



PORT MACQUARIE-HASTINGS
COUNCIL



Ordinary Council

Business Paper

date of meeting: Thursday 17 April 2025

location: Council Chambers, 17 Burrawan Street, Port Macquarie

time: 2:00 PM

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

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

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.

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 17 April 2025

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

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

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

RECOMMENDATION

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

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

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

Item: 04**Subject: APOLOGIES**

RECOMMENDATION

That the apologies received be accepted.

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

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held on 20 March 2025 be confirmed.

PRESENT

Members:

Mayor Adam Roberts
Councillor Lauren Edwards
Councillor Mark Hornshaw
Councillor Lisa Intemann
Councillor Chris Kirkman
Councillor Nik Lipovac
Councillor Rachel Sheppard
Councillor Hamish Tubman

Other Attendees:

Acting Chief Executive Officer (Robert Fish)
Director Business and Performance (Keith Hentschke)
Director Community, Planning and Environment (Melissa Watkins)
Acting Director Community Infrastructure (Blayne West)
Group Manager Governance (Michael Ferguson)
Governance Officer (Tania Ellis)

The meeting opened at 2.00pm

01 ACKNOWLEDGEMENT OF COUNTRY

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

02 REMOTE ATTENDANCE AT MEETING

Nil

03 LOCAL GOVERNMENT PRAYER

Reverend John Forbes from the Hastings River Presbyterian Church delivered the Local Government Prayer.

04 APOLOGIES

RESOLVED: Roberts/Kirkman

That the apology received from Councillor Maltman be accepted.

CARRIED: 8/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman
AGAINST: Nil

05 CONFIRMATION OF MINUTES

RESOLVED: Roberts/Sheppard

That the Minutes of the Ordinary Council Meeting held on 20 February 2025 be confirmed.

CARRIED: 8/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

Please note that Item 5 - Confirmation of Minutes was recommitted later in the meeting to correct an omission.

06 DISCLOSURES OF INTEREST

Councillor Sheppard declared a non-pecuniary significant interest in Item 11.02 Petition - Location of SouperVan. The reason being is that Council Sheppard had a personal relationship with the organiser of the petition, Troy Eggleton and his family, dating back approximately 30 years, and have not maintained regular contact in recent years. Councillor Sheppard considers that a reasonable and informed person would consider this relationship could influence her decision making on this matter. Councillor Sheppard intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Sheppard declared a non-pecuniary significant interest in Item 11.03 SouperVan Mobile Food Van - Use Of Bain Park. The reason being is that Council Sheppard had a personal relationship with the applicant in this item, Troy Eggleton and his family, dating back approximately 30 years, and have not maintained regular contact in recent years. Councillor Sheppard considers that a reasonable and informed person would consider this relationship could influence her decision making on this matter. Councillor Sheppard intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Sheppard declared a Non-Pecuniary - Less than Significant interest in Item 13.08 Post Exhibition Report - PP2022-2.1 - Planning Proposal, Proposed Catholic High School - Lot 6 DP 594793, Lots 6 & 7 DP 594792, 1175-1191 Ocean Drive Bonny Hills. The reason being is that Councillor Sheppard resides in a property she owns nearby to the subject land, and she has family who reside in a property they own nearby to the subject land, which may be perceived to be a conflict of interest. Councillor Sheppard considers the interest less than significant because neither she or her family stand to gain or lose from the decision before Council, and she 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 Tubman declared a Non-Pecuniary, Less Than Significant Interest in Item 13.08 - Planning Proposal Proposed Catholic High School, the reason being that Councillor Tubman previously worked at the St Agnes parish however it is noted that this employment there ceased almost 12 months ago. Councillor Tubman intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence his decision making in the matter.

Councillor Tubman declared a Non-Pecuniary - Less than Significant interest in Item 13.12 Notice Of Motion - Secondary Dwellings On Rural Properties. The reason being is that Councillor Tubman is in the process of purchasing Rural zoned land. Councillor Tubman intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence his decision making in the matter.

Councillor Hornshaw declared a Non-Pecuniary - Less than Significant interest in Item 13.12 Notice Of Motion - Secondary Dwellings On Rural Properties. The reason being is that Councillor Hornshaw is the owner of, and resides on Rural zoned land. Cr Hornshaw noted that any future changes to the Local Environmental Plan provisions relating to the rural zones impact all owners of rural zoned land. Councillor Hornshaw intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence his decision making in the matter.

Acting Chief Executive Officer Robert Fish declared a Non-Pecuniary - Less than Significant interest in Item 11.01 Petition - Request for Information on Port Macquarie Athletics Track. The reason being is that Mr Fish is a member of the Port Macquarie Pacers Running Club whom coordinated the petition, and is a non-committee member of the club. Mr Fish considers the interest less than significant and he intends to remain in the meeting.

07 MAYORAL MINUTES

Nil.

08 CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING

Nil.

09 ITEMS TO BE DEALT WITH BY EXCEPTION

RESOLVED: Roberts/Tubman

That Items 10.01, 10.02, 10.04, 10.08, 10.09, 11.04, 11.05, 12.01, 13.01, 13.02, 13.03, 13.09, and 13.10 be considered as a block resolution.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

RESOLVED: Edwards/Lipovac

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

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

10.01 MAYORAL DISCRETIONARY FUND ALLOCATIONS - 6 FEBRUARY TO 5 MARCH 2025

RESOLVED: Edwards/Lipovac

That Council note that there have been no allocations from the Mayoral Discretionary Fund for the period 6 February to 5 March 2025 inclusive.

10.02 STATUS OF REPORTS FROM COUNCIL RESOLUTIONS

RESOLVED: Edwards/Lipovac

That Council

- 1. Note the information contained in the Reports to Future Council Meetings - Council Resolutions.**
 - 2. Note the information contained in the Reports to Future Council Meetings - Cyclic**
-

10.04 LEGISLATIVE COMPLIANCE REGISTER - REPORT

RESOLVED: Edwards/Lipovac

That Council note the 2023-2024 Legislative Compliance Register - Report.

10.08 INVESTMENTS AND LOANS - FEBRUARY 2025

RESOLVED: Edwards/Lipovac

That Council note the Investment and Loans Report for February 2025

10.09 COMMUNITY UTILITIES ANNUAL COMPLIANCE AND PERFORMANCE REPORT - 2023/24

RESOLVED: Edwards/Lipovac

That Council note the information contained within this report regarding the Annual compliance and performance reporting of Council's drinking and recycled water supply, wastewater systems and waste management services for the reporting period 1 July 2023 to 30 June 2024.

11.04 POLICY REVIEW - BEACH DRIVING

RESOLVED: Edwards/Lipovac

That Council:

- 1. Note the information contained within this report relating to the review of the Policy - Beach Driving.**
 - 2. Endorse the revised draft Policy - Beach Driving for public exhibition for a period of not less than 28 days.**
 - 3. Note that Council will receive a further report at a future Ordinary Council Meeting outlining community feedback received during the public exhibition period.**
-

11.05 DRAFT PLACES TO PLAY PLANS

RESOLVED: Edwards/Lipovac

That Council:

- 1. Place the latest draft sub plans of the Places to Play Plan, namely the:**
 - **Watercraft Access and Fishing Areas Plan and**
 - **Community Gardens Plan****in conjunction with the following previously adopted draft sub plans:**
 - o **Skate Spaces Plan**
 - o **Outdoor Fitness Equipment Plan**
 - o **Outdoor Courts Plan**
 - o **Off-leash Areas and Designated Dog Parks 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 of all six draft sub plans as follows:**
 - **Skate Spaces Plan**
 - **Outdoor Fitness Equipment Plan**
 - **Outdoor Courts Plan**
 - **Off-leash Areas and Designated Dog Parks Plan**
 - **Watercraft Access and Fishing Areas Plan**
 - **Community Gardens Plan**

12.01 POLICY REVIEW - DOGS IN PUBLIC OPEN SPACES

RESOLVED: Edwards/Lipovac

That Council:

- 1. Note the review of the Dogs in Public Open Spaces Policy in accordance with Council's Policy Framework.**
- 2. Approve the public exhibition of the revised draft Dogs in Open Public Spaces Policy for a period of not less than 28 days.**
- 3. Note that a further report will be tabled at a future Ordinary Council Meeting detailing the submissions received during the public exhibition period and any changes recommended.**

13.01 POLICY REVIEW - CONTROL OF BURNING

RESOLVED: Edwards/Lipovac

That Council:

- 1. Note the review of the Control of Burning Policy in accordance with Council's Policy Framework.**
 - 2. Approve the public exhibition of the revised draft Control of Burning Policy for a period of not less than 28 days.**
 - 3. Note that a further report will be tabled at the May 2025 Ordinary Council Meeting detailing the submissions received during the public exhibition period and any changes recommended.**
-

13.02 POLICY REVIEW - TRANSPORT AND DRAINAGE POLICY SUITE - POST PUBLIC EXHIBITION

RESOLVED: Edwards/Lipovac

That Council

- 1. Adopt the following Policies:**
 - **Electric Vehicle Road Management and Infrastructure Policy**
 - **Public Transport Infrastructure Policy**
 - **Stormwater Overland Flow Policy**
 - **Kerbside Use and Parking Management Policy**
 - **Active Transport Crossing, Paths, and Walkways in Public Road Reserve Policy**
 - 2. Rescind the following existing Policies**
 - **Parking Policy**
 - **Footpath and Walkways in Public Reserves Policy**
-

13.03 POLICY REVIEW - LIQUID TRADE WASTE POLICY - POST PUBLIC EXHIBITION

RESOLVED: Edwards/Lipovac

That Council:

- 1. Note that no submissions were received during the exhibition period**
 - 2. Adopt the Liquid Trade Waste Policy**
-

13.09 LAKE CATHIE NATURAL RESOURCES MANAGEMENT MONTHLY UPDATE REPORT

RESOLVED: Edwards/Lipovac

That Council 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.

13.10 EXTENSION OF CONTRACT T-20-06 OPERATION OF PORT MACQUARIE-HASTINGS COUNCIL VEHICULAR FERRY SERVICES

RESOLVED: Edwards/Lipovac

That Council:

- 1. Request the Chief Executive Officer to enter into negotiations to vary Contract T-20-06 for the Operation of Port Macquarie-Hastings Council Vehicular Ferry Services, extending the contract for a further period of six (6) months until 31 December 2025, in accordance with the contract's terms and conditions.**
 - 2. Delegate authority to the Chief Executive Officer to negotiate and execute the Contract extension agreement with Ferrymen (Port Macquarie) Pty Ltd for a period of up to six (6) month period ending by 31 December 2025, in accordance with the current contract's terms and conditions.**
 - 3. Note that procurement planning is underway for an open tendering process to be advertised in mid-2025 for a new contract for the Operation of Port Macquarie-Hastings Council Vehicular Ferry Services anticipated to be awarded by September 2025.**
-

SUSPENSION OF STANDING ORDERS

RESOLVED: Roberts/Lipovac

That Standing Orders be suspended to allow Items 11.02, 11.03 and 13.08 not in the block to be brought forward and considered next.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

11.02 PETITION - LOCATION OF SOUPERVAN

Councillor Sheppard declared a non-pecuniary significant interest in this item. The reason being is that Council Sheppard had a personal relationship with the organiser of the petition, Troy Eggleton and his family, dating back approximately 30 years, and have not maintained regular contact in recent years. Councillor Sheppard considers that a reasonable and informed person would consider this relationship could influence her decision making on this matter. Councillor Sheppard left the meeting, was out of sight and took no part in consideration of this item.

RESOLVED: Lipovac/Hornshaw

That Council:

- 1. Note the petition lodged by Mr. Troy Eggleton from The Adventist Development and Relief Agency (ADRA) seeking Council grant permission for the SouperVan to return to its original location in Wauchope.**
- 2. Respond to the organiser of the petition with the outcome of Council's consideration in this matter**

CARRIED: 7/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts and Tubman

AGAINST: Nil

11.03 SOUPERVAN MOBILE FOOD VAN - USE OF BAIN PARK

Councillor Sheppard declared a non-pecuniary significant interest in Item 11.03 Soupervan Mobile Food Van - Use Of Bain Park. The reason being is that Council Sheppard had a personal relationship with the applicant in this item, Troy Eggleton and his family, dating back approximately 30 years, and have not maintained regular contact in recent years. Councillor Sheppard considers that a reasonable and informed person would consider this relationship could influence her decision making on this matter. Councillor Sheppard intends to leave the meeting, be out of sight and take no part in consideration of this item.

RESOLVED: Lipovac/Roberts

That Council:

- 1. Note the application from ADRA for the operation of the SouperVan at Bain Park, High Street, Wauchope.**
- 2. Note the information provided relating to alternate locations.**
- 3. Approve the Section 68 Application for the applicant's preferred location at Bain Park for a period of twenty-four (24) months for a Mobile Food Vendor - SouperVan.**
- 4. Waive all the fees associated with the application(s) for the approved location through until the end of the 2026-2027 Financial Year.**

5. Inform the applicant of the outcome of Council's consideration of this matter.

CARRIED: 7/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts and Tubman

AGAINST: Nil

**13.08 POST EXHIBITION REPORT - PP2022-2.1 - PLANNING PROPOSAL
PROPOSED CATHOLIC HIGH SCHOOL - LOT 6 DP 594793, LOTS 6 & 7
DP 594792, 1175-1191 OCEAN DRIVE BONNY HILLS
APPLICANT - KING AND CAMPBELL PTY LTD
LANDOWNER - ST AGNES CATHOLIC PARISH, THE TRUSTEES OF
THE ROMAN CATHOLIC CHURCH DIOCESE OF LISMORE**

Councillor Sheppard declared a Non-Pecuniary - Less than Significant interest in this Item. The reason being is that the Councillor Sheppard resides in a property she owns nearby to the subject land, and she has family who reside in a property they own nearby to the subject land, which may be perceived to be a conflict of interest. Councillor Sheppard considers the interest less than significant because neither she or her family stand to gain or lose from the decision before Council, and she 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 Tubman declared a Non-Pecuniary, Less Than Significant Interest in this item, the reason being that Councillor Tubman previously worked at the St Agnes parish however it is noted that this employment ceased almost 12 months ago. Councillor Tubman remained in the meeting, participated and voted in the matter as this perceived conflict did not influence his decision making in the matter.

RESOLVED: Roberts/Intemann

That Council:

- 1. Note the engagement report (Attachment 4) summary of submissions received during public exhibition of the Planning Proposal PP-2022-2.1.**
 - 2. Note the conditional Gateway Determination (Attachment 2) granted by the Department of Planning, Housing and Infrastructure on 5 July 2024 authorising Council as the planning proposal authority to exercise the functions of the local plan-making authority under section 3.36(2) of the Environmental Planning and Assessment Act 1979.**
 - 3. As a result of the consideration of submissions and Government agency responses:**
 - a) endorse the Planning Proposal as publicly exhibited (Attachment 1) under section 3.35 of the Environmental Planning and Assessment Act 1979 in relation to Lot 6 DP 594793, Lots 6 and 7 DP 594792, 1175 and 1191 Ocean Drive Bonny Hills to rezone the subject land from RU1 Primary Production to part SP2 Infrastructure (school) and part C2 Environmental Conservation to enable an educational establishment under the Port Macquarie-Hastings LEP 2011, and**
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-
- b) take the necessary steps under Section 3.36 of the Environmental Planning and Assessment Act 1979 to finalise the Port Macquarie-Hastings Local Environmental Plan 2011 (Map Amendment No 8) to give effect to the Planning Proposal.
 4. Delegate authority to the Director Community, Planning and Environment to make inconsequential or minor administrative amendments to the Planning Proposal prior to forwarding it to the Department of Planning, Housing and Infrastructure for finalisation.
 5. Notify all persons who lodged a submission of Council's decision.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

PROCEDURAL MOTION

RESOLVED: Sheppard/Roberts

That Council recommit Item 5 Confirmation of Minutes to correct an omission in the previous resolution.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

05 CONFIRMATION OF MINUTES

RESOLVED: Roberts/Lipovac

1. That the Minutes of the Ordinary Council Meeting held on 20 February 2025 be confirmed.
2. That the Minutes of the Extraordinary Council Meeting held on 11 March 2025 be confirmed.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

Item 10.02 Status of Reports From Council Resolutions, has been addressed previously within the meeting.

**10.03 REPORT OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE
MEETING HELD 4 MARCH 2025**

RESOLVED: Sheppard/Roberts

That Council note the report of the Audit, Risk and Improvement Committee held 4 March 2025.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

Item 10.04 Legislative Compliance Register - Report, has been addressed previously within the meeting.

10.05 POLICY REVIEW - DRAFT RISK MANAGEMENT POLICY

RESOLVED: Sheppard/Roberts

That Council adopt the draft Risk Management Policy.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

10.06 DISCLOSURE OF INTEREST RETURN - DESIGNATED PERSONS

RESOLVED: Roberts/Intemann

That Council note the Disclosure of Interest returns for the following positions.

- 1. Community Infrastructure - Fleet Services Manager**
- 2. Community Planning and Environment - Group Manager Environment and Regulatory Services**
- 3. Community Utilities - Water and Sewer Compliance Coordinator**
- 4. Community Utilities - Project Manager**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

The Chairperson tabled the disclosures of interest return of the Designated Persons listed above.

