  
Councillor Nik Lipovac  
Councillor Danielle Maltman  
Councillor Adam Roberts  
Councillor Rachel Sheppard  
Councillor Josh Slade

**Other Attendees:**

Chief Executive Officer (Dr Clare Allen)  
Director Business and Performance (Keith Hentschke)  
Director Community, Planning and Environment (Melissa Watkins)  
Director Community Infrastructure (Robert Fish)  
Director Community Utilities (Jeffery Sharp)  
Group Manager Governance (Michael Ferguson)  
Legal Counsel (Anthea Gilmore)  
Governance Officer (Tania Ellis)

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The meeting opened at 10.00am.

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**01 ACKNOWLEDGEMENT OF COUNTRY**

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

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**02 REMOTE ATTENDANCE AT MEETING**

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Nil.

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**03 LOCAL GOVERNMENT PRAYER**

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John Bews from the Seventh-Day Adventist Church, Port Macquarie delivered the Local Government Prayer.

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**04 APOLOGIES**

Nil.

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**05 CONFIRMATION OF MINUTES**

*RESOLVED: Lipovac/Roberts*

**That the Minutes of the Ordinary Council Meeting held on 18 April 2024 be confirmed.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**06 DISCLOSURES OF INTEREST**

Councillor Edwards declared a Pecuniary, Significant interest in Item 11.04 Temporary Licence - Voodie Foods Van - Licence Renewal. The reason being is that she is the applicant in this matter. Councillor Edwards intends to leave the meeting and take no part in consideration of this item.

Councillor Maltman declared a Non-Pecuniary - Less than Significant interest in Item 13.05 Lake Cathie Natural Resource Management Monthly Update Report. The reason being that Councillor Maltman is a non-financial life member and former President of the community organisation Revive Lake Cathie Incorporated. Councillor Maltman intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence her decision making in the matter.

Councillor Maltman declared a Non-Pecuniary - Less than Significant interest in Item 13.06 Lake Cathie Entrance Management. The reason being that Councillor Maltman is a non-financial life member and former President of the community organisation Revive Lake Cathie Incorporated. Councillor Maltman intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence her decision making in the matter.

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**07 MAYORAL MINUTES**

Nil.

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**08 CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING**

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*RESOLVED: Roberts/Sheppard*

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

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**09 ITEMS TO BE DEALT WITH BY EXCEPTION**

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*RESOLVED: Edwards/Slade*

**That Items 10.01, 10.02, 10.06, 10.09, 10.10, 10.15, 11.01, 12.01, 13.01, 13.02, 13.03, 13.04, 13.08, 13.09 and 13.11 be considered as a block resolution.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

*RESOLVED: Lipovac/Roberts*

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

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**10.01 MAYORAL DISCRETIONARY FUND ALLOCATIONS - 4 APRIL TO 1 MAY 2024**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council note the Mayoral Discretionary Fund allocations for the period 4 April to 1 May 2024.**

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## **10.02 STATUS OF REPORTS FROM COUNCIL RESOLUTIONS**

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*BLOCK RESOLVED: Lipovac/Roberts*

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

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## **10.06 POLICY REVIEW - DRAFT DETERMINING APPLICATIONS LODGED BY COUNCILLORS AND STAFF POLICY - FOLLOWING PUBLIC EXHIBITION**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council adopt the draft Determining Applications Lodged by Councillors and Staff Policy.**

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## **10.09 POLICY REVIEW - INVESTMENT POLICY - FOLLOWING PUBLIC EXHIBITION**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council adopt the draft Investment Policy.**

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## **10.10 LEGAL FEES**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council note the information in the Legal Fees report.**

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## **10.15 MONTHLY BUDGET REVIEW - APRIL 2024**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council:**

- 1. Adopt the adjustments in the April 2024 Adjustments section of the Monthly Budget Review – April 2024 report and associated attachment.**
  - 2. Amend the 2023-2024 Operational Plan to include all budget adjustments approved in this report.**
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**11.01 RECOMMENDED ITEMS FROM THE APRIL 2024 MEETING OF THE  
PORT MACQUARIE-HASTINGS SPORTING FUND**

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*BLOCK RESOLVED: Lipovac/Roberts*

That Council note the application to Port Macquarie-Hastings Sporting Fund considered at the April 2024 Sub-Committee meeting and endorse payment from the fund of \$1,000 to Blake Morgan for representation at the Chemist Warehouse Australian Athletics Championships.

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**12.01 CLASSIFICATION OF COUNCIL LAND - 99 WILLIAM STREET, PORT  
MACQUARIE**

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*BLOCK RESOLVED: Lipovac/Roberts*

That Council:

1. Pursuant to Section 34 of the Local Government Act 1993, commence the process to classify Lot 1 DP 1012667, 99 William Street, Port Macquarie as operational land by placing on public exhibition for a minimum of 28 days, the proposed resolution, "It is intended to classify Lot 1 DP 1012677 99 William Street, Port Macquarie as operational land."
  2. Note that a further report will be tabled at a future Council meeting following public exhibition detailing any submissions received during the exhibition period.
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**13.01 RENEWABLE ENERGY PROJECT SITES UPDATE**

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*BLOCK RESOLVED: Lipovac/Roberts*

That Council note the progress report on determining suitable Council owned land and asset sites that could accommodate renewable energy projects such as battery storage and or mid-scale solar projects with current grant opportunities.

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**13.02 EASEMENT CREATION - 5130 PACIFIC HIGHWAY KEW**

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*BLOCK RESOLVED: Lipovac/Roberts*

That Council:

1. Consent to granting an easement for a Right of Access across the Council sewer fund land, 5130 Pacific Highway, the Kew Sewer
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- 
- Treatment Plant, Lot 10 DP 1105535, to adjoining property owners, Gary, and Yolande Williams of 5120 Pacific Highway Kew.
2. Accept the payment of \$3,268.00 as compensation from G and Y Williams for granting the easement.
  3. Note that all survey, registration, and legal costs for the creation of the easement are to be paid by G and Y Williams.

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### 13.03 EASEMENT CREATION - PART BAIN PARK WAUCHOPE

*BLOCK RESOLVED: Lipovac/Roberts*

That Council grant consent to an easement over part of Council's property, part Lot 1 DP 745953, part Bain Park Wauchope, to the owners of 56 Oxley Highway Wauchope to permit the existing minor encroaching structure to remain.

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### 13.04 COUNCIL EASEMENT ACQUISITION - LOT 51 DP 1035553, 1 CLARKE LANE WAUCHOPE

*BLOCK RESOLVED: Lipovac/Roberts*

That Council:

1. Proceed to acquire an easement to drain water and an easement to drain sewerage over Lot 51 DP 1035553, 1 Clarke Lane Wauchope.
2. Pay compensation in the amount of \$20,000 (GST exclusive) to the owners of Lot 51 DP 1035553, 1 Clarke Lane Wauchope, GD and SR Hamilton, for the granting of the easements.
3. Pursuant to Section 59 of the Land Acquisition (Just Terms Compensation) Act 1991, pay the landowners legal (property and conveyancing) expenses reasonably incurred arising from the easement acquisitions.

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### 13.08 POLICY REVIEW - UNSEALED ROADS POLICY

*BLOCK RESOLVED: Lipovac/Roberts*

That Council:

1. Place the draft Unsealed Roads Policy on public exhibition for 28 days.
2. Note that a further report will be provided to the July 2024 Ordinary Council meeting detailing the submissions received from the public during the exhibition period.

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### **13.09 POLICY REVIEW - WASTEWATER SERVICES POLICY**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council:**

- 1. Place on public exhibition the draft Wastewater Services Policy, commencing no later than 27 May 2024 for a minimum of 28 days.**
  - 2. Note that a further report will be tabled at a future Ordinary Council meeting, detailing the submissions received from the public during the exhibition period.**
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### **13.11 POLICY REVIEW - CONTRIBUTION FOR PATHS KERB AND GUTTER - FOLLOWING PUBLIC EXHIBITION**

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*BLOCK RESOLVED: Lipovac/Roberts*

**That Council adopt the Contribution for Paths, Kerb and Gutter Policy.**

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### **10.03 NOTICE OF MOTION - USE OF BORROWINGS AND/OR RESERVES TO MITIGATE IMPACTS OF A RATE FREEZE**

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#### **MOTION**

*MOVED: Sheppard/Lipovac*

That Council determine that if a rate freeze is adopted in the 2024-2025 Operational Plan and associated documents, and determines not to adopt the mitigation measures placed on public exhibition, then the following measures not be considered by council as alternative mitigation measures

1. Borrowings;
  2. Use of additional reserves to those which have already been allocated and placed on public exhibition.
  3. Significant new cuts to allocations, which have not been placed on public exhibition.
- 

#### **AMENDMENT**

*MOVED: Roberts/Pinson*

That Council,

1. Note that:
    - a. The engagement process for the Draft Operational Plan 2024-2025 is still in progress and it would be inappropriate to adopt any position whilst still seeking feedback from the community on a very important, structured and legislated process.
-

- 
- b. The proponents rationale for adopting a 0.0% rate peg is to ensure Council is focused on becoming more efficient with the expenditure of Ratepayer funds and to also support the Port Macquarie-Hastings community keep more money in their pockets to circulate through the economy during the well documented, current cost of living crisis.
- c. The Draft Operational Plan outlines robust spending on Road Maintenance, Footpaths and Parks Maintenance - in addition Councillors have received supplementary information that shows the spend has increased from 2023-2024.

EQUAL: 4/4  
FOR: Maltman, Pinson, Roberts and Slade  
AGAINST: Edwards, Intemann, Lipovac and Sheppard  
CASTING VOTE: For  
CARRIED

### THE AMENDMENT BECOMES THE MOTION

#### AMENDMENT

MOVED: Intemann/Edwards

That Council determine that if a rate freeze is adopted in the 2024-2025 Operational Plan and associated documents, and determines not to adopt the mitigation measures placed on public exhibition, then the following measures not be considered by Council as alternative mitigation measures:

- Cuts in budget allocation to staffing, emergency management, economic development, sustainability, natural resource management or land use planning.

EQUAL: 4/4  
FOR: Edwards, Intemann, Lipovac and Sheppard  
AGAINST: Maltman, Pinson, Roberts and Slade  
LOST

### THE AMENDMENT ON BEING PUT WAS LOST

### THE MOTION ON BEING PUT WAS CARRIED

RESOLVED: Roberts/Pinson

That Council:

1. Note that:

- a. The engagement process for the Draft Operational Plan 2024-2025 is still in progress and it would be inappropriate to adopt any position whilst still seeking feedback from the community on a very important, structured and legislated process.
- b. The proponents rationale for adopting a 0.0% rate peg is to ensure Council is focused on becoming more efficient with the expenditure of Ratepayer funds and to also support the Port Macquarie-Hastings community keep more money in their pockets to circulate through the economy during the well documented, current cost of living crisis.

- c. **The Draft Operational Plan outlines robust spending on Road Maintenance, Footpaths and Parks Maintenance - in addition Councillors have received supplementary information that shows the spend has increased from 2023-2024.**

EQUAL: 4/4  
FOR: Maltman, Pinson, Roberts and Slade  
AGAINST: Edwards, Intemann, Lipovac and Sheppard  
CASTING VOTE: For  
CARRIED

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#### 10.04 NOTICE OF MOTION - RATES FREEZE MITIGATION MEASURES

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*MOVED: Intemann/Sheppard*

That Council request the Chief Executive Officer to consider including in the report to the June 2024 Ordinary Council meeting, relating to the consideration of the 2024-2025 Draft Operational Plan and Budget, a proposal for cuts to the following services in mitigation of the rate freeze proposal, giving details of impact to the services, risks arising, and how those proposed cuts relate to the adopted Risk Appetite Statement:

- building maintenance
- public tree maintenance
- road resealing and maintenance

EQUAL: 4/4  
FOR: Edwards, Intemann, Lipovac and Sheppard  
AGAINST: Maltman, Pinson, Roberts and Slade  
LOST

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#### 10.05 POLICY REVIEW - DRAFT POLICY FRAMEWORK - FOLLOWING PUBLIC EXHIBITION

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*RESOLVED: Edwards/Sheppard*

**That Council defer the adoption of the Draft Policy Framework to the July 2024 Ordinary Council meeting following a briefing to be held with Councillors in June 2024 to discuss the associated Policy Framework procedure.**

CARRIED: 8/0  
FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade  
AGAINST: Nil

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Item 10.06 Policy Review - Draft Determining Applications Lodged by Councillors and Staff Policy - Following Public Exhibition, has been addressed previously within the meeting.

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**10.07 POLICY REVIEW - DRAFT UNREASONABLE CUSTOMER CONDUCT POLICY - FOLLOWING PUBLIC EXHIBITION**

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*RESOLVED: Intemann/Sheppard*

**That Council**

- 1. Adopt the draft Unreasonable Customer Conduct policy.**
- 2. Request the Chief Executive Officer to separately provide to Councillors the procedure associated with this policy.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**10.08 POLICY REVIEW - PROCUREMENT POLICY**

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*RESOLVED: Edwards/Intemann*

**That Council:**

- 1. Publicly exhibit the draft Procurement Policy for a period of not less than 28 days including the addition of the Port Macquarie-Hastings Council's Code of Conduct in the Port Macquarie-Hastings Council's Policies, procedures, strategies, codes section of the draft Procurement Policy.**
- 2. Note that a further report will be tabled at the July 2024 meeting of Council, detailing the submissions received from the public during the exhibition period.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

Item 10.09 Policy Review - Investment Policy - Following Public Exhibition, has been addressed previously within the meeting.

Item 10.10 Legal Fees, has been addressed previously within the meeting.

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## 10.11 DISCLOSURE OF INTEREST RETURN - DESIGNATED PERSONS

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*RESOLVED: Pinson/Roberts*

**That Council note the Disclosure of Interest return for the following positions.**

- 1. Finance and Commercial Operations - Internal Auditor**
- 2. Community Infrastructure Planning and Design - Transport Engineer**
- 3. Community Infrastructure Project Delivery - Civil Designer**
- 4. Community Infrastructure Planning and Design - Investigations Project Officer**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

The Chairperson tabled the disclosures of returns of the Designated Person listed above.

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## 10.12 2023-2024 OPERATIONAL PLAN THIRD QUARTER STATUS REPORT AS AT 31 MARCH 2024

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*RESOLVED: Intemann/Sheppard*

**That Council:**

- 1. Note the 2023-2024 Operational Plan Third Quarter Status Report as at 31 March 2024.**
- 2. Authorise the deferral of the following Actions/Projects, with the Status of Council approved Action Deferred/Not Progressing**
  - AP 07 Port Macquarie Airport Master Plan Review Community Infrastructure Transport**
  - TR 13 Traffic modelling for the Thrumster/Sancrox/Fernbank Creek Transport Network Plan**
  - TR 31 Pembroke Road and Stoney Creek Road Upgrade**
  - TR 43 Timber Bridge Replacement Program - King Creek Bridge Upgrade**
  - WS 20 Koree Island Rock Ramp to secure water level at Koree Island Pump Station's Intake Pool - Construction**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*



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**10.13 QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2024**

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*RESOLVED: Edwards/Lipovac*

**That Council note the Quarterly Budget Review Statement for the March 2024 Quarter.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**10.14 INVESTMENTS AND LOANS - APRIL 2024**

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*RESOLVED: Edwards/Roberts*

**That Council note the Investment and Loans Report for April 2024.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

Item 10.15 Monthly Budget Review - April 2024, has been addressed previously within the meeting.

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**10.16 DEVELOPMENT ACTIVITY AND ASSESSMENT SYSTEM PERFORMANCE**

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*RESOLVED: Edwards/Sheppard*

**That Council note the Development Activity and Assessment System Performance report for the third quarter of 2023-2024.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**10.17 DA2014/114 THRUMSTER BUSINESS PARK - WORKS IN KIND -  
DEVELOPER WORKS DEED AGREEMENT - SEWER WORKS**

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*RESOLVED: Intemann/Sheppard*

**That Council:**

- 1. Note the sewer works to be undertaken by Thrumster Business Park Pty Ltd under and associated with Development Consent DA2014/114 includes works above what is required to solely service the development.**
- 2. Note that the works are to provide additional capacity in the sewer pumping station and trunk gravity mains to serve other future development growth in the area and as such constitutes works-in-kind.**
- 3. Under the extenuating circumstances provision of 55(3)(i) of the Local Government Act 1993, resolve not to call tenders for the construction of the Sewerage Pump Station and associated works at the Thrumster Business Park as it considers that a satisfactory result would not be achieved by inviting tenders due to extenuating circumstances for the reason of the works being associated with and linked to a development consent as outlined in this report.**
- 4. Note that the Chief Executive Officer, under existing delegations to the General Manager, may enter into a Developer Deed contract following negotiations with Thrumster Business Park Pty Ltd, and present a further report to a future meeting of Council on completion of the works for Council's information.**
- 5. Note that a budget adjustment will be presented to a future Council Meeting as per the current monthly budget adjustment procedure to adjust the budget with funds from the Sewer Developer contribution reserves, for the final amount under the deed.**
- 6. Note that the estimated cost of additional works has been identified in the draft Development Servicing Plan, due to be adopted in mid-2024, and therefore are part of the calculation for future developer contribution charges, which will facilitate Council recouping the costs from future development when it occurs.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

Item 11.01 Recommended Items from the April 2024 Meeting of the Port Macquarie-Hastings Sporting Fund, has been addressed previously within the meeting.

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## 11.02 CAMDEN HEAD LOOKOUT RESERVE PROPOSED MASTER PLAN AND VOLUNTEER MANAGEMENT

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### MOTION

*MOVED: Roberts/Pinson*

That Council:

1. Note the tabled petition as presented to the May 2024 Ordinary Council Meeting and the information in the report regarding previous engagement activities and responses.
2. Endorse the Draft Master Plan (as attached) for the purpose of public exhibition for a period of not less than 28 days.
3. Include in the exhibition, for feedback, the Draft Staged Concept Design (Camden Head Masterplan) submitted by Mr Blair Maxwell as presented to Councillors at the 13 May 2024 Public Forum.
4. Request the Chief Executive Officer prepare detailed information regarding land tenure, zoning and environmental constraints that apply to Camden Head as detailed in the April 2024 Councillor Briefing to support the public exhibition.
5. Seek expressions of interest through the engagement process for community members in becoming a member of "Friends of Camden Head".
6. Provide a report to the July 2024 Ordinary Council meeting with the outcome from the engagement and proposed way forward.

### AMENDMENT

*MOVED: Lipovac/Sheppard*

That Council:

1. Note the tabled petition as presented to the May 2024 Ordinary Council Meeting and the information in the report regarding previous engagement activities and responses.
2. Endorse the Draft Master Plan for the purpose of public exhibition for a period of not less than 28 days.
3. Seek expressions of interest through the engagement process for community members in becoming a member of "Friends of Camden Head".
4. Provide a report to the July 2024 Ordinary Council meeting with the outcome from the engagement and proposed way forward.

*EQUAL: 4/4*

*FOR: Edwards, Intemann, Lipovac and Sheppard*

*AGAINST: Maltman, Pinson, Roberts and Slade*

*LOST*

### THE AMENDMENT ON BEING PUT WAS LOST

### AMENDMENT

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*MOVED: Sheppard/Edwards*

That Council:

1. Note the Information in the report regarding previous engagement activities and responses.
2. Note the receipt of the petition as presented to the May 2024 Ordinary Council Meeting.
3. Note that Councillors received a briefing on Vegetation Management - Coastal Headlands and Camden Head on 11 April 2024 which included details on the land tenure, zoning and environmental constraints affecting Coastal Headlands and Camden Head.
4. Endorse the Draft Master Plan (as attached) for the purpose of public exhibition for a period of not less than 28 days.
5. Include in the exhibition, for feedback, the Draft Staged Concept Design (Camden Head Masterplan) submitted by Mr Blair Maxwell as presented to Councillors at the 13 May 2024 Public Forum.
6. Request the Chief Executive Officer prepare detailed information regarding land tenure, zoning and environmental constraints that apply to Camden Head as detailed in the April 2024 Councillor Briefing to support the public exhibition.
7. Seek expressions of interest through the engagement process for community members in becoming a member of "Friends of Camden Head".
8. Provide a report to the July 2024 Ordinary Council meeting with the outcome from the engagement and proposed way forward.

*EQUAL: 4/4*

*FOR: Edwards, Intemann, Lipovac and Sheppard*

*AGAINST: Maltman, Pinson, Roberts and Slade*

*LOST*

**THE AMENDMENT ON BEING PUT WAS LOST**

**THE MOTION ON BEING PUT WAS CARRIED**

*RESOLVED: Roberts/Pinson*

That Council:

1. **Note the tabled petition as presented to the May 2024 Ordinary Council Meeting and the information in the report regarding previous engagement activities and responses.**
2. **Endorse the Draft Master Plan (as attached) for the purpose of public exhibition for a period of not less than 28 days.**
3. **Include in the exhibition, for feedback, the Draft Staged Concept Design (Camden Head Masterplan) submitted by Mr Blair Maxwell as presented to Councillors at the 13 May 2024 Public Forum.**
4. **Request the Chief Executive Officer prepare detailed information regarding land tenure, zoning and environmental constraints that apply to Camden Head as detailed in the April 2024 Councillor Briefing to support the public exhibition.**

- 
5. **Seek expressions of interest through the engagement process for community members in becoming a member of “Friends of Camden Head”.**
  6. **Provide a report to the July 2024 Ordinary Council meeting with the outcome from the engagement and proposed way forward.**

CARRIED: 8/0

For: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade

Against: Nil

The Chairperson tabled the petition as listed above.

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### **ADJOURN MEETING**

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*MOVED: Sheppard/Edwards*

That the Ordinary Council Meeting adjourn for 5 minutes.

EQUAL: 4/4

FOR: Edwards, Intemann, Lipovac and Sheppard

AGAINST: Maltman, Pinson, Roberts and Slade

LOST

Councillor Edwards left the meeting, the time being 12:05pm.

Councillor Edwards returned to the meeting, the time being 12:07pm.

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### **11.03 COMMUNITY ENGAGEMENT SYSTEMS, STRUCTURES, AND FUNCTIONS**

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#### **MOTION**

*MOVED: Sheppard/Intemann*

1. That Council note the information contained with the report.
2. In relation to the November 2023 resolution to undertake a review of committees, subcommittees, and steering groups (committees) that were disbanded in February 2022 pending review, that Council.
  - a. Note that a review of disbanded committees has not been undertaken.
  - b. Be provided a draft committee structure for consideration at the November 2024 Ordinary Council meeting, and that this report includes a review of Council committees and working groups, which addresses both current committees and working groups, and those discontinued during the current term of Council.
  - c. Determine that this review include but not be limited to consideration of the governance, functions, and effectiveness of each of the current and discontinued committees and working groups.

- 
3. In relation to development of a Community Engagement Strategy, that Council note that staff are currently developing a Community Engagement Strategy to meet Council's current and future engagement needs.
  4. Council be provided with a briefing in October 2024, which
    - a. Details the progress on the review of committees and working groups detailed in 2b and 2c, and
    - b. Details the status of development of the Community Engagement Strategy, including how it meets criteria for Community Engagement Strategies as described the Office of Local Government Integrated Planning and Reporting Handbook (2021).

#### **AMENDMENT**

*MOVED: Roberts/Pinson*

That Council note the information contained within the report.

*EQUAL: 4/4*  
*FOR: Maltman, Pinson, Roberts and Slade*  
*AGAINST: Edwards, Intemann, Lipovac and Sheppard*  
*CASTING VOTE: CARRIED*

#### **THE AMENDMENT ON BEING PUT WAS CARRIED**

#### **THE AMENDMENT BECAME THE MOTION AND ON BEING PUT WAS CARRIED**

*RESOLVED: Roberts/Pinson*

That Council note the information contained within the report.

*CARRIED: 5/3*  
*FOR: Lipovac, Maltman, Pinson, Roberts and Slade*  
*AGAINST: Edwards, Intemann and Sheppard*

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#### **11.04 TEMPORARY LICENCE - VOODIE FOODS VAN - LICENCE RENEWAL**

Councillor Edwards declared a Pecuniary, Significant interest in this item. The reason being is that she is the applicant in this matter. Councillor Edwards took no part in the consideration or voting and was out of sight for consideration of this matter.

*RESOLVED: Intemann/Roberts*

**That Council approve the renewal of the Outdoor Business Licence application from Lauren Edwards to operate the mobile food van, Voodie Foods, on a part time basis at John Downes remembrance Park and at Shelley Beach Port Macquarie for a three (3) year term.**

*CARRIED: 6/1*

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*FOR: Intemann, Lipovac, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Maltman*

Councillor Sheppard left the meeting, the time being 12:24pm.

Councillor Sheppard returned to the meeting, the time being 12:26pm.

Item 12.01 Classification Of Council Land - 99 William Street, Port Macquarie, has been addressed previously within the meeting.

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**12.02 PETITION - REQUEST FOR REVIEW OF OUTDOOR DINING POLICY IN RELATION TO RETRACTABLE BLINDS**

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**MOTION**

*MOVED: Pinson/Maltman*

That Council:

1. Note the petition received from Brett Matthews requesting a review of Council's Outdoor Dining Policy in relation to the installation of retractable blinds in association with footpath dining.
2. Request the Chief Executive Officer to undertake a review Council's Outdoor Dining Policy to consider the inclusion of Council approved retractable blinds in association with footpath dining and that a report come back to the June 2024 Council Meeting following the review of the policy for further consideration.
3. Respond to the organiser of the petition with the outcome of Council's consideration in the matter.

**AMENDMENT**

*MOVED: Intemann/Sheppard*

Council note the review of the Management of Public Spaces Policy due to be undertaken in June 2024 and request the Chief Executive Officer to ensure that the petition received from Brett Matthews in relation to retractable blinds associated with footpath dining be considered in the review.

*EQUAL: 4/4*

*FOR: Edwards, Intemann, Lipovac and Sheppard*  
*AGAINST: Maltman, Pinson, Roberts and Slade*

*LOST*

**THE AMENDMENT ON BEING PUT WAS LOST**

**THE MOTION ON BEING PUT WAS CARRIED**

*RESOLVED: Pinson/Maltman*

**That Council:**

1. **Note the petition received from Brett Matthews requesting a review of Council's Outdoor Dining Policy in relation to the installation of retractable blinds in association with footpath dining.**
2. **Request the Chief Executive Officer to undertake a review Council's Outdoor Dining Policy to consider the inclusion of Council approved retractable blinds in association with footpath dining and that a report come back to the June 2024 Council Meeting following the review of the policy for further consideration.**
3. **Respond to the organiser of the petition with the outcome of Council's consideration in the matter.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

Councillor Edwards left the meeting, the time being 12:28pm.

Councillor Edwards returned to the meeting, the time being 12:30pm.

Item 13.01 Renewable Energy Project Sites Update, has been addressed previously within the meeting.

Item 13.02 Easement Creation - 5130 Pacific Highway Kew, has been addressed previously within the meeting.

Item 13.03 Easement Creation - Part Bain Park Wauchope, has been addressed previously within the meeting.

Item 13.04 Council Easement Acquisition - Lot 51 DP 1035553, 1 Clarke Lane Wauchope, has been addressed previously within the meeting.

Councillor Slade left the meeting, the time being 12:40pm.

Councillor Slade returned to the meeting, the time being 12:41pm.

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### **13.05 LAKE CATHIE NATURAL RESOURCE MANAGEMENT MONTHLY UPDATE REPORT**

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Councillor Maltman declared a Non-Pecuniary - Less than Significant interest in this item. The reason being that Councillor Maltman is a non-financial life member and former President of the community organisation Revive Lake Cathie Incorporated. Councillor Maltman remained in the meeting, participated and voted in the matter as this perceived conflict did not influence her decision making in the matter.

*RESOLVED: Maltman/Lipovac*

**That Council:**



- 
- Note the progress of natural resource management projects/initiatives within the Lake Cathie, Lake Innes and Cathie Creek waterways and progress on the Coastal Management Program.**
  - Note Council's ongoing physical responsibilities for the management of the Lake Cathie waterbody are strictly limited to the responsibilities of flood mitigation, stormwater drainage and community protection only.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

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### **13.06 LAKE CATHIE ENTRANCE MANAGEMENT**

Councillor Maltman declared a Non-Pecuniary - Less than Significant interest in this item. The reason being that Councillor Maltman is a non-financial life member and former President of the community organisation Revive Lake Cathie Incorporated. Councillor Maltman remained in the meeting, participated and voted in the matter as this perceived conflict did not influence her decision making in the matter.

*RESOLVED: Lipovac/Edwards*

**That Council note the information provided in the Lake Cathie Entrance Management report related to the dry berm scrape undertaken 3 May 2024.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

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### **13.07 DRAFT WASTE AND RESOURCE RECOVERY STRATEGY 2024 - 2034**

*RESOLVED: Edwards/Lipovac*

**That Council:**

- Place the Draft Waste and Resource Recovery Strategy 2024 - 2034 on public exhibition no later than 27 May 2024 for a minimum of 28 days.**
- Note that a further report will be tabled at a future Ordinary Council meeting detailing the submissions received from the public during the exhibition period.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

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Item 13.08 Policy Review - Unsealed Roads Policy, has been addressed previously within the meeting.

Item 13.09 Policy Review - Wastewater Services Policy, has been addressed previously within the meeting.

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### **13.10 POLICY REVIEW - DRAFT WASTE SERVICES POLICY - FOLLOWING PUBLIC EXHIBITION**

*RESOLVED: Intemann/Edwards*

**That Council:**

- 1. Adopt the Waste Services Policy.**
- 2. Note the responses to feedback on the Draft Waste Services Policy included in the Engagement Summary Report.**
- 3. Thank the community for their feedback.**

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

Item 13.11 Policy Review - Contribution for Paths Kerb and Gutter - Following Public Exhibition, has been addressed previously within the meeting.

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### **CONFIDENTIAL SESSION**

*RESOLVED: Sheppard/Intemann*

1. That pursuant to section 10A subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Confidential Session of Council on the basis that items to be considered are of a confidential nature.
2. That Council move into Closed Session to receive and consider the following items

Item 14.01 2024.004 Flood Recovery Works - Rock Supply

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

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

*CARRIED: 8/0*

*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*

*AGAINST: Nil*

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*RESOLVED: Edwards/Lipovac*

**That the Council meeting be closed to the public for the consideration of confidential items for the reason as listed in the reports.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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**14.01 2024.004 FLOOD RECOVERY WORKS - ROCK SUPPLY**

*RESOLVED: Intemann/Lipovac*

**That Council:**

- 1. In accordance with section 178(1) of the *Local Government (General) Regulation 2021*, decline to accept any tenders submitted for 2024.004 Flood Recovery Works - Rock Supply, and enter into negotiations with any person (whether or not the person was a tenderer) with a view to entering into contracts in relation to the subject matter of the contract.**
- 2. Pursuant to section 178(4)(a) and (b) of the *Local Government (General) Regulation 2021*, decline to invite fresh tenders for the reasons that the evaluation panel considers that the market has not significantly changed and inviting fresh tenders likely will not achieve a satisfactory result.**
- 3. Note that the Chief Executive Officer, under existing delegation to the General Manager, may accept tender(s) for 2024.004 Flood Recovery Works - Rock Supply following successful negotiations, and present a further report to a future meeting of Council after contract award for Council's information.**
- 4. Maintain the confidentiality of the documents and consideration in respect of Request for Tender 2024.004 Flood Recovery Works - Rock Supply.**

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

*RESOLVED: Edwards/Sheppard*

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

*CARRIED: 8/0*  
*FOR: Edwards, Intemann, Lipovac, Maltman, Pinson, Roberts, Sheppard and Slade*  
*AGAINST: Nil*

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

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The meeting closed at 12.56pm

.....  
Peta Pinson  
Mayor

UNCONFIRMED

**Item: 06**  
**Subject: DISCLOSURES OF INTEREST**

**RECOMMENDATION**

**That Disclosures of Interest be presented**

**DISCLOSURE OF INTEREST DECLARATION**

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

*(Refer to next page and the Code of Conduct)*

**Pecuniary Interest**

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

**Non-Pecuniary**

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

**Managing non-pecuniary conflicts of interest**

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

**SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION**

*This form must be completed using block letters or typed.  
If there is insufficient space for all the information you are required to disclose,  
you must attach an appendix which is to be properly identified and signed by you.*

<b>By</b> <i>[insert full name of councillor]</i>	
<b>In the matter of</b> <i>[insert name of environmental planning instrument]</i>	
<b>Which is to be considered at a meeting of the</b> <i>[insert name of meeting]</i>	
<b>Held on</b> <i>[insert date of meeting]</i>	
<b>PECUNIARY INTEREST</b>	
Address of the affected principal place of residence of the councillor or an associated person, company or body <i>(the <b>identified land</b>)</i>	
Relationship of identified land to councillor <i>[Tick or cross one box.]</i>	<input type="checkbox"/> The councillor has interest in the land (e.g. is owner or has other interest arising out of a mortgage, lease, trust, option or contract, or otherwise). <input type="checkbox"/> An associated person of the councillor has an interest in the land. <input type="checkbox"/> An associated company or body of the councillor has interest in the land.
<b>MATTER GIVING RISE TO PECUNIARY INTEREST<sup>1</sup></b>	
Nature of land that is subject to a change in zone/planning control by proposed LEP <i>(the <b>subject land</b><sup>2</sup>)</i> <i>[Tick or cross one box]</i>	<input type="checkbox"/> The identified land. <input type="checkbox"/> Land that adjoins or is adjacent to or is in proximity to the identified land.
Current zone/planning control <i>[Insert name of current planning instrument and identify relevant zone/planning control applying to the subject land]</i>	
Proposed change of zone/planning control <i>[Insert name of proposed LEP and identify proposed change of zone/planning control applying to the subject land]</i>	
Effect of proposed change of zone/planning control on councillor or associated person <i>[Tick or cross one box]</i>	<input type="checkbox"/> Appreciable financial gain. <input type="checkbox"/> Appreciable financial loss.

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

**Councillor's Signature:** ..... **Date:** .....

*This form is to be retained by the council's Chief Executive Officer and included in full in the minutes of the meeting*

Last Updated: 3 June 2019

**Important Information**

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

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

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

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

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

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

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

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



**Item: 08**

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

**Presented by: Chief Executive Officer, Dr Clare Allen**

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There are no confidential attachments to the reports for the Ordinary Council Meeting.

# 1 Leadership and Governance

## What we are trying to achieve

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

## What the result will be

We will have:

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

## How we will get there

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

**Item: 10.01**

**Subject: MAYORAL DISCRETIONARY FUND ALLOCATIONS - 2 MAY TO 5 JUNE 2024**

**Presented by: Chief Executive Officer, Dr Clare Allen**

**Alignment with Delivery Program**

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

**RECOMMENDATION**

**That Council note the Mayoral Discretionary Fund allocations for the period 2 May to 5 June 2024.**

**Executive Summary**

To advise of the Mayoral Discretionary Fund allocations for the period 2 May to 5 June 2024 inclusive.

**Discussion**

The following allocation was made by the Mayor from the Mayoral Discretionary Fund during this reporting period:

Donation to The Nurtured Village Hampers PMQ	\$500.00
<b>Total allocation</b>	<b>\$500.00</b>

**Options**

This report is for noting only.

**Community Engagement and Internal Consultation**

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

**Planning and Policy Implications**

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

**Financial and Economic Implications**

There are no economic implications in relation to this report.

The allocations made during this reporting period were funded from the Mayoral Discretionary Fund as included in the 2023-2024 Operational budget.

**Attachments**

Nil

**Item: 10.02**

**Subject: STATUS OF REPORTS FROM COUNCIL RESOLUTIONS**

**Presented by: Business and Performance, Keith Hentschke**

**Alignment with Delivery Program**

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

**RECOMMENDATION**

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

**Discussion**

JUNE 2024 REPORTS						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Petition - Request for Review Outdoor Dining Policy Retractable Blinds	16/05/2024 Item 12.02	Request the Chief Executive Officer to undertake a review Council's Outdoor Dining Policy to consider the inclusion of Council approved retractable blinds in association with footpath dining and that a report come back to the June 2024 Council Meeting following the review of the policy for further consideration.	DCPE	Jun-24		

JUNE 2024 REPORTS Continued						
Blueprint for Generational Equity	18/04/2024 Item 10.03	A report to June 2024 Ordinary Council Meeting providing an update on work completed to date and any.	Office of the CEO	Jun-24		
Policy Review Development Contributions Assessment Policy	21/03/2024 Item 13.02	A further report detailing submissions received following public exhibition	DBP	Jun-24		
Integrated Water Cycle Management Strategy - Public Exhibition	21/03/2024 Item 13.08	A further report detailing submissions received following public exhibition	DBP	Jun-24		
Places to Play Plan	15/02/2024 Item 11.04	A further report detailing submissions received following public exhibition	DCPE	May-24	May-24	Jun-24
Classification of Council Land - 99 William Street, Port Macquarie.	16/05/2024 Item 12.01	A report to Council following public exhibition	DBP	Future Report		Jun-24
JULY 2024 REPORTS						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
General Waste Red Bin Rubbish Collection Over Summer	18/04/2024 Item 13.03	A report to the July 2024 Ordinary Council Meeting outlining a high-level overview	DCU	Jul-24		
Cairncross Waste Management Facility Leachate Pre-Treatment	18/05/2023 Item 14.03	Following successful negotiations with Oleology Pty Ltd for the supply of a containerised leachate pre-	DCU		Feb-24 Apr-24 Jun-24	Jul-24



		treatment solution and present a further report to a future meeting of Council on completion of the works for Council's information				
JULY 2024 REPORTS Continued						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Post Exhibition Report: Planning Proposal PP-2022-4099 New LEP Clause 5.5 Secondary Dwellings in Rural Zones.	20/07/2023 Item 13.02	Future report to the July 2024 Ordinary Council Meeting regarding the uptake of secondary dwelling provisions in rural areas.	DCPE	Jul-24		
Sale of Surplus Land - 178 Nancy Bird Walton Drive, Kew	16/02/2022 Item 09.23	Planning and consultancy work progressing as scheduled. Options for sale of land will be prepared for Council consideration as part of the broader property review due in May.	DBP		Nov-23 Feb-24 Mar-24 May-24  For inclusion in Operational Plan – Quarterly Progress	May-2024 Date to be confirmed
Lots 101 and 102 DP 1244390 Pacific Drive, Port Macquarie - Options for operational land	07/03/2022 Item 10.01	Seeking additional legal advice. Options for sale of land will be prepared for Council consideration as part of the broader property review due in May	DBP		Nov-23 Feb-24 Mar-24 May-24  For inclusion in Operational Plan – Quarterly Progress	May-2024 July-24 tbc

JULY 2024 REPORTS Continued						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
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  For inclusion in Operational Plan – Quarterly Progress	May-2024 July-24 tbc
Extension of the Fly Neighbourly Agreement for a further 12 months.	15/06/2023 Item 12.02	A further report to Council Meeting July 2024	DBP	Jul-24		
Policy Review Procurement Policy	16/05/2024 Item 10.08	A further report detailing submissions received following public exhibition	DBP	Jul-24		
Camden Head Lookout Reserve Proposed Master Plan and Volunteer Management	16/05/2024 Item 11.02	A further report to the July 2024 Ordinary Council meeting with the outcome from the engagement and proposed way forward.	DCU	Jul-24		
Lake Cathie Management into the Future	18/04/2024 Item 13.02	Provide a report to the July 2024 Ordinary Council Meeting a high-level overview of cost/contract implications providing a weekly bin service between Dec and Feb inclusive.	DCU	Jul-24		



<b>JULY 2024 REPORTS Continued</b>						
<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Referendum to Reduce Councillor Numbers from Nine to Seven	18/04/2024 Item 10.04	Provide a report to the July 2024 Ordinary Council Meeting outlining a balanced case for and against reduction of Councillor numbers.	DBP	Jul-24		
<b>AUGUST 2024 REPORTS</b>						
<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Draft Local Housing Strategy Update	16/11/2023 Item 13.08	Report to Ordinary Council April 2024, revised Housing Strategy, and outcomes of community engagement.	DCPE	Apr-24	Apr-24	Jun-24
Policy Review - Planning Agreements Policy	21/03/2024 Item 13.03	Report will be provided in August pending legal advice.	DBP	Jun-24	Jun-24	Aug-24
Draft MR538 and MR600 Corridor Strategy - Following public exhibition	19/05/2022 Item 14.04	Alignment of the Corridor Strategy with the Integrated Transport Plan will be required. The Draft Corridor Strategy shall be reviewed on completion of the Integrated Transport Plan.	DCI		Feb-24	Aug-24
Request Council to Continue Acceptance of Kempsey Shire Council Waste at Cairncross Landfill	14/12/2023 Item 13.12	A future report be tabled at the completion of the arrangement.	DCPU			
<b>AUGUST 2024 REPORTS</b>						





<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Impacts and Options in Relation to the Abolition of the Town Centre Master Plan Component of the Port Macquarie CBD Ordinary Business Rate	15/02/2024 Item 10.17	Report to Council on how Council will maintain the Port Macquarie, Wauchope and Laurieton CBDs in the future	DBP			Aug-24
<b>SEPTEMBER 2024 REPORTS</b>						
<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Supply of Electricity - Regional Councils NSW Power Purchase Agreement	15/02/2024 Item 13.09	A future report to be tabled on completion of the process for Council's information	DCPE		Jun-24	The JO PPA process has been delayed with little progress to report, due to volatility of the NSW energy market throughout May 24, resulted in reluctance of energy providers providing long term pricing commitments I understand the proximity to elections, but it will be a report to be noted
<b>OCTOBER 2024 REPORTS</b>						
<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Countback Election	Na	Councils must, by resolution, declare that casual vacancies occurring in the office of a Councillor within 18 months of the election	GMG	Na	Oct-24	



		are to be filled by a countback of votes cast at the election if councils want to fill vacancies by these means. Councils that do not resolve to fill vacancies using a countback at their first meeting after the election will be required to fill vacancies using a by-election				
<b>OCTOBER 2024 REPORTS Continued</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Election of Deputy Mayor	Na	Na	GMG		Oct-24	
Attendees at Local Government Conference	Na	Determine attendees at the annual Local Government conference	GMG		Oct-24	
<b>NOVEMBER 2024 REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
<b>DECEMBER 2024 REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
<b>FEBRUARY 2025 REPORTS</b>						
Report	Date and Item of Resolution	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	DCPE	Future Report	Mar-20 Nov-20 Mar-21 Apr-21 Jun-21 Sep-21 Feb-22 Jun-22 Jun-23	Feb-25



		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.				
<b>FEBRUARY 2026 REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Statement of Business Ethics	16/11/2023 Item 10.20	Na	GMP	2026		
<b>DECEMBER 2026 REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Administering 2028 Local Government Election	Na	Na	GMG	Na	Na	Dec-26
<b>JULY 2027 REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Councillor Number for 2028 Local Government Election	Na	Na	GMG	Na	Na	Jul-27
<b>FUTURE REPORTS</b>						
Report	Date and Item of Resolution	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Draft Waste and Resource Recovery Strategy 2024-2034	16/05/2024 Item 13.07	A report to Council following public exhibition	DBP	Future Report		



Policy Review - Wastewater Services Policy	16/05/2024 Item 13.09	Policy Review - Wastewater Services Policy	DCU	Future Report		
<b>FUTURE REPORTS Continued</b>						
<b>Report</b>	<b>Date and Item of Resolution</b>	<b>Status</b>	<b>Reporting Officer</b>	<b>Due Date from Council resolution</b>	<b>Previous Anticipated Date/s for Report</b>	<b>Current Anticipated Date for Report</b>
Living and Place Strategy and Supporting Documents	18/04/2024 Item 13.04	A report to Council following public exhibition	DCPE	Future Report		
Draft Recreation and Open Space Action Plan and Sporting Infrastructure Priorities	18/04/2024 Item 11.03	A report to Council following public exhibition	DCPE	Future Report		
Classification of Council Land - Waapangal Road Thrumster	18/04/2024 Item 13.07	A report to Council following public exhibition	DCPE	Future Report		
Biodiversity and Land Acquisition for offsets update	20/04/2023 Item 14.02	Further report presented for further consideration	DBP	Future Report		Estimated 2024
Environmental Land Rezoning - Council owned land	08/12/2022 Item 13.10	Further report to Council following public exhibition	DCPE	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	
T-22-10 Inlet Odour Management Works	21/09/2023 Item 14.02	Present a future report to Ordinary Council Meeting after contract awarded for Council's information	DCU			
Sancrox Employment	15/02/2024 Item 13.06	A further report to	DCPE	Future Report		



Land Environmental Lands and Services Planning Agreement Assessment Report		council following public exhibition on submissions received.				
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CYCLIC REPORTS	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	Monthly	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		
Annual Drinking Water and Recycled Water Reports	DCI	Annually	February		
Contracts Awarded under Delegation by the Chief Executive Officer	DBP	Quarterly	Feb, Apr, Jul, Oct.		
Legal Fees - Update Report (19/09/18 - Item 09.16)	CEO	Quarterly	Feb, May, Aug, Nov		
Development Activity and Assessment System Performance	DCPE	Quarterly	Feb, May, Aug, Nov		
Community Inclusion Plan - Update of Tasks, Measures and Actions	DCPE	Biannual	Feb, Aug		
Glasshouse Strategic Plan Update	DBP	Biannual	Feb, Aug		
2022-2026 Delivery Program – Six Monthly Progress	DBP	Biannual	Feb, Aug		

CYCLIC REPORTS	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
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	June	
General Fund Operating Performance	CEO	Biannual	June Dec		
Update on Site Specific Planning Proposal Requests	DCPE	Biannual	Jun, Dec		
Port Macquarie-Hastings Destination Management Plan 2020-2024 (20/05/2020 - Item 12.01)	DCPE	Annually	Jun		
Kooloonbung Creek Flying Fox Camp Management Plan - Annual Update (16/06/2021 - Item 12.03)	DCPE	Annually	Jun	Jul-24	Awaiting response of study currently underway
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		
Council Meeting Dates	CEO	Annually	Nov		
Legislative Compliance Register	CEO	Annually	Nov		

CYCLIC REPORTS	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
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		
Code of Conduct Complaints Annual Report	CEO	Annually	Dec		

**Attachments**

Nil

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**Item: 10.03**

**Subject: NOTICE OF MOTION - KEY TERMINOLOGY IN COUNCIL DECISION MAKING**

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Councillor Rachel Sheppard has given notice of her intention to move the following motion:

### RECOMMENDATION

#### That Council:

1. **Request the Chief Executive Officer to provide to the newly Elected Council, during induction, information that details key terminology for use in reports, recommendations, and resolutions of Council.**
2. **Note that the above information request includes detail of the scope of Council discussion, direction and/or decision-making, that is undertaken in forums other than open Council meetings, for example, Councillor briefings and workshops.**

#### Comments by Councillor Rachel Sheppard

It is important that Councillors and Staff have a shared understanding of key terms used frequently in reports and recommendations of staff, and in the resolutions of the Elected Council. This includes the nature and scope of decision-making and discussion occurs in Councillor briefings, Councillor workshops, and any other forums that are not open to the public.