10.07 MONTHLY BUDGET REVIEW - FEBRUARY 2025

RESOLVED: Edwards/Roberts

That Council:

1. **Adopt the adjustments in the February 2025 Adjustments section of the Monthly Budget Review – February 2025 report and associated attachment.**
2. **Approve the \$11,354,833 budget carry forwards relating to Operational Plan Actions deferred by Council in February 2025.**
3. **Approve the deferral of additional actions in the 2024-2025 Operational Plan to future years as follows:**
 - **COA 14 Port Macquarie Community Centre-Design & Construct**
 - **CIR 03Laurieton Depot Building Upgrade**
 - **LUP 04 Develop precinct plan**
 - **SPA 02 Greenmeadows Reserve - Playground Upgrade**
 - **SPA 35 Thrumster Sports Fields - Construction**
 - **SPA 09 Wallace Reserve, Scarborough Way - Playground Upgrade**
 - **WAS 04 Port Macquarie Bulk WTP at Cowarra Dam**
 - **WAS 31 Preconstruction Works for Kew (Area 15) Reservoir**
4. **Having regard to item 3 above, approve the associated \$20,337,000 in budget carry forwards.**
5. **Approve \$19,717,302 in additional budget carry forwards for programs detailed in Attachment 3 to this report.**
6. **Amend the 2024-2025 Operational Plan to include all budget adjustments and deferrals approved in this report.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

Item 10.08 Investments and Loans - February 2025, has been addressed previously within the meeting.

Item 10.09 Community Utilities Annual Compliance and Performance Report - 2023/24, has been addressed previously within the meeting.

10.10 NOTICE OF MOTION - NATIONAL GENERAL ASSEMBLY

RESOLVED: Edwards/Tubman

That Council approves the following motions to be put to the 2025 National General Assembly:

- (a) **This National General Assembly calls on the Australian Government to:**

Support Local Governments in addressing the need for Climate Adaptation initiatives, through formula-based funding that is provided to all Councils.

- (b) This National General Assembly calls on the Australian Government to:**
Ensure that any further Federal grant funding programs for enabling infrastructure that supports housing delivery apportions at least \$500million each year for which only Local Governments are eligible.

CARRIED: 5/3

FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman

AGAINST: Hornshaw, Kirkman and Roberts

11.01 PETITION - REQUEST FOR INFORMATION ON PORT MACQUARIE ATHLETICS TRACK

Acting Chief Executive Officer Robert Fish declared a Non-Pecuniary - Less than Significant interest in Item 11.01 Petition - Request for Information on Port Macquarie Athletics Track. The reason being is that Mr Fish is a member of the Port Macquarie Running Club whom coordinated the petition, and is a non-committee member of the club. Mr Fish considers the interest less than significant and he intends to remain in the meeting.

RESOLVED: Lipovac/Roberts

That Council:

- 1. Note the petition lodged by Laura Philp on behalf of the community.**
- 2. Provide a response to the author of the petition in respect of the items raised in the petition.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

Item 11.02 Petition - Location of SouperVan, has been addressed previously within the meeting.

Item 11.04 Policy Review - Beach Driving, has been addressed previously within the meeting.

Item 11.05 Draft Places to Play Plans, has been addressed previously within the meeting.

11.06 DRAFT COMMUNITY ENGAGEMENT STRATEGY

RESOLVED: Sheppard/Intemann

That Council:

- 1. Note the draft Community Engagement Strategy and the proposed Engagement Plan to support the public exhibition of the draft Community Engagement Strategy.**
- 2. Request the Chief Executive Officer review the proposed Engagement Plan for the specific proposed public exhibition, to provide greater detail about the specific targeted engagement activities planned for groups that have been identified as underrepresented in past Council engagements.**
- 3. Request that the revised engagement plan in point 2 also include a document to be exhibited alongside the draft Community Engagement Strategy, which lists the underrepresented stake-holders and a more comprehensive range of example targeted engagement methods that are used or may be used in future engagement plans to engage each of those groups.**
- 4. Request that Councillors receive a briefing before the Engagement Plan is finalised and the draft Community Engagement Strategy is presented to Council.**
- 5. Receive a further report to the May 2025 Ordinary Meeting of Council.**

CARRIED: 5/3

FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman
AGAINST: Hornshaw, Kirkman and Roberts

11.07 INTEGRATED PLANNING & REPORTING (IP&R) COMMUNITY ENGAGEMENT STRATEGY - POST EXHIBITION

RESOLVED: Sheppard/Intemann

That Council:

- 1. Note the feedback received included in the attached Integrated Planning and Reporting (IP&R) Community Engagement Strategy - Engagement Report.**
- 2. Adopt the Integrated Planning and Reporting (IP&R) Community Engagement Strategy for the purpose of engaging on the 2025-29 IP&R suite of documents**
- 3. Note that after the exhibition and adoption of the Community Engagement Strategy this will be primary approach to Engagement.**
- 4. Request that the Engagement Plan for draft IP&R suite of documents, which is to be presented to the April 2025 Ordinary meeting of Council, include details of the intended targeted methods proposed to engage demographics who have been identified as being underrepresented in past Council engagements and outlines a range of engagement methods proposed to be used to reach these groups.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and
Tubman

AGAINST: Nil

Item 12.01 Policy Review - Dogs In Public Open Spaces, has been addressed previously within the meeting.

12.02 NOTICE OF MOTION - INTEGRATED TRANSPORT PLAN - REPORTING

RESOLVED: Edwards/Sheppard

Request the Chief Executive Officer to update the Status of Reports from Council Resolutions for the April 2025 Ordinary Council Meeting to include a regular reporting frequency of once per year for the Port Macquarie-Hastings Integrated Transport Plan to be provided in September 2025, which includes but is not limited to, works completed and priority projects for Port Macquarie-Hastings Council and TfNSW for the next 2 years.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and
Tubman

AGAINST: Nil

12.03 NOTICE OF MOTION - ENVIRONMENT AND COMMUNITY INFRASTRUCTURE LEVY

This Notice of Motion was withdrawn by Councillor Edwards.

Item 13.01 Policy Review - Control of Burning, has been addressed previously within the meeting.

Item 13.02 Policy Review - Transport and Drainage Policy Suite - Post Public Exhibition, has been addressed previously within the meeting.

Item 13.03 Policy Review - Liquid Trade Waste Policy - Post Public Exhibition, has been addressed previously within the meeting.

Councillor Kirkman left the meeting, the time being 3:29pm.

Councillor Hornshaw left the meeting, the time being 3:29pm.

Councillor Kirkman returned to the meeting, the time being 3:30pm.

Councillor Hornshaw returned to the meeting, the time being 3:31pm.

13.04 LIVING AND PLACE STRATEGY, AFFORDABLE HOUSING PLAN & LOCAL HOUSING DELIVERY PLAN - UPDATE ON ACTIONS

RESOLVED: Edwards/Intemann

That Council:

- 1. Note the progress of actions identified in Council's Affordable Housing Plan and Local Housing Delivery Plan as detailed within this report.**
- 2. Note the information and associated timeframes contained within this report, in relation to the proposed continued progression of actions as detailed within Council's Affordable Housing Plan and Local Housing Delivery Plan.**
- 3. Receive an update on the implementation of the actions identified within Council's Affordable Housing Plan and Local Housing Delivery Plan in August 2025 and annually thereafter.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

Councillor Tubman left the meeting, the time being 3:35pm.

Councillor Sheppard left the meeting, the time being 3:35pm.

Councillor Sheppard returned to the meeting, the time being 3:36pm.

Councillor Tubman returned to the meeting, the time being 3:36pm.

13.05 LETTER OF OFFER - PLANNING AGREEMENT - BATAR CREEK ROAD UPGRADE APPLICANT - LAND DYNAMICS AUSTRALIA LANDOWNER - ALLAM MHE #2 PTY LTD

RESOLVED: Intemann/Roberts

That Council:

- 1. Note the letter of offer provided by Land Dynamics Australia on behalf of Allam MHE #2 Pty Ltd.**
- 2. Authorise the Director Community, Planning and Environment to prepare and negotiate and draft a Planning Agreement based on the terms outlined in the report in accordance with s7.4 of the Environmental Planning and Assessment Act 1979 and Council's Planning Agreements Policy.**
- 3. Undertake public exhibition of the draft Planning Agreement for a period of not less than 28 days in accordance with clause 204 of the Environmental Planning and Assessment Regulation 2021.**

-
- 4. Receive a further report following the public exhibition period on any submissions received.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

13.06 LAND ACQUISITION - CORNER STONEY CREEK ROAD AND OXLEY HIGHWAY WAUCHOPE

RESOLVED: Intemann/Roberts

That Council:

- 1. Pay compensation in the amount of \$117,853.00 (ex GST) to the owner of 64 Stoney Creek Road Wauchope, Lot 1 DP 1235528, G Jones, for the land acquisition more particularly described in the plan of acquisition as Lot 1 DP 1314689.**
- 2. Pursuant to Section 59 of the Land Acquisition (Just Terms Compensation) Act 1991, pay the landowner's property and conveyancing costs.**
- 3. Pursuant to Section 10 of the Roads Act 1993, dedicate Lot 1 DP 1314689 as public road.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

13.07 DA2024 - 670.1 ALTERATIONS TO DWELLING, CONVERSION OF BUILDING TO DWELLING AND 2 LOT TORRENS TITLE SUBDIVISION INCLUDING A CLAUSE 4.6 VARIATION TO CLAUSE 4.1 (LOT SIZE) OF THE PORT MACQUARIE-HASTINGS LEP 2011 AT LOTS 15 AND 16 DP 7451, NO 14 MAIN STREET, COMBOYNE

APPLICANT: A P BLUE & J R BLUE
OWNER: C W & K L TURNER

RESOLVED: Intemann/Roberts

That Council determines DA2024 - 670.1 for alterations to dwelling, conversion of building to dwelling and 2 lot Torrens title subdivision including Clause 4.6 variation to Clause 4.1 (Lot Size) of the Port Macquarie-Hastings Local Environmental Plan 2011 at Lot 15 and 16, DP 7451, No. 14 Main Street, Comboyne, by granting consent subject to the recommended conditions.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman
AGAINST: Nil

Item 13.09 Lake Cathie Natural Resources Management Monthly Update Report, has been addressed previously within the meeting.

Item 13.10 Extension of Contract T-20-06 Operation of Port Macquarie-Hastings Council Vehicular Ferry Services, has been addressed previously within the meeting.

13.11 OUTCOMES OF GENERAL WASTE RED BIN RUBBISH COLLECTION TRIAL OVER SUMMER

RESOLVED: Roberts/Kirkman

That Council:

- 1. Note the details in the report as to the outcomes of the weekly general waste bin collection trial undertaken between 23 December 2024 and 31 January 2025 inclusive.**
- 2. On an ongoing basis provide one extra red (general waste) bin collection service over the Christmas/New Year period for those who receive a fortnightly red bin collection, in line with the current additional yellow (recycling) bin collection service that occurs over that period.**
- 3. Endorse a review of waste fees and charges to ensure that the cost of any changes made to collections is user funded.**

CARRIED: 7/1

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts and Tubman
AGAINST: Sheppard

13.12 NOTICE OF MOTION - SECONDARY DWELLINGS ON RURAL PROPERTIES

Councillor Tubman declared a Non-Pecuniary - Less than Significant interest in this item. The reason being is that Councillor Tubman is in the process of purchasing Rural zoned land. Councillor Tubman remained in the meeting, participated and voted in the matter as this perceived conflict did not influence his decision making in the matter.

Councillor Hornshaw declared a Non-Pecuniary - Less than Significant interest in Item 13.12 Notice Of Motion - Secondary Dwellings On Rural Properties. The reason being is that Councillor Hornshaw is the owner of, and resides on Rural zoned land. Cr Hornshaw noted that any future changes to the Local Environmental Plan provisions relating to the rural zones impact all owners of rural zoned land. Councillor Hornshaw intends to remain in the meeting, participate and

vote in the matter as this perceived conflict will not influence his decision making in the matter.

RESOLVED: Hornshaw/Tubman

That Council request the Chief Executive Officer to include a review of the 'secondary dwellings' Local Environmental Plan provisions relating to the rural zones in conjunction with the next administrative review of the Port Macquarie Hastings Local Environmental Plan scheduled to be presented to Council in June 2025.

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

13.13 STRATEGY REVIEW - ENVIRONMENTAL SUSTAINABILITY STRATEGY - POST PUBLIC EXHIBITION

RESOLVED: Sheppard/Edwards

That Council:

- 1. Note the Engagement Report detailing submissions on public exhibition of the draft Environmental Sustainability Strategy and the recommended changes.**
- 2. Adopt the draft Environmental Sustainability Strategy as amended subject to graphic design and updated data to align with draft Integrated Planning and Reporting documents.**
- 3. Thank all who provided feedback during public exhibition.**
- 4. Determine that if adopted, the Environmental Sustainability Strategy will repeal the Long-Term Energy Strategy.**

CARRIED: 5/3

FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman

AGAINST: Hornshaw, Kirkman and Roberts

CONFIDENTIAL SESSION

RESOLVED: Kirkman/Roberts

- 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 2025.007 Citizen Centric Payment Experience Project

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 2024.0229 Management of Developer Contributions Solution

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, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

RESOLVED: Kirkman/Tubman

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, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and Tubman

AGAINST: Nil

14.01 2025.007 CITIZEN CENTRIC PAYMENT EXPERIENCE PROJECT

RESOLVED: Lipovac/Tubman

That Council:

1. Under the extenuating circumstances provision of section 55(3)(i) of the Local Government Act 1993, not invite tenders, as a satisfactory outcome would not be achieved for the reason of limited availability of vendors that provide a payment product that integrates with Council's core Enterprise Resource Planning system, CIVICA Authority.
 2. Enter into direct negotiations with NSW Government prequalified vendor Payable Pty Ltd for a payment experience platform under the NSW Government SCM0020 ICT Prequalification Scheme for three years, at an approximate annual cost of \$93,000, with the option to undertake annual renewals for a further two years at Council's discretion.
 3. Maintain the confidentiality of the consideration in respect of the 2025.007 payment platform procurement matter outlined in this report.
-

CARRIED: 8/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and
Tubman
AGAINST: Nil

14.02 2024.0229 MANAGEMENT OF DEVELOPER CONTRIBUTIONS SOLUTION

MOVED: Roberts/Kirkman

That Council:

1. Under the extenuating circumstances provision of section 55(3)(i) of the Local Government Act 1993, not invite tenders, as a satisfactory outcome would not be achieved for the reason of limited availability for the implementation of an off-the-shelf SaaS solution for the management of developer contributions due to the unavailability of competitive tenders.
2. Enter into negotiations with Novoplan Holdings Pty Ltd under the NSW Government ICT Services Scheme SCM0020, for the implementation and licencing of a SaaS solution for a period of five years, at an estimated cost of \$1,438,675 (including GST), with the option to renew for a further five years at Council's discretion.
3. Maintain the confidentiality of the consideration in respect to 2024.229 Management of Developer Contributions solution procurement matter outlined in this report.

CARRIED: 8/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and
Tubman
AGAINST: Nil

RESOLVED: Edwards/Lipovac

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

CARRIED: 8/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Roberts, Sheppard and
Tubman
AGAINST: Nil

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

The meeting closed at 4.16pm

.....
Adam Roberts
Mayor

UNCONFIRMED

Item: 06
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

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

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

Councillor's Signature: **Date:**

This form is to be retained by the council's 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.

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

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

Item: 07.01**Subject: MAYORAL MINUTE - RECRUITMENT OF THE GENERAL MANAGER /
CHIEF EXECUTIVE OFFICER****Mayor, Adam Roberts**

RECOMMENDATION**That Council:**

- 1. Appoint Robert Fish as the Acting Chief Executive Officer (CEO) until the position of General Manager/CEO is filled and has commenced.**
- 2. Convene a Recruitment Selection Panel for the purpose of recruitment for the vacant position of General Manager/CEO.**
- 3. Determine that the composition of the Recruitment Selection Panel be Mayor Adam Roberts, Deputy Mayor Lauren Edwards, ARIC Chair Stephen Coates and Local Government NSW Consultant Mark Anderson.**
- 4. Delegate to the Recruitment Selection Panel the tasks of:**
 - a. Determination of a recruitment company to facilitate the recruitment of the General Manager/CEO.**
 - b. Determination of the title and salary range using benchmarking data.**
 - c. Development of a recruitment brief and information packs.**
 - d. Shortlisting of candidates for initial round of face-to-face interviews.**
 - e. Conducting initial round of face-to-face interviews.**
 - f. Shortlisting of candidates for final round interviews.**
- 5. Determine that the recruitment company consultant be a non-voting member of the General Manager/CEO Recruitment Selection Panel.**
- 6. Note that the determinations of the General Manager/CEO Recruitment Selection Panel will be the subject of a future report to Council.**

Discussion

Council's former Chief Executive Officer, Dr Clare Allen, resigned from her position at Council effective 21 March 2025 and Mr Robert Fish is temporarily acting in the vacant role. Council must now confirm the ongoing acting CEO arrangement and delegations to the Recruitment Selection Panel and commence the task of recruitment to fill the vacant General Manager/CEO position. It is recommended that a General Manager/CEO Recruitment Selection Panel be convened and delegated tasks to facilitate this recruitment process.

The Local Government Act 1993 refers to the Appointment of a General Manager and the functions of a General Manager. The only other State in Australia that has the statutory title of General Manager is Tasmania. All other States and Territories in Australia has the Chief Executive Officer title. As a result, Councils across NSW now use both titles interchangeably. The vacant position title will need to be confirmed by the Recruitment Selection Panel prior to advertising the role. This is an important decision to attract the right candidates.

The General Manager/CEO role is critical to the success of the organisation and accordingly, it is recommended that Council engage a recruitment company with experience in recruiting local government leadership roles to assist in the facilitation of the recruitment process.

In accordance with Section 334 of the Local Government Act 1993, the governing body is responsible for the appointment of the General Manager/CEO. The “Guidelines for the Appointment and Oversight of General Managers” has been considered. It is recommended that a Recruitment Selection Panel be convened comprising the Mayor, Deputy Mayor, ARIC Chair and Independent Local Government NSW Consultant to provide the Council knowledge, governance and experience necessary to assess candidate suitability. Specifically, this Panel is recommended to be delegated the authority to:

1. Determine a recruitment company to facilitate the recruitment of the General Manager/CEO.
2. Determine the title and salary range using benchmarking data.
3. Develop a recruitment brief and information packs.
4. Shortlist candidates for initial round of face-to-face interviews.
5. Conduct initial round of face-to-face interviews.
6. Shortlist candidates for final round interviews.

It is also proposed that the recruitment consultant facilitating this process on behalf of Council be a non-voting member of the Panel to assist Panel members in their selection panel duties.

Once the final round interviews have been determined by the Recruitment Selection Panel, the process shall be completed by Council as a whole and the General Manager/CEO Recruitment Selection Panel will be dissolved.

The approximate cost of recruitment will be \$30,000 to \$40,000 and will be funded by within Council’s existing operational budget for recruitment purposes.

Attachments

Nil

Item: 08

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

Presented by: Acting Chief Executive Officer, Robert Fish

Discussion

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 effective advocates for the community
- 1.3 Demonstrate leadership
- 1.4 Use innovative, efficient and sustainable practices
- 1.5 Ensure strong corporate and financial management that is transparent and accountable

Item: 10.01

Subject: DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

Presented by: Business and Performance, Keith Hentschke

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Revoke all previous delegations of functions to the General Manager.**
- 2. Delegate to the Chief Executive Officer of Port Macquarie-Hastings Council the Functions in accordance with the Instrument of Delegation to the General Manager, attached to this report as Attachment 1.**
- 3. Appoint the Director Community, Planning and Environment to act as Chief Executive Officer in any instance where an Acting Chief Executive Officer has not otherwise been determined by Council while the Chief Executive Officer is absent from work.**
- 4. Delegate to any person acting as Chief Executive Officer pursuant to this resolution all the functions, delegations, and sub-delegations given to the General Manager by the Council.**
- 5. Pursuant to clause 213 of the *Local Government (General) Regulation 2021*, delegate to the General Manager the authority to approve the abandonment of debts up to the amount of \$5,000.**
- 6. Note that the role of General Manager applies to the position of Chief Executive Officer and all references to General Manager refer to the position of Chief Executive Officer.**

Executive Summary

A Council may delegate to the General Manager any of its functions other than those functions specifically detailed in section 377 of the *Local Government Act 1993* (the Act).

Section 380 of the Act requires that each Council must review its delegations during the first twelve (12) months of each term of office. Council last adopted the delegations to the Chief Executive Officer at its February 2021 Ordinary Council meeting. The proposed delegations to the General Manager are attached to this report as Attachment 1.

Discussion

Section 377 of the *Local Government Act 1993* (the Act) enables Council to delegate the functions of Council to the General Manager. This section also specifies various functions such as making of a rate, fixing of a fee, borrowing of money, voting of money for expenditure and the acquisition or disposal of land or property that cannot be delegated and require a Council resolution to act on these functions.

The delegation of functions to the General Manager enables the organisation to meet the needs of residents and other stakeholders in an effective and efficient manner. It allows decisions that reflect Council's Policies, codes and other plans to be made at appropriate levels within the organisation. It also enables staff to be authorised to undertake functions under other legislation. This also has the added benefit of reducing the amount of administrative matters that must be considered by Council as staff have been delegated certain decision making capabilities.

Section 380 of the Act provides that each Council must review its delegations during the first 12 months of each term of office. Council last adopted the delegations to the Chief Executive Officer at its February 2021 Ordinary Council meeting.

Council currently delegates functions to the General Manager, by exception. This provides that all functions that can be delegated to the General Manager under the Act be delegated, excluding only those functions specifically identified and listed under section 377(1) of the Act as functions that cannot be delegated.

This is a far better approach with benefits being:

1. Increased efficiency - rather than having a lengthy and detailed list of functions that have been delegated to the General Manager, the delegations state what functions can't be undertaken by the General Manager;
2. Reduce the risk of inadvertent noncompliance - there may be (in the future) a difference of opinion between the elected Council and the General Manager in relation to the interpretation of some delegations;
3. Increase the degree of completeness - a list of delegations containing all functions delegated to the General Manager may not be complete and is difficult to maintain. Case law indicates that if a delegation is not passed effectively from Council to the General Manager, any authority an officer may have (sub delegated from the General Manager) is not current; and
4. Future proofing - if Council undertakes additional functions following the instrument of delegation being adopted, an amendment through a Council resolution will have to be added to the instrument to ensure the General Manager is delegated the additional functions.

Section 378 of the Act states that the General Manager may in turn delegate all functions, except for the power of delegation where it provides:

(1) The general manager may delegate any of the functions of the general manager, other than this power of delegation.

(2) The general manager may sub-delegate a function delegated to the general manager by the council to any person or body (including another employee of the council).

This is undertaken through sub-delegations to Directors and staff. The General Manager practically does not delegate all the delegations of authority and in a number of cases limits the delegation when sub-delegated.

Organisational sub-delegations will be reviewed by Governance staff, the Chief Executive Officer and Directors once the delegations to the General Manager are adopted by Council.

Acting Chief Executive Officer

Section 351 of the Act relates to temporary appointments within the organisation and states:

If a position (including a senior staff position) within the organisation structure of the council is vacant or the holder of such a position is suspended from duty, sick or absent:

- (a) the council, in the case of the general manager's position, or*
 - (b) the general manager, in the case of any other position,*
- may appoint a person to the position temporarily.*

If the Chief Executive Officer is absent for any unplanned reason and Council has not appointed someone to act in the role of Chief Executive Officer, it has previously been resolved at the Council meeting of 21 July 2022 that the Director Community Utilities shall act in the capacity of the Chief Executive Officer. It is expected that all planned absences of the Chief Executive Officer will be filled by Directors on a rotational/availability basis as appropriate and determined by the Chief Executive Officer.

The recommendation contained in this report provides the temporary holder of this position with the appropriate delegations to perform the role.

Write off debts

Further legal advice stated that to provide the Chief Executive Officer the authority to write off debts would need to be done through a separate delegation and not within the standard delegations.

The resolution relating to writing off debts is proposed to continue to be set at \$5,000 to increase operational efficiency and reducing the need for a Council resolution for the writing off of debts up to \$5,000.

Options

- Council could choose to delegate/sub-delegate functions other than in the form proposed in Attachment 1.
- Council could resolve to maintain the limit of writing off of debts at \$5,000 or some other value.

Community Engagement & Internal Consultation

Community Engagement

No community engagement has been undertaken.

Internal Consultation

- Chief Executive Officer
- Executive Leadership Team
- Group Manager Governance

Planning & Policy Implications

There are no planning or policy implications.

Financial & Economic Implications

There are no financial or economic implications.

Attachments

1.  Draft Delegations of Authority to the General Manager

Item: 10.02

**Subject: 2025 LOCAL GOVERNMENT NSW RURAL AND REGIONAL
SUMMIT - MAYORAL ATTENDANCE**

Presented by: Acting Chief Executive Officer, Robert Fish

Alignment with Delivery Program

1.2.1 Promote Council participation and build linkages in local, state and federal initiatives, forums and opportunities to support Council's continued planning for the growth of the region.

RECOMMENDATION

That Council approve the attendance of Mayor Adam Roberts at the 2025 Local Government NSW Rural and Regional Summit to be held in Sydney on 8 May 2025.

Executive Summary

The 2025 Local Government NSW Rural and Regional Summit will be held at the State Library of NSW in Sydney on 8 May 2025.

The Mayor has made an application to attend the Summit.

Discussion

Convened annually by Local Government NSW, the Rural and Regional Summit serves as a focal point for deliberating on the pressing challenges facing rural and regional communities.

It is also an opportunity for Mayors, Councillors, Council staff and NSW Government representatives to meet and build relationships on issues facing Local Government.

For information, a copy of the Program is attached to the report.

The Mayor will already be in Sydney attending Mid North Coast Joint Organisation meetings on 7 May 2025 and then attending the Country Mayors' Association Meeting on 9 May 2025.

As per Council's "Payment of Expenses and Provision of Facilities to Councillors" Policy, the Mayor and Councillors may nominate or be nominated to attend conferences, seminars, or similar functions.

Reporting Requirements for Conferences

The Mayor and/or Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the Chief Executive Officer (or their delegate) within one

(1) month of the Mayor or Councillor's attendance at the conference, seminar or similar function.

If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance. The report to Council will be in writing and include the following:

- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
- The agenda of the conference.
- Any items of interest to Council discussed at the conference.
- Recommendations for further areas of action or investigation (if applicable)

Options

- Council has the option to approve or decline the attendance of the Mayor at the 2025 Local Government NSW Rural and Regional Summit.

Internal Consultation

- Acting Chief Executive Officer
- Group Manager Governance

Planning & Policy Implications

This report satisfies the requirements of Council's Payment of Expenses and Provision of Facilities to Councillors Policy.

Financial & Economic Implications

The registration fee for the Summit is \$650.00.

The 2024-2025 budget contains an allocation for expenses pertaining to conferences and out-of-pocket expenses for the Mayor and Councillors. Attendance at the Summit can be funded from within the existing budget allocation.

Attachments

1.  2025 Local Govt NSW Rural Regional Summit Program

Item: 10.03**Subject: 2025 NATIONAL GENERAL ASSEMBLY (NGA) - ELECTED
MEMBER ATTENDANCE****Presented by: Acting Chief Executive Officer, Robert Fish**

Alignment with Delivery Program

1.2.1 Promote Council participation and build linkages in local, state and federal initiatives, forums and opportunities to support Council's continued planning for the growth of the region.

RECOMMENDATION**That Council:**

1. Approve the attendance of Councillor Lauren Edwards at the Australian Local Government Association National General Assembly (NGA) 2025.
2. Authorise Councillor Edwards to be Council's voting delegate at the Australian Local Government Association National General Assembly (NGA) 2025.

Executive Summary

The 2025 National General Assembly of Local Government (NGA) – incorporating the Regional Cooperation and Development Forum – will be held in Canberra from 24-27 June 2025.

The Mayor and Councillors were invited to express their interest in attending the 2025 NGA. One expression of interest was received by Councillor Lauren Edwards.

Discussion

Convened annually by the Australian Local Government Association (ALGA), the National General Assembly (NGA) of Local Government is the peak annual event for Local Government, attracting in excess of 800 Mayors and Councillors each year.

This event provides a unique opportunity for Local Government to engage directly with the Federal Government, to develop national policy, and to influence the future direction of our councils and our communities.

An attachment to this report details the NGA 2025 program.

As per Council's "Payment of Expenses and Provision of Facilities to Councillors" Policy, a Councillor may nominate or be nominated to attend conferences, seminars, or similar functions.

Reporting Requirements for Conferences

Councillors will report, in writing, in an open session of a Council Meeting on the outcome of the conference, seminar or similar function attended. The report will be submitted to the Chief Executive Officer (or their delegate) within one (1) month of the Councillor's attendance at the conference, seminar or similar function.

If a number of Councillors attend the same function, a single report may be submitted on behalf of all Councillors that attended, however the report must be signed by all Councillors that were in attendance. The report to Council will be in writing and include the following:

- The purpose/subject matter of the conference, including the reason for the attendance of the delegate(s).
- The agenda of the conference.
- Any items of interest to Council discussed at the conference.
- Recommendations for further areas of action or investigation (if applicable)

Options

- Council has the option to approve or decline the attendance of Councillor Edwards at the Australian Local Government Association National General Assembly 2025.
- Council could determine to send more delegates.

Internal Consultation

- Chief Executive Officer
- Group Manager Governance

Planning & Policy Implications

This report satisfies the requirements of Council's Payment of Expenses and Provision of Facilities to Councillors Policy.

Financial & Economic Implications

The 2024-2025 budget contains an allocation for expenses pertaining to conferences and out-of-pocket expenses for the Mayor and Councillors. Attendance at the NGA can be funded from within the existing budget allocation.

Registration costs**NGA**

Early bird registration (before 23 May): \$979

Registration (after 23 May) \$1099

Note: there is no option to attend the event virtually this year


Regional Forum

The Regional Forum is held before the NGA and is an additional registration cost:

Regional Forum only \$479

Delegates attending the NGA \$279

Attachments

1.  NGA 2025 Program

Item: 10.04

Subject: POLICY REVIEW - MAYORAL DISCRETIONARY FUND POLICY

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:

- 1. Place on public exhibition from for a minimum of 28 days, the draft Mayoral Discretionary Fund Policy.**
- 2. Note that a further report will be tabled at the June 2025 meeting of Council, detailing the submissions received from the public during the exhibition period.**

Executive Summary

Council's current Policy for the Mayoral Discretionary Fund was last adopted by Council in April 2022. Following the recent Council election and duration since it was last considered by Council it is appropriate to review this policy.

Discussion

The Mayoral Discretionary Fund Policy has been reviewed with only minor amendments being made. These are immaterial wording changes and convert the policy to the latest policy format.

It is recommended that the draft Mayoral Discretionary Fund Policy be placed on public exhibition from for a minimum of 28 days to seek public feedback prior to reconsideration and adoption by Council.

Options

Council has the option to not adopt the draft Mayoral Discretionary Fund for exhibition or amend the draft policy.

Community Engagement and Internal Consultation

Community Engagement

This draft policy will be put on 28 days public exhibition should Council resolve in accordance with the recommendation.

Internal Consultation

- Mayor
- Executive Team
- Group Manager Governance

Planning and Policy Implications

This report considers the review of the Mayoral Discretionary Fund policy. Following the exhibition period and consideration by Council, this policy may become Council's adopted Mayoral Discretionary Fund policy (if adopted).

Financial and Economic Implications

The amount available for the Mayoral Discretionary Fund annually is determined in conjunction with the budget process for each particular year.

Attachments

1.  Draft Mayoral Discretionary Fund Policy

Item: 10.05

Subject: MAYORAL DISCRETIONARY FUND ALLOCATIONS - 6 MARCH TO 2 APRIL 2025

Presented by: Acting Chief Executive Officer, Robert Fish

Alignment with Delivery Program

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

RECOMMENDATION

That Council note that there have been no allocations from the Mayoral Discretionary Fund for the period 6 March to 2 April 2025 inclusive.

Executive Summary

To advise of the Mayoral Discretionary Fund allocations for the period 6 March to 2 April 2025 inclusive.

Discussion

There have been no allocations made from the Mayoral Discretionary Fund during this reporting period.

Options

This report is for noting only.

Community Engagement & Internal Consultation

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

Planning & Policy Implications

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

Financial & Economic Implications

There are no economic implications in relation to this report.

Should any allocations have been made during this reporting period, they would have been funded from the Mayoral Discretionary Fund as included in the 2024-2025 Operational budget.

AGENDA

ORDINARY COUNCIL
17/04/2025

Attachments

Nil

LEADERSHIP AND
GOVERNANCE

Item: 10.06

Subject: COUNCILLOR INDUCTION PROGRAM FINAL REPORT

Presented by: Business and Performance, Keith Hentschke

RECOMMENDATION

That Council note the information contained within this report.

Executive Summary

Following each Local Government election, Council is required to provide to Councillors an induction program that provides the necessary knowledge to new, and returning, Councillors to assist them to undertake their duties as Councillors.

This report provides a summary of the induction activities provided to Councillors and the attendance of Councillors at those activities.

Discussion

Following each Local Government election, Council is required to provide to Councillors an induction program that provides the necessary knowledge to new, and returning, Councillors to assist them to undertake their duties as Councillors.

Councillors have been undertaking an induction program since October 2024 following the September 2024 local government elections to provide a broad range of key training opportunities to assist them to understand their responsibilities as a Councillor and provide a base level of knowledge of Council and its activities.

The activities provided as part of the induction program are outlined below:

Session 1 - Introduction, Leadership in Local Government, Basics of Code of Meeting Practice - conducted 10 October 2024

- Welcome by the Mayor, CEO and Directors
- Overview of the induction program.
- Introduction to key council staff and departments.
- Leadership in Local Government

Session 2 - Organisation Immersion - conducted 24 October 2024

Council Structure and Operations

- Overview of Council's structure, committees, and their functions.
- Introduction to strategic planning and budgeting.
- Council's Integrated Planning and Reporting documents

Community Engagement and Communication

- Importance of community engagement in local government.
- Effective communication strategies with constituents.
- Overview of existing community projects and concerns.