This motion seeks to support effective communication and transparent decision-making by facilitating a shared understanding of key vocabulary in reports, recommendations, and resolutions of Council. This should include but not be limited to the following: briefing, workshop, Council, Elected Council/governing body, Executive, note, adopt, endorse.

One approach would be to request this information be brought as a formal report to the new Elected Council following September 2024. However, I propose this information could be more efficiently presented to Councillors during induction. Following induction, if Councillors want to formalise or amend the shared vocabulary proposed by Staff, Councillors could bring this to a subsequent meeting of Council.

#### Attachments

Nil



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**Item: 10.04**

**Subject: NOTICE OF MOTION - DRAFT BUDGET DEVELOPMENT POLICY**

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Councillor Lauren Edwards has given notice of her intention to move the following motion:

**RECOMMENDATION**

**That Council Request the Chief Executive Officer develop a Draft Budget Development Policy to present to Council for consideration in the new term and before the March 2025 Ordinary Council meeting.**

**Comments by Councillor Lauren Edwards**

As Port Macquarie-Hastings Council moves along in the transformation journey, it is prudent that a Budget Development Policy is drafted for Council's consideration.

**Attachments**

Nil

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**Item: 10.05**

**Subject: DISCLOSURE OF INTEREST RETURN - DESIGNATED PERSONS**

**Presented by: Business and Performance, Keith Hentschke**

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### **Alignment with Delivery Program**

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

### **RECOMMENDATION**

**That Council note the Disclosure of Interest return for the following positions.**

- 1. Community Planning and Environment - Environment and Sustainability Manager**
- 2. Business and Performance - Group Manager Procurement**
- 3. Community Planning and Environment - Senior Strategy Officer**

### **Executive Summary**

This report informs Council of the lodgement of a return disclosing the interests of designated persons which are required under Clause 4.21 of Council's Code of Conduct.

The returns for the abovementioned positions will be tabled at this meeting.

### **Discussion**

Clause 4.21 of Council's Code of Conduct requires Councillors and Designated Persons to prepare and submit written returns of interests. The following position is designated person under the Local Government Act:

- Environmental and Sustainability Manager
- Group Manager Procurement
- Senior Strategy Officer

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

The disclosure returns will be held in the Disclosure Register in the Governance Section of Council and, as required by Section 6 of the *Government Information (Public Access) Act 2009*, they are available for public inspection by appointment or they are available on Council's website noting residential addresses of staff may be redacted in accordance with the Local Government Act.

**Options**

Lodgement of a Return by a Designated Person is a requirement under Clause 4.21 of Council's Code of Conduct.

**Community Engagement and Internal Consultation**

Internal Consultation

- Group Manager Governance.
- Chief Executive Officer.

**Planning and Policy Implications**

There are no planning or policy implications.

**Financial and Economic Implications**

There are no financial or economic implications.

**Attachments**

Nil

**Item: 10.06**

**Subject: 2024-2025 COUNCILLOR AND MAYORAL FEES**

**Presented by: Business and Performance, Keith Hentschke**

**Alignment with Delivery Program**

1.2.1 Provide effective leadership that supports the community.

**RECOMMENDATION**

**That, in relation to Councillor remuneration for the 2024-2025 financial year, Council:**

- 1. Pursuant to the provisions of section 248(2) of the Local Government Act 1993, Council set the annual fee payable to a Councillor for the financial year commencing 1 July 2024 to be \$27,050.**
- 2. Pursuant to the provisions of section 249(3) of the Local Government Act 1993, Council set the annual fee payable to the Mayor for the financial year commencing 1 July 2024 to be \$93,850 (this amount includes the fee payable to a Councillor).**
- 3. Make superannuation contribution payments for Councillors, in addition to the annual fees, with the amount of the payment to be the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the Councillors were employees of the Council.**
- 4. Note that individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments.**

**Executive Summary**

The Local Government Remuneration Tribunal released its determination in relation to its 2024 annual review for the payment of fees to Councillors and Mayors that was subsequently gazetted on 10 May 2024 and advised to Council through Office of Local Government circular 24-08 on 29 May 2024.

Port Macquarie-Hastings Council was recategorised as a Regional Centre in 2020 for the purposes of the remuneration tribunal’s annual report and determination of Mayor and Councillor.

The Tribunal has determined that the band of fees for a Regional Centre council for 2024-2025 are:

Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Regional Centre	• \$15,370	• \$27,050	• \$31,980	• \$66,800

\* This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).



Council, in the past, has adopted the maximum fee determined by the Tribunal for both Councillors and the Mayor.

**Discussion**

The Local Government Remuneration Tribunal released its determination in relation to its 2024 annual review for the payment of fees to Councillors and Mayors that was subsequently gazetted on 10 May 2024 and advised to Council through Office of Local Government circular 24-08 on 29 May 2024.

The full 2024 Determination from the Tribunal is at Attachment 1.

The Tribunal, under section 241 of the Local Government Act 1993 ("the Act"), determines annually for each category of council, the minimum and maximum amount of fees to be paid to councillors and mayors.

The Tribunal has determined that there be a 3.75% increase to mayoral and councillor fees for the 2024-2025 financial year, with effect from 1 July 2024.

It is noted that the Tribunal created a new category called Regional Centre in 2020 which Port Macquarie-Hastings Council has been categorised.

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.

Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Other councils that have been categorised as Regional Centres include:

Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly

The 2024 revised table of fees, including all categories for non-metropolitan Councils, are shown below:

**General Purpose Councils - Non-Metropolitan**

**Councillor/Member Annual Fee (\$) effective 1 July 2024**

Category	Minimum	Maximum
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

**Mayor/Chairperson Additional Fee\* (\$) effective 1 July 2024**

Category	Minimum	Maximum
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500



Following an amendment to the Local Government Act 1993 in 2021, Council may make payments to a Councillor as a contribution to a superannuation account nominated by their councillors, starting from the financial year commencing on 1 July 2022. The making of superannuation contribution payments for councillors is optional and is at each council's discretion.

Should Council resolve to make superannuation contribution payments for its councillors, the amount of the payment is to be the amount the council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the councillors were employees of the council. As of 1 July 2024, the superannuation guarantee rate will be 11.5%. The rate will increase by half a percent each year until 1 July 2025 when it reaches 12% with the superannuation contribution payment is to be paid at the same intervals as the annual fee is paid to councillors.

To receive a superannuation contribution payment, each Councillor must first nominate a superannuation account for the payment before the end of the month to which the payment relates. The superannuation account nominated by councillors must be an account for superannuation or retirement benefits from a scheme or fund to which the Commonwealth Superannuation Guarantee (Administration) Act applies. Councils must not make a superannuation contribution payment for a Councillor if the Councillor fails to nominate an eligible superannuation account for the payment before the end of the month to which the payment relates.

Individual councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments.

Councils must not make superannuation contribution payments for councillors during any period in which they are suspended from their civic office or their right to be paid any fee or other remuneration, or expense, is suspended under the Act.

Councillors are also not entitled to receive a superannuation contribution payment during any period in which they are not entitled to receive their fee under section 254A of the Act because they are absent.

The approximate cost to Council for superannuation payments to Councillors, should Council resolve to adopt the maximum fees payable to Councillors and the superannuation contributions being made to Councillors is accepted by all Councillors is \$35,700.

**Options**

Council must determine the Councillor Fee for the 2024-2025 financial year within the relevant band of the 2024 Local Government Remuneration Tribunal determination.

Councillor Fee            \$15,370 - \$27,050

Council must determine the Mayoral Fee for the 2024-2025 financial year within the relevant band of the 2024 Local Government Remuneration Tribunal determination.

Mayoral Fee                \$31,980 - \$66,800



**Community Engagement & Internal Consultation**

Internal Consultation

- Chief Executive Officer
- Group Manager Governance

**Planning & Policy Implications**

As per Council’s current Payment of Expenses and Provision of Facilities to Councillors Policy:

*“Pursuant to section 248 of the Act, Council shall, prior to 30 June each year, set by resolution, the annual fees to be paid to the Councillors for the following year commencing on 1 July provided that such fee shall be within the range for the Council determined annually by the Local Government Remuneration Tribunal.”*

Council’s past practice has been to adopt the maximum fee determined by the Tribunal for both Councillors and the Mayor.

**Financial & Economic Implications**

2024-2025 Budget Allocations:

The 2024-2025 budget provides provision for:

- Councillor Fees - \$244,000
- Mayoral Fee - \$68,000  
\$312,000
  
- Superannuation \$35,800

The approximate cost to Council for superannuation payments to Councillors, should Council resolve to adopt the maximum fees payable to Councillors and the superannuation contributions being made to Councillors is accepted by all Councillors is \$35,700

**Attachments**

1.  2024 Annual Determination LGRT



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**Item: 10.07**

**Subject: PETITION - OPPOSITION TO PROPOSED SPORTING FACILITY FEES**

**Presented by: Business and Performance, Keith Hentschke**

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### **Alignment with Delivery Program**

3.2.1 Support vibrant commercial, tourism, recreational and/or community hubs across the region.

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the petition received by Hastings Baseball Incorporated requesting Council to stop the introduction of usage fees for sporting fields and recreation facilities.**
- 2. Respond to the organiser of the petition with the outcome of Council's consideration in the matter.**

#### **Executive Summary**

A petition has been received by Council from Hastings Baseball Incorporated, containing 320 signatures, requesting Council to stop the introduction of usage fees for sporting fields and recreation facilities.

In accordance with Council's "Petitions Policy", petitions lodged with Council containing 250 signatures or more will be included in the agenda of the next available Ordinary Council Meeting where the agenda has not already been determined with a recommendation for notation.

#### **Discussion**

A petition has been received by Council from Hastings Baseball Incorporated, containing 320 signatures, requesting Council to stop the introduction of usage fees for sporting fields and recreation facilities.

A copy of the petition is attached for information.

#### **Options**

Council has the option to note the petition or consider amending the proposed fees for sporting fields and recreation facilities.

#### **Community Engagement and Internal Consultation**

There has been no community engagement in the preparation of this report.

Internal discussion has occurred with:

- Director of Community, Planning and Environment
- Chief Executive Officer

**Planning and Policy Implications**

There are no planning and policy implications in relation to this report should Council decide to note the petition.

**Financial and Economic Implications**

There are no financial and economic implications in relation to this report should Council decide to note the petition.

Should Council accede to the request to stop the introduction of usage fees for sporting fields and recreation facilities, income from this use will be forgone.

**Attachments**

1.  Petition - Stop Introduction of Usage Fees for Sporting Fields and Recreation Facilities

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**Item: 10.08**

**Subject: IMPROVEMENT PLAN 2022-2026 - GENERAL FUND OPERATING PERFORMANCE**

**Presented by: Business and Performance, Keith Hentschke**

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### **Alignment with Delivery Program**

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

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the update on initiatives within the Improvement Plan 2022-2026 which represents Council's plan to continually drive efficiency, productivity, and improved service delivery.**
- 2. Note the continuing outlook for a negative General Fund Operating Performance Ratio over the decade to 2033-2034 based on the Draft 2024-2025 Operational Plan.**
- 3. Note the Risk Appetite Statement adopted by Council states that ongoing failure to meet key financial performance ratios without adequate resolution planning will not be tolerated.**

### **Executive Summary**

The Improvement Plan 2022-2026 (the Improvement Plan) is the mechanism supported by Council to address long term financial sustainability which, under Office of Local Government guidelines, is measured by the General Fund Operating Ratio. Improvement Plan initiatives incorporate plans to find operational efficiencies, productivity improvements and ultimately find cost savings. This is a long-term plan which has investment at its core to achieve its intended objectives.

There has been progress against all streams of the Improvement Plan since the last report to Council on 14 December 2023. Despite this progress, a negative Operating Performance Ratio for the General Fund is forecast over the decade from 2024-2025 to 2033-2034 based on the draft 2024-2025 Operational Plan.

The assumptions that underpin the long-term forecast reflect the best information currently available. However, there are several risks that could worsen the Operating Performance Ratio over this period. These include:

- Inflation that continues to outstrip the increase in purchasing power provided by the Rate Peg, as has been experienced in recent years.
- Pressure on the Water and Sewer funds over the decade which may restrict the ability to take a dividend which has historically been a source of supplementation for the General Fund.

- Higher asset renewal costs than currently budgeted which may result from further work to validate the condition of our assets through the Asset Management Improvement Project.

These risks reinforce the importance of the Improvement Plan as the plan to drive continually drive efficient expenditure, improved productivity and effective service delivery. However, in addition to these cost saving initiatives, Council will need to consider whether General Fund operating revenue is adequate to sustainably deliver the services the community has said it wants through the Community Strategic Plan.

#### *Key focus areas for 2024-2025*

Considerable work against all streams of the Improvement Plan is planned for 2024-2025 as outlined in this report. Some key areas of focus will include:

- Analysis to determine the viability of future Water and Sewer dividends being paid into the General Fund.
- Commencing a review of all maintenance budgets and operations to identify opportunities to achieve efficiencies and productivity improvements that will lead to budget savings.
- A Zero-Based Budget rebuild for Digital Technology to determine how much additional investment in the Digital Technology Uplift Roadmap is required.
- A focus on future revenue generation opportunities.

#### *Dependencies*

The Improvement Plan is an ambitious plan which is being implemented within the financial and workforce constraints the organisation has been set. Achieving progress within these constraints requires careful planning and prioritisation.

We continue to undertake planning to determine the optimal delivery sequence and cross dependencies across Improvement Plan initiatives, which also considers the delivery of business-as-usual functions. This is to ensure the most effective delivery pathway is implemented.

Technology uplift will be a critical enabler across all streams of the Improvement Plan. It will also provide improved data which will enable improved financial forecasting of long-term General Fund operating performance.

## **Discussion**

### Background

On 15 September 2022, Council considered a report on the Improvement Plan 2022-2026 and resolved to:

- Note the importance of the key financial and asset ratios, and in particular the Operating Performance ratio as indicators of Council's long term financial sustainability.
- Note the improvement plan as outlined in this report to address the general fund operating performance ratio over the coming years.
- Request the Chief Executive Officer provide an initial progress report to Council at the December 2022 Ordinary Meeting of Council, detailing progress made against the Improvement Plan, with biannual reporting in June and December annually thereafter.

Council subsequently resolved that two specific issues be addressed through the Improvement Plan and reported on to Council through biannual reporting:

- On 15 February 2024, Council resolved that the Chief Executive Officer review all forms of cost shifting and their estimated cost to Council.
- On 18 April 2024, Council resolved that the Chief Executive Officer provide information on what future budget preparation using the Zero-Based Budgeting process involves.

#### Structure of this report

This report provides a biannual progress report on the Improvement Plan in line with the above resolutions. It provides updates and next steps against six streams that comprise the Improvement Plan:

1. Financial Sustainability
2. Long Term Financial Plan
3. Asset Management
4. Workforce
5. Transformation Program (including Service Reviews)
6. Technology.

The structure has been revised since the report of 14 December 2023, as follows:

- Financial Sustainability has been added as a stream to report on progress of improving the General Fund Operating Performance Ratio. It includes a section on Cost Shifting Analysis, as resolved by Council on 15 February 2024, and a section on Revenue Generation.
- The Long-Term Financial Plan includes a section on Zero-Based Budgeting and the requirements to implementing it across the organisation, as resolved by Council on 18 April 2024.

#### 1. Financial Sustainability

##### a. Overview

As Council noted on 15 September 2022, the key objective of the Improvement Plan is to implement initiatives that improve the General Fund Operating Performance Ratio. The Office of Local Government benchmark for the Operating Performance Ratio is a positive value which indicates that council's operating expenses do not exceed its operating income.

The General Fund supports delivery of all community services that are not funded by the restricted Water and Sewer Funds. Efficiency of General Fund expenditure over the long term will therefore be a key driver of Council's financial sustainability and sustainable delivery of a range of important services that deliver on the Community Strategic Plan.

Improving the General Fund Operating Performance Ratio aligns with Council's Risk Appetite Statement which, in relation to financial sustainability, states:

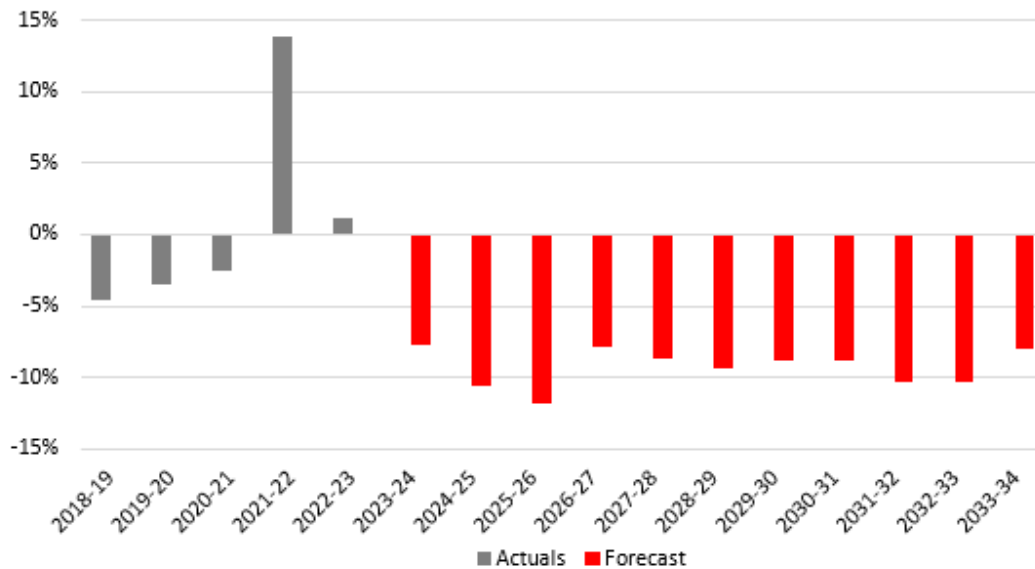
*“Council will not tolerate ongoing failures to meet key financial performance ratios without any adequate resolution planning.”*

Improvement Plan initiatives are also intended to improve productivity and the efficiency and effectiveness of service delivery without impacting the Operating Performance Ratio.

b. Progress since the last report

Figure 1 shows the actual General Fund Operating Performance Ratio over the last five financial years and forecast ratio for the decade to 2033-34 based on the Draft 2024-2025 Operational Plan.

Figure 1: General Fund Operating Performance Ratio - 2018-19 to 2033-34



The ratio steadily improved between 2018-2019 and 2022-2023, with a spike in 2021-2022 driven by flood assistance following the March 2021 floods. Accounting standards required that flood assistance be recognised as operating revenue despite being capital in nature and it should be regarded as an anomaly.

Deterioration in the budgeted ratio for 2023-2024 is due to an increase in General Fund operating expenses of 7.4% and a decrease in revenue from operating grants. The increase in expenses is in line with the increase in the Consumer Price Index of 7.0% between the preparation of the 2022-2023 and 2023-2024 budgets.<sup>1</sup>

Based on the Draft 2024-2025 Operational Plan, the continuing outlook is for a consistently negative Operating Performance Ratio over the decade to 2033-2034. Forecast operating losses over that period amount to \$152.0 million or an average of \$15.2 million per year.

In addition, it is important to note that an historic source of General Fund supplementation may not be available over this period. In recent years a dividend from the Water and Sewer Funds has provided an injection of funding that has reduced pressure on the General Fund. In 2023-2024 this amounted to \$1.9 million. A dividend may not be viable for the next several years based on forecast Water and Sewer Reserves. Figures 2 and 3 show forecast Water and Sewer Reserves respectively for the decade to 2033-2034, based on the Draft 2024-2025 Operational Plan.

They show the Sewer Reserve will be exhausted in 2025-2026 and the Water Reserve will be exhausted in 2026-2027. Negative balances in red show that loans will be required to fund planned capital works and operating expenditure.

<sup>1</sup> Australian Bureau of Statistics, Series A2325847F (change in national CPI from March 2022 to March 2023).

Figure 2: Forecast Water Reserve closing balance - 2024-2025 to 2033-2034

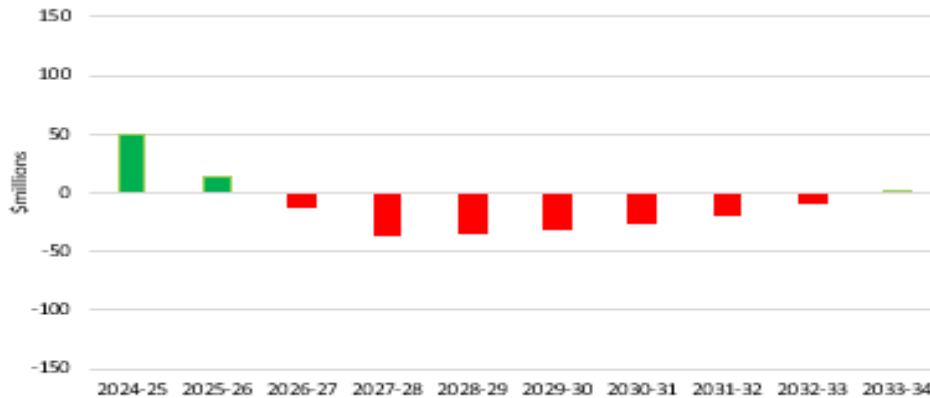
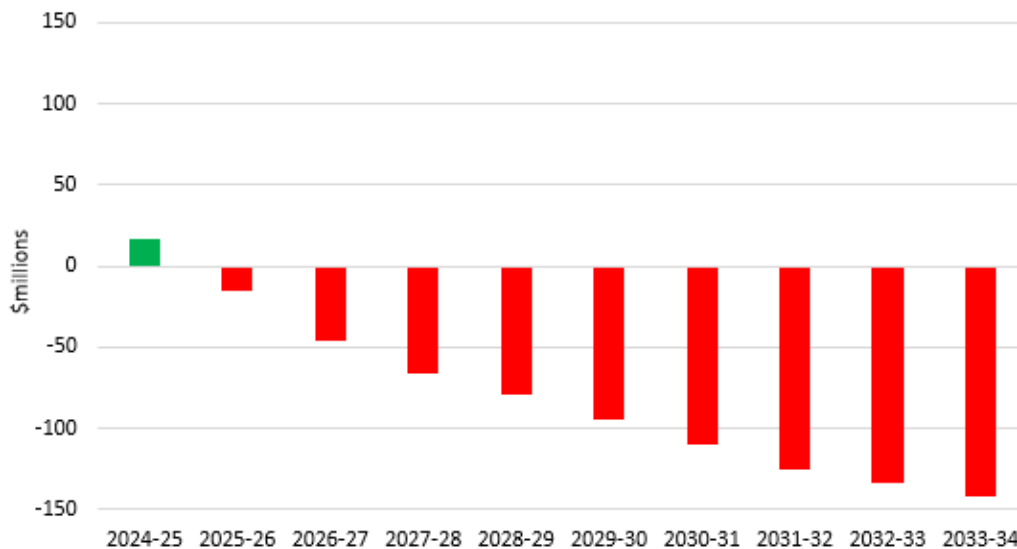


Figure 3: Forecast Sewer Reserve closing balance - 2024-2025 to 2033-2034



This outlook underlines the importance of the Improvement Plan as Council’s plan to drive efficient expenditure, improved productivity, and effective service delivery. However, the Operating Performance Ratio is also function of Council’s operating revenue. As part of the commitment to improve the Operating Performance Ratio, Council will need to consider whether General Fund operating revenue is adequate to sustainably deliver the services the community has said it wants through the Community Strategic Plan.

2. Long Term Financial Plan

a. Overview

Robust long term financial planning is key in managing Council's financial sustainability and underpins effective and efficient management of our significant asset base. It is also important in managing the delivery of Council's services. A focus on strong planning and financial sustainability ensures we can deliver to our community into the future.

We need to improve the quality of data inputs into the Long-Term Financial Plan and systems that support data capture and reporting. This will facilitate timely, data driven business decisions, with technology uplift facilitating agile and efficient budgeting,

meaning that the human effort is focused on providing insights. This will lead to greater transparency, clarity and usability of budget information and reporting, as well as stronger governance and accountability for financial management.

b. Progress since the last report

*Budget Risk Register Prioritisation Framework*

- The Budget Risk Register tracks initiatives or projects that can be considered for funding if fortuitous underspends, or unexpected sources of revenue, materialise within a financial year.
- The Budget Risk Register Framework has been developed to ensure that scarce resources are allocated to council's highest priorities in a consistent and disciplined manner. It provides for the assessment of initiatives or projects against 14 weighted criteria so that any unexpected funding opportunities provide maximum value for the community.

*Improved financial reporting and benchmarking capability*

- We have entered an arrangement with LG Solutions to gain access to:
  - Cloud YE: a cloud-based financial reporting solution tailored for local government. This solution is used by 98% of councils in NSW and will simplify year end processing and build auditor trust in financial statements and accompanying notes.
  - LG Analyser: a cloud-based solution used by many NSW councils to compare the financial performance of all NSW councils. It enables the comparison of financial data across 11 years of financial statements to determine how our organisation compares in absolute and relative terms.
- These solutions will reduce the time taken to prepare financial statements and undertake basic benchmarking against other NSW councils. They also reduce council's level of risk in relation to system failures, integration issues and single points of failure within our financial reporting process.

*Enhancing our budgeting and reporting functionality*

- We have identified configuration changes to our budgeting and reporting system that could enhance functionality and improve the maturity and efficiency of our budgeting process and in-year financial reporting.
- Changes are currently being prioritised to determine how functionality can be maximised within the limited budget available.

*Implementing an effective month-end close process*

- Work has commenced to implement a month-end close process to improve our within-year financial reporting.
- An effective month-end close process will help provide a timely and accurate financial snapshot, ensuring that all transactions are recorded, and any discrepancies are addressed promptly. It is an important enabler of effective financial reporting and will underpin other Long Term Financial Plan improvements.

*Access to lower cost borrowings through TCorp*

- Historically, Council has sourced all borrowings from private sector lenders. In March 2024 we approached TCorp to test our eligibility for sourcing future borrowings through them at a lower cost (0.51 percentage points lower than the cheapest private sector lender at the time)



- Gaining approval to borrow through TCorp required the Financial Services Group to work with TCorp to review and analyse a range of financial information that enabled an assessment of our financial position and outlook.
- As a result of this work, TCorp will now be a lender available to Council for future borrowings. To provide a sense of the benefit this involves, if the interest rate saving above were applied to Council's loan portfolio of \$19.9m at 31 May 2024, it would reduce our annual interest payable by around \$102,000.

#### *Zero-Based Budgeting*

- Zero-Based budgeting is a budgeting process where budgets for all programs and business units within an organisation are reset to zero, and every item of proposed expenditure must be justified at the beginning of the annual budgeting cycle, regardless of past expenditures.
- Advantages of Zero-Based Budgeting include:
  - Cost control: the thorough review of all expenses can lead to better cost control and help identify unnecessary spending.
  - Alignment with goals: since every expense must be justified, it can help ensure that budgets are aligned with organisational goals and priorities.
  - Increased accountability: requiring detailed justifications for all budget requests can promote a culture of responsibility.
  - Flexibility: it allows for more flexibility in budgeting by reallocating resources based on current needs and priorities rather than historical spending patterns.
- Disadvantages of Zero-Based Budgeting include:
  - Time and resource intensity: it can be time and resource intensive, especially during the initial stages. Detailed analysis and justification of every expense may strain resources.
  - Complexity: it can be overly complex for some organisations, particularly those with large and diverse operations. Managing the extensive documentation and analysis required can be challenging.
  - Risk of underinvestment: it may lead to underinvestment in certain areas if managers prioritise short-term cost savings over long-term strategic investments.
  - Focus on short-term savings: it can encourage a short-term focus on cost-cutting rather than long-term value creation which can hinder innovation and growth.
- Other approaches to organisational budgeting include:
  - Incremental Budgeting
  - Activity-Based Budgeting
  - Performance Based Budgeting
  - Top-Down Budgeting
  - Bottom-Up Budgeting.

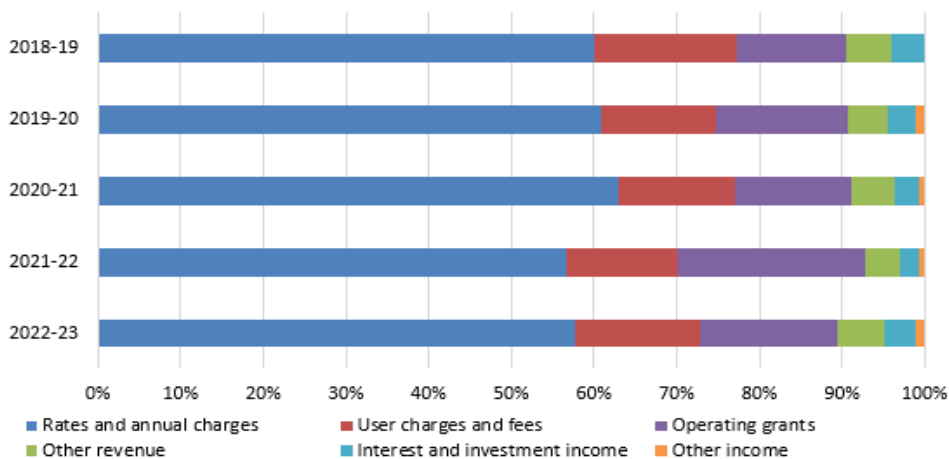
Attachment 1 provides a summary of these approaches, their advantages and disadvantages, and the types of organisations they typically suit.

- Many organisations use a combination of approaches to create a budgeting process that suits their unique requirements. Council currently uses a Zero-Based Budgeting approach in the preparation of employee budgets and will use it to prepare the budget for Digital Technology in 2025-2026.
- Implementing full Zero-Based Budgeting throughout our organisation would require significant investment in finance workforce capability, enhanced budgeting software and change management.
  - As a minimum, four Finance Business Partners would be needed within the Financial Services Group and at least four financial analysts spread across the four divisions. This represents at least 6 full-time equivalent staff above what is currently budgeted with an estimated cost of around \$1 million per year based on the qualifications and skill sets required.
  - Significant technological uplift would be required to implement a budgeting solution that supports Zero-Based Budgeting throughout the organisation. An initial estimate of the cost associated with this is in the order of \$0.5 million to \$2 million, with some amount of ongoing cost.
  - A significant change management and training effort would be required to successfully implement Zero-Based Budgeting throughout the organisation.
- A full business case with a cost-benefit analysis would need to be undertaken to determine whether implementing full Zero-Based Budgeting throughout the organisation is justified.

*Revenue Generation*

- We have analysed the composition of our General Fund operating revenue over time and are identifying opportunities to diversify revenue generation. Figure 4 shows the composition of General Fund operating revenue for the last 5 complete financial years.

*Figure 4: Composition of General Funding operating revenue - 2018-2019 to 2022-2023*



- Around 60% of General Fund operating revenue comes from residential, commercial, and rural landowners through Rates and Annual Charges.
- If Council wished to reduce the reliance of the General Fund on Rates and Annual Charges, the revenue categories it is most able to influence are:

- User Charges and Fees, which are paid by residents as well as visitors to the local government area, represents around 15% of General Fund operating revenue.
- Other Revenue, which comprises revenue from Council’s commercial business units (i.e. Port Macquarie Airport, the Glasshouse and Environmental Laboratory), represents around 5% of General Fund operating revenue.
- Comparison of User Charges and Fees and Other Revenue has been undertaken against several other councils. As revenue data for other councils is not published at the General Fund, the comparison has been performed at the top-of-council level (i.e. all funds).

Figure 5: User Charges and Fees as a percentage of total revenue - comparison against other councils - 2019-2020 to 2022-2023

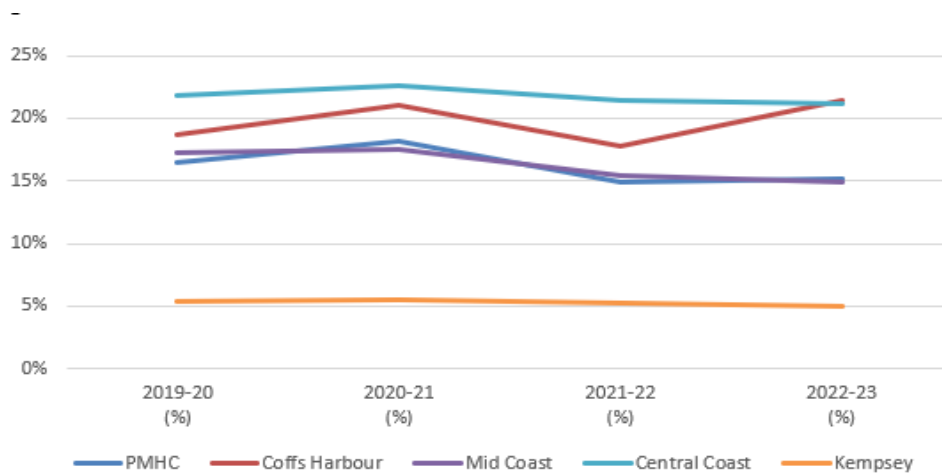
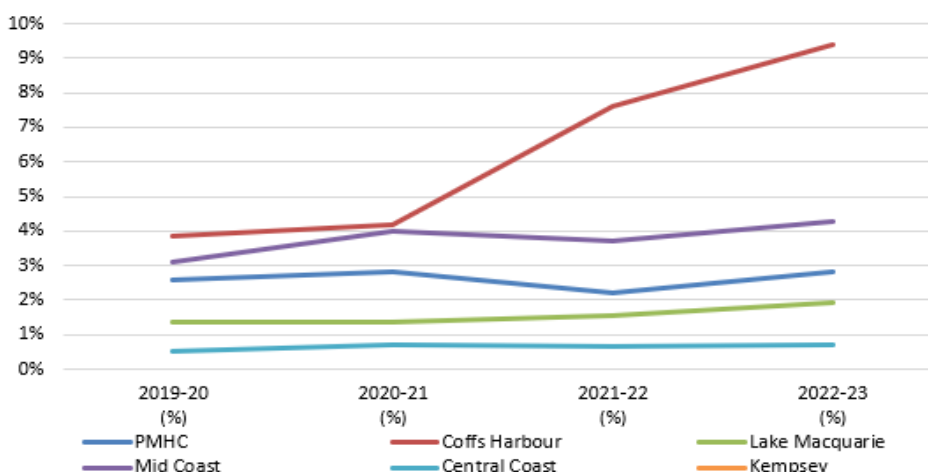


Figure 6: Other Revenue as a percentage of total revenue - comparison against other councils - 2019-2020 to 2022-2023



Review of cost shifting and its impacts

- A review of cost shifting, and its impacts has been initiated as part of the Improvement Program following the resolution of Council on 15 February 2024.

- Cost shifting is the practice of compensating for financial losses or insufficient revenue in one area by increasing prices or costs in another area.
- In the local government context, cost shifting typically refers to a higher level of government forcing councils to assume responsibility for infrastructure, services, and regulatory functions without sufficient supporting funding.
- A scope of works for this review is being developed and will be finalised once the 2024-2025 budget process is completed. As an initial step, the Financial Services Group is compiling a list of policy decisions by other levels of government that have shifted costs onto Council.

c. Next steps

*Finance Services Resourcing*

- The Financial Services Group continues to have vacancies in several key roles, with four full-time roles currently advertised.
- Urgently filling these roles will continue to be a top priority as they are critical to improving our financial management and long term financial planning.

*Enhancing our budgeting and reporting functionality*

- Prioritised changes to our budgeting and reporting system that can be funded from existing budget allocations will be planned and undertaken in the first half of 2024-2025.
- Additional changes that cannot be funded at this stage will be fed into planning processes for the Improvement Plan Reserve and the 2025-2026 budget.

*Review of cost shifting and its impacts*

- The scope of works for this review will be finalised once the 2024-2025 budget process is completed.
- The Financial Services Group will initially compile a list of policy decisions by other levels of government that have shifted costs onto Council and estimate the ongoing cost associated with these decisions.

*Revenue Generation*

- Ongoing work will be done through the Improvement Plan to explore new approaches to revenue generation for consideration by Council. This will include:
  - Ensuring that User Charges and Fees are optimised through regular review and thorough consideration of input costs and market prices.
  - Driving ambitious business plans for our Commercial Business Units.
  - Identifying potential new commercial opportunities.

### 3. Asset Management

#### a. Overview

Council's Asset Management Framework was last comprehensively reviewed in 2015. Improvements to the Asset Management Framework are a critical part of the Improvement Plan to support long-term financial planning and better service delivery.

A revised and improved framework will support Council to:

- Maximise value from the \$3 billion of community assets that Council manages, supporting the efficient delivery of services to the community.
- Maximise value obtained from future capital works investments.
- Improve long term strategic and financial planning and sustainability.
- Fulfil asset management compliance requirements under the NSW Government Integrated Planning and Reporting framework.

#### b. Progress since the last report

- A new Asset Management Coordinator commenced in June 2024, with the role having been vacant since October 2023. The filling of this role will support renewed focus on Council's Asset Management Framework and long-term financial planning for our assets.
- Governance for the Asset Management Improvement Project was renewed in March as follows:
  - The Asset Management Working Group is chaired by the Asset Management Coordinator and includes representatives from asset-owning and other key Groups across Council. It is responsible for developing and implementing actions to deliver the project.
  - The Asset Management Control Group is chaired by the Asset Management Coordinator and includes asset-owning and other key Group Managers and the Executive Lead Finance and Commercial Operations. It drives accountability for agreed asset management actions, provides process assurance and ensures ongoing leadership commitment to asset management improvement. It reports to the Executive on asset management improvement every 3 months.

#### c. Next steps

##### *Asset Management Framework*

- The 12 asset management plans and cost models will be reviewed and updated with current cost estimates following finalisation of the 2024-2025 budget.
- A summary of revised asset management cost estimates will be included in the Draft Asset Management Strategy and coordinated with the Draft Long Term Financial Plan.
- The Asset Management Strategy and Long-Term Financial Plan will be finalised and adopted by Council as part of the next Resourcing Strategy in line with the Integrated Performance and Reporting framework.

*Plant and fleet management*

- A review of plant and fleet management is planned to explore efficiency opportunities that will have a direct relationship with maintenance operations.

4. Workforce

## a. Overview

The Workforce Management Strategy for the period 2022-2026 was adopted in June 2022. Its objectives include:

- Enabling an engaged, empowered and accountable workforce
  - Meeting local government reporting requirements
  - Determining strategies to address skill shortages in leadership roles, engineering and trades in the currently tight labour market
  - Reducing turnover and driving performance.
- b. Progress since the last report
- To support the Workforce Management Strategy and People Strategic Plan, the Executive team adopted four Action Plans:
    - Safety and Wellbeing
    - Growth and Development
    - Diversity and Inclusion
    - Engagement and Culture.
  - Policy and Procedure consultation with employees and their Unions continue on high priority topics including: Learning and Performance; Contractor Management Safety; and Biological Hazards.
  - We continued to drive a safety culture at Council through delivery of a Roles and Responsibilities Legal Briefing to all staff in Quarter 3 of 2023-2024 and A Matter of Respect training in Quarter 4 of 2023-2024 which focused on preventing and addressing bullying and harassment.
  - Engagement activities are important to retain talent. The Executive hosted a kick-off engagement event at the Regional Stadium for all staff in Quarter 3 2023-2024 and Harmony Day celebrations were held in Quarter 4 2023-2024 to celebrate “We all belong”.
  - A work health and safety audit was undertaken in February 2024 to set direction for safety priorities in 2024-2025.
  - Turnover for the year to date remains stable at 14%.
  - On 27 February 2024, the Executive agreed to defer commencement of consultation on a new salary structure until August 2024.
- c. Next steps
- Continue to deliver against the identified Transformation program actions and key activities which include:
- Implementation of two further HRIS modules (Learning and Development and Performance Management) will be finalised in Quarter 4 of 2023-2024.
  - Continue with the Policy and Procedure Review Plan
  - Succession planning and a new leadership program for managers to be reviewed by the Executive in Quarter 4 2023-2024 for implementation in Quarter 1 2024-2025
  - Launch of the Engagement Survey in Quarter 1 2024-2025

- Consultation with employees and unions on the new salary structure from Quarter 1 2024-2025
- Values Review, Employee Value Proposition & Employer Branding strategic action plans and initiatives to be confirmed in Quarter 2 2024-2025.

5. Transformation Program (including Service Reviews)

a. Overview

The Transformation Program vision is to enable and empower great service delivery, innovation and community connection through efficient, effective and well governed organisational operations.

Key objectives of the program include:

- Achieving the goals set out by our Executive Ambition.
- Strategically position Council for now and in the future so we can effectively serve our community.
- Enabling the need to move from a traditional to contemporary way of operating.
- Enhancing Governance and compliance.
- Build people capabilities and empower our workforce.
- Enhancing efficiencies within our operating service delivery model for identified outdoor services.

b. Progress since the last report

*Recognising excellence*

- In 2024 we've launched the Excellence in Action campaign to celebrate the incredible work happening within our organisation each month. By highlighting these outstanding achievements, we aim to showcase our role models and their inspiring contributions.

*Executive Transformation Board*

- Governance of Transformation has continued this year following establishment of the Executive Transformation Board. The board has provided strategic direction for all transformation projects and this year has received regular progress updates, monitored, and mitigated risks and issues and ensured availability of adequate resources and budget.
- Consisting of senior executives from across the organisation, the board has demonstrated a commitment to strong governance and set a clear example for collaboration and co-design across the organisation.

*Joint Initiative*

- Our Transformation and Digital Technology teams are collaborating on a joint initiative to align our three core transformational strategies: the Enterprise-wide Transformation Strategy; the Digital Technology Strategy; and the Customer Experience (CX) Strategy.
- The initiative will deliver three best-practice strategic documents as well as develop strategic roadmaps to implement desired outcomes and create a clear and cohesive enterprise-wide transformation implementation masterplan.

*Procurement*

- On 16 May 2024, the Draft Procurement Policy was endorsed by Council to go on public exhibition for 28 days. The policy is designed to streamline and enhance our procurement practices while ensuring transparency, fairness and

accountability. Once endorsed, it will lay the foundation for updated procedures, procurement rules and guidance material to support excellence in procurement and supplier relationship management.

- A Draft Procurement Strategy is well progressed and undergoing final consultation before being considered by the Executive in July with the intention to provide for Council consideration in August.

#### *People, Safety and Performance*

- Through the Talent Attraction and Management Initiative we have completed recruitment videos and established the PMHC people photography library. We have initiated the Employee Value Proposition project which focuses on rebranding our Core Values, developing an Employee Value Proposition, and creating an Employer Brand Strategy. These efforts aim to position us as an employer of choice, foster excellent employee experiences, and attract a diverse pool of high-calibre talent.
- We have also begun Customer Journey Mapping of the recruitment process from the perspective of our hiring managers. Once completed, this initiative is expected to expand to document candidates' journeys, further refining and improving our recruitment strategy.

#### *Change Management Framework*

- The Transformation Team is developing an internal change management framework and is in the testing phase for change management tools and templates. Benefits of the framework include:
  - Greater consistency: The framework standardises processes, tools, and techniques, fostering a cohesive and unified approach to change management across the organisation.
  - Scalability and adaptability: It is designed to accommodate various types and sizes of change initiatives, regardless of their scope or complexity.
  - Enhancing success and adoption: the framework will drive successful delivery and faster adoption of changes within the business.
  - Increased Leadership Visibility: The framework facilitates more visible leadership support to drive the uptake and implementation of change.
  - Reduced Disruptions: It minimises disruptions and downtime associated with organisational transitions, ensuring changes are planned, scheduled, and implemented with minimal negative impact on day-to-day operations.
  - Continuous Improvement: The framework includes a feedback loop for continuous learning and adaptation, promoting ongoing improvement in our change management practices.

#### *Financial Services*

- Council has completed a comprehensive review of financial services and payroll that expands upon the Long-Term Financial Planning Processes Review by KPMG in 2022. The review identified opportunities to improve financial services systems, data, reporting and processes to drive more informed financial decision making.
- Improvements identified are currently being scoped and prioritised to form the Financial Services Transformation Roadmap which will provide an understanding of the resourcing requirements for successful implementation.
- Financial Services Transformation has significant interdependencies with Council's wider transformation and technology uplift initiatives including the



Digital Technology Strategy, Asset Management Strategy and Developer Contribution Plan.

#### *Risk Management*

- Following adoption of the Risk Appetite Statement and Risk Consequence Rating Table by Council on 14 December 2023, we have initiated a Risk Management Transformation Program that is focussed on:
  - Building an accountable, engaged, and empowered workforce, committed to achieving the highest levels of employee safety and delivering excellence in the management of risks at all levels.
  - Enhancing risk awareness across Council, and an understanding of the importance of managing risk, especially with the move towards zero tolerance for high risk strategic and operational risks.
  - Maintaining transparency, ensuring compliance, and driving improvements within Council through the Audit Risk and Improvement Committee.
- c. Next steps
  - Implementation of the final two modules within HRIS, Learning and Performance in June 2024.
  - The Financial Services program will focus on scoping, project prioritisation and developing a roadmap.
  - Finalise the Change Management Framework.
  - Roll out the Service Review program to begin the next IP&R cycle.
  - Finalise the Joint Initiative to develop the Transformation Strategy, Customer Experience Strategy and Digital Strategy.

#### 6. Technology

##### a. Overview

The Digital Technology (DT) roadmap seeks to address the following:

- Unfavourable user satisfaction with core systems
- Cyber Security maturity
- Increase the customer focus within the DT Strategy Roadmap
- Build productivity and resilience
- Drive value from existing investments
- Address legacy back-end systems requiring immediate uplift.

##### b. Progress since the last report

###### *Cyber Security Strategy*

- We have developed a focussed Cyber Security strategy to strengthen our defences and response capabilities against digital risks.

###### *Policy Updates*

- All Digital Technology policies have been updated and are ready for approval, ensuring they align with current best practices and regulatory requirements.

###### *System Implementations and Upgrades*

- We have implemented several new systems and upgrades to enhance our infrastructure and service delivery.

*Technology Innovation Framework (TIF)*

- We have implemented the TIF to drive continuous innovation and improvement across our technology landscape.
- The TIF, which is a finalist in the upcoming Local Government Excellence Awards, outlines the journey of an idea, through to project and implementation and utilises industry standard IT Project Methodologies alongside our own mix of process and workflows.

*MyTech Program*

- We have launched initiatives to connect Digital Technology with the rest of the business, including techie breaky events at remote sites, tech talks, and a new online presence with extensive video training content.
- c. Next Steps
- In the coming months, we will particularly focus on two key areas:
    - The development of our Enterprise Resource Planning (ERP) program which will streamline our operations, improve data management, and enhance overall efficiency.
    - The implementation of our cyber security initiatives, leveraging our newly developed Cyber Security Strategy to bolster our defences and ensure robust protection against digital threats.
  - These efforts will support our vision of becoming a fully digital-enabled Council, enhancing service delivery and operational resilience through advanced technology solutions.

**Options**

This is an information report.

**Community Engagement and Internal Consultation**

Internal Consultation has been undertaken with:

- Executive Team
- Executive Lead Finance and Commercial Operations
- Executive Manager Transformation
- Chief Information Officer
- Group Manager Financial Services
- Group Manager People, Safety and Performance
- Asset Management Coordinator

**Planning and Policy Implications**

The Improvement Plan will contribute to improving the maturity of Council's planning and policy framework, in particular through the Long-Term Financial Plan and Asset Management Framework.


**Financial and Economic Implications**

The Improvement Plan is funded from existing budget allocations across several areas such as Digital Technology and Financial Services and Transformation.

A number of unfunded elements of the Improvement Plan will utilise additional one-off funding from the Improvement Plan Reserve once a plan on how to best utilise the current reserve funding has been developed.

Should further Council approval be required for these allocations, approval will be sought through the monthly financial reports.

**Attachments**

1.  Summary of Budgeting Approaches

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Item: 10.09

Subject: 2024-2025 OPERATIONAL PLAN - RESULTS OF PUBLIC EXHIBITION

Presented by: Business and Performance, Keith Hentschke

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### Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

### RECOMMENDATION

That Council:

1. Note the submissions received by Council during the public exhibition period as contained in the Draft Operational Plan 2024-2025 Community Engagement Report.
2. Advise those who made a submission in relation to the 2024-2025 Operational Plan, Fees and Charges, Revenue Policy, and Rating Map of Council's determination in this matter.
3. Approve the amendments to the exhibited 2024-2025 Operational Plan as detailed in this report.
4. Note the 2024-2025 budget position arising from 2024-2025 Operational Plan, Fees and Charges, Revenue Policy, and Rating Maps under both presented options is a balanced budget and, that update reports will be submitted to Council monthly during the financial year.
5. Approve minor amendments to the draft Operational Plan documents to correct minor clarifications and typographical errors.
6. Approve total borrowings of:
 

- Gordon Street Upgrade	180,710
- Hastings River Drive - Upgrade	250,000
- John Oxley Drive - Upgrade	500,000
- Kindee Bridge - Critical Maintenance	1,000,000
- Lake Road - Upgrade	750,000
- Lorne Road Upgrade	3,600,000
- North Brother Catchment flood mitigation measures	150,000
- Ocean Drive	41,500,000
- Rehabilitation of High Priority Bridges	1,000,000
- Thrumster WWTP Scheme	8,600,000
- West Port (Buller Street) Flood mitigation works	1,829,000
7. Approve the removal of Sporting facility usage fees across all options put forward in the Draft Operational Plan for 2024-2025, based upon community feedback, with further consideration as part of the 2025-2026 Integrated Planning and Reporting process.
8. Adopt either Option 1 or Option 2 as presented in this report as the Operational Plan for 2024-2025 or an alternative option.
9. Publish, on Council's website, a copy of the Integrated Planning and Reporting suite of documents including the 2024-2025 Operational Plan in accordance with the NSW Office of Local Government Integrated Planning and Reporting Guidelines for Local Government in NSW.

## Executive Summary

It is a statutory requirement for NSW Councils to develop and adopt the Integrated Planning and Reporting suite of documents as set out in the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021. A component of the Integrated Planning and Reporting Framework is the Operational Plan. Supporting the four-year Delivery Program, the Operational Plan is a one-year plan that identifies the individual projects and activities that will be undertaken in the 2024-2025 financial year. In accordance with the Act, Council is required to have the annual Operational Plan adopted before the beginning of each financial year.

Council, at its Ordinary Meeting held 18 April 2024 considered a report in relation to the Draft Operational Plan 2024-2025, Fees and Charges, Revenue Policy, and Rating Maps Documents for Public Exhibition and resolved in part to place the draft suite of Integrated Planning and Reporting documents on public exhibition for a period of 28 days from 22 April to 20 May 2024.

Following public exhibition two options of the 2024-2025 Draft Operational Plan have been prepared for Council's consideration and are attached to this report.

- **Option 1: Include in the 2024-2025 Operational Plan a 0.00% Rate Peg and remove the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Business Rate without redistribution.**

Option 1 applies a 0.00% rate peg to Ordinary and Special Rates and the TCMP component of the Port Macquarie CBD business rate being abolished without redistribution. This option aligns with the Council's resolution from 15 February 2024 regarding the preparation of the 2024-2025 Draft Operational Plan.

- **Option 2: Include in the 2024-2025 Operational Plan a 4.6% Rate Peg and retain the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Business Rate.**

Option 2 applies a 4.6% rate peg to Ordinary and Special Rates and the TCMP component of the Port Macquarie CBD business rate is retained. This option has been put forward as a response to community feedback received as part of the community engagement process undertaken during public exhibition of the draft documents.

Both options incorporate other adjustments noted in the recommendation to this report, including item 7 where the introduction of proposed sporting facilities usage charges has been removed, based upon community feedback during the exhibition period, and deferred for further consideration as part of the 2025-2026 Integrated Planning and Reporting process.

Although the Budget Summary Tables for both Options 1 and 2 within the attachment show a fully funded and therefore balanced budget, the Income Statement by Fund shows a deficit result of \$15.4m in the General Fund and a Consolidated deficit of \$8.6m as detailed in the table below.

As opposed to the balanced budget provided in the Budget Summary Tables, the Net Operating Result contained within the Income Statement defines the degree of

reliance on external funding sources such as grants and contributions received by Council. The following table illustrates that Council’s General Fund requires an additional \$15.4m in revenue from continuing operations such as Rates, Fees, and Charges to achieve a balanced result.

Income Statement	2024-2025 Draft			
	Budget by Fund			
	General Fund	Water Fund	Sewerage Fund	Consolidated
<b>Total Income from Continuing Operations</b>	<b>185,329,628</b>	<b>45,621,993</b>	<b>42,458,997</b>	<b>273,410,618</b>
<b>Total Operating Expenses from Continuing Operations</b>	<b>(148,537,810)</b>	<b>(35,756,695)</b>	<b>(33,813,195)</b>	<b>(218,107,700)</b>
<b>Operating Result from Continuing Operations</b>	<b>36,791,818</b>	<b>9,865,298</b>	<b>8,645,802</b>	<b>55,302,918</b>
<b>Less Capital Grants/Asset Gains(Losses)</b>	<b>(52,154,374)</b>	<b>(7,620,600)</b>	<b>(4,136,500)</b>	<b>(63,911,474)</b>
<b>Net Operating Result before Grants and Contributions provided for Capital Purposes</b>	<b>(15,362,556)</b>	<b>2,244,698</b>	<b>4,509,302</b>	<b>(8,608,556)</b>

The Net Operating Result noted in the above Income Statement for Option 1 would result in a General Fund Operating Performance Ratio forecast for 2024-2025 of minus 11.7% compared to the Office of Local Government benchmark of greater than 0%, as the key measure of financial sustainability. Under Option 2, the General Fund Operating Performance Ratio would be minus 10.7%, driven by retaining the TCMP component of the Port Macquarie CBD Business Rate.

It is also important to note that staff have recommended utilising General Fund reserves where possible to substantially support service levels continuing at current levels. However, there will remain a need to continue finding efficiencies and productivity improvements as part of budget management over 2024-2025 given the ongoing inflationary impacts on Council’s expense base which would not be covered by a full adoption of the 4.6% rate peg.

The following table summarises the ambitious Capital Works program proposed for 2024-2025 with a record \$205.5m capital budget spread across the general, water and Sewer Funds. This program represents a significant investment in the construction and renewal of community assets and is a record spend for Port Macquarie Hastings Council.

2024-25 Capital Works Program by Fund	2024-2025 Draft			
	Budget by Fund			
	General	Water	Sewerage	Consolidated
<b>Value of Capital Works in exhibited 2024-25 Operational Plan</b>	<b>103,250,538</b>	<b>58,415,597</b>	<b>33,519,787</b>	<b>195,185,922</b>
<b>Capital Works (incl. Developer Provided Assets)</b>	<b>127,736,006</b>	<b>49,250,756</b>	<b>36,465,200</b>	<b>213,451,962</b>
<b>Less Developer Provided Assets</b>	<b>(5,000,000)</b>	<b>(1,000,000)</b>	<b>(2,000,000)</b>	<b>(8,000,000)</b>
<b>Capital Works Program Budget by Fund</b>	<b>122,736,006</b>	<b>48,250,756</b>	<b>34,465,200</b>	<b>205,451,962</b>

Despite the budgetary challenges identified in the General Fund from an operational perspective, Council has been able to secure grant funds and leverage reserves and borrowings to support the capital program.

**Discussion**

**Community Engagement**

Council exhibited the Integrated Planning and Reporting suite of documents between 22 April and 20 May 2024. To support the engagement process, Council conducted



several events in addition to placing the documents in the “Have Your Say” section of Council’s website. The documents shared through “Have Your Say” included:

- Draft 2024-2025 Operational Plan
- Draft 2024-2025 Fees and Charges
- Draft 2024-2025 Fees and Charges - New Fees
- Draft 2024-2025 Revenue Policy
- Draft 2024-2025 Rating Maps

Fact Sheets included:

- Draft Operational Plan 2024-2025 0.0% Rate Peg Fact Sheet
- Draft Operational Plan 2024-2025 Town Centre Master Plan Fact Sheet
- Draft Operational Plan 2024-2025 Sports Fees and Charges Fact Sheet

Direct engagement events included:

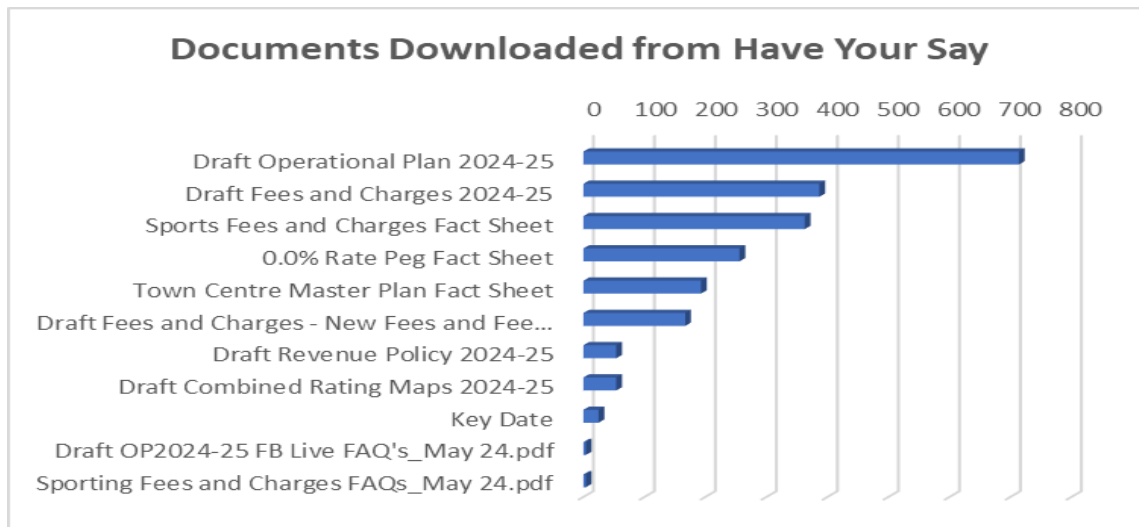
- Print Media
- Social Media – Facebook, Instagram, LinkedIn – including regionally targeted posts
- Direct emails to stakeholder groups
- Posters
- Exhibitions at Libraries and Customer Service Centres
- Media releases
- Local news stories
- Staff lunchtime talk
- Radio and news Interviews
- Facebook Live Q&A – 2 May 2024 at 6pm (over 4,000 views and 75 questions)
- Drop-in Sessions:

<b>Date</b>	<b>Time</b>	<b>Where</b>
Wednesday 24 April 2024	11am-1pm	Coles Entry, Bold Street, Laurieton
Saturday 11 May 2024	10am-2pm	Settlement City Shopping Centre Entry
Saturday 11 May 2024	11am-3pm	Lake Cathie Autumn Fair
Wednesday 15 May 2024	11am-2pm	Wauchope CBD IGA
Saturday 18 May 2024	9am- 1am	Stuart Park, Woods Street, Port Macquarie (rained out)

The engagement response received greater reach than in previous years, with growth in site visits of 8% over the 2023-2024 exhibition period with an additional 136 registrations to the “Have Your Say” process. Council received submissions through a variety of methods including face to face (pop-ups), letters, emails, and through the Have Your Say portal.

The “Have Your Say” online portal activity during the exhibition period was as follows:

- Total visits - 3,500.
- Max visitors per day - 266.
- Engaged visitors (submissions) - 251.
- Informed visitors (downloaded documents) - 1,500.
- Aware visitors (read through documents without downloading) - 2,300.



Community engagement is designed to ensure that a range of perspectives and factors are considered in decision-making. It aims to create an understanding of community needs and preferences while facilitating active participation and dialogue.

There were 3,500 webpage visits, 251 survey responses collected through the “Have Your Say” page and 49 submissions received by email or other means for this engagement.

“Have Your Say” survey responses are detailed in the attached Engagement Report, with de-identified verbatim feedback appended to that report.

Council at its Ordinary Meeting held 15 February 2024 resolved to specifically seek community feedback on two key areas, namely: Item 10.16, Impacts and Options in Relation to a Proposed Rate Freeze for 2024-2025, and subsequently resolved as follows:

*That Council:*

1. *Request the Chief Executive Officer prepare the Draft 2024-2025 Operational Plan with a 0.0% Rate Peg applied to Ordinary and Special Rates, excluding the Town Centre Master Plan component of the Port Macquarie CBD ordinary business rate.*
2. *Include in the Draft 2024-2025 Operational Plan and resultant communication with ratepayers, a clear understanding of the measures to mitigate all the financial impacts that a 0.0% Rate Peg in the Ordinary and Special Rates that may apply.*
3. *Ensure that mitigation measures in dealing with the 0.0% Rate peg in the Draft 2024-2025 minimises the impact on reducing services and projects.*

Item 10.17, Impacts and Options in Relation to the Abolition of the Town Centre Master Plan Component of the Port Macquarie CBD Ordinary Business Rate and subsequently resolved as follows:

*That Council:*

1. *Prepare as part of the Draft 2024-2025 Operational Plan, the abolition of the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Ordinary Business Rate.*

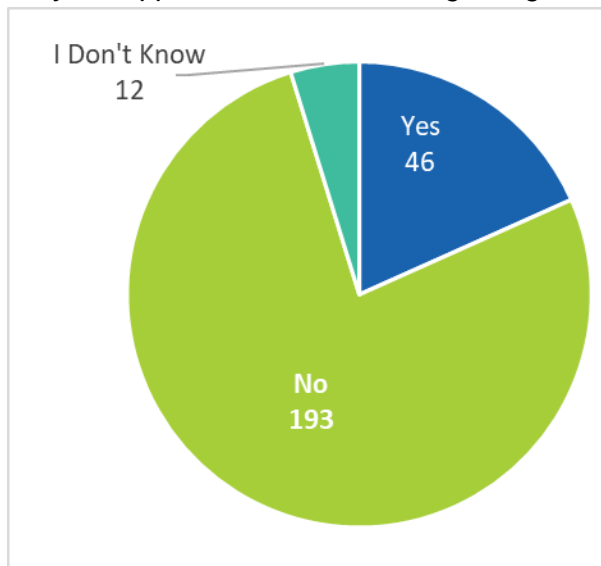


2. *Include in the Draft 2024-2025 Operational plan details of a potential redistribution of the shortfall in rates from the abolition of the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Ordinary Business Rate across all ordinary rate sub-categories.*
3. *Ensure that any mitigation measures in dealing with the abolition of the TCMP component of the Port Macquarie CBD Ordinary Business Rate minimises the impact on reducing services and projects.*
4. *Report back to Council in August 2024 a plan on how Council will maintain the Port Macquarie, Wauchope and Laurieton CBD's into the future, including any potential options for a fair and equitable resourcing.*

A survey, supporting fact sheets and FAQs were prepared as part of the community engagement process focused on the above areas highlighted in Council's resolution, as well as the proposed Sports Fees and Charges. Community Feedback received on the proposed 0.00% Rate Peg, TCMP and Sports Fees & Charges is summarised below.

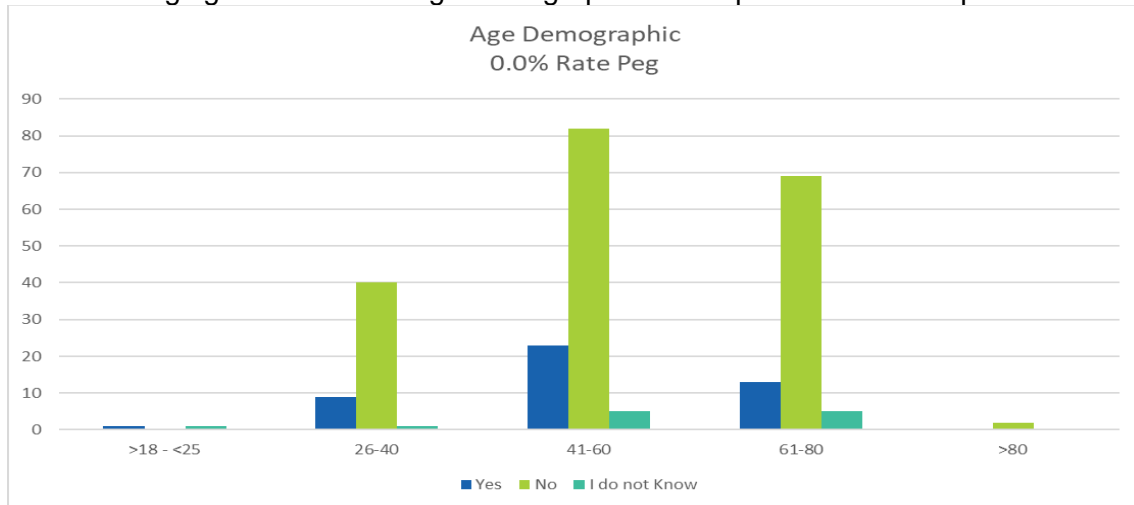
**0.0% Rate Peg**

*Do you support the 0.0% Rate Peg being introduced in the OP2024-2025?*



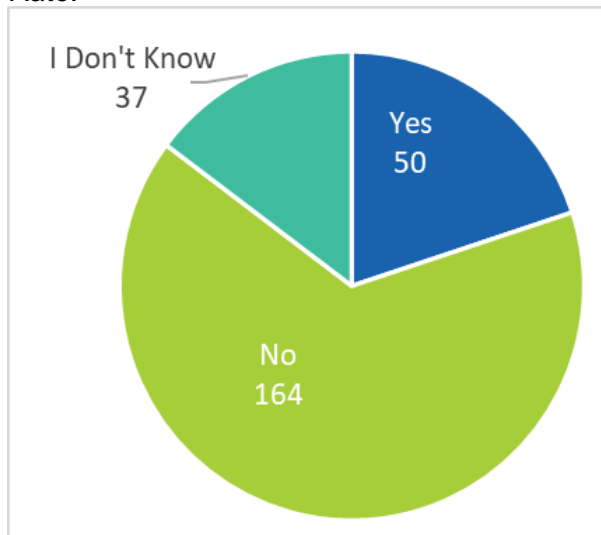
193 respondents (77%) did not support the 0.0% Rate Peg.  
46 respondents (18%) supported the 0.0% Rate Peg.  
12 respondents (5%) did not know if they had a position.

The following figure details the age demographics of respondents to this question.



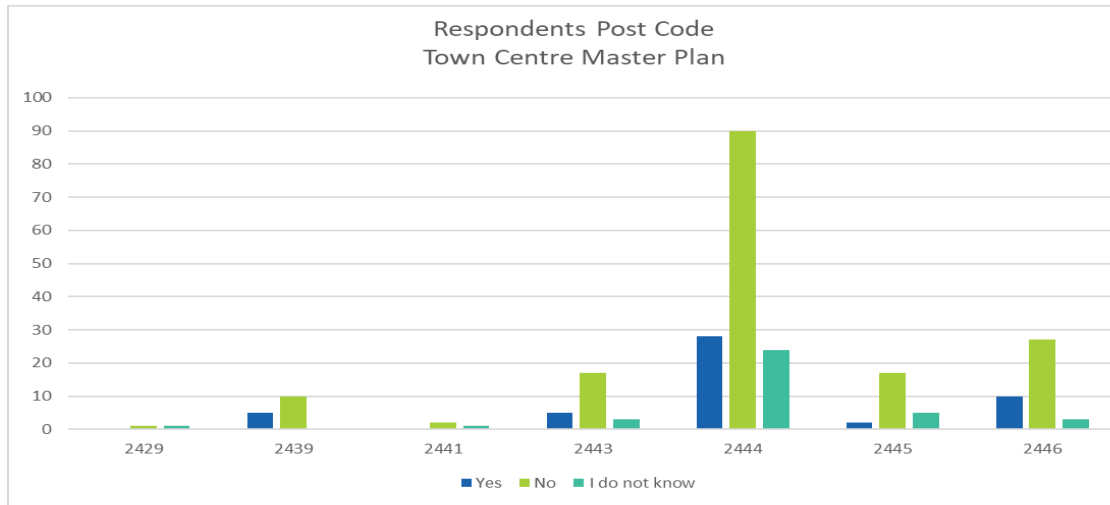
**Town Centre Master Plan**

*I support the removal of the TCMP component from the Port Macquarie CBD Business Rate.*

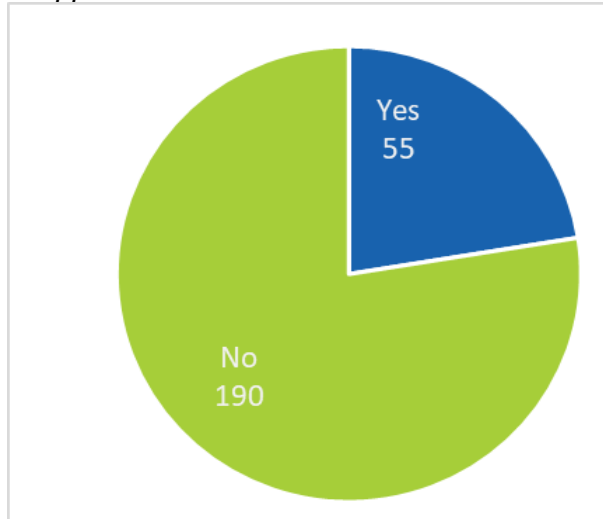


164 respondents (65%) did not support the removal of the TCMP component from the Port Macquarie CBD Business Rate.  
50 respondents (20%) supported the removal of the TCMP component from the Port Macquarie CBD Business Rate.  
37 respondents (15%) did not know if they had a position.

The following figure details the location of respondents to this question.

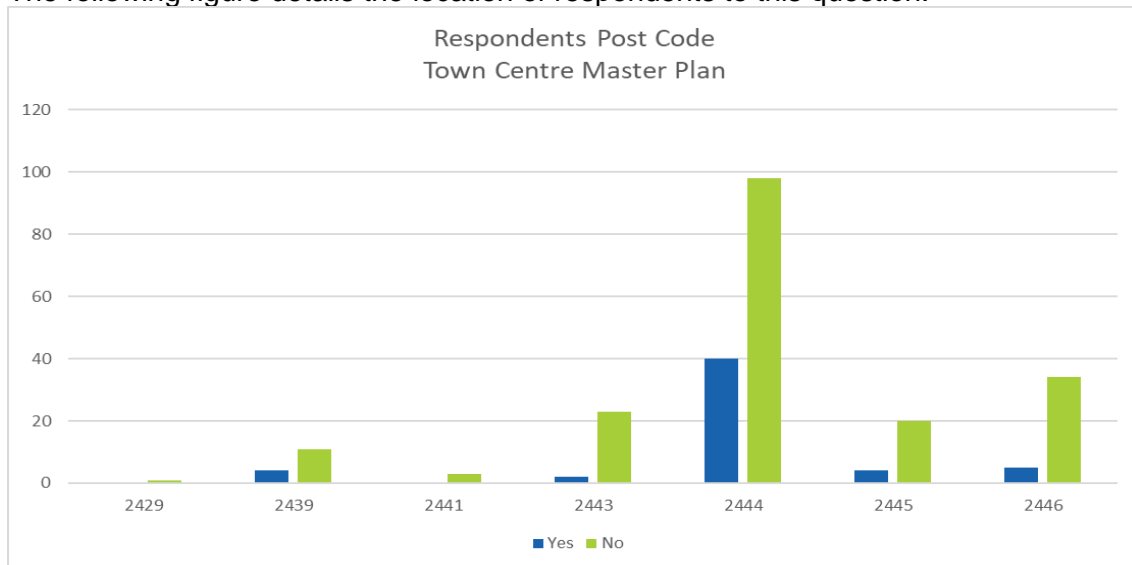


*I support the redistribution of the shortfall to ratepayers across the region.*



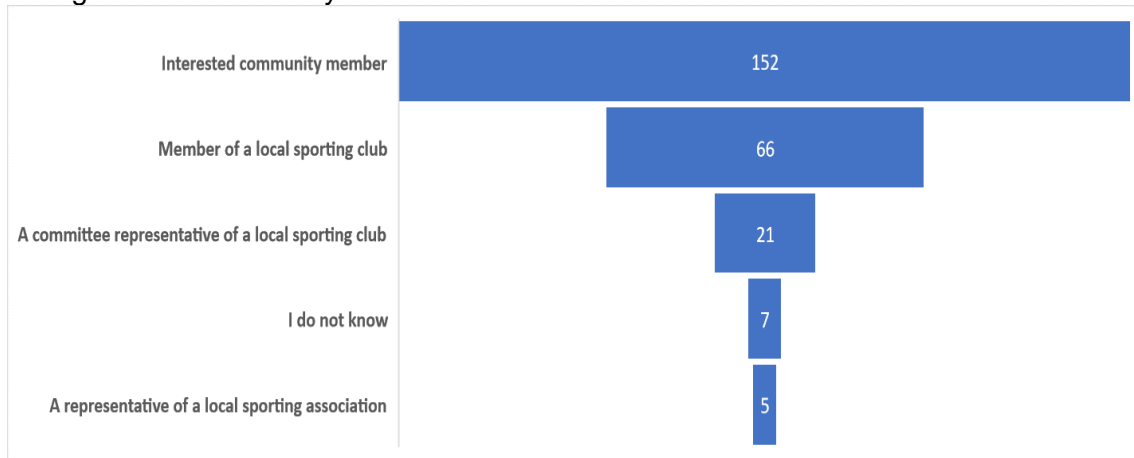
55 respondents (22%) supported the redistribution of the shortfall to ratepayers across the region.  
190 respondents (78%) did not support the redistribution of the shortfall to ratepayers across the region.

The following figure details the location of respondents to this question.

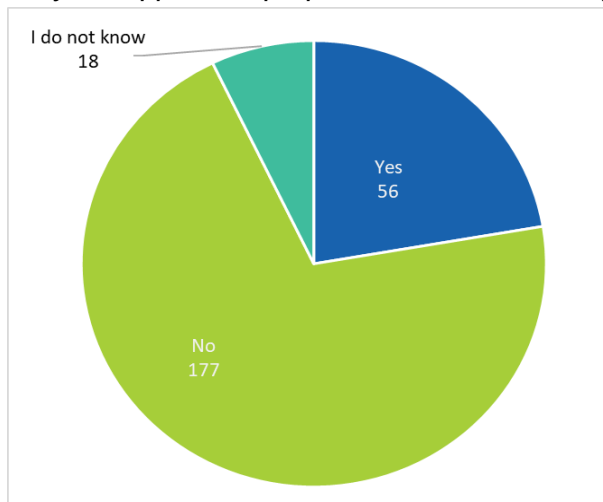


**Sports Fees and Charges**

A range of respondents engaged with the proposed introduction of Sporting Fees and Charges as evidenced by the table below:



*Do you support the proposed introduction of sporting field use fees and charges?*



- 177 respondents (71%) did not support the proposed introduction of sporting field use fees and charges.
- 56 respondents (22%) supported the proposed introduction of sporting field use fees and charges.
- 18 respondents (7%) did not know if they had a position.

General Feedback through “Have Your Say” highlights the community's desire for improved infrastructure, sustained support for cultural and community initiatives, enhanced environmental and sustainability efforts, financial prudence, and transparent, effective communication.

Some key themes arising from the engagement and provided in more detail in the attachment are as follows:

**Community Grants**

- Community groups play a vital role in supporting local initiatives and maintaining facilities.
- Without these grants, community projects will cease, undermining interaction, ownership, and a sense of belonging.

**Ferry Fees**

- Some residents of the North Shore are opposed to ferry fare increases, arguing that such costs should be spread across all ratepayers, as the ferry is a road-like facility.
- Ferry users feel that they are being burdened by increasing fees and that this is impacting their quality of life.

**Libraries and Community Halls**

- These facilities are essential for community connection, education, and entertainment. Continued support is crucial.

**Cultural Initiatives and Reconciliation**

- More effort is needed to support reconciliation, truth-telling, and education about Aboriginal people and local history.
- Building cultural competence and normalising First Nations initiatives can reduce racism.
- Council should ensure representation and apply cultural safety and equity principles.
- Clear allocation of funds for cultural initiatives is needed. Improving First Nations people's voices in Council decisions and engagement is essential.

**Infrastructure and Maintenance**

- There is a pressing need for improved cycling infrastructure for safety and to encourage green commuting.
- Addressing traffic congestion at key intersections, especially near the hospital, is crucial.
- Development needs to keep pace with infrastructure capacity to avoid overloading existing roads and facilities.
- Improved pathways are necessary to accommodate the ageing population using walkers and mobility scooters.

**Environmental and Sustainability Initiatives**

- Council's sustainability strategy and policy appear to have stalled. This should be a top priority, including disaster resilience and planning.
- Protecting koalas is vital for the region's biodiversity and tourism. Efforts should be made to prevent further habitat loss and ensure their survival east of the Pacific Highway.
- More funds are needed to complete the Coastal Management Plan.

**Financial and Budget Concerns**

- Concerns are raised about reduced services due to budget cuts. Transparency and accountability in budgeting and spending are crucial. The community needs clear information on how funds are allocated and the impact of budget cuts.
- Airport Investment: some concerns about financial losses associated with the airport and whether it is a worthwhile investment.

**Engagement and Communication**

- Effective communication and engagement with the community are essential. Council should make it easier for residents to find information and get involved in decision-making processes.

- Improved communication platforms and strategies are needed to ensure broader community involvement and transparency in Council activities.

A summary of other submissions and matters raised during public exhibition of the draft plan is detailed in the attached Operational Plan 2024-2025 Community Engagement Report.

Similarly, considerations in relation to the proposed 0.0% Rate Peg, removal of the TCMP component of the Port Macquarie CBD business rate and Sporting Fees and Charges are provided in the report entitled “Making of Rates and Charges - Adoption of 2024-2025 Revenue Policy, 2024-2025 Fees and Charges and Rating Maps” to be considered by Council and provided under separate cover.

### **Amendments proposed to the Exhibited 2024-25 Draft Operational Plan**

Noting that proposed amendments to the 2024-2025 Revenue Policy, 2024-2025 Fees and Charges and Rating Maps are considered in a separate report, this report provides details of changes that have been proposed and included in both the 2024-2025 Draft Operational Plan options as attached.

### **Typographical Errors**

Some minor changes to correct typographical errors or provide clarification to projects, programs or locations have been made to the 2024-2025 Draft Operational Plan as exhibited.

### **2024-2025 Capital and Operational Works Program**

The capital works program incorporated in the exhibited 2024-2025 Draft Operational Plan was valued at \$187.2m, (excluding developer provided assets). As a result of the above changes, the capital works program outlined in the 2024-2025 Draft Operational Plan is now \$205.5m (excluding developer provided assets). The majority of the change in budget, circa \$22.4m (\$21.0m Capital, Operating \$1.4m), relates to budget carryovers authorised by Council after the approval of the Draft 2024-2025 Operational Plan for exhibition. Budget carry overs approved by Council prior to exhibition were included in the exhibited Draft 2024-2025 Operational Plan.

The attached Reconciliation of Changes to the Capital Works Program provides the detail of proposed alterations to the exhibited 2024-2025 Draft Operational Plan including carryovers approved by Council during the exhibition process, new grant funded projects, projects rescoped and budget rephasing to better reflect timing of works over multiple years. The following table provides a summary reconciliation of changes detailed in the attached Reconciliation of Changes to the Capital Works Program.