Divisional Overviews

- Councillors received overviews from each Director to understand their Divisional structure, functions, challenges, and ongoing projects.

Session 3 - Induction Bus Tour of Facilities - conducted 25 October 2024

- A bus tour attended by Councillors and senior staff was conducted of the key sites, projects and facilities throughout the Local Government area.

Session 4 - Mayoral Induction - conducted 6 November 2024

This session was held specifically with the Mayor and addressed such topics as:

- How to be an effective leader
- The role of the chair and how to chair council meetings
- Role of the Mayor and responsibilities under the code of conduct
- The Mayor's role in integrated planning and reporting
- The Mayor's role and responsibilities in relation to the CEO's employment
- The Mayor's civic and ceremonial role and attendance at community functions.

Session 5 - General Councillor Induction, Code of Conduct, Code of Meeting Practice - conducted 7 November 2024

- Local Government Governance (includes legislative requirements; roles and responsibilities etc)
- Code of Conduct and associated policies – with a strong focus on conflict of interests, Media and Social Media
- Decision making and the Code of Meeting Practice
- Councillor Expenses and Facilities
- Integrated Planning and Reporting
- Interaction Between Staff and Councillors Policy
- Understanding Strategy vs Operations
- Financial responsibilities of Councillors and the Role of ARIC
- Pitfalls to avoid for Councillors.

Session 6 - Cyber Security and Information - conducted 21 November 2024

- This session addressed basic cyber security awareness, confidential information, privacy and access to information.

Session 7 - ICAC Corruption Prevention for Councillors - conducted 27 November 2024

- A workshop was conducted by ICAC for Councillors that focused on developing an understanding of corrupt conduct, why it happens and what Councillors can do to prevent it.

Session 8 - WHS Responsibilities for Councillors - conducted 28 November 2024

- A workshop provided by Council's Legal Counsel to provide awareness of Councillors responsibilities under Work, Health and Safety in the context of being a Councillor with a focus on psychosocial risks.

Session 9 - Community Engagement at Council - conducted 28 November 2024

- This session outlined the process and methodology of Community Engagement undertaken at Council.

Session 10 - Planning and Development - conducted 27 February 2025

- This workshop provided an introduction to Planning and Development in the Local Government context.

Session 11 - Asset Management - conducted 6 March 2025

- This workshop provided an introduction to Asset Management in the Local Government context.

Session 12 - Risk Management - conducted 26 March 2025

- This workshop provided an introduction to Risk Management in the Local Government context and outlined the responsibilities associated with Risk Management in accordance with the Office of Local Government guidelines and standard.

Council had also been in discussions with Local Government Learning Solutions to conduct a course on Local Government Finance for Councillors in-house. This course was offered to Councillors but unfortunately many Councillors could not commit to the proposed date and this course could not be conducted. As this is an essential component of Councillors education, it is now proposed to register Councillor into the webinar sessions for this course provided by LG Learning Solutions in June 2025. Councillors unavailable on the proposed date will be offered alternate dates if this is not suitable.

Councillors were also advised and encouraged to participate in the Office of Local Government “Hit The Ground Running” Workshops. These workshops were provided in a webinar format and included such topics as:

- Roles and Responsibilities
- Making the Most of Meetings
- Integrated Planning and Reporting
- The governing body and financial management
- Appropriate conduct and ethical decision making
- Corruption risk and prevention
- Working together
- Metropolitan strategic planning
- Local and regional strategic planning
- Crown lands native title, and Aboriginal land rights
- Town water services: a Councillor’s responsibilities
- Ongoing professional development

Now that the Councillor induction program has completed, the 2025-2026 plans for Councillor professional development will be determined following consultation with individual Councillors and the Chief Executive Officer and Group Manager Governance. This will occur during May and June 2025 to identify both group and individual training requirements.

The attendance of Councillors at each of the induction sessions is included in the table below. It is noted that the majority of these sessions were recorded and

Councillors who did not attend the training may have reviewed the recording which is not reflected in the attendance table.

Councillor Induction Attendance Register									
Description	Date	Mayor Roberts	Councillor Edwards	Councillor Hornshaw	Councillor Intemann	Councillor Kirkman	Councillor Lipovac	Councillor Maltman	Councillor Sheppard
Induction Session 1 - Introduction, Leadership in local Government, Basics of Code of Meeting Practice	10/10/2024	Y	Y	Y	Y	Y	Y	Y	Y
Induction Session 2 - Organisation Immersion	24/10/2024	Y	Y	Y	Y	Y	Y	Y	Y
Induction Session 3 - Induction Bus Tour of Facilities	25/10/2024			Y	Y	Y		Y	
Induction Session 4 - Mayoral Induction	6/11/2024	Y							
Induction Session 5 - General Councillor Induction, Code of Conduct, Code of Meeting Practice	7/11/2024	Y	Y	Y	Y	Y	Y	Y	Y
Induction Session 6 - Cyber Security and Information	21/11/2024		Y		Y	Y			
Induction Session 7 - ICAC Corruption Prevention for Councillors	27/11/2024	Y	Y		Y		Y		Y
Induction Session 8 - WHS Responsibilities for Councillors	28/11/2024	Y	Y	Y			Y		Y
Induction Session 9 - Engagement at Council	28/11/2024	Y	Y	Y			Y		Y
Induction Session 10 - Planning and Development	27/02/2025	Y	Y		Y	Y	Y	Y	Y
Induction Session 11 - Asset Management	6/03/2025				Y		Y		Y
Induction Session 12 - Risk Management	26/03/2025		Y		Y	Y	Y		Y

Options

Council may resolve to note this report or resolve in some other way.

Community Engagement and Internal Consultation

Nil

Planning and Policy Implications

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

Financial and Economic Implications

A budget allocation has been made in the 2025-2026 draft annual budget to provide both individual and group training opportunities.

Attachments

Nil

Item: 10.07

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

APRIL 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Community Satisfaction Survey Results	20/02/2025 Item 11.07		Council requests an action plan be developed to be presented to councillors at the April 2025 meeting	DCPE	Apr-25	
Draft Procurement Strategy	14/11/2024 Item 10.21		Following public exhibition, a report to Ordinary Council Meeting February 2025	DBP	Feb-25	Feb-25 Mar-25
Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024	20/06/2024 Item 13.06		A report to Council following public exhibition	DCPE		
Hastings Youth Voice	20/02/2025 Item 11.13		A report be provided to the April 2025 Ordinary Council Meeting following a review of the charter	DCPE	Apr-25	



APRIL 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
IP&R Community Engagement Strategy	20/03/2025 Item 11.07		A report be provided to the April 2025 Ordinary Council Meeting		Apr-25	
Proposed changes to processes and fees and charges for acceptance of bricks and concrete	20/02/2025 Item 13.10		A report to the Ordinary Council April 2025 following public exhibition	DCU	Apr-25	
Quadruple Bottom Line Obligations	20/02/2025 Item 10.11	Mar-25	A report to be provided following Councillor Briefing in March 2025 report due April 2025	DCPE	Mar-25	Mar-25
Sporting Venue Sponsorship Program	14/11/2024 Item 11.01		A report to Council regarding the options available to consider the establishment of a Sporting Venue Sponsorship	DCPE	Apr-24	
Waste Diversion Program	20/02/2025 Item 13.15		A report to the Ordinary Council April 2025 outlying waste items	DCU	Apr-25	
MAY 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Council owned lots at North Shore: Progress of Sale	19/09/2018 Item 09.24 14/12/2023 Item 13.09		Awaiting Flood impact assessment report. Options for sale of land will be prepared for Council consideration as part of the broader property review due in May 2025	DBP		Nov-23 Mar-24 May-24 Jul-24 Dec-24 Nov-24 Feb-25 Apr-25
Draft Community Engagement Strategy	20/03/2025 Item 11.06	Briefing Required	Future report to Council	DCPE	May-25	

MAY 2025 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Policy Review - Wastewater Services Policy	20/02/2025 Item 13.07		Report to be tabled at the May 2025 Council meeting	DCU	May-25	
Policy Review - Water Supply Services Policy	20/02/2025 Item 13.08		Report to be tabled at the May 2025 Council meeting	DCU	May-25	
Policy Review - Control of Burning	20/03/2025 Item 13.01		Future report to be presented to the May 2025 Meeting	DCPE	May-25	
Strategic Land Purchase for Future Infrastructure Provision	12/12/2024 Item 14.02		A future progress report to the next available Ordinary Council Meeting on the Acquisition of the land to Council	DCI		
Stormwater Strategic Action Plan	20/02/2025 Item 13.06		A future report to be tabled at Ordinary Council Meeting	DCI		
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		
T-22-04 Water SCADA	18/05/2024 Item 14.01		Further report to be presented after contract awarded	DCU		
MAY 2025 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Walking and Cycling Review	12/12/2024 Item 13.05		A report to Council following public exhibition	DCI		

JUNE 2025 REPORTS						
Report	Date and Item of Resolution	Council or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Review: Audit, Risk and Improvement Committee	15/08/2024 Item 10.10		Draft report almost completed by consultants. Meeting availability of ARIC members for comment has delayed this process prior to coming back to Council.	DBP	Dec-24	Mar-25 Apr-25
Hastings River Flood Study Extension	12/12/2024 Item 13.04		A report be tabled by June 2025 Ordinary Council Meeting	DCI	Jun-25	
Places to Play Plan	20/06/2024 Item 11.04		A further sub plans report to Council for consideration 2024-2025	DCPE	Jun-25	
JULY 2025 REPORTS						
Report	Date and Item of Resolution	Council or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Community Grants Program 2024-2025	15/08/2024 Item 11.05		Receive a report to the July 2025 Council Meeting on outcomes of the 2024-2025 Grants Program	DCPE	Jul-25	
Port Macquarie Airport - Pilot Training and Aircraft Noise - Fly Neighbourly Agreement Trial 12 Month Review	18/07/2024 Item 12.01		A future report following the additional 12 month extension	DBP	Jul-25	
AUGUST 2025 REPORTS						
Report	Date and Item of Resolution	Council or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Draft Recreation and Open Space Action Plan and Sporting Infrastructure Priorities	18/04/2024 Item 11.03		A report to Council following public exhibition	DCPE		



AUGUST 2025 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Workshop - Future IP&R and other Council reporting enhancements planned for 2025-2026	20/2/2025 Item 10.25	Aug-25	Not yet scheduled	DCPE		
FEBRUARY 2026 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Classification as "Operational" Land - 52 John Oxley Drive, Port Macquarie - post exhibition.	20/06/2018 Item 14.05		To be incorporated in strategic property portfolio review to be undertaken in 2022/2023 Reclassify the property to operational land, this is a statutory process involving a planning proposal which includes Council fees, public exhibition, submissions, a public hearing, council resolutions and Depot Planning approval. It is estimated that this would take at least 6-9 months.	DCPE		Feb-25
Statement of Business Ethics	16/11/2023 Item 10.20		Na	GMP	2026	

DECEMBER 2026 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Administering 2028 Local Government Election	NA		NA	GMG	NA	NA
JULY 2027 REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Councillor Numbers for 2028 Local Government Election	NA		NA	GMG	NA	NA
FUTURE REPORTS						
Report	Date and Item of Resolution	Councillor or Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Biodiversity and Land Acquisition for offsets update	20/04/2023 Item 14.02		Further report to be presented for further consideration	DCPE		
Draft Findlay Park Master Plan	20/02/2025 Item 11.01		A future report to be tabled at Ordinary Council Meeting	DCPE	Future Report	
Environmental Land Rezoning - Council owned land	08/12/2022 Item 13.10		A report to Council following public exhibition	DCPE	Future Report	
Evaluation and Recommendation For Divestment of Council Land	12/12/2024 Item 14.01		A future progress report to the next available Ordinary Council Meeting on the Sale	DBP		
NSW National Parks and Wildlife Services Land Revocation	15/08/2024 Item 13.11		Note that a further report will be presented to Council detailing the outcome of the compensation process discussions with NPWS and seeking a Council resolution to proceed with the transfers.	DCI	Future Report	



FUTURE REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Tacking Point Lighthouse Construction of Accessible Walkway	20/06/2024 Item 14.04		Further report to be presented after contract awarded	DCPE	Future Report	
Policy Review - Beach Driving	20/03/2025 Item 11.04		A further report to council following public exhibition on submissions received.	DCPE	Future Report	
Draft Places to Play Plans	20/03/2025 Item 11.05		A further report to council following public exhibition on submissions received.	DCPE	Future Report	
Policy Review - Dogs in Public Spaces	20/03/2025Item 12.01		A further report to council following public exhibition on submissions received.	DCPE	Future Report	
Letter of Offer - Batar Creek Road	20/03/2025 Item 13.05		A further report to council following public exhibition on submissions received.	DCPE	Future Report	

AGENDA

ORDINARY COUNCIL
17/04/2025

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		Every		
Recreation Action Plan – Status The cycle of Recreation plan has changed due to Recreation Action Plan being adopted in February 2023	DCPE	Annually	February		Review has changed due to the Recreation and Open Space Action Plan being adopted in August 2024
Annual Drinking Water and Recycled Water Reports	DCU	Annually	Aug		Proposed reviewed draft August 2025.
Draft Community Strategic Plan (following Council Election)	DBP	4 Years	March		
Contracts Awarded under Delegation by the Chief Executive Officer	DBP	Quarterly	Feb, May, Aug, Nov		
Development Activity and Assessment System Performance	DCPE	Quarterly	Feb, May, Aug, Nov		
Camden Head Lookout Bimonthly report on progress of group, development and preliminary works and progress toward the longer term of works (Item 11.01 18/07/2024)	DCPE	Bimonthly	Sep, Nov, Feb, April, Jun and Aug.		
Community Inclusion Plan - Update of Tasks, Measures and Actions	DCPE	Biannual	Feb, Aug		



PORT MACQUARIE
HASTINGS
COUNCIL

CYCLIC Reports	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Glasshouse Strategic Plan Update	DBP	Biannual	Feb, Aug		
Legal Fees - Update Report (19/09/18 - Item 09.16)	CEO	Biannual	Feb, Aug		
2022-2026 Delivery Program – Six Monthly Progress	DBP	Biannual	Feb, Aug		
Grant Application Biannual Report (16/02/23 - Item 11.05) (21/08/19 - Item 11.02)	DCPE	Biannual	Feb, Aug		
Major Events Grants Round 1 Round 2	DCPE	Biannual	Sept Apr		
Chief Executive Officer's Performance Review	CEO	Annually	Aug		
Operational Plan – Quarterly Progress	DBP	Quarterly	May, Nov (other 2 quarters reported with DP 6 monthly progress report)		
Quarterly Budget Review Statement	DBP	Quarterly	Feb, May, Aug, Nov		
Mayoral and Councillor Fees (Setting of)	CEO	Annually	May		
General Fund Operating Performance	CEO	Biannual	Jun Dec		
Update on Site Specific Planning Proposal Requests	DCPE	Biannual	Jun Dec		
Kooloonbung Creek Flying Fox Camp Management Plan - Annual Update (16/06/2021 - Item 12.03)	DCPE	Annually	Jun		
Port Macquarie-Hastings Destination Management Plan 2020-2024 (20/05/2020 - Item 12.01)	DCPE	Annually	Jun		
Draft Delivery Program (Incl Draft OP and Fees and Charges)	DBP	Annually	Jun		
Draft Resourcing Strategy (FP)	DBP	Annually	Jun		
Community Strategic Plan (following Council Election)	DCPE	4 Years	Jun		
Draft Community Engagement Strategy (following Council Election)	DCPE	4 Years	Jun		
Council Policy - Status	CEO	Annually	Jul		
UGMS - Annual Progress Report on Implementation and Status of Actions (20/06/18 - Item 12.07)	DCPE	Annually	Jul		
Local Preference Policy Outcomes	DBP	Annually	Aug		



CYCLIC Reports	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Cultural Plan 2021 - 2025: Implementation and evaluation of actions undertaken (04/08/2021 - Item 10.01)	DCPE	Annually	Aug		
Living and Place Strategy, Affordable Housing Plan update on actions (20/03/2025 - Item 13.04)	DCPE	Annually	Aug		
Audit, Risk and improvement Committee Annual Report	CEO	Annually	Sep		
Integrated Transport Plan Reporting (20/03/2025 Item 12.02)	DCI	Annually	Sep		
Annual Disclosure of Interest Returns	CEO	Annually	Oct		
Professional Development of Councillors (15/09/2021 - Item 09.07)	CEO	Annually	Oct		
Opportunity for Local Firms to do Business with Port Macquarie-Hastings Council	DBP	Annually	Oct		
Draft Procurement Strategy 14/11/24 - Item 10.21	DBP	Annually	Oct		
Councillor Attendance at Meetings 14/11/24 - Item 10.04	DBP	Annually	Oct		
Council Meeting Dates	CEO	Annually	Nov		
Legislative Compliance Register	CEO	Annually	Nov		
Council's Annual Report	DBP	Annually	Nov		
Performance of Property Investment Portfolio (20/11/19 - Item 10.17)	DBP	Annually	Nov		
Local Strategic Planning Statement - Implementation of Actions (03/11/2021 - Item 12.05)	DCPE	Annually	Nov		
Koala Recovery Strategy Annual Report (19/09/18 - Item 12.05)	DCPE	Annually	Nov		
Annual Financial Statements for the Year Ended 30 June 2023	DBP	Annually	Nov		
State of Our Region (following Council Election)	DBP	4 Years	Nov		
Code of Conduct Complaints Annual Report	CEO	Annually	Dec		

Attachments

Nil

Item: 10.08

Subject: DRAFT INTEGRATED PLANNING AND REPORTING DOCUMENTS
- PUBLIC EXHIBITION

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

1. Endorse the following draft Integrated Planning and Reporting documents for the purpose of public exhibition and place the documents on exhibition for a period of not less than 28 days:
 - (a) The draft Community Strategic Plan *Imagine2050* (Attachment1)
 - (b) The draft Delivery Program 2025-2029 including the draft Operational Plan 2025-2026 (Attachment 2)
 - (c) The draft Resourcing Strategy 2025-2035 (Attachment 3)
2. Receive a further report following conclusion of the public exhibition period, addressing all submissions received and any amendments required to the draft Community Strategic Plan *Imagine2050*, draft Resourcing Strategy 2025-2035 and draft Delivery Program 2025-2029 including draft Operational Plan 2025-2026.
3. Note that the draft Asset Plans which will form part of the draft Asset Management Strategy are to be provided separately to Councillors for consideration and then presented to the Ordinary Council Meeting in May 2025 seeking approval to publicly exhibit the draft Asset Plans for not less than 14 days.
4. Note that public exhibition of the draft Integrated Planning and Reporting documents will be undertaken in accordance with the Integrated Planning and Reporting Documents 2025-2029 Engagement Plan (Attachment 4).