Reconciliation of Capital Works Programme	2024-2025 Draft			
	Budget by Fund \$'000			
	General Fund	Water Fund	Sewerage Fund	Consolidated
Exhibited 2024-25 Operational Plan Capital Works Balance incl. Developer Provided Assets	103,250,538	58,415,597	33,519,787	195,185,922
Capital Carry Overs post Exhibition	19,072,927	1,974,840	0	21,047,767
Removal of Duplicate Projects	0	(936,623)	0	(936,623)
Rephasing of Project Budgets	(320,000)	(6,386,972)	(4,100,000)	(10,806,972)
Project Rescope	0	(7,940,000)	0	(7,940,000)
Rounding of Budget Amounts	0	(5,186)	0	(5,186)
Budget Increases	0	529,100	3,695,413	4,224,513
Project Brought forward	(150,000)	0	500,000	350,000
New Projects Added	300,000	3,600,000	2,850,000	6,750,000
New Grants Received	5,582,541	0	0	5,582,541
Less Developer Provided Assets	(5,000,000)	(1,000,000)	(2,000,000)	(8,000,000)
	122,736,006	48,250,756	34,465,200	205,451,962

The overall summary of the capital and operational works program totals \$205.5m and is detailed in the draft 2024-2025 Operational Plan by service. The works program is not proposed to be impacted or changed by the proposed Operational Plan two options further below. Some of the major Capital commitments included in the 2024-2025 Draft Operational Plan are as follows:

<b>Across the Region</b>	<b>\$</b>
Road Resealing, Rehabilitation and Road rejuvenation Works	6,998,324
Grant Funded Road Repairs	4,154,264
Cowarra Water Scheme (Multi-Year Project)	10,300,000
<b>Laurieton, Camden Haven and Surrounds</b>	
Lorne Road Upgrade	7,618,000
Southern Arm Trunk Main	7,205,323
Beach to Beach Walk	1,455,237
Sesqui Centenary Bridge	1,000,000
<b>Wauchope Rural and Surrounds</b>	
Maria River Road	11,000,000
Trunk Main from Bonny Hills to Kew (Area 15) reservoir	8,000,000
Koree Island Rock Ramp	1,074,840
Hastings Regional Sporting Complex	460,500
<b>Port Macquarie</b>	
Ocean Drive Duplication (Multi-Year Project)	50,400,806
Lake Road - Upgrade - Continuation of planning,	
NPWS revocation and land acquisition for Lake Road upgrades	750,000
Thrumster Sports Fields	8,000,000
Northern Arm Trunk Main	6,400,000
Fixing Local Roads Round 4	2,243,992
West Port (Buller Street) Flood mitigation works	1,829,000
Gordon Street Upgrade	2,147,360
Thrumster Wastewater Treatment Plant	8,600,000
Hastings River Drive Signalisation	732,000

To support the capital works program for 2024-2025, a combination of reserves, grants and borrowings will be sourced to fund the program.

Borrowings of \$59,359,710 are included in the 2024-2025 capital program to support the funding of:

- Gordon Street Upgrade	180,710
- Hastings River Drive - Upgrade	250,000
- John Oxley Drive - Upgrade	500,000
- Kindee Bridge - Critical Maintenance	1,000,000
- Lake Road - Upgrade	750,000
- Lorne Road Upgrade	3,600,000
- North Brother Catchment flood mitigation measures	150,000
- Ocean Drive	41,500,000
- Rehabilitation of High Priority Bridges	1,000,000
- Thrumster WWTP Scheme	8,600,000
- West Port (Buller Street) Flood mitigation works	1,829,000

Of the \$59.3m in proposed borrowings, \$50.7m relates to the General Fund, with \$8.6m in proposed loan funding for the Thrumster WWTP Scheme impacting the Sewer Fund. This loan funding plus the use of reserves and grant funds supports Council’s significant Capital Works program forecast for the 2024-2025 financial year.

**2024-2025 Draft Operational Plan Options**

The 2024-2025 Draft Operational Plan provides specific information about the year ahead and details the cost of each service delivered to the community and the projects and actions proposed for 2024-2025

Following extensive engagement with Council through Councillor briefings and reports, and giving consideration to the outcomes and feedback from community engagement, two options for consideration are detailed below.

**Adopt 2024-2025 Draft Operational Plan Option 1**

**Include in the 2024-2025 Operational Plan a 0.00% Rate Peg and remove the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Business Rate without redistribution.**

This option represents the current decision of Council regarding the preparation of the Draft Operational Plan placed on public exhibition.

Previous reports to Council have articulated that a 0.0% rate peg would have an impact of Council forgoing approximately \$2.7m in additional revenues in 2024-2025. This is compared to the full 4.6% rate peg available to Council, as determined by the Independent Pricing and Regulatory Tribunal (IPART), to offset the inflationary impacts on Council’s expense base. It has been previously advised to Council that statutory labour award increases alone in the General Fund of approximately \$2.1m will be incurred during 2024-2025.

Option 1 utilises a mixture of budget mitigations and reserves to fund shortfalls and minimise the impact on service delivery. The 2024-2025 Budget is projected to exhaust current available reserves in order to top up maintenance shortfalls. The





budgeted Income Statement shows a deficit result of \$15.4m in the General Fund and a Consolidated deficit of \$8.6m.

For Council to comply with its adopted Risk Appetite Statement, the forgone revenue of \$2.7m under a 0.0% rate peg is required to be offset by equivalent operational expense savings to avoid a deterioration in the long-term financial sustainability position which is measured by the Operating Performance Ratio. Following extensive consultation with the Council’s leadership team, the \$2.7m in expenditure savings noted in the mitigation table below were presented to Council as part of the Draft Operational Plan.

The mitigation measures included in the Draft 2024-2025 Operational Plan are:

Mitigation	Amount	Description
Freeze on hires	\$650,000	A freeze on hiring specific roles within PMHC would be used to reduce expenditure by \$650,000.
Corporate Overhead savings	\$200,000	A reduction in discretionary spending, including on consultants and professional services.
Road resealing and maintenance	\$650,000	The Sealed Roads Repairs Program will be impacted by \$650,000. This corresponds to a reduction of around ten (10) kilometres of road resealing or two (2) kilometres of asphalt resurfacing. <b><i>This will be mitigated from general fund reserves, so no decrease in service will occur.</i></b>
Parks and gardens maintenance	\$350,000	Parks and gardens maintenance will be impacted by \$350,000. This impacts Councils ability to maintain existing service levels for mowing across the LGA (i.e. a six (6) week mowing cycle would be an eight (8) week mowing cycle). <b><i>This will be mitigated from general fund reserves, so no decrease in service will occur.</i></b>
Tree and shrub maintenance	\$250,000	Tree and shrub maintenance will be reduced by \$250,000 compared to the 2023-24 budget. This corresponds to a reduction of around 144 priority trees not being maintained across the LGA.
Building maintenance	\$250,000	Building maintenance will be impacted by \$250,000 across nine (9) sites having reduced asset maintenance including Libraries, Community Halls, and amenities. <b><i>This will be mitigated from general fund reserves, so no decrease in service will occur.</i></b>
Community grants	\$200,000	Community Grants would not be available in the 2024-2025 budget, but we will aim to find savings during the year to provide budget for them to continue.
Community activities and cultural events	\$150,000	Community activities and events will be reduced by \$150,000. This would discontinue funding for Arts Mid North Coast partnership and some community events, community programs and the installation of public art.
<b>Total</b>	<b>\$2,700,000</b>	

It should be noted that these proposed expense reductions are a temporary measure for 2024-2025 only. Council will need to source permanent ongoing reductions in the 2025-2026 Operational Plan, to mitigate the ongoing impact of a 0.0% Rate Peg in 2024-2025 should this be approved by Council.

Exclusion of any, or all, of the identified mitigations would adversely impact the Income Statement and lead to an increased deficit budget in the General Fund.

Despite the mitigations noted in the table above, staff have recommended utilising General Fund reserves where possible, in finalising the draft budget, to substantially offset the impact of these mitigations and support the continuation of current service levels at 2023-2024 levels. It should also be noted that there will be a need to continue to find efficiencies and productivity improvements as part of budget management during 2024-2025 for future years as noted in the General Fund Improvement Plan tabled as a separate report to this meeting.

Should this Option be preferred, Council may consider adopting the Option 1 recommendation noted above as point 8 in the proposed recommendation.

### **Adopt 2024-2025 Draft Operational Plan Option 2**

#### **Include in the 2024-2025 Operational Plan a 4.6% Rate Peg and retain the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Business Rate.**

This option is provided in response to the community feedback which indicates support for the inclusion of the 4.6% rate peg and continuation of the TCMP rate. The impact of Option 2 would be to apply the full 4.6% rate peg allowable as determined by IPART. Compared to the Draft 2024-2025 Operational Plan, this would result in an additional \$2.7m in rate revenues being included in the final Operational Plan as well as operating expenses being increased from the inclusion of the expense mitigations noted in the mitigation table in Option 1 above.

Should Council adopt this option, operational efficiencies and savings measures would still need to be found during 2024-2025 as the inclusion of the full rate peg does not fully cover the inflationary impact on Council's operational expense base. As noted in Option 1, statutory labour award increases alone in the General Fund of approximately \$2.1m will be incurred during 2024-2025 which leaves only \$0.6m in additional revenue to cover the inflationary impact on other core operational expenses including electricity and materials used to provide key services for the community.

Option 2 is the staff preferred option, noting the community feedback and is also aligned to the staff recommendation in the February report to Council on the "*Impacts and Options in relation to a proposed Rate Freeze for 2024-2025*".

Should this Option be preferred, Council may consider adopting the Option 2 recommendation noted above as point 8 in the proposed recommendation.

### **Options**

It is a Local Government statutory requirement for NSW Councils to develop the Integrated Planning and Reporting suite of documents and for them to be endorsed by Council by 30 June each year.

**Planning and Policy Implications**

This report is aligned with Council's legislative obligations under the requirements of the NSW Integrated Planning and Reporting Framework.

**Financial and Economic Implications**

The 2024-2025 Operational Plan options detailed above provide an overview of the respective budget summary for each option. Notwithstanding, projected grant and contribution income is \$85.2m. Capital expenditure is budgeted to be \$205.5m, excluding developer provided assets. Council is also planning to take out new loans of \$59.4m to fund significant infrastructure works, as well as utilising \$105.5m of reserves to fund a variety of projects.

The attached Operational Plan options detail Operational and Capital Expenditure by Service shows the spread of both operating and capital spend by service area.

**Significant Impacts on the Plan**

The 2024-2025 Operational Plan has been prepared in the context of a challenging economic environment, with significant inflationary impacts and volatility affecting forward estimates.

Economic volatility has provided a level of uncertainty and risk around key assumptions, especially in relation to CPI, and this will need to be managed carefully moving forward. Whilst rising interest rates are providing increased investment revenue, the cost of debt remains high potentially placing additional pressure on operating results which again will need to be managed carefully moving forward. Council also continues to feel the impacts of cost shifting from other levels of government.

**Reserves**

Despite the above challenges, Council maintains a strong balance sheet position, with strong cash and investment reserves. The majority of these reserves have statutory restrictions limiting their use to, for example, significant Water and Sewer projects, and cannot be spent on general operations or works. Other reserves are allocated to specific projects such as the Ocean Drive Duplication. These reserves will be spent depending on the required timing of future works and the totals will fluctuate depending on the status of individual projects.

Attachment 4, Cash and Investment Reserves provides further information on reserves.






**Financial Assistance Grant**

It should be noted that the Draft 2024-2025 Budget includes grant funding from the Federal Government in the form of a Financial Assistance Grant, (\$12.9m). The budget has assumed an uplift from the 2023-2024 levels. Any reduction to this funding could impact upon Council's ability to deliver services.

It should also be noted that the Federal Government has in recent years made advance payments of the annual allocation of the Financial Assistance Grant. Council is required to bring these revenues to account in the year in which they are

received as opposed to the year to which they relate. Should the Federal Government cease payment in advance, this may have a significant impact on the monies received in 2023-2024 and therefore on the operating result for this period. It is noted however that this is a timing issue only and overall monies received across periods will not be impacted.

**Attachments**

1.  2024-2025 Operational Plan - Option 1
2.  2024-2025 Operational Plan - Option 2
3.  2024-2025 Draft Operational Plan - Community Engagement Report
4.  Cash and Investments Reserves
5.  Reconciliation of Changes to the Capital Works Program

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Item: 10.10

Subject: **MAKING OF RATES AND CHARGES - ADOPTION OF 2024-2025 FEES, CHARGES AND RATING MAPS**

Presented by: **Business and Performance, Keith Hentschke**

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#### Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

#### RECOMMENDATION

##### That Council:

1. **Note that this recommendation is based upon the current Council decision regarding the preparation of the Draft Operational Plan for 2024-2025 with a 0.0% rate peg and the Town Centre Master Plan component of the Port Macquarie CBD Business Rate being abolished without redistribution.**
2. **Make an Ordinary Rate – Residential, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.16373 cents) in the dollar with a Base Amount of \$656.10 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Residential Defined Urban Centres”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 49.59%.**
3. **Make an Ordinary Rate – Residential, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.15369 cents) in the dollar with a Base Amount of \$556.10 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Residential Other”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 39.93%.**
4. **Make an Ordinary Rate – Farmland, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.14536 cents) in the dollar with a Base Amount of \$707.70 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Farmland”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 32.32%.**
5. **Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2024 of (1.14475 cents) in the dollar with a Base Amount of \$656.10 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Business Port Macquarie CBD”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 8.13%.**
6. **Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.37513 cents) in the dollar with a Base Amount of \$656.10 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Business Defined Urban Centres”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 20.17%.**
7. **Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.30477 cents) in the dollar with a Base Amount of \$556.10 for all rateable land in the Port Macquarie-Hastings LGA**

categorised as “Business Other”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 30.76%.

8. Make a Special Rate – Residential, pursuant to Section 495 of the Local Government Act, for 2024-2025 of (0.04232 cents) in the dollar for all rateable land within the Broadwater Special Rate area outlined in the attached rating maps.
9. Make a Special Rate – Residential, pursuant to Section 495 of the Local Government Act, for 2024-2025 of (0.09135 cents) in the dollar for all rateable land within the Sanctuary Springs Special Rate area outlined in the attached rating maps.
10. Make an Annual Charge for Water Availability and a charge per kilolitre for Water Usage, pursuant to Section 501 and 502 of the Local Government Act, for 2024-2025 on all rateable land, to which a water service is (or able to be) provided. The Water Annual Charge will be based on water meter size:

Size of water meter connection	Charge for 2024-2025
20 mm including vacant properties and equivalent tenants	\$190.00
25 mm	\$297.00
32 mm	\$486.00
40 mm	\$760.00
50 mm	\$1,188.00
80 mm	\$3,040.00
100 mm	\$4,750.00
150 mm	\$10,688.00
200 mm	\$19,000.00
Equivalent Tenants	\$190.00
Fire service - 32mm	\$243.00
Fire service - 40mm	\$380.00
Fire service – 50 mm	\$594.00
Fire service – 80 mm	\$1,520.00
Fire service – 100 mm	\$2,375.00
Fire service – 150 mm	\$5,344.00
Fire service – 200 mm	\$9,500.00
Tier 1 usage charges – per kilolitre	\$3.98
Tier 2 usage charges – per kilolitre	\$7.96

11. Make an Annual Charge for Sewer Availability, pursuant to Section 501 of the Local Government Act, for 2024-2025 on all rateable land, to which a sewer service is (or able to be) provided. Make a usage charge for sewerage usage, pursuant to Section 502 of the Local Government Act, for 2024-2025 on Caravan Parks, Retirement Homes, Motels, Clubs, Hotels, Schools, Backpacker Hostels, Flats, Major Regional Shopping Centres. The Sewer charges are as follows:

Service	Charge for
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	<b>2024-2025</b>
<b>Available or Connected (excluding churches and halls)</b>	<b>\$1,028.50</b>
<b>Pump Out (Pressure Sewer)</b>	<b>\$998.50</b>
<b>Unconnected (S548a)</b>	<b>\$660.20</b>
<b>Non-rateable (other than churches &amp; halls S555)</b>	<b>\$819.00</b>
<b>Non-rateable (churches &amp; halls S555)</b>	<b>\$660.20</b>
<b>Non-rateable (Other S556)</b>	<b>\$1,028.50</b>
<b>Usage Charge - per kilolitre</b>	<b>\$1.52</b>

12. **Make an Annual Charge for Onsite Effluent Services, pursuant to Section 501 of the Local Government Act, for 2024-2025 on each parcel of rateable land for which the service is provided. The Onsite Effluent annual charge are based on the risk of the system:**

<b>System</b>	<b>Charge for 2024-2025</b>
<b>Low risk system</b>	<b>\$44.00</b>
<b>Medium risk system</b>	<b>\$87.00</b>
<b>High risk system</b>	<b>\$125.00</b>
<b>Small commercial</b>	<b>\$250.00</b>
<b>Large commercial</b>	<b>\$311.00</b>

13. **Make an Annual Charge for Recycled Water Availability, pursuant to Section 501 of the Local Government Act, for 2024-2025 on urban area business/ commercial/council facilities where a recycled water service is provided. Make a usage charge for recycled water usage, pursuant to Section 502 of the Local Government Act, for 2024-2025 where a recycled water service is provided, including on residential properties. The recycled water annual charges are based on meter size:**

<b>Recycled Metre size - Business/Commercial/Council Facilities only</b>	<b>Charge for 2024-2025</b>
<b>20 mm</b>	<b>\$95.00</b>
<b>25 mm</b>	<b>\$148.50</b>
<b>32 mm</b>	<b>\$243.00</b>
<b>40 mm</b>	<b>\$380.00</b>
<b>50 mm</b>	<b>\$594.00</b>
<b>80 mm</b>	<b>\$1,520.00</b>
<b>100 mm</b>	<b>\$2,375.00</b>
<b>150 mm</b>	<b>\$5,344.00</b>
<b>200 mm</b>	<b>\$9,500.00</b>
<b>Tier 1 usage charges - per kilolitre</b>	<b>\$1.84</b>
<b>Tier 2 usage charges - per kilolitre</b>	<b>\$3.67</b>

<b>Domestic Dual Reticulation Systems - Residential properties to be serviced by dual scheme (i.e., Two meters per property)</b>	<b>Charge for 2024-2025</b>
<b>Tier 1 usage charges - per kilolitre</b>	<b>\$2.94</b>
<b>Tier 2 usage charges - per kilolitre</b>	<b>\$5.87</b>

14. **Make an Annual Charge for Stormwater Management Services, pursuant to Section 496A of the Local Government Act, for 2024-2025 on each parcel of rateable land for which the service is available. The stormwater annual charges are as follows:**

<b>Service</b>	<b>Charge for 2024-2025</b>
<b>Business – 0m2 to 350m2</b>	<b>\$25.00</b>
<b>Business – 351m2 to 700m2</b>	<b>\$50.00</b>
<b>Business – 701m2 to 1,000m2</b>	<b>\$75.00</b>
<b>Business – 1,001m2 to 1,400m2</b>	<b>\$100.00</b>
<b>Business – 1,401m2 to 1,750m2</b>	<b>\$125.00</b>
<b>Business – 1,751m2 to 2,100m2</b>	<b>\$150.00</b>
<b>Business – 2,101m2 to 2,450m2</b>	<b>\$175.00</b>
<b>Business – 2,451m2 to 2,800m2</b>	<b>\$200.00</b>
<b>Business – 2,801m2 to 3,200m2</b>	<b>\$225.00</b>
<b>Business – 3,201m2 to 3,500m2</b>	<b>\$250.00</b>
<b>Business – 3,501m2 to 3,850m2</b>	<b>\$275.00</b>
<b>Business – 3,851m2 to 4,200m2</b>	<b>\$300.00</b>
<b>Business – 4,201m2 to 4,600m2</b>	<b>\$325.00</b>
<b>Business – 4,601m2 to 4,900m2</b>	<b>\$350.00</b>
<b>Business – 4,901m2 to 5,200m2</b>	<b>\$375.00</b>
<b>Business – 5,201m2 to 5,600m2</b>	<b>\$400.00</b>
<b>Business – 5,601m2 to 5,950m2</b>	<b>\$425.00</b>
<b>Business – 5,951m2 to 6,300m2</b>	<b>\$450.00</b>
<b>Business – 6,301m2 to 6,600m2</b>	<b>\$475.00</b>
<b>Business &gt; 6,600m2</b>	<b>\$500.00</b>
<b>Business - Strata</b>	<b>\$12.50</b>
<b>Residential</b>	<b>\$25.00</b>
<b>Residential - Strata</b>	<b>\$12.50</b>

15. **Make an Annual Charge for Waste Management Services – Domestic, pursuant to Section 496 of the Local Government Act, for 2024-2045 on all rateable land, categorised as Residential or Farmland, to which a domestic waste service is (or able to be) provided. The Domestic Waste Annual Charge will be based on the type of service received:**

<b>Type of Service</b>	<b>Charge for 2024-2025</b>
<b>Standard service – 240 litre fortnightly general waste</b>	<b>\$553.63</b>



Minimiser service – 140 litre fortnightly general waste	\$485.55
Excess service – 240 litre weekly general waste	\$818.17
On application only special weekly service – 140 litre weekly general waste	\$684.22
Special Half Weekly Service (140 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$372.81
Half minimiser service - 140 litre fortnightly general waste (multi-unit dwellings only)	\$271.23
Half excess service – 240 litre weekly general waste (multi-unit dwellings only)	\$438.66
Half standard service – 240 litre fortnightly general waste (multi-unit dwellings only)	\$304.72
Availability charge on land not receiving full charge (multi-unit dwellings only)	\$161.85
Availability charge on vacant land	\$89.30
Additional recycling service – 240 litre fortnightly	\$85.95
Additional organics service – 240 litre weekly	\$111.62
Additional weekly garbage service – 240 litre general waste	\$423.04
Additional weekly garbage service – 140 litre general waste (multi-unit dwellings only)	\$321.47
Minimum waste charge – single dwellings	\$485.54

16. **Make an Annual Charge for Waste Management Services – Other, pursuant to Section 501 of the Local Government Act, for 2024-2025 on all rateable land, categorised as Business, to which a waste service is (or able to be) provided. The Other Waste Annual Charge will be based on the type of service received:**

Type of Service	Charge for 2024-2025
Commercial weekly service – 140 litre general waste	\$684.22
Commercial excess service – 240 litre weekly general waste	\$818.17
Commercial half weekly service – 140 litre fortnightly general waste (shared)	\$372.81
Commercial half excess service – 240 litre weekly general waste (shared)	\$438.66
Commercial availability charge on land not receiving full charge	\$89.30
Commercial availability charge on vacant land	\$89.30
Commercial additional recycling service – 240 litre fortnightly	\$85.95
Commercial additional organics service – 240 litre weekly	\$111.62
Commercial additional weekly garbage service – 240 litre general waste	\$423.04
Commercial additional weekly garbage service – 140 litre General Waste	\$321.47

Type of Service	Charge for 2024-2025
Waste management access charge	\$35.71

17. Approve minor amendments to the draft documents to correct minor clarifications and typographical errors.
18. Note the amendments to the exhibited 2024-2025 Fees and Charges, 2024-2025 Revenue Policy - Option 1, and Rating Maps as attached.
19. Adopt the 2024-2025 Fees and Charges, 2024-2025 Revenue Policy - Option 1, and Rating Maps as attached.
20. Amend the 2024-2025 Fees and Charges to reflect statutory fees set by State and Federal Government agencies.
21. Set the interest rate on overdue rates and charges at 9.0% from 1 July 2024 to 30 June 2025 in accordance with the Office of Local Government directive.

**Executive Summary**

Rates and charges imposed by a Council must be made by resolution in accordance with Section 535 of the Local Government Act 1993. This report provides details of the 2024-2025 Revenue Policy and 2024-2025 Fees and Charges for consideration and adoption by Council.

Matters relevant to the above documents were subject to extensive community engagement, specifically 0.0% Rate Peg, removal of the TCMP and proposed Sporting Fees and Charges. The results of community engagement are discussed in more detail in the Operational Plan 2024-2025 Community Engagement Report, which is an attachment to a report entitled “2024-2025 Operational Plan - Results of Public Exhibition” to be considered by Council and provided under separate cover.

**Discussion**

The 2024-2025 Fees and Charges and 2024-2025 Revenue Policy are integral components of the Integrated Planning and Reporting (IP&R) suite of documents. These documents outline Council’s rating structure and the fees and charges to be applied to the 2024-2025 financial year.

Council, at its Ordinary Meeting held 18 April 2024 considered a report in relation to the Draft Operational Plan 2024-2025, Fees and Charges, Revenue Policy, and Rating Maps Documents for Public Exhibition and resolved in part to place the draft suite of IP&R documents on public exhibition for a period of 28 days from 22 April to 20 May 2024.

**Amendments to the Exhibited 2024-2025 Fees and Charges, Revenue Policy, and Rating Maps**

A number of changes to the exhibited 2024-2025 Fees and Charges, Revenue Policy, and Rating Maps are proposed as a result of administrative reviews and the extensive Community Engagement undertaken.

**Typographical Errors**

Some minor changes to correct typographical errors or provide clarification to projects, programs or locations have been made to the Draft 2024-2025 Fees and Charges, 2024-2025 Revenue Policy, and Rating Maps as exhibited.

**2024-2025 Fees and Charges**

**Sporting Fees**

As detailed above, one of the focus areas of the Community Engagement process involved the introduction of new sporting Fees and Charges.

The responses suggested significant concern regarding the implementation of the new fee structure with specific focus on the fees detailed below:

Name	Year 2024-2025			Unit
	Fee (excl. GST)	GST	Fee (Incl. GST)	
Ground Fee - General Use	\$454.55	\$45.45	\$500.00	Per Day
Ground Fee - General Use	\$36.36	\$3.64	\$40.00	Per Hour
Ground Fee - General Use (Seasonal)	\$909.09	\$90.91	\$1,000.00	Per Season

The above Fees have been removed from the 2024-2025 Fees and Charges attached to this report. To this end, a comprehensive engagement and education process will be undertaken during the 2024-2025 operational year with a view to revisiting the fee structure in the future.

**Waste Services Fees**

Analysis has identified that the existing fee structure for the disposal of bricks/concrete is impacting Council’s ability to meet the licence conditions at the Cairncross Waste Management Facility. With this in mind, it is proposed to remove this fee from the 2024-2025 Fees and Charges to allow a more detailed review with a more appropriate fee structure to be considered by Council in the future.

The fee proposed to be removed is as follows:

Name	Year 2024-2025			Unit
	Fee (excl. GST)	GST	Fee (Incl. GST)	
Bricks/Concrete	\$27.27	\$2.73	\$30.00	Per Tonne
Minimum Charge - \$10				

The above Fees have been removed from the 2024-2025 Fees and Charges attached to this report.

### 2024-2025 Revenue Policy and Rating Maps

In accordance with Council's resolutions of 15 February 2024, Council produced and exhibited the Draft 2024-2025 Operational Plan with a 0.0% Rate Peg and removal of the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD Business Rate.

The recommendation in this report above is based upon this current Council decision and would apply should Council decide on a final Operational Plan in line with the Draft Operational Plan assumptions.

### Alternate Option

Following extensive engagement with Council through Councillor briefings and reports, and giving consideration to the outcomes and feedback from community engagement, an alternate recommendation option is provided below should Council decide not to adopt a 0.0% rate peg and the removal of the TCMP rate.

The recommendation aligns with ***the 2024-2025 Operational Plan Option 2 (with a 4.6% rate peg applied to Ordinary and Special Rates and the Town Centre Master Plan (TCMP) component of the Port Macquarie CBD business rate retained)***

This option supports the following alternate recommendation:

*That Council:*

1. *Make an Ordinary Rate – Residential, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.17125 cents) in the dollar with a Base Amount of \$686.30 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Residential Defined Urban Centres”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 49.59%.*
2. *Make an Ordinary Rate – Residential, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.15992 cents) in the dollar with a Base Amount of \$586.30 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Residential Other”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 40.25%.*
3. *Make an Ordinary Rate – Farmland, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.15512 cents) in the dollar with a Base Amount of \$708.90 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Farmland”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 30.95%.*
4. *Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (1.70325 cents) in the dollar with a Base Amount of \$686.30 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Business Port Macquarie CBD”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 8.13%.*
5. *Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.39238 cents) in the dollar with a Base*

*Amount of \$686.30 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Business Defined Urban Centres”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 20.17%.*

6. *Make an Ordinary Rate – Business, pursuant to Section 494 of the Local Government Act, for 2024-2025 of (0.31767 cents) in the dollar with a Base Amount of \$586.30 for all rateable land in the Port Macquarie-Hastings LGA categorised as “Business Other”. In accordance with Section 537 of the Act the percentage to be raised by the base amount will be 31.00%.*
7. *Make a Special Rate – Residential, pursuant to Section 495 of the Local Government Act, for 2024-2025 of (0.04427 cents) in the dollar for all rateable land within the Broadwater Special Rate area outlined in the attached rating maps.*
8. *Make a Special Rate – Residential, pursuant to Section 495 of the Local Government Act, for 2024-2025 of (0.09555 cents) in the dollar for all rateable land within the Sanctuary Springs Special Rate area outlined in the attached rating maps.*
9. *Make an Annual Charge for Water Availability and a charge per kilolitre for Water Usage, pursuant to Section 501 and 502 of the Local Government Act, for 2024-2025 on all rateable land, to which a water service is (or able to be) provided. The Water Annual Charge will be based on water meter size:*

<b>Size of water meter connection</b>	<b>Charge for 2024-2025</b>
<i>20 mm including vacant properties and equivalent tenants</i>	<i>\$190.00</i>
<i>25 mm</i>	<i>\$297.00</i>
<i>32 mm</i>	<i>\$486.00</i>
<i>40 mm</i>	<i>\$760.00</i>
<i>50 mm</i>	<i>\$1,188.00</i>
<i>80 mm</i>	<i>\$3,040.00</i>
<i>100 mm</i>	<i>\$4,750.00</i>
<i>150 mm</i>	<i>\$10,688.00</i>
<i>200 mm</i>	<i>\$19,000.00</i>
<i>Equivalent Tenants</i>	<i>\$190.00</i>
<i>Fire service - 32mm</i>	<i>\$243.00</i>
<i>Fire service - 40mm</i>	<i>\$380.00</i>
<i>Fire service – 50 mm</i>	<i>\$594.00</i>
<i>Fire service – 80 mm</i>	<i>\$1,520.00</i>
<i>Fire service – 100 mm</i>	<i>\$2,375.00</i>
<i>Fire service – 150 mm</i>	<i>\$5,344.00</i>
<i>Fire service – 200 mm</i>	<i>\$9,500.00</i>
<i>Tier 1 usage charges – per kilolitre</i>	<i>\$3.98</i>
<i>Tier 2 usage charges – per kilolitre</i>	<i>\$7.96</i>

10. *Make an Annual Charge for Sewer Availability, pursuant to Section 501 of the Local Government Act, for 2024-2025 on all rateable land, to which a sewer service is (or able to be) provided. Make a usage charge for sewerage usage,*

pursuant to Section 502 of the Local Government Act, for 2024-2025 on Caravan Parks, Retirement Homes, Motels, Clubs, Hotels, Schools, Backpacker Hostels, Flats, Major Regional Shopping Centres. The Sewer charges are as follows:

<b>Service</b>	<b>Charge for 2024-2025</b>
<i>Available or Connected (excluding churches and halls)</i>	\$1,028.50
<i>Pump Out (Pressure Sewer)</i>	\$998.50
<i>Unconnected (S548a)</i>	\$660.20
<i>Non-rateable (other than churches &amp; halls S555)</i>	\$819.00
<i>Non-rateable (churches &amp; halls S555)</i>	\$660.20
<i>Non-rateable (Other S556)</i>	\$1,028.50
<i>Usage Charge - per kilolitre</i>	\$1.52

11. *Make an Annual Charge for Onsite Effluent Services, pursuant to Section 501 of the Local Government Act, for 2024-2025 on each parcel of rateable land for which the service is provided. The Onsite Effluent annual charge are based on the risk of the system:*

<b>System</b>	<b>Charge for 2024-2025</b>
<i>Low risk system</i>	\$44.00
<i>Medium risk system</i>	\$87.00
<i>High risk system</i>	\$125.00
<i>Small commercial</i>	\$250.00
<i>Large commercial</i>	\$311.00

12. *Make an Annual Charge for Recycled Water Availability, pursuant to Section 501 of the Local Government Act, for 2024-2025 on urban area business/commercial/council facilities where a recycled water service is provided. Make a usage charge for recycled water usage, pursuant to Section 502 of the Local Government Act, for 2024-2025 where a recycled water service is provided, including on residential properties. The recycled water annual charges are based on meter size:*

<b>Recycled Metre size - Business/Commercial/Council Facilities only</b>	<b>Charge for 2024-2025</b>
<i>20 mm</i>	\$95.00
<i>25 mm</i>	\$148.50
<i>32 mm</i>	\$243.00
<i>40 mm</i>	\$380.00
<i>50 mm</i>	\$594.00
<i>80 mm</i>	\$1,520.00
<i>100 mm</i>	\$2,375.00
<i>150 mm</i>	\$5,344.00
<i>200 mm</i>	\$9,500.00
<i>Tier 1 usage charges - per kilolitre</i>	\$1.84

Tier 2 usage charges - per kilolitre	\$3.67
<b>Domestic Dual Reticulation Systems - Residential properties to be serviced by dual scheme (i.e., Two meters per property)</b>	<b>Charge for 2024-2025</b>
Tier 1 usage charges - per kilolitre	\$2.94
Tier 2 usage charges - per kilolitre	\$5.87

13. Make an Annual Charge for Stormwater Management Services, pursuant to Section 496A of the Local Government Act, for 2024-2025 on each parcel of rateable land for which the service is available. The stormwater annual charges are as follows:

Service	Charge for 2024-2025
Business – 0m2 to 350m2	\$25.00
Business – 351m2 to 700m2	\$50.00
Business – 701m2 to 1,000m2	\$75.00
Business – 1,001m2 to 1,400m2	\$100.00
Business – 1,401m2 to 1,750m2	\$125.00
Business – 1,751m2 to 2,100m2	\$150.00
Business – 2,101m2 to 2,450m2	\$175.00
Business – 2,451m2 to 2,800m2	\$200.00
Business – 2,801m2 to 3,200m2	\$225.00
Business – 3,201m2 to 3,500m2	\$250.00
Business – 3,501m2 to 3,850m2	\$275.00
Business – 3,851m2 to 4,200m2	\$300.00
Business – 4,201m2 to 4,600m2	\$325.00
Business – 4,601m2 to 4,900m2	\$350.00
Business – 4,901m2 to 5,200m2	\$375.00
Business – 5,201m2 to 5,600m2	\$400.00
Business – 5,601m2 to 5,950m2	\$425.00
Business – 5,951m2 to 6,300m2	\$450.00
Business – 6,301m2 to 6,600m2	\$475.00
Business > 6,600m2	\$500.00
Business - Strata	\$12.50
Residential	\$25.00
Residential - Strata	\$12.50

14. Make an Annual Charge for Waste Management Services – Domestic, pursuant to Section 496 of the Local Government Act, for 2024-2045 on all rateable land, categorised as Residential or Farmland, to which a domestic waste service is (or able to be) provided. The Domestic Waste Annual Charge will be based on the type of service received:

Type of Service	Charge for
-----------------	------------

	2024-2025
Standard service – 240 litre fortnightly general waste	\$553.63
Minimiser service – 140 litre fortnightly general waste	\$485.55
Excess service – 240 litre weekly general waste	\$818.17
On application only special weekly service – 140 litre weekly general waste	\$684.22
Special Half Weekly Service (140 Litre Weekly General Waste) - (Shared) Multi-unit dwellings only	\$372.81
Half minimiser service - 140 litre fortnightly general waste (multi-unit dwellings only)	\$271.23
Half excess service – 240 litre weekly general waste (multi-unit dwellings only)	\$438.66
Half standard service – 240 litre fortnightly general waste (multi-unit dwellings only)	\$304.72
Availability charge on land not receiving full charge (multi-unit dwellings only)	\$161.85
Availability charge on vacant land	\$89.30
Additional recycling service – 240 litre fortnightly	\$85.95
Additional organics service – 240 litre weekly	\$111.62
Additional weekly garbage service – 240 litre general waste	\$423.04
Additional weekly garbage service – 140 litre general waste (multi-unit dwellings only)	\$321.47
Minimum waste charge – single dwellings	\$485.54

15. Make an Annual Charge for Waste Management Services – Other, pursuant to Section 501 of the Local Government Act, for 2024-2025 on all rateable land, categorised as Business, to which a waste service is (or able to be) provided. The Other Waste Annual Charge will be based on the type of service received:

Type of Service	Charge for 2024-2025
Commercial weekly service – 140 litre general waste	\$684.22
Commercial excess service – 240 litre weekly general waste	\$818.17
Commercial half weekly service – 140 litre fortnightly general waste (shared)	\$372.81
Commercial half excess service – 240 litre weekly general waste (shared)	\$438.66
Commercial availability charge on land not receiving full charge	\$89.30
Commercial availability charge on vacant land	\$89.30
Commercial additional recycling service – 240 litre fortnightly	\$85.95
Commercial additional organics service – 240 litre weekly	\$111.62
Commercial additional weekly garbage service – 240 litre general waste	\$423.04
Commercial additional weekly garbage service – 140 litre General Waste	\$321.47



Type of Service	Charge for 2024-2025
Waste management access charge	\$35.71

16. *Approve minor amendments to the draft documents to correct minor clarifications and typographical errors.*
17. *Note the amendments to the exhibited 2024-2025 Fees and Charges, 2024-2025 Revenue Policy - Option 2, and Rating Maps - Option 2 as attached.*
18. *Adopt the 2024-2025 Fees and Charges, 2024-2025 Revenue Policy - Option 2, and Rating Maps - Option 2 as attached.*
19. *Amend the 2024-2025 Fees and Charges to reflect statutory fees set by State and Federal Government agencies.*
20. *Set the interest rate on overdue rates and charges at 9.0% from 1 July 2024 to 30 June 2025 in accordance with the Office of Local Government directive.*

**Options**

It is a statutory requirement that Council adopt its 2024-2025 IP&R suite of documents by 30 June 2024.

**Community and Internal Engagement**

The IP&R suite of documents were exhibited from 22 April to 20 May 2024. The consultation process undertaken is outlined in the “Integrated Planning and Reporting (IP&R)” report included in this meeting.

All community members that made a submission will receive a response, following the June 2024 Council meeting.





**Planning and Policy Implications**

This report is aligned with Council’s legislative obligations under the requirements of the NSW Integrated Planning and Reporting Framework.

**Financial and Economic Implications**

The making of the rate and adoption of the fees and charges will allow Council to raise the income that is required to undertake the works included in the 2024-2025 Operational Plan.

**Attachments**

1.  2024-2025 Revenue Policy - Option 1
2.  2024-2025 Revenue Policy - Option 2
3.  2024-2025 Fees and Charges
4.  2024-2025 Rating Maps



**Item: 10.11**

**Subject: MONTHLY BUDGET REVIEW - MAY 2024**

**Presented by: Business and Performance, Keith Hentschke**

**Alignment with Delivery Program**

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

**RECOMMENDATION**

**That Council:**

- 1. Adopt the adjustments in the May 2024 Adjustments section of the Monthly Budget Review – May 2024 report and associated attachment.**
- 2. Amend the 2023-2024 Operational Plan to include all budget adjustments approved in this report.**

**Executive Summary**

This report details monthly budget adjustments recommended to be made for the month of May 2024. The Council-adopted 2023-2024 budget position at the commencement of the financial year was a balanced budget. The budget adjustments contained in this report forecast a budget surplus position of \$17,495 as at the end of May 2024. This is outlined in the table below.

Monthly Budget Review Summary

<b>Original Budget as at 1 July 2023</b>	<b>Balanced</b>	<b>\$0</b>
<i>Plus adjustments:</i>		
July Review	Balanced	\$0
August Review	Balanced	\$0
September Review	Balanced	\$0
October Review	Balanced	\$0
November Review	Surplus	\$17,495
January Review	Balanced	\$0
February Review	Balanced	\$0
March Review	Balanced	\$0
April Review	Balanced	\$0
May Review	Balanced	\$0
<b>Forecast Budget Position for 30 June 2024</b>	<b>Surplus</b>	<b>\$17,495</b>

*\* No report in December due to no Council meeting in January*

**Discussion**

Each month, Council's budgets are reviewed by Group Managers and Directors with any required adjustments reported. The purpose of this report is to provide Council with an up-to-date view of the current actual financial position in comparison to the originally adopted 2023-2024 budget position along with any proposed movement of funds.

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

**May 2024 Adjustments**

The commentary below is to be read in conjunction with the "Forecast Budget Statement for the Year Ended 30 June 2024" on page 3 of this report. Further details on individual transactions are provided in Attachment 1: May 2024 Budget Review.

A grant totalling \$50k was recognised during the month of May for Artwalk 2024. A budget adjustment was also recognised during the month relating to a resolution of a past Council meeting on 15 June 2023: Strategic Land Purchase for Future Infrastructure Provision (\$2,653k).

A Budget Variance Request was approved by the Executive during the month for the Plant Replacement Program (\$1,350k).

Other adjustments are accounting entries only, or movements between projects, and have no impact on Council's budget position.

**Forecast Budget Statement for the Year Ended 30 June 2024**

	2023-24 Original Budget ‘\$000	Carry Overs ‘\$000	Approved Adj YTD ‘\$000	Prior Month Forecast ‘\$000	Current Month Adj ‘\$000	2023-24 Full Year Forecast ‘\$000
<b>Operating Activities Movements</b>						
<b>Income from continuing operations</b>						
Rates and Annual Charges	117,526		0	117,526		117,526
User Charges and Fees	44,396		377	44,773		44,773
Interest Received	10,456		0	10,456		10,456
Grants and Contributions	89,160	7,818	16,605	113,583	50	113,633
Other Operating Receipts	6,670		3	6,673		6,673
<b>Expenses from continuing operations</b>						
Employee Costs	(65,226)		(266)	(65,492)		(65,492)
Materials and Contracts	(56,421)	(1,831)	(750)	(59,002)	104	(58,898)
Depreciation	(54,366)		0	(54,366)		(54,366)
Interest Paid	(1,057)		(210)	(1,267)		(1,267)
Other Operating Payments	(18,468)		(362)	(18,830)		(18,830)
Loss on Disposal of Assets	(3,050)		0	(3,050)		(3,050)
<b>Operating result from continuing operations</b>	<b>69,620</b>	<b>5,987</b>	<b>15,397</b>	<b>91,004</b>	<b>154</b>	<b>91,158</b>
<b>Restricted Asset Movements</b>						
Transfer from Restricted Assets	91,273	13,842	(25,234)	79,881	4,003	83,884
Transfer to Restricted Assets	(60,348)		0	(60,348)		(60,348)
<b>Net Revenues (Used in)/Provided by in Restricted Assets</b>	<b>30,925</b>	<b>13,842</b>	<b>(25,234)</b>	<b>19,533</b>	<b>4,003</b>	<b>23,536</b>
<b>Property, Plant and Equipment Movements</b>						
Purchase of Assets	(175,994)	(19,829)	9,854	(185,969)	(4,157)	(190,126)
Developer Provided Assets	(8,000)		0	(8,000)		(8,000)
<b>Net Revenues (Used in)/Provided by Property, Plant and Equipment Activity</b>	<b>(183,994)</b>	<b>(19,829)</b>	<b>9,854</b>	<b>(193,969)</b>	<b>(4,157)</b>	<b>(198,126)</b>
<b>Financing Activities Movements</b>						
Proceeds from Borrowings and Advances	32,450			32,450		32,450
Repayments of Borrowings and Advances	(6,417)			(6,417)		(6,417)
<b>Net Revenues (Used in)/Provided by Financing Activity</b>	<b>26,033</b>	<b>0</b>	<b>0</b>	<b>26,033</b>	<b>0</b>	<b>26,033</b>
<b>Net Result (Incl Depreciation)</b>	<b>(57,416)</b>	<b>0</b>	<b>17</b>	<b>(57,399)</b>	<b>0</b>	<b>(57,399)</b>
Add Back: Non Cash Items	57,416		0	57,416		57,416
<b>Budget Surplus/(Shortfall)</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>17</b>	<b>0</b>	<b>17</b>

Note that ‘Other Operating Payments’ includes items such as waste levy and emergency services levies.