Executive Summary

The draft Community Strategic Plan – *Imagine2050*, draft Resourcing Strategy 2025-2035, draft Delivery Program 2025-2029, draft Operational Plan 2025-2026 are being presented to Council, seeking endorsement for the documents to be placed on public exhibition. Following the exhibition, details of all submissions received and how they have been responded to will be presented to the Ordinary Meeting of Council in June 2025.

This report should be considered in conjunction with the report on the draft Budget 2025-2026, Fees and Charges, Revenue Policy and Rating Maps Documents which is being presented separately to Council on the April 2025 Council Meeting agenda.

The draft Community Strategic Plan (Attachment 1) has been prepared by Council on behalf of the community. It sets out the community's vision, aspirations and priorities for the future. The draft Delivery Program (Attachment 2) is Council's response to turning the community's vision into action, outlining the services, projects and programs Council will be prioritising over the next four-year term of Council. The draft Operational Plan 2025-2026 which forms part of the Delivery Program (Attachment 2) is the first instalment of a 4-year Delivery Program (2025-2029) and contains specific projects and actions for 2025-2026 that aim to continue effective service delivery and progress actions for the identified priorities.

To support the development of the draft Integrated Planning and Reporting (IP&R) documents Council is also required to develop a Resourcing Strategy. The Resourcing Strategy articulates how Council will allocate resources to deliver the objectives under its responsibility as outlined in the Delivery Program and Operational Plan. The draft Resourcing Strategy (Attachment 3) comprising the Long-Term Financial Plan, the Workforce Management Plan and Asset Management Strategy is also proposed to be placed on public exhibition with the other IP&R documents.

Briefings were held with Councillors on 13 February 2025 and 13 March 2025 on the IP&R review process and development of the draft Community Strategic Plan – *Imagine2050* and draft Delivery Program 2025-2029 including draft Operational Plan 2025-2026. In addition, several Councillor briefings were held detailing the assumptions guiding the budget and Long-Term Financial Plan (LTFP) development of the draft 2025-2026 budget.

This report recommends that the draft Integrated Planning and Reporting documents be endorsed and placed on public exhibition for a period of not less than 28 days in accordance with the Integrated Planning and Reporting Documents 2025-2029 Engagement Plan provided attached (Attachment 4).

A further report summarising the outcomes of the public exhibition and seeking Council's adoption of the draft Community Strategic Plan *Imagine2050*, draft Resourcing Strategy 2025-2035, and the draft Delivery Program 2025-2029, draft Operational Plan 2025-2026, will be presented to the Ordinary Council Meeting in June 2025.

Discussion

1. Integrated Planning and Reporting (IP&R) framework

The Integrated Planning and Reporting (IP&R) framework is a legislative requirement providing all NSW councils with a clear structure to develop, document and deliver long term plans for their community. It assists Council in strategic planning by supporting the development of interconnected long, medium, and short-term plans, aligned to the community's vision, within the Council's resource capacity. It assists to ensure councils are more community focused, responsive and sustainable in the long term.

The IP&R framework provides a structure to:

- Articulate the community's vision and priorities
- Integrate council's strategies, plans and work program and activities, within available resources

- Undertake ongoing community engagement to inform our service levels and what we do
- Align what we do to NSW State and Regional Plans and Priorities
- Maintain accountability and transparency by:
 - defining clear roles and responsibilities
 - ensuring regular monitoring and reporting
 - implementing a program of continuous improvement.

The figure below shows the documents that make up the IP&R framework.



A summary of each IP&R document is provided below.

Community Strategic Plan (CSP) - 10 years: As the highest-level strategic planning document in the IP&R framework, the CSP sets out the community's vision, aspirations and priorities for the future. Council prepares the plan on behalf of the community and deliver the outcomes in partnership with all levels of government, non-government agencies, local organisations and the community. It includes community indicators to determine whether the strategic objectives are being achieved. Council is required to place the draft CSP on public exhibition for a period of at least 28 days. Council must publish a copy of its CSP on Council's website and provide a copy to the Chief Executive of the Office of Local Government within 28 days after the plan is adopted.

Community Engagement Strategy (CES): Based on social justice principles the CES outlines how and when we engage with our community when developing Council plans, policies, programs and key activities, including the development and review of the CSP. Council is required to review its CES within 3 months of the local government elections, as part of the broader review of the Community Strategic Plan.

Council has undertaken a review of its Community Engagement Strategy and adopted the new IP&R Community Engagement Strategy at its Ordinary meeting in March 2025.

Resourcing Strategy: Demonstrates how Council will resource (with people, assets and finances) its functions including implementing the objectives and strategies in the CSP, Delivery Program and Operational Plan. It includes 3 interrelated plans:

- 10 year Long Term Financial Plan
- 10 year Asset Management Strategy, Asset Management Policy and Asset Management Plans for each class of assets
- 4 year Workforce Management Strategy aligned and addressing human resourcing requirements of the Delivery Program.

These plans are reviewed and updated annually as part of development of the annual Operational Plan.

The Long-Term Financial Plan (Attachment 3) is required to be publicly exhibited for at least 28 days. There are no specific public exhibition requirements for the Workforce Management Strategy and Asset Management Strategy, Asset Management Plans and Asset Management Policy to support the Community Strategic Plan and Delivery Program, however these are provided here to support understanding of the other documents and will be included in the public exhibition material as draft documents, to be finalised following exhibition. The legislation only requires that Council prepare and adopt these plans. Council must post a copy of the adopted components of the Resourcing Strategy on its website.

Asset Management Plans

A key component of Council's Resourcing Strategy is our asset management planning, which includes:

- Asset Management Policy (available on Council's website and included in the draft Resourcing Strategy 2025-2035 - Attachment 3)
- Asset Management Strategy (included in the draft Resourcing Strategy 2025-2035 - Attachment 3)
- Asset Management Plans (currently in draft). Council has 12 Asset Management Plans covering our major asset classes.

Council's Asset Management Plans are in draft and are currently being updated to reflect the latest asset and financial information flowing from finalisation of the draft 2025-2026 budget and Long-Term Financial Plan.

To facilitate consideration of the Asset Management Plans as part of IP&R documents it is proposed that:

1. The draft Asset Management Plans be provided separately to Councillors for consideration in April 2025 and then presented to the Ordinary Council Meeting on 15 May 2025 seeking approval to publicly exhibit the draft Asset Plans for not less than 14 days.

It should be noted that the legislative requirement for the Asset Management Plans is that they are prepared and adopted by the Council. There is no legislative requirement for these plans to be publicly exhibited, however it is considered that for completeness of the IP&R suite of documents it would be appropriate to place these Plans on exhibition as well.

2. A further report will be provided to the Ordinary Council Meeting in June 2025, after the public exhibition period, addressing all submissions received and any amendments required to the draft Asset Management Plans.
3. The draft Asset Management Plans will be presented to the Ordinary Council Meeting in June 2025 seeking adoption as part of the Resourcing Strategy 2025-2035 and suite of IP&R documents.

Subject to adoption by Council in June 2025 the Asset Management Policy, Asset Management Strategy and Asset Management Plans will be available as public documents on Council's website. The plans will be reviewed annually to reflect any significant changes in asset condition or service level of the asset portfolio as part of preparing the annual Operational Plan.

Delivery Program (DP) - 4-years: The DP outlines the principal activities that the Council will undertake during its term of office to implement the strategies in the CSP, within available resources. It addresses the full range of Council operations, including business-as-usual activities and financial estimates across the 4 years. It includes service key performance indicators to determine the effectiveness of each principal activity. The draft Delivery Program covers the period of 2025-2029. The draft Delivery Program must be placed on public exhibition for a period of at least 28 days. Council is required to post a copy of its Delivery Program on the council's website within 28 days after the plan is adopted.

Operational Plan (OP) - 1 year: Supporting the 4-year Delivery Program Council is required to have the annual OP detailing the individual projects and actions that will be undertaken in that year to achieve the commitments made in the DP. The draft Operational Plan 2025-2026 is the first instalment of a 4-year Delivery Program (2025-2029).

The Operational Plan must also include the following components which are being considered under a separate report on the April 2025 Council meeting agenda:

- Statement of Revenue Policy
- Fees and Charges and statement of the pricing methodology.

The draft Operational Plan must be placed on public exhibition for a period of at least 28 days. Council must publish a copy of its Operational Plan on the Council's website within 28 days after the plan is adopted.

Together the IP&R documents guide Council's operations to deliver the services and facilities our community needs and desires to improve Port Macquarie-Hastings as a vibrant place to live, work and visit.

2. Integrated Planning and Reporting Review Process

Following the local government elections on 14 September 2024 all NSW Councils were required to review their suite of IP&R documents before 30 June in the following year (i.e., 30 June 2025). The review process is summarised below.

Key review step	Description
1. Legislation Review	A review of our current IP&R documents against legislative and essential element requirements in the 'Guidelines', including 'Good', 'Better', Best' Practice and Office of Local Government IP&R Peer Review Program feedback, to identify areas for improvement.
2. Service Planning	Service planning to inform preparation of four-year Delivery Program and annual Operational Plan.
3. Strategic context	<p>Consideration of the strategic context to understand external and internal influences that may impact our plans, including:</p> <ul style="list-style-type: none"> • forecast population and employment growth and community infrastructure and service needs • State Government priorities and plans • technology & digital transformation • local government legislative responsibilities • financial and budget settings, asset management and workforce data and trends.
4. Community feedback review	<p>A review of community feedback from engagement activities, surveys and exhibition of strategies since adoption of the current Community Strategic Plan <i>Imagine2050</i> in June 2022 to reconfirm community priorities and focus areas.</p> <p>Key messages from community feedback:</p> <ul style="list-style-type: none"> • Infrastructure keeping pace with population growth • Managing development to protect our unique Port Macquarie Hastings lifestyle • Improving transport and accessibility • Maintaining quality community facilities and public amenities • Planning for housing diversity and affordability • More community services to cater for changing community needs • Protecting the natural environment and disaster management • Supporting a thriving economy, and vibrant towns and villages • Financial management, communications and leadership. <p>These have been summarised into five community focus areas as follows:</p> <ol style="list-style-type: none"> 1. Planning for infrastructure and growth, 2. Safe, healthy and connected community, 3. Healthy and balanced environment, 4. Strong local economy and 5. Strong leadership.

Areas of improvement arising from this review which have been incorporated into the draft IP&R documents include:

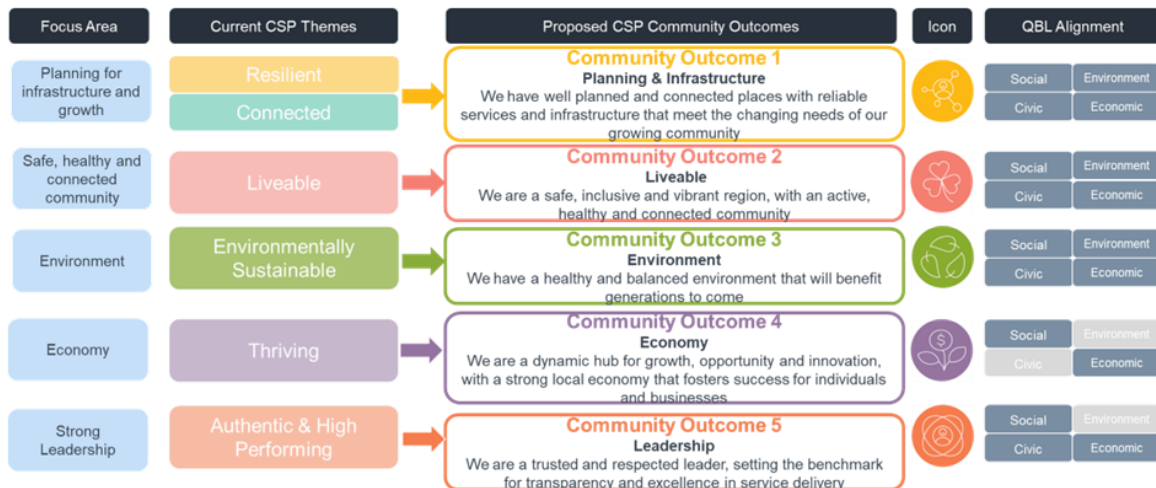
All documents

- Better integration and stronger linkages between the Community Strategic Plan, Delivery Program, Operational Plan and Resourcing Strategy and alignment of what we do to the community priorities, expected levels of service and outcomes set out in the Community Strategic Plan and Delivery Program.
- Improving assessment methods and how we measure the effectiveness of what we do and including baselines, targets and data sources for assessment methods in the Community Strategic Plan and Delivery Program.
- Improved document design including readability, navigation (table of contents, page numbers, glossary etc.) (10.25iv, 10.25vi).
- Strengthening the alignment with quadruple bottom line (QBL) which will provide more comprehensive reporting as part of Annual Report and State of the Region Report.

Draft Community Strategic Plan *Imagine2050*

- Inclusion of Community Indicators in the Community Strategic Plan to meet legislative requirements and improve reporting of our progress towards delivering on the community outcomes and priorities as part of the State of the Region.
- Simplifying the language and layering and presenting a 'plan on a page' view. This has been achieved by:
 - Moving to Community Outcome statements for the strategic objectives and combining the previous Community Strategic Plan themes of 'Resilient' and 'Connected' into a single Community Outcome (Planning and Infrastructure)
 - Simplifying the language and reducing the number strategies.
- Aligning each service to the relevant Community Outcome and support strategy.

This change is summarised in the diagram below.



Draft Delivery Program 2025-2029 including Operational Plan 2025-2026

- Identifying Councillor four-year strategic priority areas, namely:
 - Cowarra Water Treatment Plant
 - Thrumster Wastewater Treatment Plant
 - Kew/Kendall Wastewater Scheme Diversion
 - Embedding the Quadruple Bottom Line
 - Recreation Priorities and Grant Funding Advocacy (Aquatic Facility and new sporting fields)
 - Local and Regional Road Upgrades (actively seeking funding for Lake Road, Hastings River Drive, John Oxley Drive)
 - State Road Upgrades and Road Safety (actively seeking funding for Oxley Highway corridor and Houston Mitchell Drive intersection upgrade)
 - Housing Affordability.
- Combining the Delivery Program and Operational Plan into a single document and structuring it to better link each service to the Community Outcome in the Community Strategic Plan.
- Better articulation of ongoing (i.e. business as usual') service activities and programs across the 4 years of the Delivery Program.
- Providing a multi-year view of project/actions in the Operational Plan, with a project reference number, which will facilitate:
 - Establishing a rolling suite of documents over a longer period.
 - Consistency in format, referencing and layout of the Operational Plan across the four years of the Delivery Program (10.25vi)
 - Maintaining the names of services and composition during the Delivery Program (10.25vi)
 - Enable project/actions to remain in the document across the four years of the Delivery Program. If a project is completed the FY this occurred will be noted. This will assist in tracking cumulative changes across the four years. (10.25v and 10.25vii)
- Improved key performance indicators (KPIs) to measure service effectiveness in the Delivery Program.
- Inclusion of output measures in the Operational Plan.

Resourcing Strategy

- Improved integration with the Delivery Program and link to the Community Strategic Plan Community Outcomes
- Improved connection between the Long-Term Financial Plan, Workforce Planning Strategy and Asset Management Strategy.

3. IP&R improvement opportunities

Reinforcing the need for improvements to the suite of documents and reporting Council at its Ordinary Meeting of 20 February 2025 resolved to request the Chief Executive Officer to consider a number of issues or areas for improvement in the preparation and delivery of the draft IP&R documents.

The following table provides a summary of the areas identified by Council and provides comment in respect of the changes made to the documents.

Recommendations 10.25(1). iv, v, vi, vii which relate to the content and presentation of the IP&R documents have also been noted in the 'areas for improvement' in the section above.

*10.25 Notice of Motion - Integrated Planning and Reporting**That Council:*

1. *Request the Chief Executive Officer to give consideration to the following desired improvements to Council's upcoming Integrated Planning & Reporting (IP&R) suite of documents and future reporting.*

Item	Comment
i	<p><i>Clarity regarding how each line item is funded. For example, if both Reserves and Development Contributions are used to fund an action, the document to specify how much money is being budgeted from each source.</i></p> <p>Funding sources are provided in the Operational Plan. More detailed reporting on funding source splits will be noted for future reiterations.</p>
ii	<p><i>Including the whole name of each funding source: e.g. which specific reserve and sub-reserve/s is the funding coming from and which specific developer contributions fund is it coming from.</i></p> <p>Some of the specific reserves funding some items in the Operational Plan (e.g. Environmental and Community Infrastructure Levy) has been included.</p> <p>While incorporated where possible, enhanced software is required to ensure more robust tracking across all funding sources.</p>

Item		Comment
iii	<i>Works program being presented as a document with a 10-year view and contains all details currently provided in the draft works program, plus the capital works program scenarios, changes/carry overs reflected and highlighted within the document as they are decided upon and made available via the Elected Member Portal.</i>	<p>The Budget Pack provided to Councillors includes the 10 year works program included in the LTFP for each fund.</p> <p>The Unfunded Budget Register provided to Councillors under separate cover includes identified capital works/renewals that are not included in the LTFP.</p> <p>Future changes/carry overs to the works program will be considered as future reporting developments.</p>
iv	<i>Inclusion of a contents page in all draft and final IP&R documents</i>	A contents page has been included in all IP&R documents.
v	<i>Inclusion of a 'living' appendix to the Operational Plan, which lists cumulative changes (movement out and in) and is updated as resolutions are made.</i>	It is proposed that each project/action will remain in the document across the four years of the Delivery Program. If a project is completed the FY this occurred will be noted and retained. This will assist in tracking cumulative changes across the four years.
vi	<p><i>Consistency of the Operational Plan format across the delivery program:</i></p> <ul style="list-style-type: none"> <i>Maintaining the names of service areas for the duration of the delivery program</i> <i>Maintaining composition of service areas for the duration of the delivery program</i> <i>Consistency of Operational Plan references and lay-out of the document.</i> 	This will be facilitated by the proposed multi-year view of project/actions in the Operational Plan, with a project reference number, service area and layout that will remain consistent across the Delivery Program and subsequent Operational Plans.
vii	Automatic allocation of a line item for actions/items not delivered in the Operational Plan in the following years Operational Plan with the line item denoted by the original	As noted above, to address this a multi-year view of project/actions in the Operational Plan is proposed as well as each project/action remaining in

Item	Comment
	the document across the four years of the Delivery Program. If a project is completed the FY this occurred will be noted. This will assist in tracking cumulative changes across the four years.
viii	<p>All deferrals proposed in reports stipulating the Operational Plan reference and a date to which the project is to be deferred to.</p> <p>Noted for future reporting, subject to adoption of the IP&R documents.</p> <p>There will be a briefing of Councillors in August 2025 on what future reporting more broadly will look like.</p>
ix	<p><i>Reporting Progress on Operational Plan line items: Progress be reported both in writing, and also with a visual system that includes the following categories:</i></p> <ul style="list-style-type: none"> • Completed • On track • Off-track, with the subcategories: <ul style="list-style-type: none"> ○ offtrack but still to be completed in the current Operational Plan, ○ deferred to next Financial Year ○ deferred to years 3 or 4 within Delivery Plan <p>Noted for future reporting, subject to adoption of the IP&R documents.</p> <p>There will be a briefing of Councillors in August 2025 on what future reporting more broadly will look like.</p>
2.	<p><i>Receive a response to each of the requested considerations as part of the Councillor Briefing to be scheduled prior to finalisation of the draft IP&R suite of documents</i></p> <p>Provided at the Councillor Briefing on 13 March 2025</p>
3.	<p><i>Receive the response to each of the requested considerations in clause 1 in the report to the Ordinary Council Meeting which presents the Draft IP&R suite</i></p> <p>Provided in this Council report.</p>
4.	<p><i>Request the Chief Executive Officer provide a Councillor Briefing on the future IP&R and other Council reporting enhancements planned for 2025-2026 by August 2025</i></p> <p>To be scheduled.</p>

Options

Council has the following options available for consideration:

1. Council could adopt the recommendation as proposed or
2. Council could seek additional information on the content of the IP&R suite of documents prior to placing on exhibition, noting this would delay the proposed minimum 28 days' exhibition period and potentially impact ability to meet legislative timeframes for adoption of the planning suite of documents by 30 June 2025 or

1.

Option 1 is the recommendation of this report.

Community Engagement and Internal ConsultationInternal Engagement

Briefings were held with Councillors on 13 February 2025 and 13 March 2025 on the IP&R review process and development of the draft Community Strategic Plan – *Imagine2050* and draft Delivery Program 2025-2029 including draft Operational Plan 2025-2026. Several Councillor briefings were also held detailing the assumptions guiding the budget and Long-Term Financial Plan (LTFP) development of the draft 2025-2026 budget.

Internal engagement has been a key component in preparing this suite of IP&R documents as part of the development of the 2025-2026 Budget, Revenue Policy, and Fee Structure. This process has included the establishment of an internal Project Steering group for governance oversight and a number of senior leadership sessions to align our program of delivery over the next four years with financial planning with strategic priorities. A thorough review of capital programs was conducted to ensure that project delivery is achievable within the phased budget.

Additionally, the budget prioritisation framework was assessed in the context of the revised Community Strategic Plan and Delivery Program, ensuring that funding decisions reflect long-term objectives. This collaborative approach has strengthened our planning processes developing the IP&R documents as well as financial accountability and alignment with Council's strategic direction.

Integrated Planning and Reporting Documents 2025-2029 Engagement Plan

The draft IP&R Community Engagement Strategy was publicly exhibited in January 2025, and submissions received were reported to the Ordinary Council Meeting on 20 March 2025 where the Strategy was adopted by Council.

Community and Councillor feedback to the draft IP&R Community Engagement Strategy has been used to develop the IP&R Engagement Plan (Attachment 4) and proposed activities to ensure that key stakeholders and the broader community have an opportunity to provide feedback on the draft IP&R documents. The IP&R Community Engagement Plan has a focus on tailored engagement methods to reach demographic groups that have been under-represented in past Council engagements.

Community engagement will be undertaken in conjunction with the broader IP&R suite of documents. The draft IP&R documents will be publicly exhibited between 22 April 2025 to 25 May 2025 (inclusive) meeting our legislative requirements.

The Integrated Planning and Reporting Documents 2025-2029 Engagement Plan is included at Attachment 4.





Planning and Policy Implications

The draft IP&R documents have been prepared to meet Council's legislative responsibilities under the Local Government Act 1993. This report is aligned with Council's obligations under the NSW Integrated Planning and Reporting Framework legislative requirements.

Financial and Economic Implications

The financial implications relating to the draft IP&R documents are addressed in the separate Council report on the Draft Budget 2025-2026 Fees and Charges, Revenue Policy and Rating Maps Documents also being considered at this meeting.

Attachments

1.  Draft Community Strategy Plan Imagine2050
2.  Draft Delivery Program 2025-2029 including draft Operational Plan 2025-2026
3.  Draft Resourcing Strategy 2025-2035
4.  Integrated Planning and Reporting Documents Engagement Plan

Item: 10.09

Subject: DRAFT BUDGET 2025-2026 FEES AND CHARGES, REVENUE
POLICY AND RATING MAPS DOCUMENTS FOR PUBLIC
EXHIBITION

Presented by: Business and Performance, Keith Hentschke

Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

RECOMMENDATION

That Council:

1. Note the financial commentary related to the 2025-2026 Budget and updated Long Term Financial Plan in support of the Draft Resourcing Strategy 2025-2035, Draft Delivery Program 2025-2029 and Draft Operational Plan 2025-2026 presented as a separate report on this agenda.
2. Endorse the following draft Integrated Planning and Reporting documents be publicly exhibited for not less than 28 days:
 - a) Draft 2025-2026 Revenue Policy
 - b) Draft 2025-2026 Fees and Charges
 - c) Draft 2025-2026 Rating Maps
3. Note that a further report will be submitted to Council in June 2025 after the public exhibition period addressing all submissions received and any amendments proposed to the Draft 2025-2026 Revenue Policy, Draft 2025-2026 Fees and Charges and the Draft 2025-2026 Rating Maps.

Executive Summary

Port Macquarie-Hastings Council's Draft 2025–2026 Budget has been developed in alignment with the NSW Integrated Planning and Reporting (IP&R) Framework, which ensures a coordinated approach to long-term strategic planning, resourcing, and service delivery. This budget supports the implementation of the revised Community Strategic Plan – *Imagine 2050* and its supporting strategies, including the Delivery Program 2025–2029 and the 2025–2026 Operational Plan.

Key Budget Highlights

- Total Budgeted Income: \$273.1 million
- Total Capital Works Program: \$176 million
- Fully funded operating and capital budget across all funds with no net movement in working capital
- Operating Loss (excl. capital grants): \$8.9 million consolidated, mainly due to a \$19.2 million shortfall in the General Fund (including waste)

Despite the operating shortfall, Council maintains strong financial resilience, with sufficient reserves and liquidity to support priority infrastructure investment, including the projected borrowings to support these projects over the next few years.

Revenue and Rate Assumptions

- IPART Rate Peg for 2025–2026: 4.1%
- Waste Charges: Increase of 5.1% (Rate Peg +1%), supporting higher organics processing costs
- Sewer Charges: Increase of 9.1% (Rate Peg +5%) to fund critical infrastructure
- Total Rates Revenue: Estimated at \$62.2 million

Council will seek to continue to diversify revenue streams through revised fees and charges and a fee-for-service approach to reduce reliance on rate income.

Major Capital Projects (2025–2026)

- Cowarra Water Scheme – Construction: \$36.8M
- Maria River Road Upgrade: \$15.8M
- Thrumster Sporting Fields: \$10.2M
- Ocean Drive Duplication: \$10.0M
- Northern Arm Trunk Water Main: \$14.7M
- Thrumster Wastewater Treatment Plant (WWTP): \$6.2M

These projects support the region’s growth, improve service delivery, and enhance liveability.

Financial Sustainability and Long-Term Planning

The Long-Term Financial Plan (LTFP) forecasts balanced budgets with sufficient liquidity across all funds. However, structural operating deficits in the General Fund and rising infrastructure demands indicate a need for ongoing financial discipline.

Key financial indicators show mixed performance:

- Operating Performance Ratio: Negative from 2025–2026 to 2031–2032, recovering somewhat thereafter
- Own Source Revenue Ratio: Exceeds benchmark (72.9% in 2025–2026)
- Unrestricted Current Ratio: Strong at 4.36 (benchmark 1.5)
- Debt Service Cover Ratio: Above benchmark but nearing limits as borrowing increases to fund priority infrastructure projects
- Cash Expense Cover Ratio: Strong at 23.16 months (benchmark 3)

Council will monitor debt levels and external economic pressures to ensure capacity is retained for unforeseen events or cost escalations.

Asset Management and Infrastructure Gaps

Council’s Asset Management Strategy indicates continued underperformance against infrastructure renewal and maintenance benchmarks:

- Renewal Ratio: 62.7% (benchmark: ≥100%)
- Asset Backlog Ratio: 2.79% (benchmark: <2%)
- Maintenance Ratio: 89.0% (benchmark: >100%)

Without additional funding, future service levels may be at risk. Council needs to actively investigate funding strategies and efficiencies to address this challenge.

Key Budget Challenges for 2025-2026

In recent years, key services such as parks maintenance and stormwater upkeep, have been partly funded through reserves, including water and sewer dividends. With these funding sources no longer available, these services are at high risk of reduced levels, despite being identified as community priorities in recent surveys. To maintain

current service standards, Council could consider using the available rate yield with possible options detailed in Attachment 5.

The Draft 2025–2026 Budget reflects a financially responsible plan that delivers key services and infrastructure while responding to cost pressures and strategic growth. It balances short-term operational needs with long-term sustainability through prudent budgeting, measured investment, and a focus on community outcomes.

It is expected that amendments to the draft budget will occur between the exhibition and adoption phases following further internal review, with any changes to be reported to Council prior to adoption. These adjustments are likely to include revision to current project costs to ensure completion (eg Ocean Drive), impacts of new grant funding received and other recent operational priorities that have arisen. The impact of recent global events is also being monitored for any potential impact on budget assumptions and input costs.

Discussion

In 2009, the Integrated Planning and Reporting (IP&R) Framework was introduced as an amendment to the *Local Government Act 1993* (the Act) to enhance strategic planning and reporting within local governments. The NSW Office of Local Government (OLG) updated the IP&R Framework Guidelines in 2021 to further promote transparency and accountability to the community. The framework assists councils in translating the community's vision and priorities into actionable plans spanning long, medium, and short-term objectives.

Port Macquarie Hastings Council's IP&R Framework includes:

- Community Strategic Plan (10+ years) - Imagine 2050: Outlines the long-term vision and aspirations of the community.
- Community Engagement Strategy: Details how the Council will engage with the community to inform decision-making.
- Resourcing Strategy: Comprises the Asset Management Strategy, Workforce Management Strategy, and Long-Term Financial Plan to ensure resources are in place to achieve the strategic objectives.
- Delivery Program (4-year) 2022-2026: Sets out the principal activities to be undertaken by the council to deliver on the strategies established in the Community Strategic Plan.
- Operational Plan: Provides a detailed annual plan with specific projects and actions for the financial year.

Collectively, these documents guide the Council in planning and allocating resources to deliver services and facilities that meet both current and future community needs.

The IP&R suite of documents are considered under separate cover at this meeting, including the:

- Community Strategic Plan (10+ years) - Imagine 2050
- Community Engagement Strategy
- Resourcing Strategy
- Delivery Program (4-year) 2025-2029
- Operational Plan

This report seeks to address the key financial inputs to the planning documents being the:

- Draft 2025-2026 Budget
- Draft 2025-2026 Fees and Charges
- Draft 2025-2026 Revenue Policy
- Draft 2025-2026 Rating Maps

Budget Assumptions for the Draft 2025-26 Budget

The Draft 2025-2026 Budget and Draft Long-Term Financial Plan (LTFP) have been developed in accordance with the principles outlined in the Draft Budget Development Policy also tabled at this meeting for adoption. The LTFP is based on defined revenue and expenditure assumptions to guide future years. Initiatives, particularly capital works schedules, include only projects with a confirmed funding source.

The development of the Draft 2025-2026 Budget has been guided by the following key assumptions:

Revenue Assumptions

- IPART - Determined Rate Peg for 2025-2026: 4.1%
- General Revenue
 - Rates & Annual Charges: 4.1%
 - User Charges & Fees: 4.1%
 - Interest Income Forecast: 3.8%
- Other Revenue
 - Waste Fees (Rate Peg + 1%): 5.1%
 - Water Fees (Rate Peg): 4.1%
 - Sewer Fees (Rate Peg + 5%): 9.1%

Expense Assumptions

- Employee Costs: Award Increases
- Materials & Contracts (excl. contractual obligations): 0%
- Other Operating Costs: 0%

Economic Indicator

- Sydney All Groups annualised CPI (June 2024 Quarter): 3.8%

Key points to note:

- Waste fees have 1% above rate peg applied in accordance with the previous Council resolution from April 2023 to support higher contracted costs for organics processing
- Sewer fees have a 5% above rate peg applied as a one-off increase to ensure the Sewer fund has sufficient liquidity to support ongoing operations as well as having the financial capacity to support the servicing of borrowings required to fund the major capital works program within the LTFP.
- Recent global events are being monitored for potential impacts on assumptions used in the draft budget

Draft 2025-2026 Budget

Throughout the development of the Draft 2025-2026 Budget, several Councillor Briefings were held to review the budget on a fund-by-fund basis. These sessions focused on ensuring the financial sustainability of each fund, which include:

- General Fund
- Waste Fund (a subset of the General Fund)
- Water Fund
- Sewer Fund

The Draft Budget outlines the financial framework for the actions, projects, and programs that Council proposes to undertake during the 2025–2026 operational year. It provides details on the cost of each service delivered to the community, ensuring transparency in financial planning and resource allocation.

2025-2026 Budget Statement by Fund

The Budget Statement outlines how Council will fund planned expenditure over the future years. It includes capital expenditure and identifies the funding sources, such as revenue, reserves, and borrowings, while excluding non-cash items like depreciation.

While the Budget Statement demonstrates that Council can secure sufficient funding for its planned expenditure, it is not an indicator of long-term financial sustainability. Rather, it reflects Council's ability to balance its budget by aligning available funding sources with planned financial commitments. This is reflected by the zero balance in the net movement in working capital in the table below.