**Options**

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

**Community Engagement and Internal Consultation**

Not applicable.

**Planning and Policy Implications**

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


**Financial and Economic Implications**

Attachment 1 to this report contains information of each individual budget adjustment by Division and Section. The budget movements within this report result in the budget position surplus of \$17,495.

Statement by Responsible Accounting Officer

*“The adopted original budget result for 2023-2024 was a balanced budget. As at 31 May 2024 this position is changed to a budget surplus of \$17,495 and this position is considered acceptable”.*

**Attachments**

1.  May 2024 Budget Review

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**Item: 10.12**

**Subject: INVESTMENTS AND LOANS - MAY 2024**

**Presented by: Business and Performance, Keith Hentschke**

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### **Alignment with Delivery Program**

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

### **RECOMMENDATION**

**That Council note the Investment and Loans Report for May 2024.**

#### **Executive Summary**

- Council's investment portfolio has met compliance requirements and investment income is exceeding the budget.
- Investment portfolio performance for the financial year to date was marginally below benchmarks due to the timing of aggressive interest rate hikes coming out of the pandemic being sooner than was originally forecasted by the Reserve Bank of Australia (RBA). Whilst the underperformance may continue in the short term, this is expected to be temporary.
- Over May, the average deposit rates offered by the major banks at the short-end (up to 9 months) remained relatively flat. In the medium-term (1-3 years), the average bids from the major banks rose between 7-12bp, reflective of the market positioning a 'higher-for-longer' period where official interest rates may remain stagnant for the foreseeable future. The deposit curve still remains inverse with markets still factoring in rate cuts in future years.
- Over the past 12 months the portfolio has returned 2.97% p.a. which is 1.35% lower than the benchmark (AusBond Bank Bill Index).
- Current loan balances are at manageable levels with considerable future capital works borrowings identified in the current Long Term Financial Plan.
- The loans portfolio is currently attracting average rates lower than new investments, meaning that Council is currently experiencing a positive net exposure to interest rates.

#### **Discussion**

The purpose of this report is to provide details of Council's investment and loan portfolios and to certify that all investment funds have been made in accordance with section 625 of the Local Government Act 1993.

Council has engaged Arlo Advisory to provide both an investment management platform and investment advisory service. Attachments 1 and 2 prepared by Arlo Advisory provide detailed information on the performance of Council's investment portfolio for the period.

#### **Investment Portfolio**

As of 31 May 2024, the investments held by Council totalled \$412,357,381.

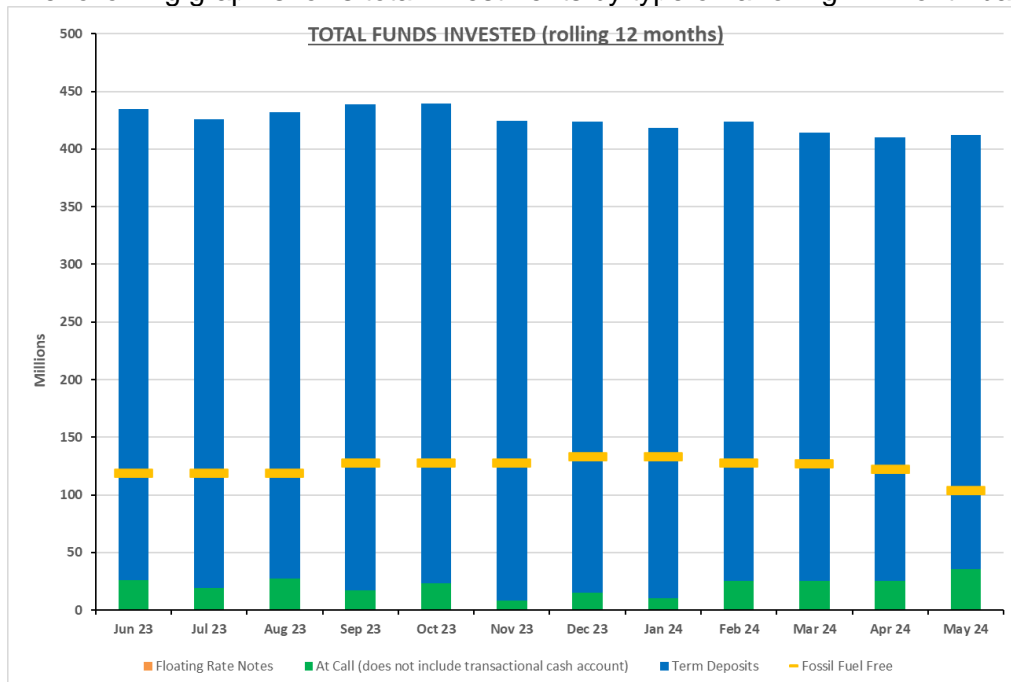
Investment activity during the month was as follows:

Activity	Amount	Institution	Rate	Term	Funds Fossil Fuel
Matured	5,000,000	Westpac	5.45%	1yr	Yes
Matured	5,000,000	BOQ	5.60%	1yr	Yes
Matured	5,000,000	Bendigo	5.60%	1yr	No
Matured	4,000,000	Aust Unity	5.06%	1yr	No
Matured	4,000,000	Aust Military	5.06%	1yr	No
Withdrawal	0	Westpac	4.60%	On Demand	Yes
<b>Total Matured</b>	<b>23,000,000</b>				
Invested	10,100,329	Westpac	4.60%	On Demand	Yes
Invested	2,500,000	Bank of Us	5.30%	1yr	No
Invested	2,500,000	Bank of Us	5.12%	2yr	No
Invested	5,000,000	ING	5.27%	1yr	Yes
Invested	5,000,000	ING	5.12%	3yr	Yes
<b>Total New Investments</b>	<b>25,100,329</b>				
<b>Net Investment Movement being the difference in Principal invested at end of month &amp; excluding Investment Earnings</b>	<b>2,100,329</b>				

The \$10.1m in “On Demand” terms relate largely to the timing of the receipt of Ocean Drive grant funding and investigations to identify suitable terms for longer term investment.

All investments are made in accordance with Council’s Investment Policy, including policy risk limits and performance. The policy is formulated with reference to Office of Local Government Investment Policy Guidelines.

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

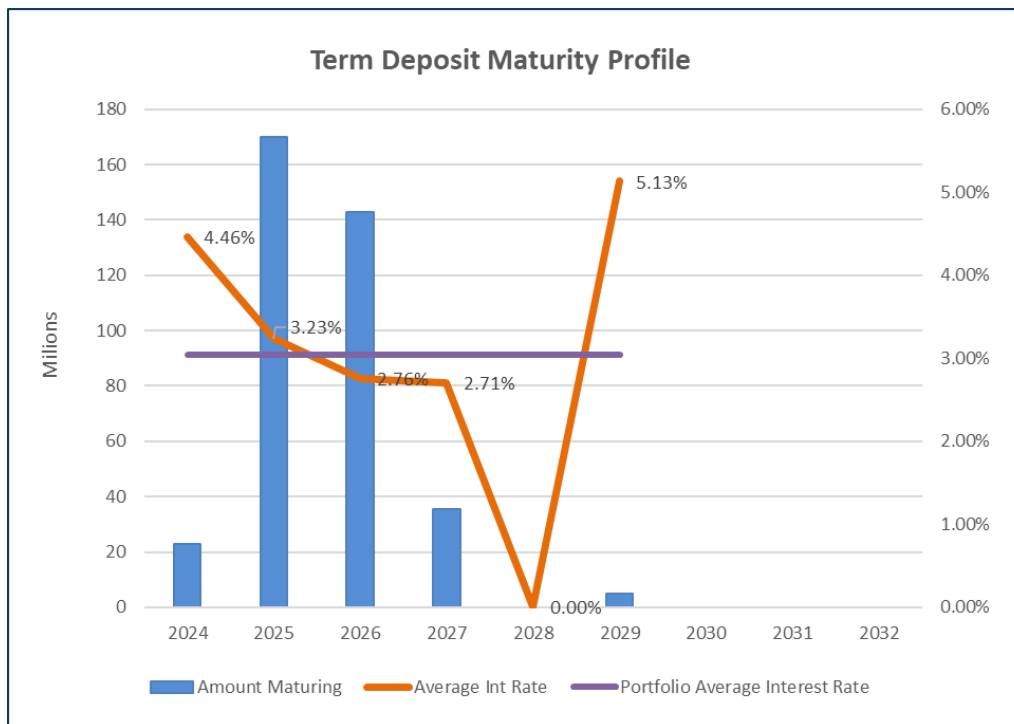


The maturity profile of the investment portfolio (excluding the cash management account which is at call) is illustrated below and shows that maturities are well balanced across the next 3 - 5 year horizon in accordance with the investment spread outlined in the Investment Policy.

The average interest rate of those falling in the current year illustrates the impact of longer-term investments made in higher rated products prior to the interest rate decline during the COVID-19 pandemic. This has meant that returns have been somewhat protected against falling rates and the portfolio performed strongly despite this.

From next year, the average interest rate of maturities falls. This reflects the declining interest rates of the last two years, noting that Council protected the portfolio against even lower interest rates by taking advantage of longer term and higher rated products, thereby maintaining average returns above industry benchmarks during the pandemic period.

Moving forward, it will be important to take advantage of higher interest rates if re-investing maturing investments, whilst also balancing with a level of risk mitigation against a potential recession environment. As shown below an investment was taken out in February 2024 over a longer term (5 years) to take advantage of an interest rate of 5.13%.





Council’s total investment portfolio is attributed to the following funds:

<b>Fund</b>	<b>Balance (\$)</b>	<b>Notes</b>
General Fund	159,759,620	1
Waste Fund	30,935,051	2
Water Fund	161,079,164	2
Sewer Fund	60,583,546	2
<b>Total</b>	<b>412,357,381</b>	

Whilst the current level of investments remains high, these largely relate to funds which have legal restrictions (i.e. Water and Sewer), where funds cannot be spent on general operations or works, or to funds held for specific purposes.

These funds will be spent depending on the required timing of future works and the totals will fluctuate depending on the status of individual projects.

(1) The General Fund reserves include the following:

- Approximately \$75.6m (circa 48% of invested General Fund funds) are development contributions (S.711) that must be expended in relation to adopted plans to fund growth related infrastructure. They cannot be spent on existing infrastructure or on projects not listed in the relevant plans.
- At 30 June 2023, \$59m (circa 37% of invested General Fund Funds) were grants for specific projects to be spent in 2024 and 2025, including for Ocean Drive (\$16.6m) and Maria River (\$10.6m).
- Remaining reserves circa 15% of invested General Fund funds are fully allocated to a range of projects including Ocean Drive (\$10m), additional parks maintenance (\$1m) and various airport projects. They are also allocated to fund operational needs of Council, such as replacing Plant and Equipment, with approximately \$10.5m held for security bonds which will be returned to suppliers on completion of works.
- this leaves circa \$2.8m of general fund reserves which the Council uses for core operational purposes.

(2) Much of the portfolio is held in the Water, Sewer and Waste Funds which require significant capital investment. Projects often occur cyclically, with a combination of reserves and borrowings used to fund the large infrastructure needs. The funds are fully allocated to projects over the coming years including, but not limited to:

**Water Fund**

- Cowarra Water Treatment / Filtration Plant - \$125m of reserves funding
- Kew and Bonny Hills Reservoirs - \$11m of reserves funding

**Sewer Fund**

- Thrumster Sewerage Treatment Plant - \$19m of reserves funding
- Kew Sewer Treatment Plant Upgrade - \$35m of reserves funding

The following is a summary of Council’s exposure to financial institutions that fund fossil fuels:

Financial institutions funding fossil fuels	Purchases since 01/07/23 (\$)	Purchases since 01/07/23 (%)	Amount invested at 31/05/24 (\$)	Amount invested at 31/05/24 (%)
Yes	55,076,760	63%	308,357,381	75%
No	32,000,000	37%	104,000,000	25%
	<b>87,076,760</b>		<b>412,357,381</b>	

Further commentary on fossil fuel investments is provided by Arlo Advisory in the attached Monthly Investment Report ([Attachment 1](#)).

When investing, Council seeks multiple quotes from a range of financial institutions across the ratings spectrum. In the instance that a bank is not lending to the fossil fuel industry, are offering the highest rate, and comply with the various Policy risk limits, Council preferences that bank, in accordance with the Investment Policy. As noted above, the investment policy is formulated with reference to Office of Local Government *Investment Policy Guidelines*.

Interest on Investments

The following table shows the interest returns as of 30 April 2024 for the 2023-24 financial year and the portfolio performance against benchmark (bank bill Index).

Item	Performance
Interest for the Month (\$)	1,140,261
Interest YTD (\$)	12,445,945
% of Annual Budget Rec'd	124%
Portfolio Performance FYTD Actual (%)	2.76%
AusBond Bank Bill Index FYTD Actual (%)	4.01%
Performance Compared to Bank Bill Index (%)	-1.25%

As noted above, although the total portfolio performance for the financial year to date was marginally below benchmark due to the unexpected aggressive rate hikes undertaken by the RBA, this ‘underperformance’ is expected to be temporary.

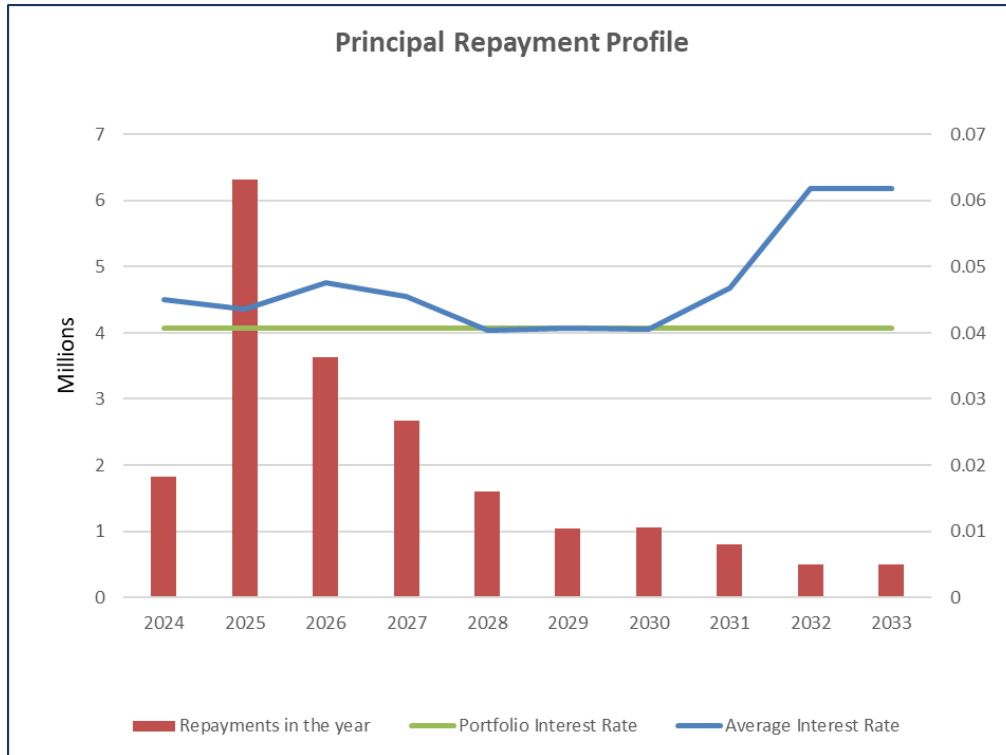
Loan Portfolio

Below are details of Council’s current loan balances and interest expense for the month:

Fund	Amount Borrowed	Outstanding Balance	Weighted Average Interest Rate	Accrued Interest for Month	Remaining Repayments FYTD
General	66,144,755	19,511,031	4.54%	77,630	1,929,661
Waste	1,500,000	424,315	3.44%	1,240	89,291
<b>Total</b>	<b>67,644,755</b>	<b>19,935,346</b>		<b>78,870</b>	<b>2,018,951</b>

\*see attachment 3 for detailed listing of loan repayments for 2023/2024

The maturity profile of the loans portfolio is shown below, providing details of when the outstanding loan balances will be paid down including the average interest rate payable that has been attributable to those loans. The increase in the average interest rate in the 2032 and 2033 years is a result of the two loans taken up in May 2023. Additional detail on the loan portfolio is provided in an attachment to this report.



Summary - Net Position Investments and Loans

<b>Interest Analysis for the Month</b>	
Investment Interest Income	1,140,261
Loan Interest Expense	(78,870)
<b>Net Interest Income for the Month</b>	<b>1,061,391</b>
<b>Investments Vs Borrowings</b>	
Total Current Investment Balance	412,357,381
Total Current Loan Balance	(19,935,346)
<b>Net Position</b>	<b>392,422,035</b>

As interest rates rise, Council can invest funds at higher rates, currently locking in rates in the vicinity of 5.30%. With much of the loan portfolio locked in at average rates lower than this, Council is experiencing a positive net exposure to interest rates. However, pressure may be put on this position moving forward as future loans are expected to attract higher rates.

**Options**

This is an information report.

**Community Engagement and Internal Consultation**

Council uses the services of an independent financial advisor, on an ongoing basis with investments. Council obtains regular updates regarding market activities positions from various institutions.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

Budget levels have been exceeded on a year-to-date basis. Returns are currently marginally below benchmark.

Council's total investment portfolio performance for the financial year to date is 1.25% below the benchmark (2.76% against 4.01%) and year to date income is 124% of the total annual budget.

**Certification**

I hereby certify that the investments listed within this report were made in accordance with Section 625 of the *Local Government Act 1993*, clause 212 of the *Local Government (General) Regulation 2012* and Council's Investment Policy.

Rod Archer  
Responsible Accounting Officer

**Attachments**

1.  Port Macquarie Hastings Council Investment Report - 31 May 2024
2.  Port Macquarie Hastings Council Portfolio Valuation - 31 May 2024
3.  Port Macquarie Hastings Council Loan Repayments - 2023-2024

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**Item: 10.13**

**Subject: BLUEPRINT FOR GENERATIONAL EQUITY ACTIVITY REPORT**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

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

### **RECOMMENDATION**

**That Council note the information provided in this activity update report.**

#### **Executive Summary**

Council's Blueprint for Generational Equity ("The Blueprint") lays out the key focus areas from our strategies and plans to build a better future for generations to come. The Blueprint was designed to continue to be reviewed and developed with each Council and its term.

At the May 2023 Ordinary Council Meeting, Council resolved as follows:

*"That Council:*

- 1. Note the community feedback contained in the Future Strategies Engagement report and the Part A - Blueprint Summary Document*
- 2. Determine to adopt the draft Blueprint for Generational Equity subject to the changes identified in the table included in Attachment 2 arising from the feedback received from community consultation*
- 3. Thank the community for their feedback and advise them of the outcome of Council's determination"*

Subsequently at the April 2024 Ordinary Council Meeting, Council considered a Notice of Motion and resolved as follows:

*"That Council request the Chief Executive Officer to provide a report to the June 2024 Ordinary Council Meeting providing an update on work completed to date and any upcoming initiatives in relation to the adopted Port Macquarie-Hastings Blueprint for Generational Equity."*

This report provides an update on work completed and upcoming initiatives for the adopted Blueprint for Generational Equity which is available via the following link: <https://www.pmhc.nsw.gov.au/files/assets/public/v/1/document-files/your-council/publications/plans/blueprint-for-generational-equity.pdf> .

#### **Discussion**

The Blueprint lays out the key focus areas of Corporate Planning, Master Planning, Land Use Planning and Infrastructure from our strategies and plans and sets out

priority actions designed to deliver outcomes across IMMEDIATE (1 year), SHORT TERM (2-4 years), and LONG-TERM (+ 5 years) horizons.

Below is a list of the actions from the Blueprint that have been delivered or actioned, each originally scheduled for the 'IMMEDIATE' phase:

<b>FOCUS AREA</b>	<b>ACTION</b>	<b>DELIVERY STATUS</b>	<b>CONNECTED STRATEGY OR PLAN</b>
Focus Area 1 – Corporate Planning	Workforce Management Plan	Workforce Management Plan is on track. Diversity and Inclusion Action Plan implemented with significant cross organisational training milestones delivered by June 2024.	IP&R – Resourcing Strategy
	Organisational Transformation	On track for completing 3 dynamic transformation strategies and strategic roadmap for the next 5 years by 30 June 2024.	Executive Ambition IP&R ABEF
Focus Area 3 – Land Use Planning	Conservation identification and protection	Detailed High Environmental Mapping (HEV) completed based on state biodiversity mapping and legislative requirements. Pending public release in 2024/2025.  LEP amendment/Planning Proposal completed to rezone identified Council owned land to C2 Environmental Conservation.	Biodiversity Strategy Land Use Strategy (UGMS) Local Strategic Planning Statement (LSPS) Local Environmental Plan (LEP)
Focus Area 4 - Infrastructure	Determining our roads of strategic importance.	Draft Plan (Integrated Transport Plan) to be reported to Council June 2024.	Regional Integrated Transport Strategy
	New waste strategy, circular economy, and emerging technologies.	Draft Strategy Currently on Exhibition	Community Strategic Plan
	Review stormwater strategy and identified hotspots.	Stormwater Strategic Action Plan in development. Councillor Briefing scheduled for June 2024. The draft Plan is to be reported to Council approximately July/August 2024.	Integrated Water Cycle Management Strategy
	Review Pedestrian	Updated PAMP and Bike Plan in development, with	Regional Integrated



FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
	Access and Mobility Plan (PAMP) and Bike Plan	Councillors briefed on the status in May 2024. Draft to be reported to Council approximately July/August 2024.	Transport Strategy; and Integrated Transport Plan (draft)

While there has been a focus on the ‘immediate’ actions from the Blueprint thus far, there has also been significant progress with some of the ‘SHORT TERM’ and ‘LONG TERM’ actions as follows:

FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
Focus Area 1 – Corporate Planning	Long Term Financial Plan	<p>Council has completed a comprehensive review of financial services that expands upon the external review of the Long-Term Financial Planning Processes.</p> <p>Improvements identified are currently being scoped and prioritised to form the Financial Services Transformation Roadmap which will provide an understanding of the resourcing requirements for successful implementation.</p> <p>Financial Services Transformation has significant interdependencies with Council’s wider transformation and technology uplift initiatives including the Digital Technology Strategy, Asset Management Strategy and Developer Contribution Plan.</p>	IP&R
	Asset Management Strategy	The Asset Management Strategy has been drafted, with Councillors briefed on progress in November 2023. The Asset Management Strategy will be finalised and adopted by Council as part of the next Resourcing Strategy in line with the Integrated Performance and Reporting framework.	IP&R – Resourcing Strategy

FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
	Customer Experience Transformation	<p>Our Transformation and Digital Technology teams are collaborating on a joint initiative to align our three core transformational strategies: the Enterprise-wide Transformation Strategy; the Digital Technology Strategy; and the Customer Experience (CX) Strategy.</p> <p>The initiative will deliver three best-practice strategic documents as well as develop strategic roadmaps to implement desired outcomes and create a clear and cohesive enterprise-wide transformation implementation masterplan.</p>	IP&R
Focus Area 2 - Master Planning	Transport Planning	<p>Draft Plan (Integrated Transport Plan) to be reported to Council June 2024.</p> <p>Future transport planning focus areas currently include the Thrumster / Sancrox / Fernbank Creek area, Lake Road, and Health &amp; Education Precinct (HEP).</p> <p>Updated network modelling is foreshadowed for 2026.</p>	Infrastructure Strategy Regional Integrated Transport Strategy
	City and Town Master Plans	Laurieton Town Centre - Revised Master Plan completed.	IP&R
	City and Town Public Landscaping Master Plans	<p>Master Plans have been prepared for:</p> <ul style="list-style-type: none"> <li>• Landrigan and Andrews Parks Master Plan</li> <li>• Coal Wharf Reserve Master Plan</li> <li>• Settlement Point Reserve Master Plan</li> <li>• Ellenborough Reserve Master Plan</li> <li>• North Haven Reserve Master Plan</li> <li>• Camden Head - Draft Master Plan</li> </ul>	Recreation and Open Space Action Plan IP&R - CSP



FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
Focus Area 3 - Land Use Planning	Development Contributions Planning	The new draft Plan has been developed.  To be presented to Council in June 2024. Councillor Briefing held on 23/5/24.	UGMS Infrastructure Strategy Regional Integrated Transport Strategy
	Environmental Management	Draft Sustainability Strategy was presented to Council in April 2024.	IP&R
	Local Environmental Plan	Planning Proposals completed within defined timeframes. Bi-annual report presented to Council. Next report due in June 2024.	UGMS
	Local Strategic Planning Statement	Discussion Paper to be presented to Council in June 2024.	IP&R
	Land Use Strategy	<b>Land Use Strategy/UGMS</b> review has commenced. To be finalised in 2024-2025. <b>Demographics</b> & population projections developed. Councillor Briefing held in April 2024 and presentation to Council scheduled for endorsement in June 2024. <b>Local Housing Strategy</b> – Revised draft presented to Council in April 2024. Currently on public exhibition.	UGMS
	Economic Development	A revised draft <b>Economic Development Strategy (EDS)</b> has been completed. To be presented to Council in 2024/2025.  <b>Grant Funding:</b> <ul style="list-style-type: none"> <li>• 54 Applications submitted</li> <li>• 1 x \$94m EOI submitted</li> <li>• \$20,908,536 applied</li> <li>• \$11,776,292 successful</li> </ul>	IP&R

FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
Focus Area 4 - Infrastructure	Roads - Review our road methodology	Maintenance management systems available to support maintenance planning are being reviewed, including the incorporation of Artificial Intelligence which provides for automated defect / risk identification.  Network renewal is focussed on reseal and rehabilitation program delivery.	Infrastructure Strategy IP&R
	Sewer - New Treatment plant in Thrumster	Work is continuing on project planning and approval pathways. New Plant scheduled for operation in Mid-2028.	UGMS Infrastructure Strategy IWCM
	Water - New water filtration plant in Cowarra	Work is continuing on project planning and approval pathways. New Plant scheduled for operation in December 2027.	UGMS Infrastructure Strategy IWCM
	Footpaths & Cycleways - Review AUSPEC	The draft Integrated Transport Plan identifies key active transport corridors, which have been reflected in the updated draft Contributions Plan to provide for new development linkage.  A review of AUS-SPEC is well progressed.	Regional Integrated Transport Strategy
	Bridges - Audit Program	A condition inspection program is being implemented, including a large number of level 2 inspections across the network, and level 3 inspections of targeted high priority / risk structures to inform rehabilitation needs.	IP&R
	Sport & Recreation - Review Action Plan	Review completed and adopted by Council.	IP& R Recreation and Open Space Action Plan
	Sport & Recreation - Community Advisory Group	PMHC Sports Council established in August 2023.	IP&R

FOCUS AREA	ACTION	DELIVERY STATUS	CONNECTED STRATEGY OR PLAN
	Sport & Recreation - User Pay Funding model	Users pay fees and charges considered with the development of the Draft 2024/2025 Operational Plan.	IP&R

It is important to note that the actions outlined within the Blueprint are linked to Council’s Integrated Planning and Reporting and internal business planning cycles, ensuring the delivery of continuous value to the community. Further reporting on additional initiatives and actions not specifically identified in the Blueprint is provided through IP& R reporting on the Delivery Program and Operational Plan.

Council’s Executive will facilitate a review of The Blueprint for Generational Equity with Councillors in the new Council term to ensure objectives of the Blueprint remain relevant, proportional and effective in fostering economic and social resilience for our Local Government Area.

**Options**

This is an information report only.

**Community Engagement and Internal Consultation**

There are no Community Engagement implications in relation to this report.

Internal consultation was undertaken with each directorate to update the progress on the specified actions.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

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

**Attachments**

Nil

# 2 Your Community Life

## What we are trying to achieve

A healthy, inclusive and vibrant community.

## What the result will be

We will have:

- Community hubs that provide access to services and social connections
- A safe, caring and connected community
- A healthy and active community that is supported by recreational infrastructure
- A strong community that is able to identify and address social issues
- Community participation in events, programs, festivals and activities

## How we will get there

- 2.1 Create a community that feels safe
- 2.2 Advocate for social inclusion and fairness
- 2.3 Provide quality programs, community facilities and public spaces, for example, community halls, parks and vibrant town centres
- 2.4 Empower the community through encouraging active involvement in projects, volunteering and events
- 2.5 Promote a creative and culturally rich community

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**Item:** 11.01

**Subject:** RECOMMENDED ITEMS FROM THE MAY 2024 MEETING OF THE PORT MACQUARIE-HASTINGS SPORTING FUND

**Presented by:** Community, Planning and Environment, Melissa Watkins

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### Alignment with Delivery Program

2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle.

### RECOMMENDATION

**That Council endorse the Port Macquarie-Hastings Sporting Fund Sub-Committee recommendations as follows:**

- 1. Payment of \$1,000 to Tobias Toohey to attend the Australian U18's National Hockey Championships in The Gold Coast on July 3 - 11 2024.**
- 2. Delegate authority to the Chief Executive Officer to approve any compliant recommendations from the Port Macquarie-Hastings Sporting Fund Sub-Committee for funding requests between 16 August 2024 and 16 October 2024, inclusive, due to the upcoming Local Government Elections.**

### Discussion

The Port Macquarie-Hastings Sporting Fund committee met on 30 May 2024 and considered grant applications and discussed actions to assist the operation of the Committee over the period of the upcoming Local Government Elections. The submission from Tobias Toohey was determined to have met the funding criteria. Accordingly, the Sub-Committee recommends to Council the following payment from the fund:

- Tobias Toohey - \$1,000 to compete at the Australian U18's National Hockey Championships in the Gold Coast on July 3 - 11 2024.

The amount recommended is consistent with the amount payable for participation at a National Sporting Level under the Port Macquarie-Hastings Sporting Fund.

Regarding the discussion of the upcoming Local Government Elections Period it is determined that the Sub-Committee request Council grant delegated authority to the Chief Executive Officer to endorse any compliant recommendations from the Sub-Committee for funding requests during the upcoming Local Government Election Period between 16 August 2024 and 16 October 2024, inclusive.

### Attachments

Nil

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**Item: 11.02**

**Subject: TUFFINS LANE FIELD DRAINAGE INVESTIGATION**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities.

### **RECOMMENDATION**

**That Council note the information contained in this report.**

#### **Executive Summary**

This report provides a status update of the detailed design for the drainage at Tuffins Lane Sporting Precinct, as requested in the June 2023 Council Meeting.

#### **Discussion**

At the Ordinary Council meeting held on 15 June 2023, Council resolved as follows:

*That Council:*

- 1. Note the information contained in this report.*
- 2. Approve the budget allocation of \$200,000 in the 2023-2024 Operational Plan to undertake detailed design of drainage for the Tuffins Lane Sporting Precinct.*
- 3. Fund this project by reducing the "Sporting Infrastructure Renewals" and the "Park Furniture Renewals" budgets within the Works Program each by \$100,000.*

This Report is in response to Resolution (2) above.

The Tuffins Lane Sporting Precinct is identified in the 202-2024 Operational Plan \$200,000 as part of the Council Delivery Program Strategy L3.1 to generate a detailed design of subsurface drainage.

The Tuffins Lane Sporting Precinct is a highly used resource in our community that is subject to flooding during minor rain events.

Considering the complexity of issues surrounding drainage on the site, an engineering firm was engaged to provide a staged response to developing a detailed drainage design. Stages 1 and 2 are now complete, and Stage 3 is underway. Stage 4 will be the completed detailed drainage design.

Stages are as follows:

1. Preliminary Site Investigations

Complete - This report is an initial desktop assessment of the site determining the feasibility of improving the drainage at the sports fields to allow for greater use following adverse or prolonged weather events. (Attachment 1)

2. Options Assessment Report

Complete - This report is a desktop assessment of the options available to rehabilitate the sports fields. This report was prepared to compliment the findings of the Preliminary Site Investigations. This report also provides a review of the site and associated constraints to determine the issues affecting flooding and drainage conditions, the potential remediation options to improve the conditions, the potential advantages and disadvantages of each proposed option and conceptual cost estimates for the proposed options. It also highlights recommendations for the next phases of this project as well as providing conceptual design sketches for the proposed options to visually represent the potential scope of works. (Attachment 2)

- Option 1 - Subsurface Drainage – Installation of ag pipes and sand slitting as a subsurface drainage system for the playing surfaces. Cost Estimate \$2,300,000
- Option 2 - Site Regrading – Undertake earthworks reshaping of the finished surface, including filling and regrading of the playing surfaces to improve drainage. Cost Estimate \$2,830,000
- Option 3 - Combination – Undertake earthworks regrading (Option 2) across the site combined with installation of subsurface drainage (Option 1). Cost Estimate \$4,685,000

3. Detailed Site Investigation - Current stage. This is an onsite assessment that will include a detailed site survey, geotechnical investigations to understand the soil properties; perform CCTV inspection of existing subsurface drainage, create flood modelling, and generate a tidal conditions assessment. This information will be gathered to inform detailed drainage design.

4. Detailed Design

Yet to be completed. Detailed design suitable for tender and construction, including drawings, technical specifications, updated cost estimates. (Attachment 2)

As reported to Council on 15 June 2023, the projected costs to deliver a suitable option were estimated at \$3,150,000. (Attachment 3)

Given that Option 1 - Subsurface Drainage has an estimated cost of \$2,300,000, bringing the estimated total project cost to \$3,481,150, the detailed design is planned to be based on option 1. This will be a detailed design for subsurface drainage, suitable for tender and construction, including drawings, and technical specifications. The breakdown of these costs is as follows.

• Detailed Design of Drainage (\$78,000 Spent)	\$230,000
• EIS + Studies/DA and Approvals	\$500,000
• Construction of Drainage	\$2,300,000
• Project Management Costs	\$150,000
• Contingency	\$300,000

Once the detailed design is complete, considerable further investment will be required to improve the usability of the site. This would be the subject of further consideration by Council.

**Options**

This report is provided for information only.

**Community Engagement and Internal Consultation**

Through engagement on the 2023-2024 Operational Plan, consultation was also conducted on the drainage design works for Tuffins Lane Sporting Precinct. The engagement was undertaken through a series of activities to capture a wide range of opinions from a broad cross section of the community. Engagement activities included an online Have Your Say question, four pop-up engagement sessions and an internal survey.

Further to this, the stakeholder users at Tuffins Lane have been informed via the Have Your Say Newsletter in December 2023 (Attachment 4), the Sports Newsletter in January 2024, and via email as stages were completed. (Attachment 5).

A Councillor Briefing was provided on 13 June 2024.

**Planning and Policy Implications**

Due to the complexity of the investigation required to complete the detailed draining design this project is a multi-year project. The remaining budget allocated for this project will be deferred and the project completed within 2024/2025.

**Financial and Economic Implications**

Given the cost of either of the potential installation of field drainage would require considerable further investment. The total anticipated investment is likely to total between \$3.4 - \$5.8M.

Total project costs are still in an estimate phase however based on previous projects and experience they are anticipated to be in the order of:






• Detailed Design of Drainage (\$78,000 spent during stage 1 and 2)	\$230,000
• EIS + Studies/DA and Approvals (estimate)	\$500,000
• Construction of Drainage(estimate)	\$2,300,000 - \$4,685,000
• Project Management Costs (estimate)	\$150,000
• Contingency (estimate)	\$300,000
<b>Total Cost (estimate)</b>	<b>\$3,481,150 - \$5,835,000</b>





In addition, based on the works completed, an additional \$30,000 to complete the detailed design will be required. The ongoing site management costs were originally estimated to be \$100,000 per annum based on current maintenance levels only, however this will require review with future budgets depending on the adopted maintenance levels of the precinct now that it is a Council owned site.

**Attachments**

1.  Preliminary Site Investigations
2.  Options Assessment Report
3.  OC15062023CR\_33
4.  HYS Newsletter - December 2023
5.  Sports Newsletter - January 2024

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**Item: 11.03**

**Subject: POLICY REVIEW - MANAGEMENT OF PUBLIC SPACES**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

2.3.1 Ensure access to community facilities and activities; including access to natural environment.

### **RECOMMENDATION**

#### **That Council:**

- 1. Endorse the draft Management of Public Spaces Policy for the purpose of public exhibition for a period of not less than 28 days.**
- 2. Note that a further report will be tabled at a future meeting of Council, detailing the submissions received from the public during the exhibition period.**

### **Executive Summary**

An important component of public sector governance is establishing key policies and ensuring they are clear, available, regularly updated and monitored for compliance.

The Management of Public Spaces Policy (Attachment 1) and associated procedures and guidelines provide the framework for making fair and equitable decisions regarding public space usage, approvals and management requirements. This Policy provides direction about the activities and events permissible within public space and the terms under which they are managed.

Council at its meeting 16 May 2024 received a petition from Mr Brett Matthews from the Blue Buffalo Café requesting a review of Council's Outdoor Dining Policy to include retractable blinds in outdoor dining areas where it can be reasonably deemed appropriate, in order to provide customers with a safer, healthier, more comfortable, climate friendly, visually appealing space for their outdoor dining experience. Council subsequently resolved as follows in respect of the petition:

#### *That Council:*

- 1. Note the petition received from Brett Matthews requesting a review of Council's Outdoor Dining Policy in relation to the installation of retractable blinds in association with footpath dining.*
- 2. Request the Chief Executive Officer to undertake a review Council's Outdoor Dining Policy to consider the inclusion of Council approved retractable blinds in association with footpath dining and that a report come back to the June 2024 Council Meeting following the review of the policy for further consideration.*
- 3. Respond to the organiser of the petition with the outcome of Council's consideration in the matter.*

Council's Management of Public Spaces Policy was already scheduled for review and updating. This review has now been completed and the new draft Policy (Attachment 2) applies to all open space areas including beaches, parks, reserves, sports fields, roads, and footpaths owned by and under the care, control, and management of Port Macquarie-Hastings Council.

The review also included consideration of the issues of retractable blinds and the payment of bonds with applications.

The revised draft Policy is recommended to be placed on public exhibition for feedback.

### **Discussion**

Several procedures and guidelines provide the framework for the Management of Public Spaces Policy. In the development of the in Management of Public Spaces Policy in 2022, the following guidelines were relevant:

- A-Frame Sign Procedure
- Activities in Public Places Procedure
- Alcohol Use on Public Reserves and Beaches Procedure
- Commercial Activities on Council-managed Land Procedure
- Mobile Food Vending Vehicles and Temporary Food Stalls in a Public Place Procedure
- Lady Nelson Wharf Mooring Guidelines
- Outdoor Dining and Trading Procedure
- Parks, Reserves and Sports Field Guidelines
- Use of Council Sports facilities - Information Sheet
- Port Macquarie Entertainment Precinct Event Use Procedure.

For Council to ensure a consistent approach to managing our public spaces these procedures and guidelines are updated regularly. This Policy review now proposes an updated list of procedures and guidelines as listed below.

- A-Frame Sign Procedure
- Signage within Public Open Space Procedure
- Commercial Activities on Council-managed Land Procedure
- Mobile Food Vending Vehicles and Temporary Food Stalls in a Public Place Procedure
- Lady Nelson Wharf Mooring Guidelines
- Outdoor Dining and Trading Procedure
- Bookable user guide
- Event Organisers Toolkit
- Terms and Conditions of use of Council Facilities.

The draft Policy can be found in Attachment 2.

The following procedures and guidelines are currently available on Councils website and support the Policy. Links will be provided as a part of the public exhibition period.

- Commercial Activities on Council-managed Land Procedure

- Outdoor Dining and Trading Procedure
- PMHC Bookable Venue and Event Booking Service User Guide
- Event Organisers Toolkit
- Terms and Conditions of use of Council Facilities.

Notable amendments and key focus points to the Policy and these guidelines are highlighted below.

#### Signage within Public Open Spaces Procedure

In response to community requests regarding the placement of signage at various sporting fields and public space areas, for the purpose of advertisement, a new procedure is proposed. This will ensure a consistent approach is used across all community groups and open space areas regarding signage.

The Event Organisers Toolkit has replaced the following procedures:

- Activities in Public Places Procedure
- Alcohol Use on Public Reserves and Beaches Procedure
- Port Macquarie Entertainment Precinct Event Use Procedure.

#### Commercial Activities on Council-Managed Land Procedure

With the adoption of the Council Plan of Management for Council Managed Crown Reserves Council can now offer Licences for a term of up to 3 years. The Commercial Activities on Council Managed Land Procedure was amended in 2023 to incorporate this. The longer term has the benefits on the operator only being required to complete one application form rather than one each year for a 12 month Licence.

#### Outdoor Dining and Trading Procedure

Council has reviewed all the following items in regard to the current Outdoor Dining and Trading Procedure and considers the current terms to be appropriate. No proposed amendments are proposed to be made to the current Outdoor Dining and Trading Procedure as outlined below.

- Blinds and Outdoor Dining Areas

Council at its meeting 16 May 2024 received a petition from Brett Matthews from the Blue Buffalo Café requesting a review of council's Outdoor Dining Policy to include retractable blinds in outdoor dining areas where it can be reasonably deemed appropriate, in order to provide customers with a safer, healthier, more comfortable, climate friendly, visually appealing space for their outdoor dining experience. Council resolved:

*That Council:*

1. *Note the petition received from Brett Matthews requesting a review of Council's Outdoor Dining Policy in relation to the installation of retractable blinds in association with footpath dining.*
2. *Request the Chief Executive Officer to undertake a review Council's Outdoor Dining Policy to consider the inclusion of Council approved retractable blinds in association with footpath dining and that a report come back to the June 2024 Council Meeting following the review of the policy for further consideration.*
3. *Respond to the organiser of the petition with the outcome of Council's consideration in the matter.*

Council's Outdoor Dining and Trading Procedure does not currently permit the installation of drop-down blinds of any sort, for the following reasons:

- Blinds block passive surveillance, which is against the principles of urban design for crime prevention.
- Blinds obstruct visual permeability and visibility of adjoining business premises, reducing their on street presence to their customers.
- Dropping blinds from existing building awnings would bring the dining area into the centre of the footpath, as most awnings do not extend to the kerb.
- The structural integrity of building awnings would need to be certified.
- Blinds reduce the visibility for drivers on street corners.
- Installation and maintenance of blinds is costly to keep at a sufficient standard.
- Operators reluctant to raise the blinds at the end of trading each day.

Council appreciates that some outdoor dining operators wish to install blinds. Whilst Council understands that this may provide some additional protection from the weather, blinds have not been supported in outdoor dining areas for the above reasons.

If Council wishes to accept an application for drop down blinds in an outdoor dining area, part of the assessment would include referral to Council's Infrastructure Planning Division, to obtain their input on the impacts of the proposed blinds. A development application may also be sought as many blinds could not be suspended from existing awnings and so an extension of the roof awning would be required. Should this approach be taken there would also need to be some form of certification and agreement for maintenance of the blinds.

PMHC Bookable Venue and Event Booking Service User Guide is a new procedure introduced in conjunction with the introduction of the new Bookable booking system.

Terms and Conditions of Use of Council Facilities has replaced the following procedures:

- Use of Council Sports facilities - Information Sheet.
- Parks, Reserves and Sports Field Guidelines.

These procedures will be reviewed annually in line with any legislation updates, or any concerns raised by the community.

### Bonds

The below bonds are found in Council's adopted Fees and Charges 2023/2024 and refer to the Management of Public Spaces Policy.

### Community and Commercial Leases and Licences

- Community lease/licence - bond \$500.
- Commercial Lease/Licence with monthly rent up to \$5000 - bond \$2000.
- Commercial Lease/Licence with monthly rent over \$5001 - bond \$5000.
- Bonds are applied however some discretion is used for the waiver of bonds for leases or licences for facilities totally maintained by the tenant.

**Outdoor Dining and Trading**

- The footpath bond is \$500 or one (1) months' rent, whichever is greater.
- Bonds are usually charged. Bonds can be used for footpath restoration and or rent debt recovery where necessary.

**Commercial Activities on Council Managed Land (Temporary Licences)**

- Bonds are not currently charged as users do not have exclusive use of outdoor areas and the Licence includes a clause where the Licensee is to repair and make good any damage caused to an area.
- Some users in the past have caused damage to the land where they were operating, so in some circumstances it may be relevant to charge a bond, however, there has been no provision to charge a bond in Council's Fees and Charges at this time.

**Major Events**

- Bonds of between \$2000 and \$6000 are applied to all Major Events.

**Minor Events/Public Functions**

- A \$2000 bond is charged for all minor events and public functions.

**Community Hall Bookings**

- A \$225 bond is charged for all community hall bookings.

**Temporary Reserve Access Bookings**

- A \$2000 bond is charged for all bookings.

**Sporting Facilities**

- A \$2000 bond charge is listed in the current Fees and Charges, however this is not currently requested for payment by sport user groups.

Bonds for minor items unlikely to cause damage on public land would be considered on merit and this would also be addressed in the relevant procedure.

**Options**

Council has the option to not adopt the draft revised Management of Public Spaces Policy for exhibition and may request the revised policy be amended further prior to being placed on exhibition.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

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

**Attachments**

1.  Management of Public Spaces Policy Adopted-2022-06-16
2.  Revised - DRAFT Management of Public Spaces Policy

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**Item: 11.04**

**Subject: PLACES TO PLAY PLAN - POST EXHIBITION**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities.

### **RECOMMENDATION**

#### **That Council:**

- 1. Adopt the Places to Play Plan, *Play Spaces Plan***
- 2. Note the information contained within the Places to Play Plan Community Engagement Report - March 2024**
- 3. Thank submitters and advise them of the outcome of Council's consideration.**
- 4. Note that further sub plans of the Places to Play Plan will be reported to Council for consideration in 2024-2025.**

#### **Executive Summary**

The Places to Play Plan was identified as an immediate priority strategic planning project in Council's Recreation Action Plan 2023-2028.

The Places to Play Plan is a comprehensive strategy composed of various smaller plans and reviews combined, forming a unified and all-encompassing approach. This report recommends the adoption of the Places to Play Plan with the publishing of the first sub plan; *Play Spaces Plan*.

At the Ordinary Council meeting held on 15 February 2024 (item 11.04), Council resolved as follows:

#### *That Council:*

- 1. Place the draft Places to Play Plan on public exhibition for a period of not less than 28 days.*
- 2. Note that a further report will be tabled at a future meeting of Council, detailing the submissions received from the public during the exhibition period.*

This report provides information on the public exhibition on the Places to Play Plan.

**Discussion**

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.

A place to play is a designated area that facilitates different forms of play, both structured and unstructured. The Places to Play Plan encompasses:

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

The Play Spaces Plan applies to play spaces in public parks and reserves across the LGA. It includes those play spaces that are co-located with other recreation facilities such as sports fields and may include associated facilities such as outdoor courts, bike tracks, skate parks, outdoor fitness equipment and more.

Our goal is to ensure that every community within our region has access to play spaces with high play value and amenities, promoting equity and inclusivity across the board.

The Places to Play Plan, *Play Spaces Plan* is included attached (Attachment 1).

**Places to Play Plan - Public Exhibition**

At the Ordinary Council Meeting held on 15 February 2024, Council resolved to place the draft Places to Play Plan with sub plan, *Play Spaces Plan* on public exhibition.

The plan was subsequently placed on public exhibition from Tuesday 27 February 2024 to Thursday 28 March 2024. The public exhibition period is now complete with the outcomes of the exhibition process discussed below. There is an Engagement Summary Report provided for this exhibition included here as Attachment 2.

There was a total of 335 visits to Council's Have Your Say engagement website page during the exhibition period.

A total of 48 Have Your Say survey submissions and 51 map responses were received for the draft Plan with 55 downloads of the draft Plan.

In addition, Council hosted three community pop-up sessions taking place on;

- Wednesday March 20 at Innes Lake Coles (6 engagements)
- Tuesday March 26 at Laurieton Coles (5 Engagements)
- Thursday March 28 at Bain Park Wauchope (3 Engagements)



The pop-up sessions allowed community consultation which involved discussing the draft Places to Play Plan and gaining feedback on current play spaces and the potential of new play spaces in areas that were identified.

The overall conclusion from the exhibition period was that the community utilise a variety of play spaces in the local government area. This identified the community providing feedback on several factors:

- Toilet facilities and more shade at current play spaces and at new play spaces.
- Better footpaths that link neighbourhood parks together so parents/carers can push prams, wheelchairs to have better access to play spaces.
- Frequent lawn mowing at play spaces as they currently get overgrown and are not able to be utilised for games and activities.
- Lighthouse beach to have a better play space at the surf club and paths linking along Matthew Flinders Drive. A pathway from Lighthouse Coles to the surf club to allow for community connectivity.
- Camden Head to have frequent lawn maintenance and garden care so it can be utilised like it used to be for picnics and activities.
- Koala street to have better cycle ways and footpaths from Kennedy Drive to Ocean Drive to access Wayne Richards Park and schools safely.
- Dunbogan baths require dredging to allow better swimming access for locals and visitors.
- Better community consultation when deciding on play equipment for parks.
- Fencing around play spaces to improve safety at play spaces near busy roads and car parks.

Feedback identifies the community would like to see better shade structures and easier access to play spaces, including better maintenance management of current play spaces.

The detailed responses to all submissions can be found in Attachment 2.

The feedback that was received informs the Play Spaces Plan as well as further sub plans of the Places to Play Plan as they are prepared for publication. Minor amendments have been made to the Play Spaces Plan; summary of amendments made in response to community feedback is below.

- A new local level play space is proposed at Seaside Estate in Lake Cathie.
- A gap in the local play space network in the Lake Cathie/Bonny Hills area, specifically in the Rainbow Beach Drive, Bonny Hills area is identified.
- Lighthouse Beach Play Space is no longer proposed for retirement. When funding is available for upgrade the play space will be relocated to a more suitable location in the reserve.

These amendments can be found in the final Places to Play Plan, *Play Spaces Plan* found as Attachment 1.

### **Options**

Council can opt to:

1. Adopt the Places to Play Plan as presented, which includes minor changes based on feedback provided during the exhibition period, as outlined in this report; or
2. Request modifications be made to the Places to Play Plan.

This report recommends option 1.

### **Community Consultation**

Ongoing Internal Consultation has occurred with.

- Group Manager Liveable Communities
- Recreation and Open Space Planner
- Parks and Open Space Coordinator
- Recreation & Community Initiatives Coordinator
- Recreation & Community Strategy Coordinator
- Asset Officer
- Community Engagement Officer
- Parks Technical Officer



### **Planning and Policy Implications**

The Places to Play Plan Asset Management data will determine 10 years works program for play.

### **Financial and Economic Implications**

Projects identified in the Plan will be investigated for delivery from 2024-2025 onward and are subject to priority review and budget endorsement through subsequent Operational Plan development, they will be identified in the 10-year Works Program.

### **Attachments**

1.  Places to Play Plan
2.  Places to Play Plan\_Engagement Report

# 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

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**Item: 12.01**

**Subject: DESTINATION MANAGEMENT PLAN ANNUAL REPORT**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

3.1.4 Implement the Destination Management Plan.

### **RECOMMENDATION**

**That Council note the annual progress report on implementation of the 2020-2024 Port Macquarie Hastings Destination Management Plan (DMP)**

#### **Executive Summary**

Implementation of actions under Council's 2020-2024 Destination Management Plan (DMP) continues the work to manage and enhance our local visitor economy. A diverse range of projects are underway, with progress being achieved through collaboration between Council, the Greater Port Macquarie Tourism Association, regional and state government agencies, National Parks, Forestry Corporation and local business and industry. This report provides an update on the implementation since the Destination Management Plan was adopted by Council 48 months ago.

A link to the adopted Plan is available here:

<https://www.pmhc.nsw.gov.au/files/assets/public/document-files/your-council/publications/plans/destination-management-plan.pdf>

#### **Discussion**

In adopting the 2020-2024 Destination Management Plan, Council resolved to monitor implementation by way of an annual report on progress against actions.

This Plan was considered to be a renewal rather than a divergence from the previous plan and continued with the following four key strategic priorities:

1. Destination Management
2. Destination Experience Development
3. Destination Event Development
4. Destination Marketing

The intent, emphasis and priorities of the Destination Management Plan will be subject to review as part of the review of the revised draft Economic Development Strategy.

**Key outcomes over the past twelve months include:**

- Launch of *Where Time Does Wonders* lifestyle branding campaign in April 2024. Media buying included 9 billboards in Sydney, and a social media and web advertising campaigns, including video content production. Results of initial campaign launch:
  - Media buying and spending to 29/5/24 resulted in 3,300,000 impressions on digital ads and 30,000 clicks, which represents a YoY increase of 50.6% in visitors to our destination website
  - Increase in social media content with 90 new organic posts published. These reached an additional 326,000 users and resulted in an audience growth rate of 1.2%; an increase of 44% on the previous year, and a 286% increase in clicks through to the destination website
  - An additional 14 paid posts were published, with an average reach of 11,000 users per post and an average cost per click of \$0.42
- Continued development and refresh of content on website with new copy, updated images, and video
- Completed Search Engine Optimisation for destination website
- Launched FreeGuides, a digital tour guide platform that empowers local tourism operators to collaborate on the creation of self-guided experiences
- Hosted a Connected Destinations workshop to familiarise tourism operators with our new brand identity and to promote FreeGuides
- Utilised Spendmapp to gain more accurate data insight into visitor spending behaviours when in the region for events
- Supported the Great North Coast Trails Feasibility study to link 700km of coastal and nature walking trails between Newcastle and Tweed Heads
- Developed a new Events Prospectus to attract increased event diversity in line with Destination Marketing Strategy
- Assessed the Destination Eco Certification project in consultation with Destination North Coast, and recommended local tourism operators independently seek certification rather than Council
- Provided support to local Tourism Association and Business networks

**Priorities for the next twelve months include:**

- Support the North Coast Tourism Symposium to be held at the Glasshouse in August
- Review the 2020-2024 Destination Management Plan
- Capacity building for new product and experience development, including workshops, marketing/promotion, and mentoring
- Increased focus on products and experiences for the accessibility tourism sector
- Continued development of destination website content
- Collaborate with internal and external stakeholders to advance First Nations experience tourism
- Continue to monitor success of campaign
- Collaboration with Destination NSW around our brand identity and consistent marketing for ongoing growth
- Increase stock of event collateral (flags, banners, and scrimmage) to ensure prominent placement at events

- Continue to grow business engagement to increase volume of tours and offers on FreeGuides
- Continue support to local Tourism Association and Business networks, and work collaboratively to create a more comprehensive events calendar to ensure tourism operators are informed and engaged with increased visitation during these events

**Destination Management**

The Destination Management Plan provides a sound destination management framework to lead and implement the actions of Council, as well as work to sharpen the region's points of difference and further develop and promote tourism experiences to sustainably grow the local visitor economy.

The recent work to develop and adopt a refreshed Destination Brand is important for Destination Management perception of Port Macquarie Hastings in the marketplace. With the adoption of the new brand Port Macquarie Hastings have a more contemporary presentation of the LGA as a lifestyle brand. This will be used to target the high value traveller through profiling existing and developing new experiences, implementing promotion activities, using and leveraging established marketing assets as well as strengthening partnerships across sectors within the region to ensure contributions from all stakeholders are maximised.

Data from the Tourism Monitor for the 2022-2023 financial year demonstrates that domestic visitation to the North Coast has increased 19% above the 2021 visitation level, although still remains 23% below the pre-Covid period.

The Destination Marketing Strategy provides the plan of taking the new brand to market. The goals of the strategy address the peaks and troughs of the visitor economy across the seasons as well as dispersal of visitors around the region and to attract the higher value traveller and increase length of stay.

Tourism and the visitor economy play a key role in our region. It affects how our region is perceived, influences liveability for our local community, drives relocation and investment and supports a strong ecosystem of businesses and employment.

The Destination Management Plan provides a strategic framework to work effectively in this space. A review of the draft Economic Development Strategy may inform a review of the Destination Management Plan to ensure Council receives the greatest value for its investment and is aligned with the execution of the vision to be 'the most liveable, sustainable and innovative place in Australia'.

**Options**

This report is provided for information only.

**Community Engagement and Internal Consultation**

The Strategy implementation is undertaken working with local business and industry, and other levels of Government and relevant stakeholders.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

There are potential significant benefits to the visitor economy and local community in the Local Government Area if the outcomes identified in the Plan are achieved. These will be reported as part of the more detailed data analysis referred to under the heading "Priorities for the next 12 months include:"

Council made an investment of time and money in execution of the Plan. The review of the draft Economic Development Strategy and a review of the Destination Management Plan by the new Council will focus on ensuring that this investment delivers the maximum benefit for cost, for the greatest number of stakeholders in the community. The recent changes to structure of the Economic Development team, and the resulting recruitment activity, was the first stage of implementing a review of the investment of Council in Destination Management and Economic Development more broadly.

**Attachments**

Nil

# 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





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**Item: 13.01**

**Subject: UPDATE ON SITE SPECIFIC PLANNING PROPOSAL REQUESTS  
BI-ANNUAL REPORT**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the status of site specific Planning Proposal requests detailed in this report; and**
- 2. Receive a further update report in December 2024 regarding the progress of site specific Planning Proposal requests.**

### **Executive Summary**

The purpose of this information report is to provide Council with an update on the status of the current site specific Planning Proposal requests.

Since the December 2023 Council report, there has been progress made on a number of site specific Planning Proposals as outlined in this report.

It is recommended that Council note the status of the site specific Planning Proposal requests to amend the Port Macquarie-Hastings Local Environmental Plan 2011 (LEP).

Council will receive individual reports on each of these Planning Proposal requests at key stages of the process, and a further update report will be presented to Council in December 2024.

### **Background**

Council at its meeting on 14 December 2023, considered a report on the status of seven site specific Planning Proposal requests (Item 13.01) and resolved:

#### *That Council:*

- 1. Note the status of site specific Planning Proposal requests detailed in this report.*
- 2. Receive a further update report in June 2024 regarding the progress of site specific Planning Proposal requests.*

**Discussion**

Status of Site Specific Planning Proposals (Planning Proposals) - June 2024

Since the December 2023 Council report, progress has been made on the following planning proposals:

- PP2022-2.1 to rezone land from RU1 Primary Production to part SP2 Infrastructure (school) and part C2 Environmental Conservation to enable a school at 1175 and 1191 Ocean Drive Bonny Hills, forward for gateway subject to the submission of amended documents.
- PP2023-4.1 Tidal Pool Oxley Beach - Council staff met with the proponent and state government agencies on 7 March 2024 to discuss outstanding items and concerns. The proponent is now required to address issues raised prior to re-submitting the planning proposal.
- PP2023-6.1 Thrumster Business Park - Met with the proponent on 24 April 2024 to discuss water and sewer servicing issues and arrangements to the site. Meeting scheduled in June 2024 to discuss the economic, noise and acoustic implications of the proposal. Following these meetings additional information and reports will be finalised and re-submitted to Council for consideration.

One planning proposal was returned:

- PP2024-4.1 to rezone the subject land from MU1 Mixed use to R3 Medium Density Residential at Lot 11 DP 1226839, Seaside Drive Lake Cathie.

Below in Table 1 is an update on all of the site specific Planning Proposal requests reported in December 2023.

**Table 1: Status of Site Specific Planning Proposal Requests (December 2023)**

Item No	Planning Proposal Ref.	Property	Summary of amendment to LEP	Fees Paid	Status December 2023	Status June 2024
1.	PP2022-2.1  (Portal Ref PP-2023-653)  Lodged: 21/04/2022	Lot 6 DP 594793, Lots 6 & 7 DP 594792, 1175 & 1191 Ocean Drive Bonny Hills	Rezone land from RU1 Primary Production to part SP2 Infrastructure (school) and part C2 Environmental Conservation to enable an education establishment.	Yes Stage 1	<b>Ongoing</b>  Proceed to Gateway determination stage, upon receipt of amended documents.	<b>Ongoing</b>  Awaiting amended and updated documentation to send to the Department of Planning for Gateway determination considerations.
2.	PP2023-5.1  (Portal Ref PP-2023-446)	Lots 1 & 2 DP 1091253, Beach Street Bonny Hills	Rezone land from R1 General Residential and RU1 Primary Production to C2 Environmental Conservation	Yes Stage 1	<b>Ongoing</b>  Awaiting additional information.	<b>Ongoing</b>  Awaiting additional information relating to flooding, stormwater and biodiversity.



Item No	Planning Proposal Ref.	Property	Summary of amendment to LEP	Fees Paid	Status December 2023	Status June 2024
	Lodged: 01/03/2023		and R1 General Residential.			

**Options**

The update on the site specific Planning Proposals is for information only.

**Community Engagement and Internal Consultation**

Depending upon the stage of the Planning Proposal, consultation may have been undertaken between Council staff, proponents, State agencies and the public.

Further community consultation consistent with the requirements of the *Environmental Planning and Assessment Act 1979* (EP&A Act), NSW Department of Planning and Environment’s (DPE) LEP Making Guideline and Council’s adopted Community Participation Plan will occur where a Planning Proposal is supported by Council and a Gateway determination is received.

**Planning and Policy Implications**

Council’s consideration and assessment of requests for Planning Proposals is governed by the EP&A Act, *Environmental Planning and Assessment Regulation 2000*, various state policies, DPE guidelines and Council’s Planning Proposal Policy.

The key milestone stages and benchmark timeframes in the LEP Making Process are now as follows:

Stage	Maximum Benchmark Timeframes (working days)			
	Basic	Standard	Complex	Principal
<b>Planning Proposal Type</b>				
Stage 1 - Pre-lodgement	30 days	50 days	60 days	20-30 days
Stage 2 - Planning Proposal	80 days	95 days	120 days	40 days
Stage 3 - Gateway Determination	25 days	25 days	45 days	45 days
Stage 4 - Post-Gateway	20 days	50 days	70 days	160 days
Stage 5 - Public Exhibition & Assessment	70 days	95 days	115 days	95 days
Stage 6 - Finalisation	25 days	55 days	70 days	80 days
Sub-total (DPE Target)	140 working days	225 working days	300 working days	380 working days
<b>Total (end to end)</b>	<b>220 days</b>	<b>320 days</b>	<b>420 days</b>	<b>420 days</b>



Importantly, DPHI has committed to monitoring the LEP making process and individual Council performance in respect of the process as part of implementing planning reforms. The aim being to reduce assessment times and make it easier to invest in NSW. The Department has a target of achieving a 33% reduction in average planning proposal assessment timeframes measured from referral of a planning proposal for Gateway to finalisation (publication of the amending instrument on the NSW legislation website).

A separate report for Council's consideration will be required for each Planning Proposal that is accepted through the Planning Portal, as to whether or not to support an amendment being made to the LEP. If supported, the Planning Proposal will be forwarded to DPE for a Gateway determination.

In the event Council does not indicate support for the proposal or has failed to indicate its support within 90 or 115 calendar days (depending on the Planning Proposal category), then the proponent has the opportunity to submit a rezoning review application that requests an independent planning panel to evaluate and make a recommendation to the Minister on whether a proposal should progress to Gateway determination.

**Financial and Economic Implications**

Council fees consistent with current adopted Fees and Charges (Stage 1 and Stage 2 fees) will apply to each of the Planning Proposal requests to amend the LEP.

The current fees and charges indicated within the 2023-2024 Operational Plan are as follows:

Stage	Current Fees
Stage 1 - Lodgement and Review	\$17,070
Stage 2 - Exhibition and Finalisation	\$11,380

It should be noted that the fees and charges associated with Planning Proposals are presently being updated as part of the Draft 2024-2025 Operational Plan to take into consideration Council's resources required to assess the complexity of Planning Proposals and reflect DPE's guideline.

The Draft Fees and Charges indicated with the Draft 2024-2025 Operational Plan are as follows:

Stage	Proposed Fees
<b>LEP Amendments (Planning Proposals) Category - Basic</b>	
Stage 1 - Pre-lodgement	\$1,400
Stages 2 & 3 - Pre-Gateway	\$5,000
Stages 4 & 5 - Post Gateway	\$9,000
Stage 6 - Finalisation	\$2,200
<b>LEP Amendments (Planning Proposals) Category - Standard</b>	
Stage 1 - Pre-lodgement	\$1,400



Stages 2 & 3 - Pre-Gateway	\$15,000
Stages 4 & 5 - Post Gateway	\$30,000
Stage 6 - Finalisation	\$2,200
<b>LEP Amendments (Planning Proposals) Category - Complex</b>	
Stage 1 - Pre-lodgement	\$1,400
Stages 2 & 3 - Pre-Gateway	\$30,800
Stages 4 & 5 - Post Gateway	\$37,000
Stage 6 - Finalisation	\$2,200

Upon adoption of the Operational Plan, the new fees and charges will come into effect on 1 July 2024.

**Attachments**

Nil



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Item: 13.02

Subject: **POLICY REVIEW - DEVELOPMENT CONTRIBUTIONS  
ASSESSMENT REPORT - POST EXHIBITION REPORT**

Presented by: **Community, Planning and Environment, Melissa Watkins**

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### Alignment with Delivery Program

4.5.2 Plan for infrastructure that supports population growth.

### RECOMMENDATION

#### That Council:

1. **Adopt the Development Contributions Administration Policy as amended.**
2. **Delegate authority to the Director Community, Planning and Environment to make any minor amendments to any numerical, typographical, interpretation and formatting errors, if required, in preparation for the commencement of the amended Development Contributions Administration Policy.**
3. **Advise the local planning and development industry of the commencement of the amended Development Contributions Administration Policy.**

#### Executive Summary

At the Ordinary Council Meeting held on 21 March 2024, Council resolved to place the draft Development Contributions Assessment Policy on public exhibition.

The draft policy was subsequently placed on public exhibition from 28 March 2024 to 29 April 2024 (28 days). No submissions were received from either the development industry or the broader community during the exhibition period. However, comments were received from internal stakeholders.

The purpose of this report is to consider the feedback received during the public exhibition of the Draft Development Contributions Assessment Policy and determine whether any amendments are required.

Several changes have been proposed as a result of the consultation with the internal stakeholders including its renaming to the Development Contributions Administration Policy.

It is recommended that Council adopt the Draft Development Contributions Administration Policy (Attachment 2), as amended, and that the Policy commence on the date of public notification of the adopted Policy.

**Discussion**

At the Ordinary Council Meeting held on 21 March 2024, Council resolved as follows:

*That Council:*

- 1. Publicly exhibit the revised draft Development Contributions Assessment Policy for a period of not less than 28 days.*
- 2. Note that a further report will be tabled at the June 2024 meeting of Council after the public exhibition period, detailing any submissions received from the public during the exhibition period.*

Following Council resolution on 21 March 2024, the draft Development Contributions Assessment Policy was exhibited on Council's Have Your Say Page for a period of 28 days, from 28 March 2024 to 29 April 2024. No submissions were received during this exhibition period. An Engagement Summary Report for the exhibition of the draft amended policy is provided within Attachment 3. A summary of the outcomes of the exhibition process are discussed below:

- 61 page visits to Council's Have Your Say engagement website page;
- 0 engaged visitors;
- 0 surveys completed;
- 23 downloads of the draft policy; and
- 3 downloads of the Council report.

The draft Policy was exhibited with reference to the existing adopted Policy to ensure it was clear what changes were being proposed. The 21 March 2024 Council report included a table of key issues in the existing Policy and the draft Policy to assist with understanding of the changes.

Upon consultation with internal stakeholders, the following changes are proposed to the Draft Development Contributions Assessment Policy:

- Additional details in relation to developer charges (water and sewer contributions), including clarification of equivalent tenements which are derived from the NSW Water Directorate which has required an update to Schedule 2;
- Reinstatement of the section relating to the exemption of water and sewer headworks charges not exceeding \$2,000, which has been increased to \$2,500 and is now clause 2.8;
- Grammatical and other minor changes; and
- Reformatting of schedule 1.

The abovementioned changes are indicated in green within the Draft Development Contributions Administration Policy (Attachment 2), with the red changes being those that were placed on public exhibition.

It is considered that the post exhibition changes proposed to the Draft Development Contributions Administration Policy are minor in nature and do not change the overall intent of the draft Policy. As a result, re-exhibition of the draft policy is not required.

**Options**

Council has the option to:

1. Adopt the draft Development Contributions Administration Policy as amended. This is the recommendation of this report; or
2. Request or make further amendments to this Policy, noting this may delay endorsement; or
3. Not support the recommendation and resolve in some other fashion.

This report recommends option 1, endorsement of the draft Policy as amended.

**Community Engagement and Internal Consultation**Community Engagement

The Policy was placed on public exhibition for a period of 28 days, with no submissions being received.

Internal Consultation

Internal consultation was undertaken with the following internal stakeholders:

- Utilities, Planning and Design;
- Development Assessment teams.
- Business and Performance Division;
- Community Infrastructure, Planning and Design;
- Development Assessment Team;
- Development Engineering Team;
- Natural Resources Management Team;
- Recreation and Community Team.

**Planning and Policy Implications**

If ultimately adopted, this Policy will be an adopted Policy of Council.




The proposed changes will ensure compliance with current legislation; remove provisions that have not been utilised; and amend clauses to ensure Council receives the required development contributions associated with development in the Port Macquarie-Hastings Local Government Area (LGA); and provide legal mechanisms if deferred development contributions are outstanding.

**Financial and Economic Implications**

The provisions within the DCAP are to ensure that Council receives the development contributions associated with development, so that these monies can be allocated to, and enable identified projects within the LGA to be constructed, providing positive financial and economic implications.

The review of the DCAP seeks to limit and reduce financial risk to Council associated with the non-payment of contributions relating to Council's contributions deferral policy.

**Attachments**

1.  Current Development Contributions Assessment Policy
2.  Draft Development Contributions Administration Policy
3.  Public Exhibition Have Your Say Engagement Summary Report



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**Item: 13.03**

**Subject: PLANNING AND LAND USE DISCUSSION PAPER**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

### **RECOMMENDATION**

#### **That Council:**

- 1. Endorse the Local Strategic Planning Statement Discussion Paper for the purposes of public exhibition and place the Discussion Paper on public exhibition for a period of not less than 28 days.**
- 2. Note that a further report will be presented to Council, following the public exhibition period, detailing the submissions received and any recommended changes to the Discussion Paper for consideration by Council following the 2024 Council election.**

### **Executive Summary**

Council staff have developed the attached Discussion Paper (Attachment 1) to commence the conversation with the community and industry regarding the review of Council's two main land use planning documents, the Local Strategic Planning Statement (LSPS) and the Urban Growth Management Strategy. The Discussion Paper highlights many issues, challenges, and opportunities across the LGA. While the Discussion Paper highlights many points, its primary focus is on the following:

1. Highlight the currency of LSPS and UGMS documents, particularly in relation to updated legislation, regulation, and policy, including the updated North Coast Regional Plan 2041
2. Review implementation progress and actions
3. Identify challenges and opportunities presented in a growing and changing LSPS environment
4. Provide an opportunity for the community and industry to comment on the currency of the vision, planning priorities, and objectives
5. Commence a conversation about the need for potential changes to the Urban Growth Area Boundary

The Discussion Paper, if endorsed by Council, will be made available on Council's 'Have your say' page. This transparent approach ensures that the community and industry are fully informed and can provide valuable feedback. All feedback received throughout the exhibition period will be collated into an Issues Paper and reported to Council for consideration and determination of next steps.

## Discussion

The Port Macquarie-Hastings Local Government Area continues to be a destination of choice for living, working, visiting, and playing. Over the next 20 years and beyond, the region will continue to experience sustained population growth. Council has a responsibility to ensure it adequately plans for this growth by regularly reviewing critical strategic land use strategies and plans to adapt to changes in our community's needs and priorities, national and state priorities, and changes in our external environment.

Councils in NSW have an important role in land use planning and development approval. Currently, Port Macquarie-Hastings Council utilises a number of local, regional, state, and national directives that inform its current and future land use planning.

Planning helps us identify how land can best be used to create sustainable and thriving communities. It considers both short and long-term objectives and balances the community's diverse needs. Strategic planning looks at the big picture and helps inform how and where change can take place, where the best new housing and community infrastructure is located, where employment opportunities are, and where transport is linked.

The Council's decisions about development and land use are guided by the NSW planning framework. This framework, which sets out planning controls, provides a clear context for our local decision-making. It ensures that our actions are fair, transparent, and in alignment with the broader planning principles and objectives.

The Discussion Paper serves as a guide to the strategies and plans currently in use. It compares these against a range of factors, including current Census data, national and state priorities, community needs and priorities, population and demographic change, and changes in our external environment. By providing this overview, the Discussion Paper aims to stimulate informed discussion and feedback from our stakeholders, helping us to update and improve our planning strategies.

The NSW North Coast Regional Plan 2041 (NCRP), released in November 2022, provides a high-level regional direction for future growth and development. Council's Community Strategic Plan *Towards2050*, adopted in 2022, identifies the community's aspirations and priorities for the future and provides Council with strategic direction to align policies, programs, and services.

The LSPS *Shaping Our Future 2040*, endorsed in September 2020, is the overarching Strategic Land Use Strategy for the LGA and local planning. The LSPS has legislative weight, and all changes to Local Planning Policy (LEP and DCP) must demonstrate consistency with it.

The *Urban Growth Management Strategy 2017-2036* (UGMS), endorsed in August 2018, focuses on urban development in the LGA, including housing, shops and industry, tourism development, parks, public spaces, community facilities, and physical infrastructure, including roads, water, sewage, and stormwater infrastructure. It examines population forecasting, demand for new dwellings, the natural environment, and how we plan for housing and employment growth over the next 20 years.

The Discussion Paper provides an overview and review of the LSPS and UGMS in relation to their currency to the broader strategic planning and the NSW Government Framework Council must work within. The Discussion Paper allows Council to proactively engage with the community and industry, as a key informative element, prior to executing the revision of these critical strategic documents.

**Options**

Council can opt to:

1. Adopt the recommendations and place the draft Discussion Paper on public exhibition; or
2. Request or make further amendments to this discussion paper, noting this may delay exhibition; or
3. Not endorse the recommendation and resolve in some other manner.

This report recommends option 1, adopt the recommendations and place the draft Discussion Paper on public exhibition.

**Community Engagement and Internal Consultation**

Development of the Discussion Paper included consultation with internal staff from the following sections of Council:

- Strategy and Land Use Planning
- Development Assessment
- Natural Resource Management
- Community Utilities (Water and Sewer)
- Community Infrastructure

This report seeks to place the paper on public exhibition for community and industry feedback and the paper has been created for the purpose of consultation.

It is expected that after the public exhibition period, a report will be presented to Council for consideration.

**Planning and Policy Implications**

The Local Strategic Planning Statement Discussion Paper integrates with Council's Community Strategic Plan and will inform and guide decision making across the organisation, including within other strategies and actions plans.

**Financial and Economic Implications**

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

**Attachments**

1.  Planning and Land Use Discussion Paper

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Item: 13.04

Subject: LAND ACQUISITION - COWAL CREEK ROAD BELLANGRY

Presented by: Community, Planning and Environment, Melissa Watkins

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### Alignment with Delivery Program

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

### RECOMMENDATION

#### That Council:

1. Pay compensation in the amount of \$5,000 (GST exclusive) to the owners of Lot 96 DP 754406, RJ and CH Wallace, for the acquisition of that part of Lot 96 DP 754406 more particularly described as Lots 1, 2 and 3 in plan of acquisition DP 1301477.
2. Pursuant to *Section 59 of the Land Acquisition (Just Terms Compensation) Act 1991*, pay the landowner's property conveyancing costs.
3. Pursuant to *Section 10 of the Roads Act 1993*, dedicate lots 1, 2 and 3 DP 1301477 as Public Road.

### Executive Summary

This report recommends the payment of compensation for the acquisition of land required as part of the replacement of the bridge spanning an unnamed tributary of Mortons Creek on Cowal Creek Road at Bellangry.

### Discussion

As a result of the March 2021 floods which impacted our LGA, the bridge spanning an unnamed tributary of Mortons Creek was destroyed.

With the consent of the owner of Lot 96 DP 754406, RJ & CH Wallace, construction of the replacement bridge proceeded on Lot 96 DP 754406, whilst the land acquisition was being completed. The replacement concrete bridge is currently under construction, the general location of the new bridge is shown in Attachment 1.

With the completion of the bridge expected in June 2024. The extent of the land to be acquired has been surveyed as Lots 1, 2 and 3 DP 1301477 and comprises an area of 2120.5m<sup>2</sup> and is shown highlighted in Attachment 2. Lot 1 DP 1301477 is the portion of land directly impacted by the new bridge construction works and Lots 2 and 3 DP 1301477 are proposed adjustments to the road reserve to address the other instances on this lot where the road formation deviates from the road reserve.

**Options**

That Council seek additional information in regard to this acquisition and compensation approach.

**Community Engagement and Internal Consultation**

There has been ongoing consultation with the landowners since the original bridge structure was destroyed in the March 2021 floods. Council's Project Manager and Engagement Officer have met and corresponded with the landowner's numerous times throughout the project.

**Planning and Policy Implications**

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



**Financial and Economic Implications**

The acquisition of Lots 1, 2 and 3 DP 1301477 entitles the landowner to the payment of compensation. Having regard to the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*, compensation has been assessed by Council's Consulting Valuer at \$5,000 (GST exclusive). An offer in this amount has been made to and accepted by the landowner. With written acceptance of the offer, the acquisition is now reported to Council to enable the land acquisition to be completed.

In addition to the payment of compensation for the land, *Section 59 of the Land Acquisition (Just Terms Compensation) Act 1991* requires Council to pay the landowner's legal/property conveyancing costs that will be incurred arising from the land acquisition. These costs are estimated at \$2,500 (GST exclusive).

There is allocated funding budgeted for in the project to meet the land acquisition and conveyancing costs.

**Attachments**

1.  Location of Cowal Creek Bridge Replacement and Land Acquisition
2.  Survey Plan Highlighting Land to be Acquired for Cowal Creek Bridge Replacement Project

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Item: 13.05

Subject: DEMOGRAPHIC AND POPULATION GROWTH SCENARIOS

Presented by: Community, Planning and Environment, Melissa Watkins

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### Alignment with Delivery Program

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

### RECOMMENDATION

#### That Council:

1. Note the three (3) population growth scenarios included in the report.
2. Endorse the Population Forecast Model for all Strategic Planning and Reporting that forecasts a population of 115,302 in 2046.

#### Executive Summary

This report aims to provide an update to Council on the demographic and population forecast work staff have created in partnership with REMPLAN. The report seeks to include discussion on the land use implications of three growth scenarios and recommends adoption of a “bottom up forecast” as described under scenario 1 below.

The three growth scenarios consider:

1. A bottom up forecast, based on the rebased ABS data of 2024 and built in partnership with REMPLAN, considering local Port Macquarie Hastings opportunities and constraints. This forecasts **24,000** additional people between 2021 and 2046 and a total forecast population of **115,302** in 2046.
2. The 2023 forecast scenario has been developed in partnership with REMPLAN, which utilises a bottom-up methodology, and identifies that the LGA will grow by approximately **18,000** people between 2021 and 2046 and a total population of **108,327** forecast to 2046. This model considers local opportunities and constraints.
3. A low or conservative growth forecast, which see the Port Macquarie-Hastings LGA grow by approximately **14,000** people between 2021 and 2041. This model forecasts a total population of **100,796** by 2041. This is the model provided by the NSW State Government and uses methodology that is top down.

“Bottom up methodologies” is the application of an approach of modelling small geographical areas across the LGA, applying Council inputs, and then aggregating the small area results for the whole of LGA forecast.

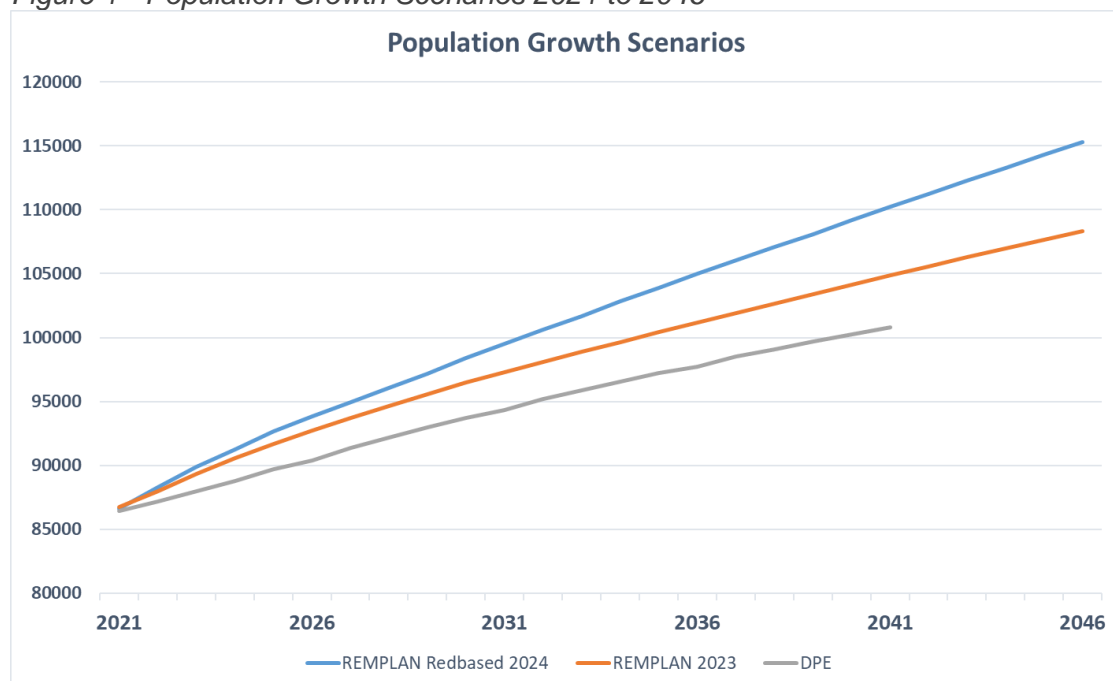
“Top Down methodologies” is the application of forecasting state level population forecasts, and larger regional centres, and then assigning proportionately vales to the regions and LGA’s across the state.

The Population Forecast and Demographic Profiles will be maintained and reviewed at least annually, to monitor the accuracy of the forecast, to ensure its continued currency and to facilitate analysis of the impact actuals have on forecasting.

An annual report will also be presented to Council detailing the results of the review.

In the event that the recommendation of this report is endorsed, the data that informs the Population Forecasts and Demographic Profiling will be presented in Dashboard form. This will provide to Council and the Community, the endorsed set of population forecasts and demographic profiling, in a readily accessible and digestible form for all planning and reporting. The outcome will be an agreed set of data providing consistency and uniformity in planning and reporting, which informs strategic direction, while ensuring a program of review and currency that is visible.

Figure 1 - Population Growth Scenarios 2021 to 2046



**Discussion**

It is challenging to predict what the future may bring as historical population growth is not necessarily a reliable indicator of future growth. This is one of the key distinctions between projections and forecasts:

1. A **projection** simply indicates a future value for the population if the underlying assumptions of the past continue.
2. A **forecast** speculates future values utilising an expectation, or prediction, of what will happen in each of the many influencing elements.

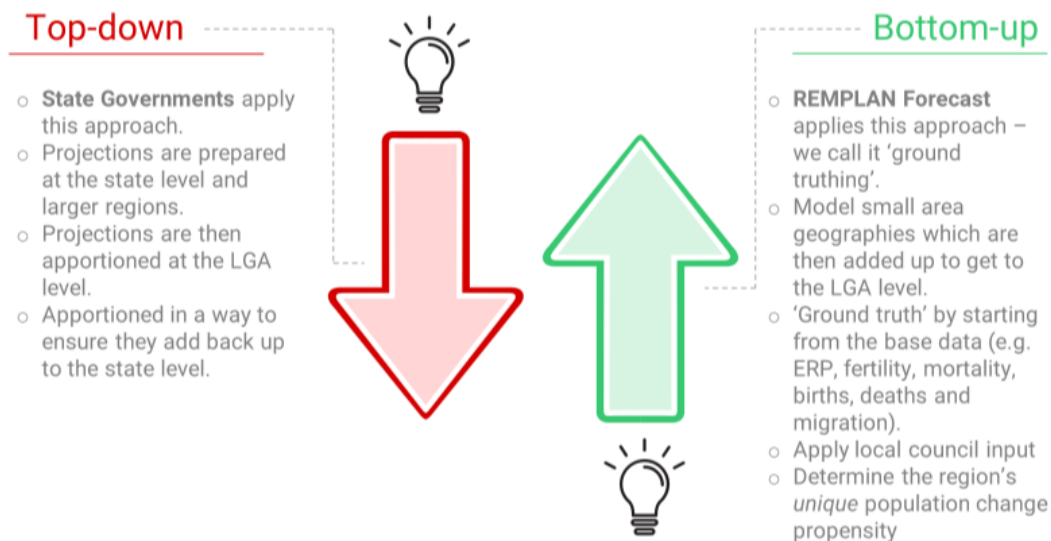
When planning for the future, it is essential to consider a number of scenarios to allow appropriate infrastructure and ensure suitable land provision to support residential development and employment lands. Developing and considering several population growth scenarios is an important tool for forward planning.