Budget Statement by fund - 2025-2026	General 000	Waste 000	Sewer 000	Water 000
Operating Activity Receipts	144,346	33,361	50,144	45,258
Operating activity Payments	(84,492)	(28,070)	(23,283)	(21,618)
Operating Result	59,854	5,291	26,861	23,641
Movement in Restricted Assets	1,603	(3,666)	2,124	17,107
Property, Plant and Equipment Movements	(76,610)	(1,450)	(35,184)	(70,747)
Financing Activities	15,153	(174)	6,200	30,000
Movement in Funding Sources	(59,854)	(5,291)	(26,861)	(23,641)
Net Movement in working Capital	0	0	0	0

2025-2026 Income Statement by Fund

The Income Statement assesses Council's operating result, incorporating non-cash items such as depreciation while excluding capital expenditure. This provides a comprehensive view of Council's financial performance over the operational period.

The table below presents the Net Operating Result before Grants & Contributions for Capital Purposes by fund. The General Fund deficit indicates that Council's operating expenses exceed its operating revenue, resulting in a shortfall against the Office of Local Government's Operating Performance Ratio benchmark of zero where operating revenues cover all operating expenses.

Income Statement by Fund - 2025-2026	General 000	Waste 000	Sewer 000	Water 000
Total Income from Continuing Operations	144,346	33,361	50,144	45,258
Total Expenses from Continuing Operations	(126,926)	(28,937)	(35,360)	(36,196)
Operating Result	17,421	4,424	14,784	9,063
Less Grants & Contributions for Capital Purposes	41,060	0	8,804	4,807
Net Operating Result before Grants & Contributions for Capital Purposes	(23,640)	4,424	5,980	4,256

2025-2026 to 2028-2029 Consolidated Budget Statement (all funds)

The consolidated Budget Statement, as contained in the Draft 2025-2026 Operational Plan and Draft 2026-2029 Delivery Program is detailed below:

OPERATING ACTIVITIES MOVEMENTS	2025-26 000	2026-27 000	2027-28 000	2028-29 000
Income from continuing operations	273,109	276,484	254,857	261,886
Rates & Annual Charges	128,736	133,725	138,982	144,351
User Charges & Fees	49,640	51,484	53,387	55,295
Interest Revenue	13,757	12,512	8,889	7,732
Grants and Contributions	73,902	71,427	45,990	46,628
Other Operating Revenue	7,074	7,336	7,608	7,881
Expenses from continuing operations	(227,419)	(236,659)	(252,510)	(263,730)
Employee Costs	(75,160)	(77,414)	(79,737)	(82,129)
Materials & Services	(57,974)	(56,604)	(62,069)	(64,347)
Depreciation	(66,905)	(69,506)	(73,596)	(76,387)
Interest on Loans	(3,520)	(8,428)	(11,524)	(14,398)
Other Operating Expenses	(20,810)	(21,580)	(22,378)	(23,184)
Loss on Disposal of Assets	(3,050)	(3,126)	(3,204)	(3,285)
Operating result from continuing operations	45,690	39,825	2,347	(1,843)
Restricted Asset Movements				
Transfer from Restricted Assets	89,359	176,715	104,224	42,538
Transfer to Restricted Assets	(72,191)	(62,796)	(55,095)	(52,325)
Net Revenues Used/(Provided) in Restricted Assets	17,167	113,919	49,129	(9,787)
Property Plant & Equipment Movements				
Purchase of Assets	(175,992)	(276,048)	(174,728)	(88,590)
Developer Provided Assets	(8,000)	(8,000)	(8,000)	(8,000)
Net Revenues (Used in)/Provided in Investing Activity	(183,992)	(284,048)	(182,728)	(96,590)
Financing Activities Movements				
Receipts	54,588	63,727	61,554	37,778
Proceeds from Borrowings & Advances-new loan	54,588	63,727	61,554	37,778

OPERATING ACTIVITIES MOVEMENTS	2025-26 000	2026-27 000	2027-28 000	2028-29 000
Payments	(3,409)	(6,055)	(7,102)	(9,229)
Repayments of Borrowings & Advances-new loan	0	(1,723)	(3,678)	(5,673)
Repayments of Borrowings & Advances-existing loan	(3,409)	(4,332)	(3,424)	(3,555)
Net Revenues (Used in)/Provided in Financing Activity	51,179	57,671	54,451	28,549
Net Result (including depreciation)	(69,955)	(72,632)	(76,801)	(79,672)
Add Back: Non-cash items	69,955	72,632	76,801	79,673
Budget Surplus/(Shortfall)	nil	nil	nil	nil

This reflects a fully funded operating and capital budget across the period.

Long Term Financial Plan

As previously noted, Council's Draft Long-Term Financial Plan (LTFP) has been developed in accordance with the principles outlined in the Draft Budget Development Policy. The LTFP is contained within the Resourcing Strategy and considered under separate cover at this meeting.

The following extract represents the Consolidated (All Funds) Income Statement across the 10 years of the LTFP which informs the ratio graphs that follow.

Consolidated Income Statement	2025-26 '000	2026-27 '000	2027-28 '000	2028-29 '000	2029-30 '000	2030-31 '000	2031-32 '000	2032-33 '000	2033-34 '000	2034-35 '000
OPERATING ACTIVITIES										
Income from Operations										
Rates & Annual Charges	128,736	133,725	138,982	144,351	150,005	155,749	161,671	167,770	174,100	180,644
User Charges & Fees	49,640	51,484	53,387	55,295	57,341	59,362	61,430	63,544	65,730	67,978
Interest Received	13,757	12,512	8,889	7,732	8,127	9,035	10,133	11,122	12,042	13,260
Grants & Contributions - Operating	19,231	19,700	20,288	20,704	19,304	19,741	18,362	18,821	21,118	21,600
Other Operating Receipts	7,074	7,336	7,608	7,881	8,181	8,475	8,781	9,097	9,424	9,763
Grants & Contributions - Capital	54,671	51,727	25,702	25,924	26,151	26,384	26,623	26,868	27,119	27,376
Total Income - Operations	273,109	276,484	254,857	261,886	269,109	278,746	287,000	297,222	309,533	320,621
Expenses - Operations										
Employee Costs	(75,160)	(77,414)	(79,737)	(82,129)	(84,593)	(87,131)	(89,744)	(92,437)	(95,210)	(98,066)
Materials & Contracts	(57,974)	(56,605)	(62,070)	(64,348)	(64,958)	(66,964)	(71,609)	(72,709)	(74,969)	(77,629)
Interest Paid	(3,060)	(7,956)	(11,041)	(13,902)	(15,397)	(14,950)	(14,319)	(13,659)	(12,976)	(12,281)
Borrowing Costs	(460)	(472)	(483)	(495)	(508)	(520)	(533)	(547)	(560)	(574)
Other Operating Payments	(20,810)	(21,580)	(22,378)	(23,184)	(24,065)	(24,931)	(25,829)	(26,759)	(27,722)	(28,720)
Depreciation	(66,905)	(69,506)	(73,596)	(76,387)	(83,352)	(86,528)	(89,867)	(93,379)	(97,076)	(100,972)
(Gain)/Loss on Disposal of Assets	(3,050)	(3,126)	(3,204)	(3,285)	(3,367)	(3,451)	(3,537)	(3,625)	(3,716)	(3,809)
Total Expenses - Continuing Operations	(227,419)	(236,659)	(252,510)	(263,730)	(276,238)	(284,474)	(295,439)	(303,114)	(312,228)	(322,051)
Operating Result - Continuing Operations	45,690	39,825	2,347	(1,843)	(7,129)	(5,728)	(8,439)	(5,892)	(2,696)	(1,430)
Net Operating Result before Grants and Contributions provided for Capital Purposes	(8,981)	(11,902)	(23,355)	(27,767)	(33,281)	(32,113)	(35,062)	(32,760)	(29,814)	(28,805)

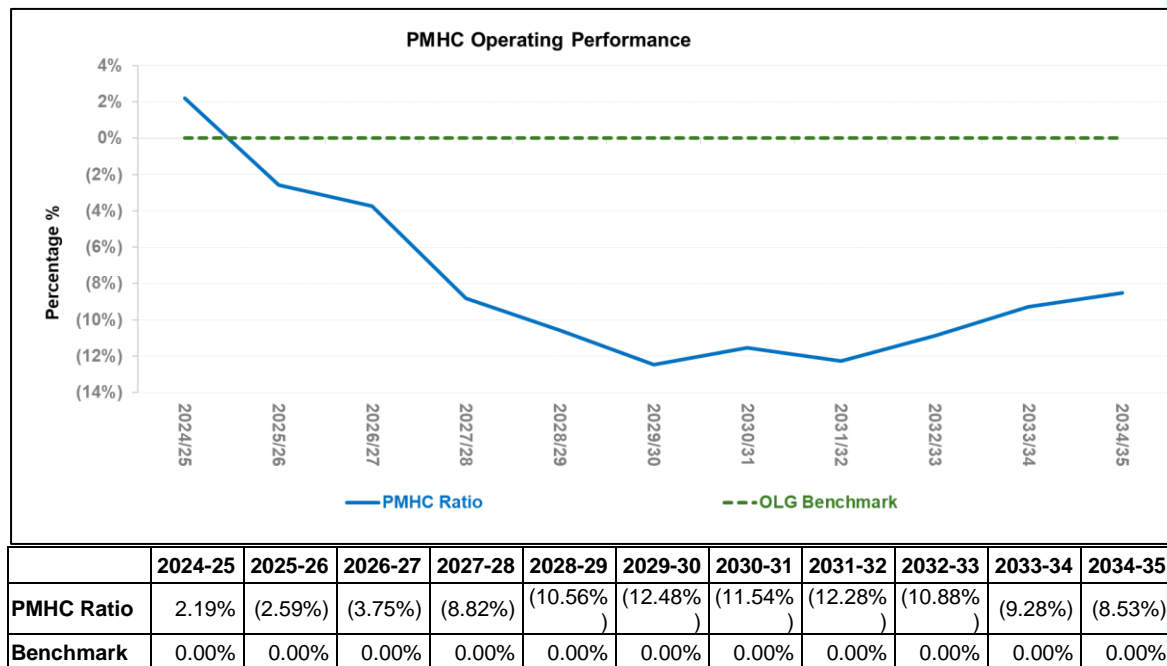
Office of Local Government Performance Ratios

The financial performance ratios used by the OLG are designed to assess and monitor the financial sustainability, efficiency, and performance of local councils. These ratios help ensure councils manage their finances responsibly and can continue to provide essential services to their communities.

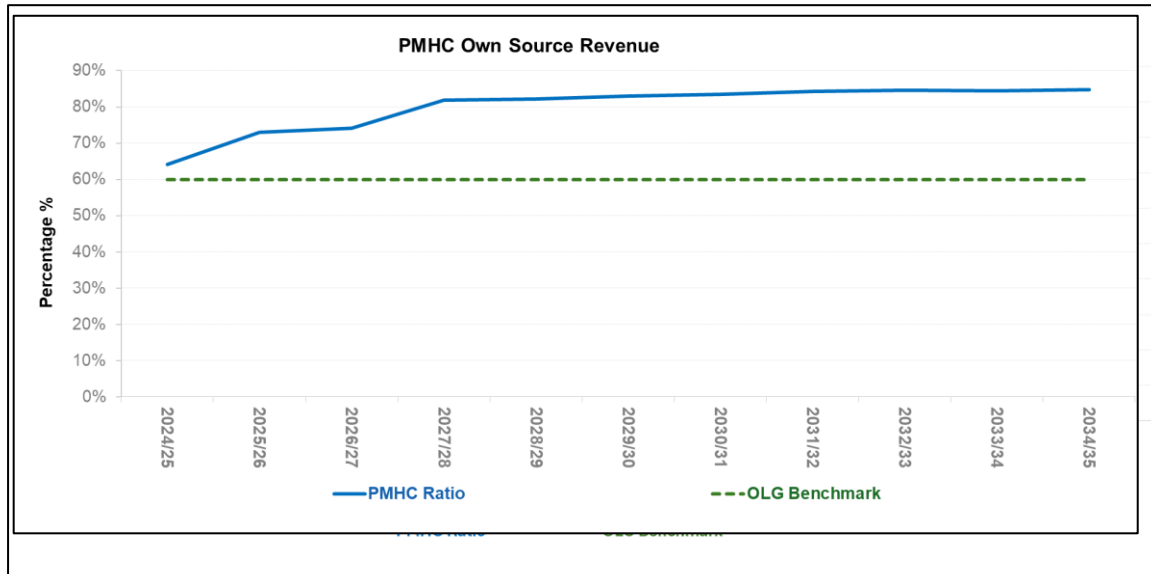
Operating Performance Ratio

The Operating Performance Ratio evaluates Council's ability to manage operating expenditure within operating revenue, excluding capital grants and contributions, fair value adjustments, and the reversal of revaluation decrements.

The graphic below illustrates the impact of consolidated deficits across the LTFP, primarily driven by the General Fund. Beginning in the 2028-2029 financial year, projected deficits in the Sewer Fund, due to borrowings for the Thrumster Wastewater Treatment Plant, are expected to further weaken the ratio, pushing it deeper into negative territory until 2031-2032. At that point, as borrowings peak and debt repayments continue, the resulting reduction in interest payments is expected to drive an improvement in the Operating Ratio from 2032-2033 onward.

**Own Source Revenue Ratio**

The Own Source Revenue Ratio measures the proportion of income that Council generates through its own operations and activities, independent of external funding or grants. This indicator is crucial as it reflects Council's financial self-sufficiency and ability to fund services without relying heavily on external support.



	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
PMHC Ratio	64.11%	72.94%	74.15%	81.92%	82.14%	83.06%	83.40%	84.28%	84.59%	84.38%	84.70%
Benchmark	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%	60.00%

The graphic above reflects Council's LTFP, which accounts for only known or confirmed grant-funded projects. As a result, from 2027-2028 onward, grant income is primarily limited to the annual Financial Assistance Grants program.

While Council will maximise grant and other external funding sources, a strategic focus on developing new own source revenue streams will ensure Council meets the OLG Benchmark going forward.

Unrestricted Current Ratio

The Unrestricted Current Ratio assesses Council's ability to meet short-term financial obligations using available, unrestricted cash and assets. This ratio is a key indicator of financial flexibility, ensuring Council has sufficient liquidity to cover everyday expenses without financial strain.

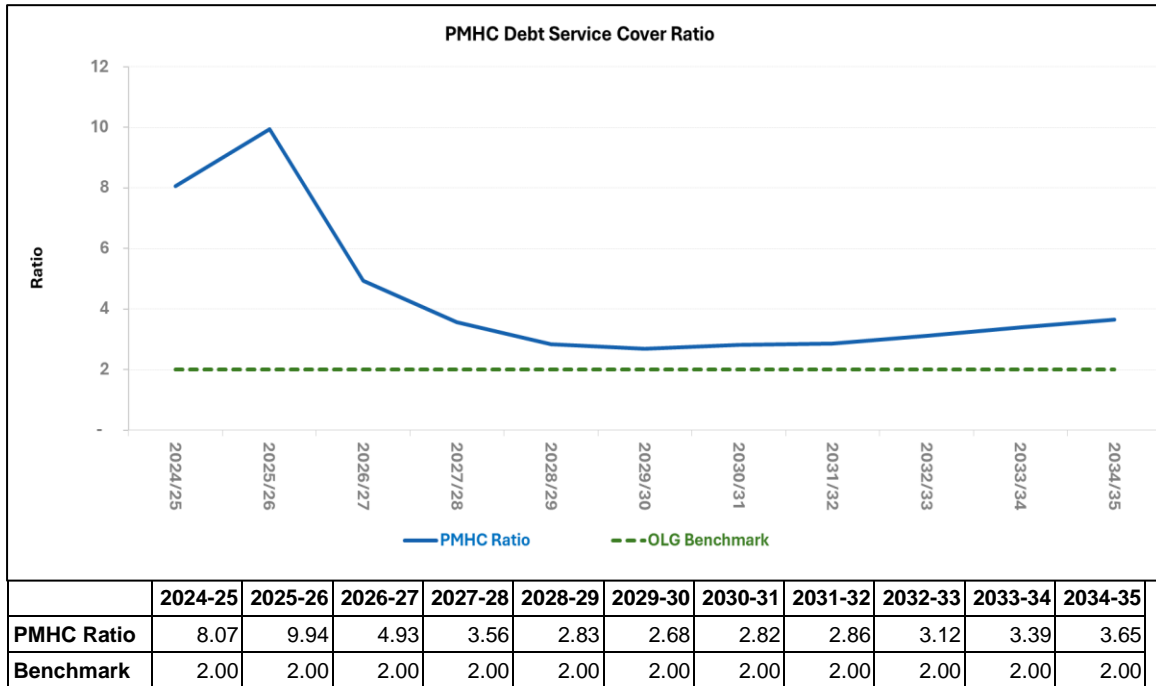
Fluctuations in the Unrestricted Current Ratio across the Long-Term Financial Plan align with Council's commitment to delivering major infrastructure projects, including the Thrumster Wastewater Treatment Plant and Cowarra Water Supply projects. Given the scale and intergenerational impact of these projects, significant borrowings and cash reserves are required to support their construction. While Council is forecast to meet this benchmark throughout the Long-Term Financial Plan, a watching brief will be maintained to ensure continued compliance.