The scenarios are based on numerous factors and utilised differing methodologies to forecast future population trends.

**Low Growth**

The population projections provided to Council by the NSW Department of Planning and Environment (DPE) now known as the Department of Planning, Housing and Infrastructure are the low growth scenario utilised. The Department utilises a top-down methodology that starts with projections for the whole of NSW and then seeks to apportion this at an LGA scale. As a result, the Department’s Population forecasts are often considered conservatively understating population growth for Port Macquarie-Hastings and cannot be agile in responding to localised or contemporary trends in population and migration.

Figure 2 - Population Scenario Methods



**REMPPLAN Population Forecast**

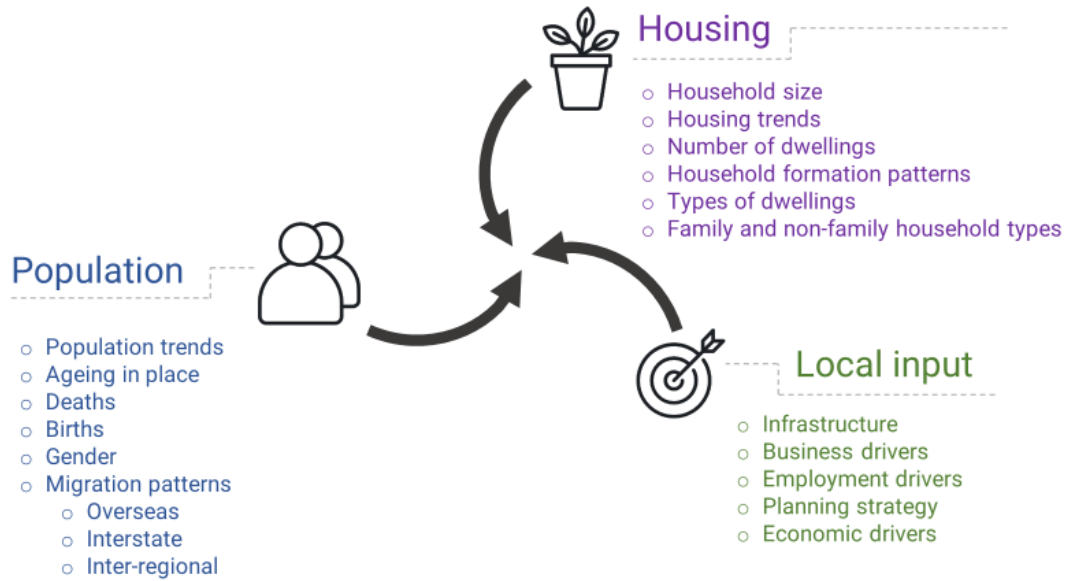
In consultation with Council staff, REMPLAN has developed population growth scenarios. REMPLAN has utilised a ‘Bottom-up’ methodology that seeks to utilise a robust evidence-based approach to population forecasting. The approach models the population trends on small area geographies, which are aggregated to get the LGA level forecasts. They utilise local data such as development data provided by Council, Estimated Resident Population, fertility and mortality rates, and migration trends to determine the region’s unique population change propensity.

Demographic trends have been changing at a faster rate than historically has been the case since 2020, and with the release of Census 2021 data, some of the official population forecasts based on that early release of ABS data now have lower confidence levels. New forecasts considering the emerging demographic influence of the COVID-19 pandemic are important for planning and policy purposes.

In addition, the rebased Estimated Resident Populations (ERP) based on the 2021 Census (ABS 2022) provides the latest quality data to base new forecasts.



Figure 3 - Drivers and inputs for population change



REMPPLAN forecasts are launched from the June 2021 rebased Estimated Resident Populations (ERP), updated and published by the ABS, with the REMPLAN base year reflecting the latest official ERP. Forecasts are modelled for 30th June in each year of the forecast horizon by gender and single years of age.

**Demographic Trends**

While the growth scenarios are forecasting different results, the emerging demographic trends are consistent. In all growth scenarios, the population of the LGA continues to get older demographically. It should be noted in the main scenarios; all age groups get larger in total numbers. However, of the 28,000 additional people by 2046, over 50%, or in excess of 15,000 people, of this growth is anticipated to be people aged 65 years or older.

The Port Macquarie-Hastings LGA is anticipated to see amplified trends consistent with those identified in the Australian Government’s Intergenerational Report 2023. This includes an ageing population and a declining proportion of the population classed as ‘working aged.’ Notwithstanding people being healthier and working for longer, this is likely to see a significant increase in demand for health, care and support services.

Table 1 - Population change by age group from 2021 to 2041

Age by life stages	2021	2026	2036	2046	2024-2046 Change	Annualised % Increase
Pre School (0-4)	3,968	4,255	4,531	4,781	813	0.7%

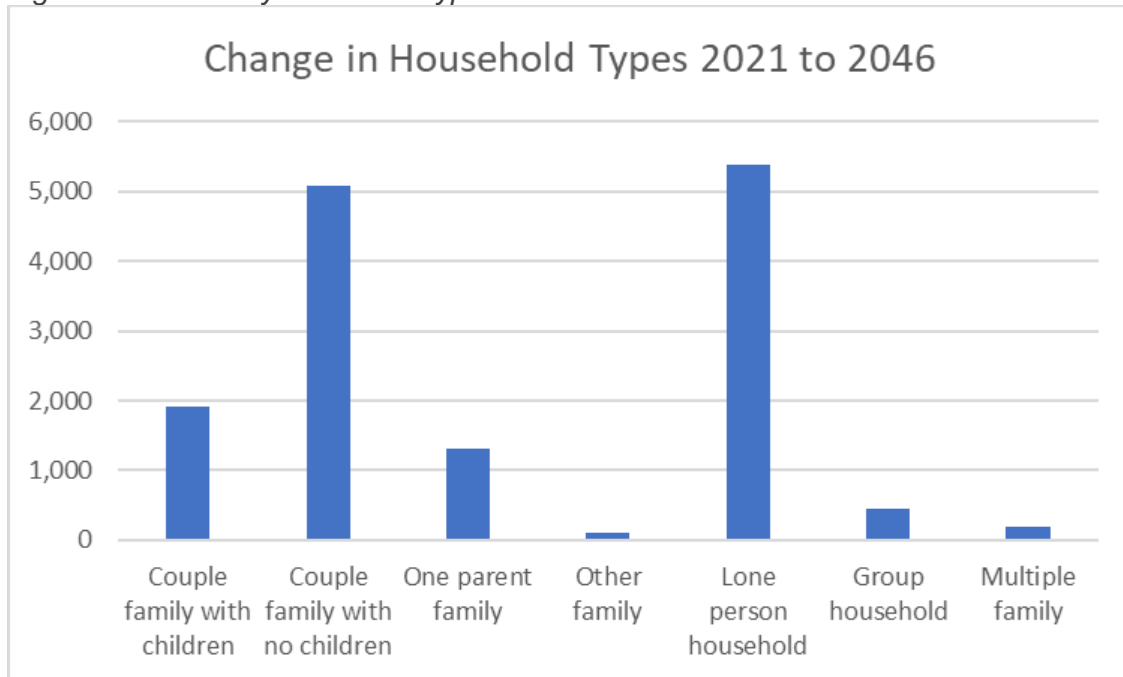
<b>School Age (5-14)</b>	10,180	10,262	10,828	11,520	1,340	0.5%
<b>Youth (15-24)</b>	8,891	9,833	10,173	10,879	1,988	0.7%
<b>Young Workers (25-34)</b>	7,799	8,158	9,077	9,629	1,830	0.8%
<b>Workers (35-49)</b>	13,748	14,316	15,128	16,246	2,498	0.6%
<b>Older Workers (50-64)</b>	17,287	18,541	20,618	22,105	4,818	0.9%
<b>Retirement (65-79)</b>	18,087	20,349	22,945	25,383	7,296	1.2%
<b>Elderly (80+)</b>	6,678	8,101	11,679	14,759	8,081	2.2%

Another demographic trend of note is declining household size and trends in household type:

1. Between 2021 and 2041, 40% (or 3,841) of all additional households are expected to be lone-person households.
2. There will be an increase of 3,435 couples with no children type households (36%).
3. 76% of all additional households between 2021 and 2041 are expected to be one or two-person households.

This impacts the number of dwellings required to accommodate the future population, as smaller household sizes mean more dwellings are required to house the population.

Figure 4 - Growth by household type from 2021 to 2046



It will likely have implications for the housing supply required by future generations with a need for smaller dwellings, including apartments, dual occupancies, secondary dwellings, villas, and terrace houses. To accommodate an ageing population, additional accessible and adaptable housing is also likely to be required.

**Options**

Council could opt to:

1. Endorse the population growth scenario developed by REMPLAN on the rebased 2024 data resulting in forecast Population to 2046 of 115,302, for all Council Strategic Planning and reporting. This is the recommendation of this report.
2. Endorse an alternate set of Population Forecasts.
3. Develop new and/or additional population growth scenarios.
4. Do not develop and/or not utilise alternative growth scenarios and use the growth projections provided by NSW Government.

Option 1 is recommended, and Council resources have been invested into this option. The population scenarios include data provided by REMPLAN with key opportunities and constraints informed by Council. It is the most robust model with the highest level of confidence.

In respect of option 2, other methodologies are available; however, without new data, it is unlikely materially different outcomes would be reached, and the validity of processes not typically used by Demographers may be challenged.

Option 3 does provide clear alignment to NSW Government plans and guidance. However, it is noted that the NSW Government projections are limited in the data they can consider and should only be used as a guide by Councils. This option does reduce the resources Council is required to invest but may lead to criticism that

projections are too conservative and not adequately catering to the future. This has historically been the view of the DPE figures.

**Community Engagement and Internal Consultation**

Community consultation has not formally been undertaken in relation to this project. However, it should be noted that the population forecasts have been used in Council's draft Living and Place Strategy which has undertaken recent community consultation and engagement. REMPLAN forecasts can also be viewed by the community on the REMPLAN website: [Port Macquarie - Hastings Forecast Profile | Summary | REMPLAN](#)

Internal consultation has been undertaken between relevant teams and the executive leadership team.

**Planning and Policy Implications**

The projections and methodologies outlined in this report, if supported by Council, will be utilised to inform the review and revision of all planning policy documents including the review of the Local Strategic Planning Statement (LSPS) and other strategic plans and studies.

**Financial and Economic Implications**

REMPPLAN were engaged by Council to prepare various Economic, community and forecasting data, this package was \$27,000 excluding GST.

While there is a financial cost, having this data provides economic benefits to Council, industry, and the community.

**Attachments**

Nil

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**Item: 13.06**

**Subject: DRAFT PORT MACQUARIE-HASTINGS LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN 2024**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

4.5.2 Plan for infrastructure that supports population growth.

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the Information in the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024 Report.**
- 2. Endorse the draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024 to be placed on public exhibition for a minimum of 28 days in accordance with legislative requirements and Council's Community Participation Plan.**
- 3. Receive a report back to Council following the public exhibition.**

### **Executive Summary**

Port Macquarie-Hastings Council's current development contributions plans currently date back to 1993. These plans looked at varied population estimates over different timeframes to establish a program of works for new infrastructure requirements and set applicable rates for new developments contributions.

The new draft Section 7.11 (formerly Section 94) and Section 7.12 (formerly Section 94a) hybrid contributions plan, The Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024 (LICP), seeks to repeal and replace the current 16 Contributions Plans and includes a new works schedule that is consistent with Council's strategic direction and caters for our future growth areas. The planning horizon for the new plan is from 2024 to 2036. The works schedule will include projects in the following categories:

- Community Facilities
- Public Domain
- Open Space and Recreation
- Transport
- Waste Management
- Plan Administration and Management

The categories of emergency services, Administration building (now moved into the Public Domain category) were included in the previous plans. These categories have not been included as individual categories in the draft LICP 2024 and any existing funds collected for these categories will be appropriately dispersed, consistent with the requirements of their previous Contributions Plans. As a result of the new works program and the methodology used to develop the draft Port Macquarie-Hastings

Local Infrastructure Contributions Plan 2024 (LICP) the contribution rates have increased for growth areas to support the required infrastructure, whilst the rates for infill developments have generally reduced.

## Discussion

### 1. Background

Section 7.11 (formerly Section 94) and Section 7.12 (formerly Section 94a) of the *Environmental Planning and Assessment Act* (EP&A Act) allows Councils in NSW to impose conditions of consent requiring the payment of monetary contributions where a development is “likely to require the provision of, or increase the demand for public amenities and public services within the area”. The *EP&A Regulations* set out the requirements for the preparation and approval of Contributions Plans.

Port Macquarie-Hastings Council’s current 16 development contributions plans, date from 1993 to 2018. Due to the number, age and complexity of these plans, it is a key component of the adopted development contribution framework to review, update and consolidate these plans. Many of the projects in the current plans have been completed or are no longer required, population forecasts are updated and Council has determined more contemporary strategic infrastructure priorities. As such, the historic plans are no longer aligned with Council’s and the community’s priorities or expectations.

The draft Port Macquarie-Hastings LICP 2024 attached to this report sets out a proposed program of works and sets the applicable rates for different types of development. The draft plan is forecast to cater to new development through to 2036 and will be subject to systemic periodic review to ensure the ongoing currency of the projects in the draft LICP 2024.

Projects within the draft works program will be funded through Section 7.11 or Section 7.12 Contributions on the principles of reasonableness, nexus and apportionment. This means for most infrastructure, contributions will not fund 100% of a project. Contributions must be proportional to the demand generated by new development. Development contributions seek to ensure new development pays its share towards infrastructure. Grant funding and other Council capital expenditure will be required to supplement contributions to deliver the identified infrastructure projects, as outlined within the draft plan (Attachment 1). This issue is the critical driver informing the development contributions framework principle that growth infrastructure and service projects align with Council’s 10 year works program and Long Term Financial Plan.

This report sets out proposed updates in the draft Contributions Plan and recommends that it be placed on public exhibition in accordance with the requirements of the legislation.

Subject to any changes as a result of community feedback and subsequent adoption by Council, it is intended that the revised Contributions Plan would come into effect from 1 July 2025. Existing Local Infrastructure Contributions funds levied under the existing plans which are not spent at that time will be rolled over and used for projects identified in the revised plan.

**2. Strategic alignment**

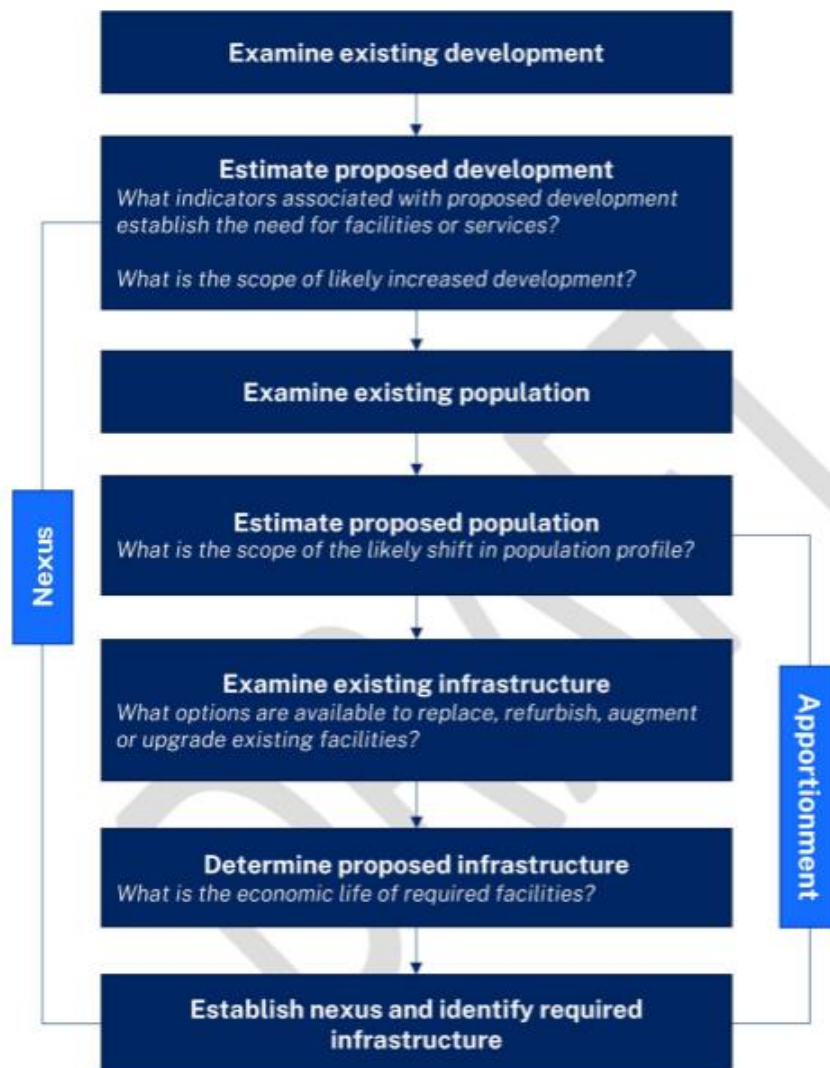
Updating the Contributions Plans is identified in the adopted Development Contributions framework and following Council strategic plans:

- Local Strategic Planning Statement
- Delivery Program and
- Operational Plan

**3. Reasonableness**

As per the *EP&A Act* and Development Contributions Practice note 2005 (and consideration of *2023 Draft update to the practice note*), development contributions are underpinned by the principles of reasonableness.

- **Nexus** means the relationship between the expected types of development in the area and the demand for additional public facilities to meet that demand.
- **Apportionment** is a calculation that ensures contributions reflect the demands for infrastructure created specifically by new development.



**4. Proposed Works Program**

The proposed works program is summarised by category in the table below with more detailed information included within the draft LICP (Attachment 2).

Table E3: Summary of works schedule	
Description	Cost to New Development
Transport	\$78,907,721.53
Open Space and Recreation Facilities	\$30,509,308.25
Community Facilities	\$2,373,623.14
Public Domain	\$2,131,323.22
Waste Management	\$6,092,268.40
Plan Administration & Management	\$6,097,000.00
<b>TOTAL</b>	<b>\$126,111,244.54</b>

Public Domain

Public domain improvements within Town Centre Business Districts entails upgrades to paving, landscaping, walkways and paths, street furniture, street lighting and street trees to provide for a high-quality urban space to support residents and businesses in their day-to-day activities including convenience shopping, personal services, employment, and general passive recreation.

Open Space and Recreation

The Open Space and Recreation program of works will include the carryover of the Sports fields embellishment from the previous plan, along with delivering embellishment of sportsgrounds, local parks, recreation facilities and other community infrastructure in accordance with the Places to Play Plan 2024.

Transport

Additional traffic from future development will require new and augmented traffic management facilities to assist in providing a safe, efficient and user-friendly transport network. The program of works will include the continuation of the Roads Upgrades along with delivering the intersection upgrades, local traffic management measures and new roads as detailed in the Regional Integrated Transport Strategy.

The additional resident and worker populations will require new and augmented active transport (walking and cycling) facilities. This includes delivering walking and cycling infrastructure as detailed in the Pedestrian Access & Mobility Plan.





Community Facilities

Community Facilities category will provide contributions towards the embellishment of libraries and Community Spaces. These works will include:

- expansion and upgrade of the existing facilities to improve capacity and services
- providing public facilities, such as community centres and libraries, in new growth areas

Waste Management

This element will provide contributions towards the upgrade and embellishment of the Waste services in the LGA. These works will include;

- expansion and upgrade of the existing facilities to improve capacity and services
- providing upgraded services, such as capacity extensions at Cairncross Waste Facility, material recovery facility and Organic Resource Recovery Facility upgrades.

**5. Current Contributions Plans**

The development contributions review framework highlights the age and lack of currency of the development contributions plans since their implementation. The draft LICP 2024 has been designed to repeal the existing plans. This will result in, simplifying the processes and administration requirements associated with managing contributions in the future. The rescinded plans would still be accessible, for current and historical DA consent purposes.

- Administration Building Contribution Plan 2007
- Administration Levy Contribution Plan 2005
- Port Macquarie Hastings Contribution Plan 1993
- Major Roads Contribution Plan 2006
- Port Macquarie Hastings Open Space Contributions Plan 2018
- Hastings River Drive Contribution Plan for Traffic Facility Works 2006
- Innes Peninsula Contribution Plans - Road Works 2003
- King Creek Contributions Plan 1999
- Laurieton Walkway Contribution Plans 1996
- North Haven Neighbourhood Business Precinct Contribution Plan 1996
- The Bain Dairy Contributions Plan 2006
- Community, Cultural & Emergency Service Facilities 2005
- Section 94A Levy Contributions Plan 2007
- Section 94 Settlement City Precinct Roads Contributions Plan 2009
- Section 94 Local Roads Contributions Plan - Area 13 (Thrumster), Area 14 (Lake Cathie/Bonny Hills) & Area 15 (Camden Haven) 2014

The draft Port Macquarie-Hastings LICP seeks to repeal and replace all plans listed above.

**6. Proposed Contribution Rates Development**

The Following tables shows a summary estimation of contributions associated with residential development per catchment.

**Table E2: Summary of estimated contribution rates by development type**

Development Type	EP per dwelling Factor Rate	Regional	Thrumster/Sancrox/Fernbank Creek	Port Macquarie	Wauchope/Beechwood	Lake Cathie/Bonny Hills	Health Education Precinct/Lake Innes	Camden Haven
Dwelling house / Residential lot	2.8	\$8,981.33	\$27,694.26	\$11,519.85	\$27,416.89	\$28,579.12	\$14,816.04	\$30,554.49

S7.12 levy contributions apply to all other developments, the below table shows the rate at which S7.12 will be applied, throughout the LGA.

**Table E4: s7.12 Rates**

Description	S7.12 Levy Rate <sup>1</sup>
Under \$100,000	Nil
\$100,000 - \$200,000	0.5% of the cost
More than \$200,000	1% of the cost

Note: The contributions plan (Attachment 1) provides further detail on how to calculate contributions and/or levies.

Comparison to Current Rates

The table below details how the contributions rates have changed from those within the previous/current plans.

Sub-catchment	Current Charges Per Lot/Dwelling	Proposed Charges Per Lot/Dwelling	Change Change Lot/ 4 Bedroom
Port Macquarie	\$23,865	\$11,520	-\$12,345
Innes Peninsula/HEP	\$26,270	\$14,816	-\$11,454
Thrumster	\$33,109	\$27,694	-\$5,415
Sancrox	\$26,234	\$27,694	\$1,460
Wauchope	\$22,189	\$27,417	\$5,228
Yippin Creek	\$22,189	\$27,417	\$5,228
Area 14	\$32,006	\$28,579	-\$3,427
Lake Cathie/Bonny Hills (excl. Area 14)	\$23,051	\$28,579	\$5,528



Area 15	\$34,233	\$30,555	-\$3,678
Camden Haven (excl. Area 15)	\$25,102	\$30,555	\$5,453
King Creek	\$31,387	\$8,981	-\$22,406
Rural	\$19,648	\$8,981	-\$10,667

Most development types have reduced, with growth area catchments increasing as these areas require significant additional infrastructure to support the growth.

The primary reasons for these changes are as follows:

- The proposed items within the works schedule and the development type for which they apply to.
- Application of updated nexus and apportionment calculations, with effect of reasonableness as per the Act guidelines and IPART tests.
- The proposed plan uses updated forecasts for Estimated Population (EP) as the basis for providing comparisons between development cost. This results in lower charges for smaller dwellings.

Competitiveness

The new draft LICP rates, as shown in the table below, highlight that development within our LGA remains competitive, with development and growth in similar LGA’s.

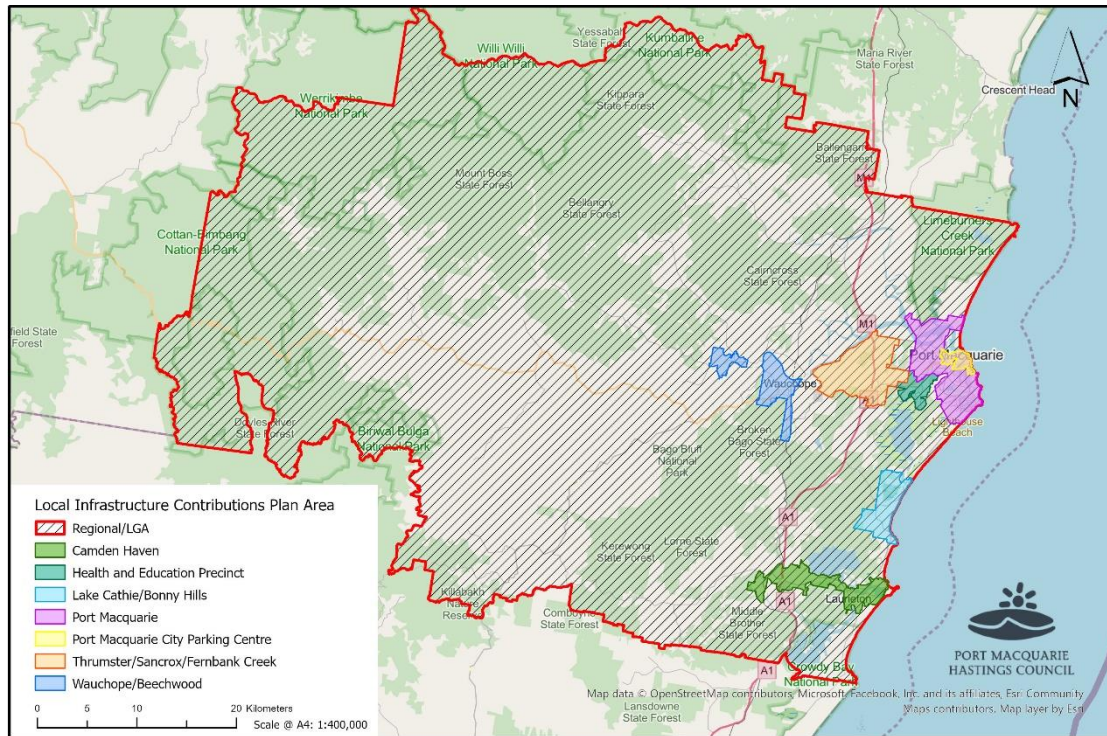
Rate Comparison								
Type	PMHC		Coffs harbour		Byron Bay		Port Stephens	
	Regional/Infill	Growth Area (Thrumster, Sancrox Fernbank creek)	Regional/Infill	Growth Area (Bonville)	Regional/Infill	Growth Area	Regional/Infill	Growth Area (Kings Hill)
Residential	\$9,077	\$27,999	\$6,431	\$37,311	\$7,139	\$17,572	\$20,000	\$29,366
Industrial/Commercial	\$7.12 1%	\$7.12 1%	Woolgoolga CBD 1%	N/A	\$7.12 1%	\$7.12 1%	\$7.12 1%	\$7.12 1%

**7. Catchments**

The catchments used in the previous/current plans have been adjusted with updated data and strategies for the draft LICP 2024. The LGA in the draft LICP 2024 is divided into several key growth catchments:

Port Macquarie, Health and Education Precinct (HEP), Thrumster - Fernbank Creek - Sancrox, Wauchope (including Beechwood), Lake Cathie - Bonny Hills and Camden Haven. The Regional Works items are of LGA significance, and the catchments have works items that are specific to each of the catchments and are charged only for the identified catchments on the principle of nexus. A summary of these catchments is shown below.





**8. Population Projections**

Based on the forecasts prepared by REMPLAN Consulting, it is estimated that 8,242 additional private dwellings will be constructed from 2024 to 2036 in the LGA to which this Plan applies. It is estimated that these dwellings will accommodate 15,117 new residents.

The table below provides a summary of the estimated existing population and the forecast additional population subject to contributions under this Plan to 2036. There is always a level of uncertainty with population forecasts and in the systemic review program of the draft LICP 2024 population forecasting will be updated to ensure its currency into the future.

However, it is important to continue to plan for infrastructure to support new growth areas and to ensure that future development contributes towards that cost proportionately, by using a robust set of population data and forecasts produced in partnership with REMPLAN.

Table P1 Forecast Population 2023-2036 (REMPAN, 2024)					
	Existing	Forecast Additional			Total Additional
	2023	2026	2031	2036	
Dwellings	41,140	1,373	3,778	3,091	8,242
Persons	89,862	3,953	5,676	5,488	15,117

**Options**

1. Council may resolve to exhibit the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024. This is the recommendation of this report or
2. Council may resolve to not place the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024 on exhibition; or
3. Council may request further information; or
4. Council may resolve in another way.

This report recommends option 1. As outlined in the report the draft LICP 2024 is informed by Council's development contributions framework and aligns outcomes with Council's forward infrastructure planning and community expectations. It is important to seek input and feedback from the community and industry regarding this matter and that is best achieved via public exhibition.

**Community Engagement and Internal Consultation**

The Draft Port Macquarie Hastings Local Infrastructure Contributions Plan has been drafted in consultation with key Council officers from all Divisions.

A Councillor briefing was also provided on 23 May 2024.

The Draft Port Macquarie Hastings Local Infrastructure Contributions Plan is to be publicly exhibited in accordance with all legislative requirements.

**Planning and Policy Implications**




The current contributions plans are not aligned with strategic direction and require updating. The draft Port Macquarie Hastings LICP 2024 and works schedule represent works items that are in accordance with Council strategic direction and that will provide infrastructure for future growth areas of the LGA. The draft LICP 2024 will play a key role in funding, informing, and guiding actions and executing the strategic direction of Council.

**Financial and Economic Implications**

The preparation of the draft LICP 2024 has been undertaken by staff within existing budget and resource allocation. It should be noted costs associated with development of the draft LICP 2024 can be charged and recouped from development contributions.

The draft LICP 2024 identifies a draft schedule of works to be delivered or commenced by 2036 of \$523,816,444. Of this \$66,068,381 is anticipated to be funded via development contributions already levied or collected and a further \$126,111,245 from contributions yet to levied and are predicated to be collected over the life of the plan. The remaining \$327,792,358 will need to be funded via other sources such as other Council revenue, grant funding or borrowings.

**Attachments**

1.  Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024
2.  Draft Works Schedule - Infrastructure
3.  Development Contributions Framework

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**Item:** 13.07

**Subject:** ESSENTIAL ENERGY EV STREETLIGHT CHARGER TRIAL -  
CLARENCE STREET, PORT MACQUARIE

**Presented by:** Community Infrastructure, Robert Fish

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### Alignment with Delivery Program

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

### RECOMMENDATION

#### That Council:

1. **Note the information contained in the report regarding the EV Streetlight Charger trial in Clarence Street, Port Macquarie, being undertaken by Essential Energy.**
2. **Support further longer term trials or permanent provision of EV charging infrastructure at this location should Essential Energy fund or receive funding for the provision of the charging infrastructure.**

#### Executive Summary

Essential Energy is conducting an initial 4-week trial of a prototype streetlight pole-mounted EV charger on Clarence Street, Port Macquarie. The charger is integrated within a newly developed composite streetlighting column and is powered by the existing street lighting circuit for public use at no cost over the trial period.

The trial will occur for a period of up to six months to allow multiple blocks of 4-week trial periods to occur for Essential Energy and their providers to refine the technology. Temporary parking restrictions are in place that allow a temporary 4P (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole.

The trial aims to test an innovative option to increase charging options available for residents and visitors to regional, rural and remote communities. The chosen location being nearby to the Port Macquarie CBD is suitable for the purposes of the trial.

#### Background

Port Macquarie-Hastings Council were approached by Essential Energy in early 2024 regarding a proposed trial of a pole mounted Electric Vehicle (EV) charger on Clarence Street, Port Macquarie, to test the concept of low-impact, convenient EV charging in regional NSW.

Specifically, Essential Energy have developed a prototype composite streetlighting column that has capacity to fit innovative newly developed integrated EV charging infrastructure within it. The newly developed EV charger has been designed to be powered by the existing street lighting circuit on a trial basis to test proof of concept before going to the market.

During the trial period, Essential Energy is covering the costs associated with the use of the charger, meaning the use of the charger is provided free of charge to the public for the duration of the trial.

Following completion of the trial, the charging infrastructure is proposed to be removed, with the composite streetlight pole remaining in place. With the composite pole remaining in place provides the opportunity in the future for the permanent placement of charging infrastructure in the event the trial is successful.

Essential Energy are understood to be currently working with a second manufacturer to supply a second EV charger to fit within this streetlight column, which may be installed later in the trial period, likely again for a further 4 weeks.

Essential Energy are also pursuing funding opportunities for provision of charging infrastructure via power poles and streetlight poles at various locations across regional NSW to further expand upon the current trial being undertaken in Port Macquarie. This is with the overall aim of increasing EV uptake in regional areas, which currently significantly lags metropolitan areas, via a transformational increase in destination charger availability in regional NSW. This will enhance the viability of charging assets in NSW and also provide congestion relief for existing and future fast charging infrastructure where limited alternative public charger options exist.

As outlined above given the composite streetlight pole is in place in Clarence Street, this would be a suitable location for further longer term trial or permanent charging infrastructure placement should Essential Energy be able to fund this, subject to advising the Local Traffic Committee and the success of the current trial period.

### **Location and Parking Controls**

For this trial, Essential Energy identified a location towards the eastern end of Clarence Street, Port Macquarie. This location is shown on Image 1 below. The location was identified based on the following:

- Proximity to trip generators within the Port Macquarie CBD,
- The existing streetlighting column at this location was in a poor condition and due for replacement, and
- The column was not directly adjoining any residential or commercial properties.





Image 1: Location Plan

A review of the location of the proposed EV charger indicated that the existing on-street parking in the location would not be significantly impacted by the trial. In this regard, during the preparation of the 2023 Parking Management Plan project, parking occupancy surveys were undertaken at various locations in and around the Port Macquarie CBD.

Those surveys identified that the section of Clarence Steet where the EV Pole Charger was proposed to be located were well below capacity, with a maximum of 6 out of 10 parking spaces occupied at any time.

A summary of parking occupancy data captured on 22 February 2022 for this location is copied below\*:

Location	Sup ply	7am	8am	9am	10am	11am	12pm	1pm	2pm	3pm	4pm	5pm
Clarence St btw Munster & Grant	10	10%	30%	50%	60%	20%	50%	40%	40%	40%	50%	40%

\* Port Macquarie Parking Management Plan Working Paper, 2022, Bitzios Consulting

Following review of the proposed trial details, location of the proposed composite pole and charger, potential traffic, and parking impacts and in recognition of the trials aim to increase charging options for residents and visitors to regional, rural, and remote communities, approval was provided for the trial for a period of up to 6

months. This may be a shorter period however, pending what further trials Essential Energy need to undertake following the initial 4-week period.

To enable the trial to be conducted successfully, a temporary 4-hour (9am to 6pm) EV Charging parking zone over two car spaces adjacent to the subject pole (one space each side) was installed. This orientation was selected to facilitate different charging configurations utilised by different types of EV (front or rear charging ports). Advice of the temporary installation was reported to the May 2024 Local Traffic Committee meeting for information purposes.

In recognition that the initial trial period is for 4 weeks only, the EV Charging Parking Zone signage will be covered and / or removed during periods when EV charging infrastructure is not in place or inactive throughout the 6-month trial period as a means of maximising the availability of unrestricted parking in proximity to the Port Macquarie CBD.

### Implementation of the Trial

Essential Energy held a media event 13 May 2024 to publicise the activation of the trial Composite Pole and EV Charger on Clarence Street, Port Macquarie. A media release via the following website was issued from Essential Energy concurrently:

<https://www.essentialenergy.com.au/media-centre/media-release/news-13052024-port-ev-trial>

As this is an Essential Energy trial, members of the public are encouraged to use the streetlight EV charger, which is free-of-charge, and to provide feedback to Essential Energy via their dedicated *Have your Say* page during the four-week period. Details of the charger trial and Have your Say page can be found via the following website:

<https://engage.essentialenergy.com.au/streetlight-ev-charger-trial>

The streetlight EV charger is located near 1 Clarence Street, Port Macquarie and was initially available for use until 10 June 2024.



Image 2 - Council EV utilising the Streetlight EV Charger

**Community Engagement and Internal Consultation**

As noted above, the trial is an Essential Energy initiative. No specific community consultation has been undertaken by Council; however Essential Energy is collating community feedback on the trial via the abovementioned Have Your Say website.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

There are no financial implications in relation to this report.

**Attachments**

Nil

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**Item: 13.08**

**Subject: INTEGRATED TRANSPORT PLAN - PUBLIC EXHIBITION**

**Presented by: Community Infrastructure, Robert Fish**

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### **Alignment with Delivery Program**

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the information in this report regarding the process of developing the draft Integrated Transport Plan.**
- 2. Endorse the draft Integrated Transport Plan to be placed on public exhibition for a period of not less than 28 days.**
- 3. Note that a further report will be provided to Council outlining the submissions received during the exhibition period.**

### **Executive Summary**

The Integrated Transport Plan (ITP) is a joint plan developed between Port Macquarie-Hastings Council and Transport for NSW (TfNSW) detailing the future strategic planning and actions that will be undertaken by both organisations. As per the Council's Strategic Hierarchy the ITP is a Strategic Supporting Plan.

Development of the plan began in 2022. The ITP has now been drafted and is being reported to Council for endorsement to place on public exhibition. Due to the strategic importance of the plan a governance model was implemented via a joint steering group including staff from both Council and TfNSW.

The ITP is guided by the principles of higher-level strategies including relevant NSW transport strategies and Council's lead strategies. The comprehensive action plan was developed in accordance with the Infrastructure Australia Assessment Framework (IAAF). The plan is robust and comprehensive and will provide guidance on transport actions for the next 10 years, whilst still having visibility of the long-term actions to guide future planning.

Discussion is provided further in this report of the wider context that shaped the development of the ITP. The draft document is now completed following graphic design being undertaken and is attached for the purposes of placement on public exhibition.

### **Discussion**

The Integrated Transport Plan (ITP) has been under development since 2022. The concept of developing an ITP between Port Macquarie-Hastings Council and Transport for NSW (TfNSW) was resolved by Council via numerous resolutions

including at the March 2021, July 2021 and November 2021 Ordinary Council Meetings. A report was prepared for the 18 August 2022 Ordinary Council Meeting (OCM), resolution noted below, to align the various resolutions into a single plan and to routinely provide an update to Council on the development of the plan.

#### 14.05 DRAFT JOINT INTEGRATED TRANSPORT NETWORK PLAN UPDATE

*That Council:*

1. *Note the progress of the draft Joint Integrated Transport Network Plan*
2. *Note the proposed title change to Integrated Transport Plan*
3. *Request the Chief Executive Officer provide a report to Council in accordance with milestone events associated with progress on the Integrated Transport Plan.*

In keeping with point 3 of the resolution, multiple updates have been provided to Councillors through briefings and periodic reports. Key updates were provided at the 16 March 2023, 21 September 2023, and 14 December 2023 Ordinary Council Meetings. The draft action plan within the ITP was shared with Councillors for the purposes of feedback during its development.

The draft ITP document is attached following graphic design. It is proposed that the ITP be endorsed for the purposes of public exhibition.

#### **Development of the ITP**

A detailed overview of the development of the ITP is provided below for the Council's consideration. As this is the first ITP jointly developed between Council and TfNSW, there was limited guidance on the formulation of the plan. Though Integrated Transport Plans across NSW do follow a generally similar format, TfNSW advised at the beginning of the project that Council should develop the document to suit Council's requirements rather than follow other examples. As such, the development of the document has been dynamic. Furthermore, given the differing needs of each organisation and various goals, it was clear that key decision making from both organisations would be required to ensure the plan is developed accordingly and is suitable to be co-branded.

#### Establishing Governance

A steering group with key stakeholders from Council and TfNSW was established at the start of the project to guide the development of the document. In accordance with Council's project planning framework, a charter, project plan and risk register were developed to document how the project would proceed.

Throughout the development of the document there has been a strong desire from both parties to develop the ITP to maximise the benefits for the whole transport network regardless of responsibility.

#### Strategic Alignment and Guiding Principles

The ITP commenced development prior to the establishment of the Strategy Hierarchy (March 2023) and therefore several discussions were held with Council and TfNSW staff to understand the alignment of the plan in relation to higher order strategies.

It was determined that the strategic intent of the plan and its alignment was to be driven from several key strategies including:

- Council’s Community Strategic Plan (CSP)
- Local Strategic Planning Statement (LSPS)
- Urban Growth Management Strategy (UGMS)
- Council’s Development Control Plans (DCP)
- Council’s Structure Plans
- State Infrastructure Strategy (SIS)
- Council’s Infrastructure Strategy
- Future Transport Strategy (Future Transport)
- NSW Active Transport Strategy
- Regional Integrated Transport Strategy (RITS)
- North Coast Regional Plan

The purpose of the ITP as a Supporting Strategic Plan was to provide clear and concise actions to improve network planning across the LGA. The plan outlines the actions that are intended to progress over a 10-year timeframe, whilst still having visibility of the long-term actions to guide future planning. It will be revised periodically with actions removed once they are achieved and current longer-term actions will be considered for inclusion as medium-term actions in future revisions.

In developing the ITP document staff used the Infrastructure Australia Assessment Framework (IAAF). The framework provides a detailed and comprehensive national standard for best-practice infrastructure development. By using the framework, it also allows Council to submit grant submissions to Infrastructure Australia (IA).

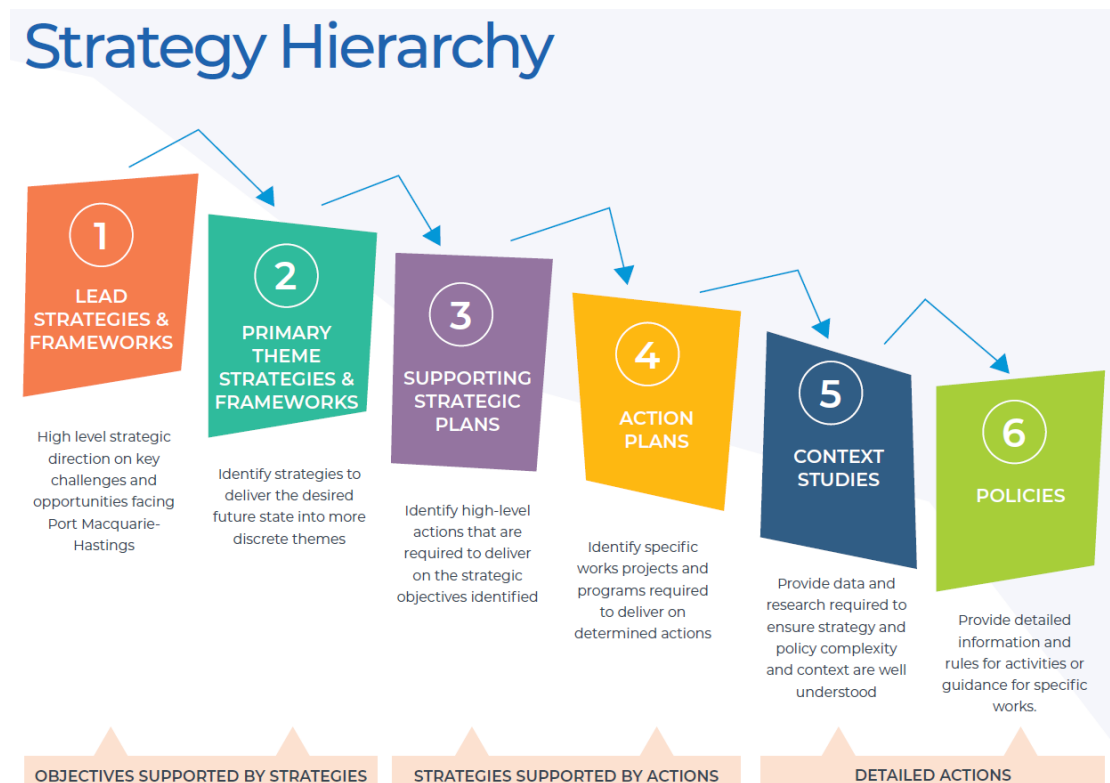


Figure 1 - PMHC Strategy Hierarchy

In alignment with the IAAF the below listed steps were taken in developing the document. The steps are expanded upon in the report to provide detailed information.

1. Development of Vision and Objectives
2. Opportunities and Challenges Assessment
3. Actions - Identification and Prioritisation

As noted above, the report provides detailed information on each step taken during the development of the ITP.

#### 1. Development of Vision and Objectives

A vision and set of objectives were developed to ensure that the intent of the plan met the needs of the community through the improvement of our transport network. The plan is aspirational yet achievable and tangible. The range of objectives cover the breadth of identified opportunities and constraints within the Council LGA.

##### *Vision*

We have a well-connected, safe, accessible and sustainable transport system that helps create great places, positively contributes the health and wellbeing of our community and a strong economy, while protecting our natural environment and unique character of our towns and villages.

##### *Objectives*

- 1) Provide safe and efficient access and connectivity for all, including from key movement corridors such as Pacific and Oxley highways, critical growth areas such as the Health and Education Precinct and surrounding places and villages such as Wauchope and coastal communities.
- 2) Provide a co-ordinated and logical multimodal transport network that integrates active, public and road-based transport systems to facilitate whole of journey options and provide a platform to reduce car dependency.
- 3) Lead delivery of a transport network that enables transition to net zero emissions, is resilient to shocks and stresses, protects and enhances blue green corridors and provides sustainable travel opportunities.
- 4) Provide transport options and infrastructure that promotes safe access to services and facilities for healthier living, including walking and cycling for work, entertainment, and leisure activities.
- 5) Integrated transport and land use planning enables sustainable growth, efficient delivery of goods and services, and builds on the local identity of communities in the development of key places.
- 6) The transport network supports tourism and the visitor economy, enabling visitor movements beyond the personal vehicle and the ability to stage successful major events.

#### 2. Opportunities and Challenges Assessment

The purpose of this step was to identify the opportunities and challenges that were to be addressed by the plan. The following categories were grouped from information gathered:

- Active transport (walking and cycling)
- Public transport (road, air, water (ferries) and rail)
- Lack of a mature transport network and available route/mode choices
- Freight connections (road, air, and rail)
- Private vehicle dependency
- Car parking
- Land use planning (transport planning integration)
- Ageing and increasing population

**3. Actions - Identification and Prioritisation**

In this step, staff created a comprehensive long list of options that could address the problems and opportunities that were identified in step 2 and then applied a robust filter to the list to shorten it to a practicable and appropriate shortlist of actions.

To create a long list of options staff completed a literature review and gap analysis. The literature review included several action plans, context studies, business cases, Council resolutions, masterplans, traffic modelling and design reports already in existence that needed to be consolidated and considered.

Although not a comprehensive list the literature review included the following:

- Council’s Parking Management Plan 2023
- Walking and Cycling Review (undertaken concurrently)
  - Pedestrian Access and Mobility Plan (existing but needing update)
  - PMHC Bike Plan (existing but needing update)
- MR538/600 Corridor Strategy (Draft)
- 16 Regional Cities Services Improvement Program (Draft)
- Healthy Streets Assessment and Trial
- Oxley Highway Business Case (Draft)
- Journey Resilience Plan (not yet developed)
- Transport and Traffic Studies
- HEP Masterplan and DCP
- Previous Council resolutions

The initial stage identified over 1000 actions of various detail, complexity, and priority that are either in existing plans or identified in the draft documents under development. The long list was refined to reduce the number of actions to ensure that actions that were to be included in the final document were of the highest impact and provided the best value for money. It is important to note that although there was no specific targeted number of actions, it was clear that there would be constraints on what could progress within the time horizon of the plan and the responsibility of PMHC and TfNSW. Actions were filtered using some of the following principles:

- Expected timing/priority (short, medium and long term) with only short- and medium-term actions retained.
- Actions completed, being undertaken already or are no longer current were not included.
- Actions that were considered low priority were not included
- Actions that were not relevant to PMHC or TfNSW were not included.

Those actions excluded at this stage may still be retained for a future works program which will be maintained by the Community Infrastructure Planning and Design



(CIPD) unit. As projects that are listed in the ITP are completed it will give way for new projects which are generated from the future works program list. This methodology will provide a robust and repeatable future planning framework.

After the refinement of actions and removal of duplications this resulted 112 actions remaining. The 112 actions were then prioritised by reviewing them against the concepts of:

- Strategic fit
- Societal impact
- Deliverability

The final list of 112 actions is included in the appendix of the draft ITP document which provides detail on indicative timing, responsibility, realm of the expected cost, purpose, and the objective achieved by undertaking each action. The action plan will assist in providing guidance to the Long-Term Financial Plan, Delivery Program and Operational Plan of Council, and the strategic priorities of TfNSW. The action plan is aspirational and ultimately progression of actions is subject to funding provision, with this clearly outlined within the document. Council and TfNSW have a strong advocacy role in this regard.

### Document Features

The focus of the document is the action plan. The introductory content provides an overview of vision, objectives, purpose, and principles and provides a strong context to why the actions chosen will provide on ground solutions to improve transport network concerns and will enhance the liveability of the area into the future.

In the *Where to from here - action plan* section the document provides examples of what the ITP may achieve. They include:

- a) Hastings Street Healthy Streets Assessment (HAS) which focuses on improving the experience for people and active transport users rather than being car dominated as an example location.
- b) Numerous projects that reduce congestion and improve the movement of people and freight to benefit the transport journeys for all road users.
- c) Improvements in road safety through design changes to key intersections and road layouts.
- d) Development of cycleways and footpaths to create safe and accessible routes for cyclists and to support mode shift.
- e) Transport infrastructure that caters for the growth of our region.

To ensure the success of the document a section on key performance indicators is included. These KPI's were developed from the ABS data on how people travel to work. Though not representative of all transport journeys on our network, the data provides a robust and measurable indicator of transport journeys undertaken throughout Port Macquarie. The targets look to double the amount of active transport users on the road network, improve the uptake of public transportation usage, and decrease the number of single occupant vehicles making up journeys to and from work.

The targets are seen as achievable yet align with aspirational goals across NSW. The inclusion of the trip numbers was shown to demonstrate that a modest shift in

the number of car trips will have a significant impact on our network. It should be noted these numbers do not consider growth, rather instead are based on present day trips and the ratio of users is the actual target.

**Out of Scope**

The ITP is a Supporting Strategic Plan which provides clear and concise actions to improve network planning such as capacity, safety, and liveability improvements across the LGA. As such, it is important to acknowledge that the ITP does not consider Asset Management such as renewal and maintenance of existing assets. Council's Asset Management Plans are currently under development and will outline both the renewal and maintenance requirements for the transport network, as well as model the upgrade and new assets that are proposed in the ITP.

**Document Cobranding**

As detailed in the 18 August 2022 Ordinary Council meeting, the fundamental consideration for this project was to undertake joint planning with TfNSW on a strategic action plan for the PMHC state, regional and local road network. During discussions in the formation of the ITP, TfNSW provided their ongoing support for the development of a joint plan. It was discussed that the final plan could be cobranded by both parties. The process for TfNSW to brand the document will require Ministerial sign off, which requires a review of the final draft document. Due to the timeframe for the Ministerial review a decision to move forward to public exhibition without co-branding was made, subject to Council endorsement of this step.

**Current Stage**

The draft document is now completed and provided to Councillors for endorsement to place on public exhibition. Further revision of the document may occur following the exhibition period based on community and stakeholder feedback received, prior to consideration of adoption.

**Options**

Council may resolve as recommended or request further information regarding the development of the ITP.

**Community Engagement and Internal Consultation**

The key internal stakeholders from both TfNSW and Council formed the memberships of the ITP Working Group and the ITP Steering Group.

As we move forward to public exhibition the ITP Stakeholder Engagement Plan identifies identify key stakeholders including:

- Government agencies including but not exclusive - NSW Department of Education, NSW Health, National Parks and Wildlife, Department of Climate Change, Energy, the Environment and Water.
- Key groups of business, stakeholders and education facilities including but not exclusive - Charles Sturt University, Business Chambers of Commerce, key advocacy groups in accessibility and sports and leisure.
- Wider and general community

Information provided during the extensive and fruitful engagement of both the review of the Walking and Cycling Plan and the recently completed Operational Plan support the content of ITP. In addition, targeted engagement with the key stakeholders listed above and the community will be undertaken through discussions, meetings, pop-up events and Council's Have Your Say page.

This report is seeking to place the document on public exhibition noting many of the documents used to source the content of the ITP have previously had extensive engagement undertaken.

**Planning and Policy Implications**

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

**Financial and Economic Implications**

There are no financial and economic implications in relation to this report. Implementation of the actions within the draft ITP will require funding allocation by Council and/or TfNSW, with the support of the Australian Government where possible.

**Attachments**

1.  Draft Integrated Transport Plan

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**Item: 13.09**

**Subject: LAKE CATHIE NATURAL RESOURCE MANAGEMENT MONTHLY REPORT**

**Presented by: Community, Planning and Environment, Melissa Watkins**

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### **Alignment with Delivery Program**

4.2.1 Develop and implement coastal, estuary, floodplain, and bushfire management plans.

### **RECOMMENDATION**

#### **That Council:**

- 1. Note the progress of natural resource management projects/initiatives within the Lake Cathie, Lake Innes and Cathie Creek waterways and the progress of the Coastal Management Program.**
- 2. That the Hydrodynamic Model of Lake Innes, Lake Cathie and Cathie Creek has now been finalised.**

#### **Executive Summary**

This report provides an update on Lake Cathie/Lake Innes/Cathie Creek waterway natural resource management projects/initiatives and the progression of the Coastal Management Program (CMP) that have occurred since the previous report was presented to the May 2024 Ordinary Council Meeting.

Works currently being undertaken and outlined in this report include:

1. Hydrodynamic Model of Lake Innes, Lake Cathie and Cathie Creek
2. Bundella Avenue Asbestos Remediation Works
3. Coastal Hazard Assessment and Coastal Vulnerability Assessment Mapping Project
4. Water Quality Improvement Strategy
5. Review of the Lake Cathie Entrance Management Strategy
6. Invasive Weed Management
7. Development of Other CMP Chapters
8. Other Projects

#### **Discussion**

The following provides an overview of the progress since the last monthly report detailing Council projects and initiatives within the Lake Cathie, Lake Innes and Cathie Creek waterway, as well as other projects and initiatives related to the development of the CMP.

#### **1. Hydrodynamic Model of Lake Innes, Lake Cathie and Cathie Creek**

The Hydrodynamic Model of Lake Innes, Lake Cathie and Cathie Creek has now been finalised. A summary of the findings was presented in the May Lake Cathie

Natural Resources Management Monthly Report, with Council staff presenting the findings to Councillors on 9 May 2024. The reports associated with the Hydrodynamic Model are included as attachments to this report and include:

- *Report 1: Instrument Deployment and Field Investigations*  
The report provides a detailed overview of the field investigation methods including the hydrological data collection (water level and tidal gauging), water quality monitoring and sediment sampling and analysis of physical characteristics and acid sulfate soil potential.
- *Report 2: Development and Calibration of the Catchment Models*  
The report documents the development and calibration of the catchment models used to define fluvial (freshwater) flows to the coastal hydrodynamic, sediment transport and water quality model.
- *Report 3: Development and Calibration of the Coastal Hydrodynamic and Sediment Transport Model*  
The report documents the development and calibration of the coastal hydrodynamic and sediment transport model including tidal hydrodynamics (flow), spectral wave and morpho dynamic (sand) model.
- *Report 4: Development of the Water Quality Model*  
The report documents the development and calibration of the water quality model for the following parameters: salinity, water temperature, turbidity/suspended solids, dissolved oxygen, ammonia, nitrate and phosphate.
- *Report 5: Main Study Report*  
The report presents a detailed analysis of the anticipated modifications in hydrodynamics, sediment transport, and water quality parameters for potential management options.

There will be a presentation to key stakeholders involved in the management of the system in the coming months. The outcomes of the model will be referenced in the development of the CMP including current and upcoming projects including the Coastal Hazard Assessment, Review of the Lake Cathie Entrance Management Strategy and the Water Quality Improvement Strategy. Education materials to assist in communicating the findings and the operation of the lakes system will be also be developed.

## **2. Bundella Avenue Asbestos Remediation Works**

The on-ground works of the Bundella Avenue Asbestos Remediation Works project commenced on the 28 May 2024. The on-ground works will involve the removal of contaminated material across the embankment. The material will then be transported to the Cairncross Waste Management Facility. Once the material has been removed, marine sand sourced from the sand berm south of the Cathie Creek entrance will be used to backfill the area. Imported material will be used in areas immediately adjacent to Bundella Avenue to ensure the integrity of the road, while landscaping will be undertaken to promote the retention of the marine sand. These activities are expected to be completed by mid-June, with revegetation works expected to commence in Spring.

## **3. Coastal Hazard Assessment and Coastal Vulnerability Assessment Mapping Project**

Bluecoast Consulting Engineers are continuing the development of the Coastal Hazard Assessment and Coastal Vulnerability Assessment Mapping Project on

behalf of Council. The first task associated with the project is the completion of a Literature Review. The purpose of the literature review is to help develop conceptual site models and guide the assessment of the coastal hazards across the PMHC LGA. This review is currently being finalised. The overall project is expected to be completed in September 2024.

#### **4. Water Quality Improvement Strategy**

Council was successful in securing funding under the NSW Government Coastal and Estuary Grants Program - Planning Stream to complete a Water Quality Improvement Strategy (WQIS) as part of the development of the CMP. Council received funding for \$200,001 subject to Council contributing \$100,000.

A risk assessment was undertaken as part of the scoping study for the CMP. The risk assessment identified 'declines in water quality' as a 'high risk' for the Hastings River Estuary, Camden Haven River Estuary, Lake Cathie and Bonny Hills and the Open Coastline for both current and all future risk scenarios (2050, 2070 and 2120). Increased water temperatures and an increase in extreme hydrological events including floods and droughts are anticipated to affect water quality and intensify various forms of water pollution - from nutrients, pesticides, pathogens, dissolved organic carbon, sediments and sewage, as well as changes to thermal pollution with possible implications for ecosystems and human health. The scoping study identified the need for a Water Quality Improvement Strategy (WQIS) as part of the Stage 2 works of the development of the CMP for the Hastings River Estuary, Camden Haven River Estuary and Lake Cathie / Bonny Hills. The outcomes of WQIS project will be used to inform future management actions in the CMP.

Three Water Quality Improvement Strategies are to be developed as part of this project including the Hastings River Estuary, the Camden Haven River Estuary and Lake Cathie / Bonny Hills catchments. The overarching aim of these strategies is to identify current and future impacts to water quality within the coastal waterways of the Port Macquarie Hastings Council Local Government Area (LGA) and provide Port Macquarie Hastings Council with specific management actions to improve water quality within the coastal waterways.

The tender for the project was released on 30 May 2024 and closes 27 June 2024. The project is expected to be awarded in July 2024 and take up to 12 months to complete.

#### **5. Review of the Lake Cathie Entrance Management Strategy**

Following the finalisation of the updated Lake Cathie/Lake Innes Hydrodynamic Model, Council staff are preparing to undertake the procurement of a review of the Lake Cathie Management Strategy (currently referred to as the Lake Cathie Opening Strategy). The review will consider the findings of the updated Hydrodynamic Model and the recommendations put forward in the Soil Conservation Service / Southern Cross University Bushfire Affected Coastal Waterways report.

It is expected the review will commence in the second half of 2024.

#### **6. Invasive Weed Management**

Invasive weed control activities that have occurred since the May 2024 Lake Cathie Natural Resource Management Monthly Update Report included:

- Inspections to locate invasive weeds for future weed control at Lake Cathie North Headland. Ground asparagus, Mother-of-millions, Cassia and Bitou Bush was located.
- Weed control targeting the priority weed Cockspur coral tree along Lake Cathie Foreshore Reserve between Ocean Drive Bridge and Aqua Crescent.

**7. Development of other Coastal Management Program (CMP) Chapters**

The development of CMPs is prescriptive and includes five stages. Staff are currently undertaking investigations associated with Stage 2 of the CMP development. The CMP is being developed in geographical chapters. An indicative timeframe of the progression of the CMP is presented below in Table 1.

Current Progress	CMP Stage	Expected Completion			
		Lake Cathie / Bonny Hills	Hastings River Estuary	Camden Haven River Estuary	Open Coastline
✓	Stage 1	Complete			
⇒	Stage 2	2021 - 2025	2022 - 2025	2023 - 2023	2023 - 2024
	Stage 3 - 4	2025	2025	2025	2025
	Stage 5	2025+	2025+	2025+	2025+

Table 1: Indicative CMP Timeframe

Staff are currently progressing with Stage 2 of the CMP development across the four chapters. Stage 2 of the CMP process involves undertaking detailed studies that will help Council to identify, analyse and evaluate risks, vulnerabilities, and opportunities in the study area. The studies conducted during Stage 2 are to provide information to support decision-making in the later stages of the CMP planning process. Given the complexities of these studies, this stage is the most time consuming. Ensuring high quality studies in Stage 2 will result in high quality management plans in the CMP.

**8. Other projects**

**Sea Country**

The Coast and Estuary team continues to work closely with a working group consisting of Birpai elders and community members, representatives from Birpai and Bunyah Local Aboriginal Land Councils (LALCs), and the DPI Fisheries Marine Estate Management Strategy Sea Country lead for NSW to develop a Sea Country Action Plan for incorporation into Council’s CMP.

Council staff have organised meetings in June with LALCs to discuss the scope of the Sea Country Projects and gather community feedback.

Discussions with working group members and staff are leading towards community feedback on a draft Sea Country Action Plan to take place during NAIDOC Week 2024.

**Options**

This report is provided for information purposes only.

**Community Engagement and Internal Consultation**

This report is provided for information purposes.

Community consultation has been undertaken in some of the abovementioned projects, as mentioned in the discussion section of this report.

**Planning and Policy Implications**






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

**Financial and Economic Implications**

There are no financial and economic implications in relation to this report. An updated status of current adopted projects is provided below.

<b>Project</b>	<b>Grant Funding (\$)</b>	<b>Council Contribution (\$)</b>	<b>Total Estimated Project Cost (\$)</b>
<b>Current Projects</b>			
Hydrodynamic Model	300,000	150,000	450,000
Bushfire Affected Coastal Waterways Program	265,000	30,000	295,000
Bundella Avenue Asbestos Remediation Project	252,266	252,266	504,532
Water Quality Improvement Strategy	200,001	100,000	300,001
Coastal Hazard Assessment & Coastal Vulnerability Assessment	108,000	54,000	162,000
<b>TOTAL</b>	<b>1,125,267</b>	<b>586,266</b>	<b>1,711,533</b>

**Attachments**

1.  Report 1: Instrument Deployment and Field Investigations (RHDHV, 2023)
2.  Report 2: Development and Calibration of the Catchment Models (RHDHV, 2023)
3.  Report 3: Development and Calibration of the Catchment Models (RHDHV, 2024)
4.  Report 4: Development of the Water Quality Model (RHDHV, 2023)
5.  Report 5: Main Study Report (RHDHV, 2024)



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**Item:** 13.10

**Subject:** REQUEST TO CONTINUE ACCEPTANCE OF KEMPSEY SHIRE  
COUNCIL WASTE AT CAIRNCROSS LANDFILL

**Presented by:** Community Utilities, Jeffery Sharp

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### Alignment with Delivery Program

4.1.7 Develop and implement effective waste management strategies.

### RECOMMENDATION

#### That Council:

1. **Note the request to continue to support Kempsey Shire Council's Waste management activities given the issues they are having with their landfill expansion project.**
2. **Continue to accept kerbside municipal general waste from Kempsey Shire Council at the Cairncross Landfill until 31 December 2024.**
3. **Continue to accept transfer station waste from Kempsey Shire Council at the Cairncross Landfill until 31 December 2024.**
4. **Note the additional volume of waste will have minimal impact on landfill capacity at the Cairncross site over this extended period.**
5. **Charge Kempsey Shire Council the adopted Waste Fees and Charges applicable for the disposal of all municipal waste at the Cairncross Landfill from 1 August to 31 December 2024.**
6. **Request Kempsey Shire Council direct their waste contractors to use the Blackman's Point Interchange to access Cairncross to reduce the impact on local traffic.**
7. **Note the intention to continue working collaboratively with Kempsey Shire Council to develop and implement effective waste management strategies that benefit the region.**
8. **Note that a report will be tabled at the completion of this arrangement with Kempsey Shire Council, detailing the waste accepted from Kempsey Shire Council at the Cairncross Landfill and resultant impacts.**

#### Executive Summary

Kempsey Shire Council (KSC) previously requested Port Macquarie-Hastings Council's support to accept KSC's kerbside municipal waste i.e., red bin collection at the Cairncross Landfill, as they worked to expand their landfill capacity at their Crescent Head facility.

Council previously resolved in August 2022, to accept this waste until 30 June 2023 at a reduced gate fee.

KSC made a further request for Council to continue the acceptance of kerbside waste and additionally support them by accepting other general waste from their transfer station as works on their landfill had extended beyond their original completion date. Following consideration, Council resolved in May 2023 to accept

this waste until 31 December 2023 and to charge KSC the adopted Fees and Charges applicable for the waste disposal. This arrangement was extended to 31 July 2024 following a Council resolution in December 2023.

Following another representation from KSC, this report seeks Council's approval to continue to accept waste from KSC up until 31 December 2024 and apply all adopted Waste Fees and Charges that would be applicable for the waste stream being handled.

Based on the actual waste volumes recorded and those anticipated, the overall impact on landfill capacity by continuing to accept the waste is considered to be negligible over the life of the landfill cell.

### **Discussion**

In July 2022, Kempsey Shire Council (KSC) advised Port Macquarie-Hastings Council (PMHC) that their landfill was reaching capacity and requested that PMHC accept some of their waste at the Cairncross Landfill, whilst they worked to expand their landfill facility capacity at Crescent Head.

At the Ordinary Council meeting of 18 August 2022, Council resolved to:

1. *Note the request to accept kerbside municipal general waste from Kempsey Shire Council at the Cairncross Landfill until 30 June 2023.*
2. *Charge Kempsey Shire Council the Option 1 Rate for the disposal of their kerbside municipal general waste at the Cairncross Landfill until 30 June 2023 as detailed within the report.*
3. *Note the intention to work collaboratively with Kempsey Shire Council to develop and implement effective waste management strategies that benefit the region.*
4. *Note a report will be tabled at the August 2023 Ordinary Council Meeting detailing the Kempsey Shire Council waste accepted at the Cairncross Landfill for 2022-2023 Financial year.*

Previously, the Option 1 rate adopted was \$219 (Inc. GST) per tonne which covered operational site costs but did not include the additional charges that are generated and transferred to the Waste Reserve for future capital and operational investment needs. This rate was proposed and accepted at the time as the new landfill cell at Cairncross had just commenced filling, and additional domestic waste from KSC provided a benefit to our operations in building the first layer of protection above the liner of the new landfill cell. As this protection layer to line the cell has now been completed in the initial stage, there is no significant benefit in accepting KSC waste at a reduced charge and it is therefore proposed to charge KSC the adopted Waste Fees and Charges applicable at the time of disposal.

At the Ordinary Council meeting of 18 May 2023, Council resolved to:

1. *Note the request to continue to support Kempsey Shire Council's Waste management activities given the issues they are having with their landfill expansion project.*
2. *Continue to accept kerbside municipal general waste from Kempsey Shire Council at the Cairncross Landfill until 31 December 2023.*

3. *Accept (transfer station waste) from Kempsey Shire Council at the Cairncross Landfill until 31 December 2023.*
4. *Note the additional volume of waste will have minimal impact on landfill capacity at the Cairncross site over this extended period.*
5. *Charge Kempsey Shire Council the adopted Waste Fees and Charges applicable for the disposal of all municipal waste at the Cairncross Landfill from 1 July 2023 to 31 December 2023.*
6. *Note the intention to continue work collaboratively with Kempsey Shire Council to develop and implement effective waste management strategies that benefit the region.*
7. *Note that a report will be tabled at the completion of this arrangement with Kempsey Shire Council detailing the waste accepted from Kempsey Shire Council at the Cairncross Landfill.*

On 14 November 2023, PMHC received a letter from KSC advising that several factors outside of their control have impacted on the timing of their landfill construction project being complete, with the main hold point being obtaining approval from the NSW Environment Protection Authority (EPA) for a new leachate treatment plant.

In December 2023, Council resolved to:

1. *Note the request to continue to support Kempsey Shire Council's Waste management activities given the issues they are having with their landfill expansion project.*
2. *Continue to accept kerbside municipal general waste from Kempsey Shire Council at the Cairncross Landfill until 31 July 2024.*
3. *Continue to accept transfer station waste from Kempsey Shire Council at the Cairncross Landfill until 31 July 2024.*
4. *Note the additional volume of waste will have minimal impact on landfill capacity at the Cairncross site over this extended period.*
5. *Charge Kempsey Shire Council the adopted Waste Fees and Charges applicable for the disposal of all municipal waste at the Cairncross Landfill from 1 January 2024 to 31 July 2024.*
6. *Request Kempsey Shire Council direct their waste contractors to use the Blackman's Point Interchange to access Cairncross to reduce the impact on local traffic.*
7. *Note the intention to continue working collaboratively with Kempsey Shire Council to develop and implement effective waste management strategies that benefit the region.*
8. *Note that a report will be tabled at the completion of this arrangement with Kempsey Shire Council, detailing the waste accepted from Kempsey Shire Council at the Cairncross Landfill and resultant impacts.*

#### Kempsey Shire Council Position

On 14 May 2024, PMHC received a letter from KSC, Attachment 1, advising that they have encountered delays with environmental assessments and wet weather and are currently awaiting approval from the EPA.

KSC are requesting that all waste that is regularly landfilled (excluding soil) at the Kempsey Waste Management Centre to be redirected to the Cairncross Landfill up to

31 December 2024. This includes KSC's municipal kerbside waste (red bins), general waste from KSC waste transfer stations and waste from other generators (residents, contractors). It is noted that the waste from other generators is not coming directly from KSC, but rather these customers are coming directly to Cairncross Landfill as a result of KSC's facility not being open. As a result of this, we do not have data on how much waste these customers are bringing to the Cairncross Landfill.

While KSC's expects to have their new cell and leachate system approved and operational by 31 August 2024, they have requested up to 31 December 2024 to account for further unforeseen delays, and to bridge the caretaker period and Council Elections in September 2024.

KSC have again offered to accept some of PMHC's red bin waste once their new landfill cell is operational if this is of benefit to Council, which Council staff will consider in due course.

#### Impacts to PMHC

The Cairncross Landfill receives approximately 66,490 tonnes of landfilled waste per year and as of May 2024, it was estimated that the new landfill cell at Cairncross has approximately 6 years of landfill life remaining.

Data relating to accepting KSC waste since July 2022, indicates that quantities transferred both from the domestic collection and directly from the KSC transfer station are below those initially anticipated in the original requests.

Whilst the direct transfer from KSC may be recording less quantity, 'other waste generators' from the Kempsey Shire bringing waste directly to the Cairncross Landfill (rather than through KSC) is not captured in this quantity. PMHC staff have been monitoring quantities, however, have been unable to identify all the additional waste streams potentially coming from the Kempsey Shire in our weighbridge software. Based on this information, PMHC staff continue to use the data KSC originally provided on annual quantities historically managed, as this shows the waste KSC accepted when their landfill was still open and would therefore be considered an estimate of the maximum quantity for PMHC to accept.

KSC historically manage 18,650 tonnes p.a. at their landfill (not including soil). This quantity is the equivalent of a 28% increase over and above PMHC's annual quantity of 66,490 tonnes. Whilst a number of factors play a role in landfill capacity, one significantly being the daily compaction rate achieved, based on these accepted and projected quantities, should Council agree to continue to accept waste from KSC up until 31 December 2024, the current landfill cell capacity at Cairncross will reach its design capacity 5 months earlier since accepting Kempsey's waste in May 2023. This reduction in capacity is considered to be a minor potential impact over the remaining life of the current cell and the overall landfill capacity. To provide further context, this means that the landfill design capacity of the existing cell would be met in June 2030 instead of November 2030.

As reported previously to Council, acceptance of KSC waste will increase the number of transactions at the Cairncross weighbridge and local traffic around the facility. Both issues are currently being managed, with weighbridge times not recording a significant reduction in service and the continued request for all traffic to use the

Blackmans Point interchange on the Pacific Highway rather than Telegraph Point Road to access the site.

While the decision of continuing to accept KSC's waste is for Council to consider, other waste generators who regularly use the Kempsey Landfill will need to use the Cairncross Landfill as well. Council has no obligation to accept this waste but also has no efficient way of checking the source of this waste unless customers contact Council prior to disposal.

### Regional Collaboration

PMHC and KSC are both members of the Mid North Coast Joint Organisation and continue to have ongoing discussions with each other and other neighbouring councils on regional opportunities in waste management such as joint procurement initiatives for contracts and infrastructure.

### **Options**

1. Accept the proposed recommendation.
2. Decline the acceptance of KSC waste at the Cairncross Landfill.
3. Charge alternative gate fees to KSC for their municipal kerbside general waste and transfer station general waste.

### **Community Engagement and Internal Consultation**

#### Internal

- Chief Executive Officer
- Director Community Utilities
- Group Manager Utilities Planning and Design
- Utilities Innovation, Process and Compliance Manager
- Waste Projects Officer

#### External

- Director Utilities - Kempsey Shire Council
- Waste Manager – Kempsey Shire Council

No community engagement has occurred in relation to this report.

### **Planning and Policy Implications**

Council has recently adopted the Waste Services Policy which prohibits the acceptance of waste generated outside of the Port Macquarie-Hastings Council LGA at Council's waste facilities, unless appropriate approval is obtained. The recommendation seeks approval from Council given the prolonged past arrangement and strategic implications.

### **Financial and Economic Implications**

Using the data KSC has provided and Council's draft 2024/2025 fees and charges for General Waste and Asbestos, by accepting KSC waste until 31 December 2024, additional income of approximately \$431,000 per month could be generated. This income will offset the additional operational costs being experienced onsite with the additional volumes of waste being experienced. Additionally, a portion will go into the

waste reserve to be used on future waste programs, including the next landfill expansion when required.

**Attachments**

1.  KSC Request for Extension on Current Waste Agreement

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**Item:** 13.11

**Subject:** INTEGRATED WATER CYCLE MANAGEMENT STRATEGY - POST EXHIBITION

**Presented by:** Community Utilities, Jeffery Sharp

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### Alignment with Delivery Program

4.1.1 Plan, investigate, design and construct water supply assets ensuring health, safety, environmental protection and security of supply for the future growth of the region.

### RECOMMENDATION

**That Council:**

- 1. Note the Information in the Integrated Water Cycle Management Strategy Community Engagement Report**
- 2. Note that no significant amendments were made to the draft strategy as a result of the feedback received**
- 3. Thank the community for their feedback**
- 4. Adopt the Integrated Water Cycle Management Strategy**

### Executive Summary

At the 21 March 2024 Ordinary Council meeting, Council resolved to place the draft integrated Water Cycle Management (IWCM) Strategy on public exhibition for a period of at least 28 days:

#### *13.08 DRAFT INTEGRATED WATER CYCLE MANAGEMENT STRATEGY - PUBLIC EXHIBITION*

*That Council:*

- 1. Place on public exhibition the Draft Integrated Water Cycle Management Strategy, commencing Wednesday 27 March 2024 for a minimum of 28 days.*
- 2. Note that active engagement with the community on the Draft Integrated Water Cycle Management Strategy development has commenced, and will continue through the exhibition period.*
- 3. Note that a further report will be tabled at the June 2024 Ordinary Council meeting, detailing the submissions received from the public during the exhibition and engagement sessions and presenting the final Integrated Water Cycle Management Strategy for adoption.*

The draft IWCM Strategy was subsequently exhibited for 28 days from 27 March 2024 until 23 April 2024. As active engagement regarding the IWCM Strategy was already underway when the draft document was exhibited, the overall community

engagement period for the strategy development was from 26 February until 23 April 2024.

During this time four community pop-up sessions were held in Wauchope, Laurieton, Lake Cathie and Thrumster with a total 96 interactions, and three information sessions held, two at the Glasshouse on 8 March 2024 and one at Council's Burrawan Street Offices on 9 April 2024, with 15 attendees across the sessions.

Regarding the online engagement through Council's Have Your Say website, there were:

- 331 page visits.
- 17 engaged visitors.
- 17 Surveys completed.
- 17 downloads of the draft Strategy.
- 27 downloads of the Recycled Water Fact Sheet

Overall, the community emphasised the importance of ensuring sufficient, clean and sustainable water services, addressing current issues, and planning for future challenges, including population growth.

It is recommended that the attached final Integrated Water Cycle Management Strategy be adopted.

### **Discussion**

Water is essential for life and touches almost every aspect of our community's lives in some way. To ensure that there is sound strategic direction for the long-term management of water services, Council has delivered an Integrated Water Cycle Management (IWCM) Strategy. This strategy will provide the required strategic direction for the community's water service needs across water supply, wastewater management and stormwater management in an integrated and sustainable manner, for now and into the future.

This strategic work is part of Council's continued and enhanced strategic planning across all areas of service delivery for the community, underpinned by the Community Strategic Plan Imagine2050, which outlines the community's vision of being "the most liveable, sustainable and innovative place in Australia".

Integrated Water Cycle Management in the context for Council is defined as the integrated management of water supply, wastewater, and stormwater services within a strategic framework. IWCM helps to identify water management strengths and problems; ways and directions to address these problems; sets the framework to determine the appropriate management responses; and to manage the impacts so that social, environmental, and economic objectives are met.

As a Local Water Utility, Council is also required to align to the NSW Government's Regulatory and Assurance Framework for Local Water Utilities. The Regulatory and Assurance Framework is designed to make sure that local water utilities can manage risks and service needs effectively and strategically. The framework requires Council to demonstrate that sound and evidence based strategic planning is in place covering 12 key areas. The development of the IWCM Strategy has incorporated this requirement to ensure alignment.



The IWCM Strategy is centred around a leading principle, being:

“Water is essential for life. We manage the water cycle holistically to embrace sustainable solutions for all water services”.

This principle is supported by objectives across six theme areas.

The final objectives are:

- **Water Security**
  - Safeguard our water supply for future generations.
  - Diversify our water supply to reduce our reliance on rainfall.
  - Drive initiatives and support our community to increase value in water and reduce water demand.
- **Water Quality**
  - Uphold our drinking water quality to ensure safe drinking water for all.
  - Continue to meet the Australian Drinking Water Guidelines, and community expectations, and ensure we can adapt to changing standards in the future.
  - Improve water quality by implementing sustainable catchment management practices to reduce pollution and regenerate aquatic ecosystem health
- **The Environment**
  - Enhance and regenerate the environment we operate in now, and into the future.
  - Efficiently use and manage our finite, natural resources to reduce our ecological footprint.
  - Manage pollution to reduce the threat to the environment.
- **Assets & Infrastructure**
  - Renew and enhance our infrastructure to improve resilience and support sustainable growth.
  - Encourage the development of innovative, smart, sustainable, and efficient three waters services.
  - Align with the priorities in the Infrastructure Strategy, Resourcing Strategy and Asset Management Strategy for three water services.
- **Customers**
  - Provide environmentally and financially sustainable three waters services that meet our communities' expectations.
  - Engage with our community to foster water literacy, innovation and collaboration across the three waters services.
- **Financial Sustainability**
  - Align the Resourcing Strategy and Long-Term Financial Plan priorities for the three water services.
  - We engage with our community to provide financially sustainable three waters services.

Community consultation confirmed that the leading principle and supporting objectives are appropriate with general support for them. Overall, the community emphasised the importance of ensuring sufficient, clean, and sustainable water services, addressing current issues, and planning for future challenges, including population growth.

### **Options**

Council has the option to resolve in line with the recommendations and adopt the final IWCM Strategy. Alternately, Council can resolve not to adopt the IWCM Strategy and request further information, amendments or more community consultation.

Overall, there was support for the IWCM Strategy and for Council having an integrated, long-term strategic approach for managing water services, therefore it is recommended to adopt the final IWCM Strategy.

### **Community Engagement and Internal Consultation**

The draft IWCM Strategy was public exhibited for 28 days from 27 March until 23 April 2024. As active engagement regarding the IWCM Strategy was already underway when the draft document was exhibited the overall community engagement period for the strategy development was from 26 February until 23 April 2024.

The development of the initial draft of the Strategy also involved internal consultation with Council staff across several sections within the Community Utilities, Community Infrastructure and the Community, Planning and Environment Divisions. This engagement culminated with an all-day workshop with staff held on 11 October 2023.

To further develop the draft key principle and objectives of the Strategy, a workshop was held with the Mayor and Councillors and Council Executive Staff on 7 December 2023.

Over the community consultation and public exhibition period, four community pop-up sessions were held in Wauchope, Laurieton, Lake Cathie and Thrumster with a total 96 interactions, and three information sessions were held, two at the Glasshouse on 8 March 2024 and one at Council's Burrawan Street Offices on 9 April 2024, with 15 attendees across the sessions.

Regarding the online engagement through Council's Have Your Say website, there were:

- 331 page visits.
- 17 engaged visitors.
- 17 Surveys completed.
- 17 downloads of the draft Strategy.
- 27 downloads of the Recycled Water Fact Sheet

A key insight from the survey is that the community likely places a higher importance on accessibility and reliability than affordability for water services.

The overall findings of the consultation period highlighted the following:

1. Infrastructure Resilience: Prioritise infrastructure and system resilience for community water services.
2. Tourism Impact Study: Conduct a study to understand the impact of tourism on water requirements and associated demand spikes.
3. Emergency Preparedness Plans: Conduct criticality assessment, hold critical spares, and develop emergency preparedness plans.
4. Water Quality Monitoring: Implement rigorous water quality monitoring and treatment protocols to ensure safe and potable water supply, even in emergency situations.
5. Future Water Resource Exploration: Explore future water resource possibilities and invest in storage infrastructure.
6. Community Engagement: Improve communication and community engagement regarding the state and quality of drinking water.
7. Water Storage Solutions: Implement measures to increase water storage capacity and ensure consistent water supply.
8. Recycled Water Usage: Consider utilising recycled water alongside ordinary water to diversify supply sources.
9. Documentation and Training: Enhance documentation and training for water network management.
10. Population Growth and Water Security: Address concerns about infrastructure adequacy and water security in the face of growing population and climate changes.

These insights have validated the work in the draft strategy and will be used to help inform the development of the associated Action Plans that will be produced to achieve the strategic objectives.

The Engagement Summary Report is attached as Attachment 2.

### **Planning and Policy Implications**



There are no policy implications in relation to this report.

While there are no direct planning implications in relation to this report, the IWCM Strategy is a primary theme strategy within Council's Strategic Hierarchy and will be a key planning document setting the strategic direction for the community on water, wastewater and stormwater management services.

### **Financial and Economic Implications**

There are no direct financial and economic implications in relation to this report, however successful implementation of this strategy and the strategic objectives will require that resources, both human and financial, will need to be directed to the key focus areas outlined in this Strategy and actions identified in supporting strategic plans and action plans.

### **Attachments**

1.  Draft Integrated Water Cycle Management Strategy 2024 - 2045
2.  Integrated Water Cycle Management Strategy Engagement Summary Report

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Subject: CONFIDENTIAL SESSION

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**RECOMMENDATION**

1. That Council move into Confidential Session to receive and consider the following items:
  - Item 14.01 Request for Endorsement to Progress with Detailed Planning on the Strategic Property Priority List  

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
  - Item 14.02 Enterprise Resource Planning - Annual Licensing  

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
  - Item 14.03 Easement Acquisition and Compensation - Googik Track Extension with Charles Sturt University  

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
  - Item 14.04 2024.026 Tacking Point Lighthouse Construction of Accessible Walkway  

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
  - Item 14.05 2024.029 Beechwood Road Upgrade Stage 6 Including Steels Bridge Design and Environmental Approval  

This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
2. That pursuant to Section 10A subsections 2 & 3 and 10B of the Local Government Act 1993 (as amended), the press and public be excluded from the proceedings of the Confidential Session of Council on the basis that the items to be considered are of a confidential nature.
3. That the resolutions made by Council in Confidential Session be made public as soon as practicable after the conclusion of the Confidential Session and such resolutions be recorded in the Minutes of the Council Meeting.