	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
PMHC Ratio	4.66	4.36	3.29	2.44	2.34	2.53	2.73	2.90	3.09	3.33	3.56
Benchmark	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50	1.50

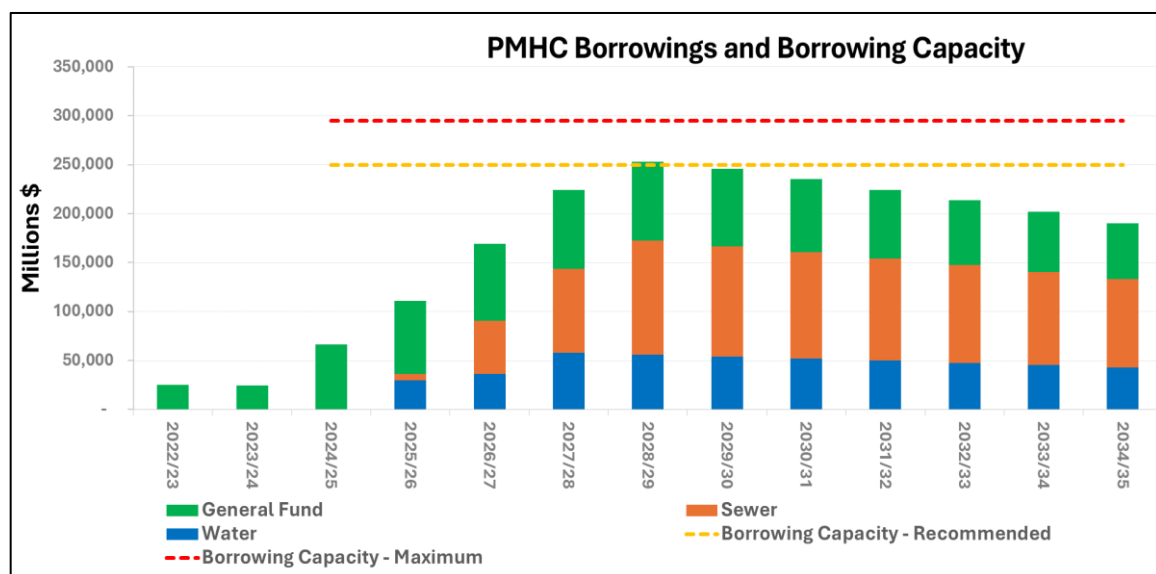
Debt Service Cover Ratio

The Debt Service Cover Ratio evaluates Council's capacity to meet its debt obligations using its generated income. A higher ratio indicates a stronger ability to cover debt repayments from regular revenue sources.

The table below highlights the impact of Council's debt profile, particularly significant borrowings within the Sewer and Water Funds. While Council maintains a ratio above the Office of Local Government's benchmark of 2.00, it does approach its debt ceiling. As a result, future borrowings should be carefully monitored to ensure ongoing financial sustainability.



The following Borrowing and Borrowing Capacity graphic shows the relationship between the level of borrowings and the Debt Service Cover Ratio. The projected borrowings peak around 2028-2030 aligns with the low point of the debt service cover ratio.



Borrowings and Capacity	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
Water Fund		30,000	36,123	57,995	56,134	54,174	52,110	49,936	47,647	45,236	42,696
Sewer Fund		6,200	54,319	85,716	116,063	112,304	108,345	104,176	99,785	95,160	90,289
General Fund	66,725	74,654	79,101	80,480	80,749	79,350	74,846	70,416	66,089	61,560	57,316
Recommended Capacity	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Maximum Capacity	295,000	295,000	295,000	295,000	295,000	295,000	295,000	295,000	295,000	295,000	295,000

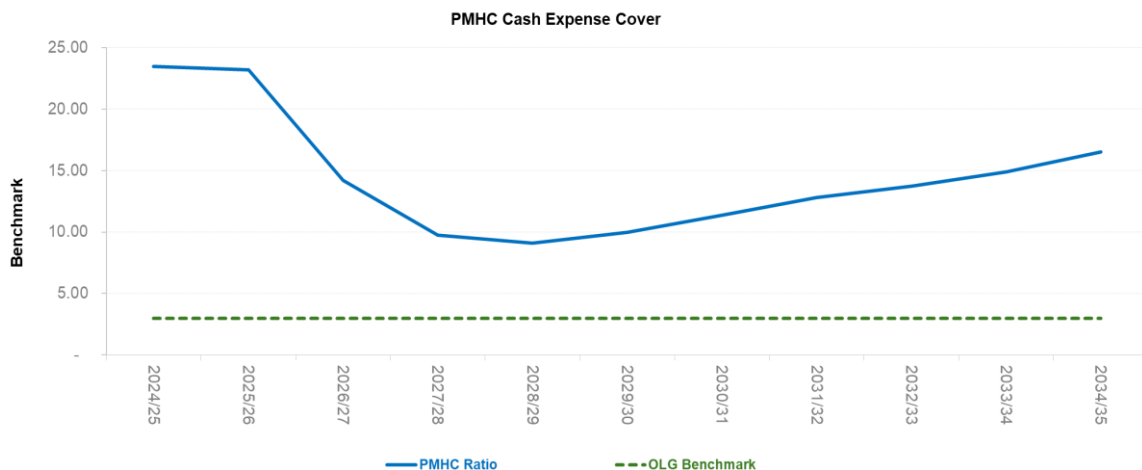
The borrowings graph above shows Council's existing and proposed borrowings per fund. There are substantial borrowings proposed over the next few years to fund projects, including Cowarra Water Scheme construction of \$60m and Thrumster WWTP Scheme construction of \$120m.

The graph also shows what could be considered Council's maximum borrowing capacity. This cap is calculated by reviewing several of Council's ratios and ensuring they remain within the recommended benchmarks over the duration of the loans.

The recommended borrowing capacity also looks at Council's cash flow and ability to service additional borrowings and retain capacity to manage unforeseen events and/or the impacts on unexpected project costs, like the potential impact of some of the recent unfolding global events.

Cash Expense Cover Ratio

The Cash Expense Cover Ratio indicates how long Council could continue to meet its ongoing financial obligations using only its available cash reserves. This ratio measures the number of months Council could sustain operations if no new income - such as rates or fees - were received.



	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35
PMHC Ratio	23.48	23.16	14.18	9.75	9.11	9.99	11.36	12.79	13.73	14.87	16.50
Benchmark	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00

As with previous financial ratios, the Sewer and Water Fund capital works program significantly influences this ratio. An improvement is projected in 2029-2030 as Council reduces debt without taking on new borrowings.

Draft 2025-2026 Revenue Policy

As part of Council's IP&R framework, the Revenue Policy establishes the principles and methodologies for revenue generation, ensuring financial sustainability and compliance with regulatory requirements. It forms a critical component of Council's Operational Plan and supports long-term financial planning.

In compliance with the Local Government Act 1993, the Draft 2025-2026 Revenue Policy (Attachment 1) includes the following statutory requirements.

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

Revenue Strategies

Rates and Annual Charges account for the largest share of Council's revenue, comprising 47% of total revenue streams. Grants contribute 27%, with 7% allocated to operating grants and 20% to capital grants. The remaining 26% consists of User Fees and Charges (18%), Interest Revenue (5%), and Other Operating Receipts (3%).

The Long-Term Financial Plan is based on assumptions about future conditions. If these assumptions change, sensitivity analysis is used to assess the impact on financial performance. The following analysis of revenue streams outlines key factors influencing the sensitivity of Council's revenue sources.

The following paragraphs provide an overview of the strategies, and modelling used to derive the revenue component of the budget as informed by the Revenue Policy.

Revenue Strategy

As part of its ongoing commitment to financial sustainability, Council is revisiting its broader fees and charges to better align with fee-for-service principles. This approach ensures that the costs of services are more directly linked to those who benefit from them, reducing the need for rate revenue to subsidise services that do not benefit the entire community.

By increasing and diversifying revenue streams, Council aims to minimise the financial burden on ratepayers while maintaining essential services. This strategy also supports cost-effective operations, ensuring that resources are efficiently allocated across the General Fund, Waste Fund, Water Fund, and Sewer Fund.

The revision of these fees is a key component of Council's long-term financial strategy. Rates growth is one strategy that may be considered within a broader focus on revenue growth. However, this strategy should not be viewed in isolation and will be accompanied by operational efficiencies and the broadening of Council's revenue streams.

Rates

Council's draft 2025-2026 Budget incorporates a 4.1% rate increase, as set by the Independent Pricing and Regulatory Tribunal (IPART).

The rating calculations detailed below have been based on the latest land valuations provided by the NSW Valuer General. These figures will be subject to change prior to the adoption of the final revenue policy. Any adjustments will reflect updates from supplementary land value changes due to subdivisions and consolidations.

Category / Sub-Category	General Base Amount	ECI Base*	Base Amount % Total Levy	Ad Valorem Rate: Cents \$	Estimated Gross Yield
Residential Defined Urban Centre	\$655.65	\$27.38	49.70%	0.17365	\$43,977,766
Residential Other Hastings	\$555.65	\$27.38	40.24%	0.15551	\$6,783,871
Farmland	\$708.92	\$27.38	32.56%	0.15037	\$2,630,251
Business Port Macquarie CBD	\$655.65	\$27.38	8.13%	1.18922	\$2,261,061
Business Defined Urban Centre	\$655.65	\$27.38	17.49%	0.38129	\$5,931,922
Business Hastings Other	\$555.65	\$27.38	31.01%	0.28005	\$456,846
The Broadwater Special Rate				0.04038	\$122,145
Sanctuary Springs Special Rate				0.10263	\$42,335
Projected Rating Revenue					\$62,206,197

* Environmental & Community Infrastructure Levy

As part of the broader sustainability strategy, several models have been developed to provide insights into the Council's available rates yield, as determined by IPART. These models, detailed in Attachment 5, outline the permissible rate yield, which is set at \$4.6M above rates modelling included in the draft LTFP based on the available rate peg.

Given the budget challenges and the depletion of reserve funds, this could be a way to help sustain current service levels for things like parks and stormwater maintenance. These services have seen a reduction in funding as reserve funds that have been drawn upon for several years, which include water and sewer dividends, are no longer available due to the need to fund major projects within those utility asset categories. A material impact on level of service provided is therefore anticipated, for what are identified community priorities.

To maintain park and stormwater maintenance at current levels of service on an ongoing basis would require an additional allocation of \$0.9 million in 2025-2026 and an additional \$1.4 million in 2026-2027, equivalent to utilising 20% of the available rate yield in 2025-2026 and a further 31% in 2026-2027.

Water Charges

Water charges will continue under the current two-tier pricing structure. The access and usage charges have been increased in line with IPART's general fund rate peg of 4.1%. Charges for larger meters have been adjusted according to best-practice

calculations. Recycled water rates will remain at 50% of the potable water charge for non-residential properties and 80% for residential properties.

Wastewater Charges

All properties connected to or capable of connecting to the sewerage system will be subject to an annual charge. Additionally, properties such as major shopping centres, caravan parks, apartments, retirement homes, motels, clubs, hotels, schools, and backpacker hostels will incur an extra fee based on water consumption. The annual sewerage charge has been increased by 4.1%, in line with the general fund rate peg approved by IPART, plus an additional 5% to support significant capital works.

Onsite Effluent charges

Properties with an onsite effluent management system will be subject to a fee based on system risk. This fee is proposed to increase by 4.1% for the 2025-2026 financial year.

Stormwater charges

A stormwater levy applies to all urban properties (except vacant land) within the residential and business rating categories where a stormwater management service is provided. The base levy has remained unchanged since its introduction by the State Government in 2006-2007.

Domestic Waste Management charges

At its Ordinary Meeting 20 April 2023, Council considered Item 14.03, T-13-21 - Organics Processing Contract Extension and resolved as follows:

That Council:

1. *Note the extension of the Organics Processing Contract (T-13-21 Part B) with Remondis Australia Pty Ltd until 31 August 2026.*
2. *Vary the Organics Processing Contract (T-13-21 Part B) as per Option 1 as detailed in this report.*
3. *Utilise Funding Mechanism 2 as detailed in this report.*
4. *Note the financial implications as detailed in the report.*
5. *Consider the incorporation of these additional fees with the Draft Operational Plan and Fees and Charges, noting this will be the subject of targeted engagement through the exhibition period to gain feedback on the proposal.*

Funding Mechanism 2 provides increases in all annual waste charges (those with and without an organics bin component) by an additional 1% on top of the rate peg for each year from 2023-2024 to 2026-2027.

In line with Council's resolution above, Waste Management Fees and Charges have been drafted with a 5.1% increase for the 2025-2026 financial year.

Domestic waste management charges are determined in accordance with the Reasonable Cost Guidelines issued by the Office of Local Government. All properties with access to a domestic waste management service will be subject to an annual charge under Section 496 of the Local Government Act 1993.

Other Waste Management charges

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

Operational Financial Assistance Grant

The 2025-2026 draft budget includes \$12.5M in grant funding from the Australian Government through the Financial Assistance Grant. \$8.9M of this funding is provided for operational purposes and the remainder provided for roads maintenance. Any reduction in this funding could affect Council's ability to deliver services.

In recent years, the Australian Government has made advance payments of the annual Financial Assistance Grant. Council is required to recognise these funds in the year they are received rather than the year to which they apply. If advance payments are discontinued, the actual revenue received in 2025-2026 could be significantly impacted, affecting the operating result for that period. However, this is solely a timing issue, as the total funds received over multiple periods would remain unchanged.

Draft 2025-2026 Fees and Charges

Attachment 2 of this report presents Council's proposed Draft 2025-2026 Fees and Charges. To improve transparency, it includes a comparison with the approved 2024-2025 fees, providing a clear overview of any changes in the proposed charges for the upcoming year.

In New South Wales, councils are required to develop a schedule of Fees and Charges as part of their annual budgeting process. These fees apply to a variety of services, including waste collection, planning applications, facility hire, and regulatory functions. Councils must ensure that fees are set fairly, reflecting the cost-of-service delivery while remaining reasonable for the community.

The adoption of Fees and Charges is regulated by the *Local Government Act 1993*, which mandates public exhibition of proposed fees, allowing the community to provide feedback before final adoption. Additionally, some fees are determined or capped by state legislation and guidelines to ensure consistency across local government areas.

Council offers a broad range of chargeable services to the community. When setting fees, factors such as fairness, equity, and cost recovery are carefully considered.

For the 2025-2026 financial year, Council has reviewed and adjusted fees across various categories. These changes apply to services where costs are covered by users, where Council operates in a competitive market, or where services are provided on a commercial basis. Certain fees have also been updated to comply with relevant regulations, including the Environmental Planning and Assessment Act and Companion Animals regulations.

Draft 2025-2026 Rating Maps

Council's Draft 2025-2026 Rating Maps are attached (Attachment 3).

Councils provide rating maps to ensure transparency and clarity in the application of property rates across different areas within the local government area. These maps outline the various rating categories, such as residential, business, farmland, and mining, which determine how rates are calculated for each property.

Rating maps help property owners understand how their land is classified, ensuring consistency in rate assessments and compliance with the Local Government Act 1993. They also assist in strategic planning, enabling councils to allocate resources effectively based on land use and zoning classifications.

Draft 2025-2026 Fees and Charges - New Fees

Attachment 4, Draft 2025-2026 Fees and Charges - New Fees serves as an exception report, outlining the new fees and charges proposed for implementation in the 2025-2026 financial year.

Overview of Expenditure and Capital Works Program

Council has several major sources of expenditure which are explained below.

Operating expenditure is expected to increase in general over the next 10 years and an average increase for CPI growth has been applied to all costs, unless specifically modified based on other data or assumptions. As is the case with revenue modelling, increases or decreases in the underlying assumptions can either increase or decrease Council's expenditure profile.

The composition of the expenditure in the 2025-2026 Budget is: Employee Costs (33%); Materials & Contracts (26%); Other Expenditures (9%); and non-cash Depreciation Expenditures (30%).

Employee Costs

Employee costs include the costs of salaries, wages and other associated costs of Council's workforce. A portion of Council's labour costs are directly costed to capital projects and as such are not clearly identifiable in the budget, but rather form part of the capital works budget.

Materials and Contracts

This category includes costs for services contracted to external parties, costs associated with consultants and labour hire contracts and the purchase of goods such as materials. Projections have been based on existing contracted rates escalated for CPI where applicable.

Major financial challenges within this category of expenditure include:

- increased costs of inputs such as waste/recycling disposal costs, fuel and labour
- increased levels of service expected by the community and other stakeholders
- new services expected to be delivered in the future
- additional asset maintenance costs of new infrastructure
- limited competitive supply for some specific service areas
- increases on certain expenses that are not only influenced by CPI and may result in higher-than-expected increases such as fuels, insurances and software licencing

Asset Management Strategy

The Asset Management Strategy (AMS) is contained within the Resourcing Strategy and is considered under separate cover at this meeting for further detail and analysis.

While labour costs contribute to asset maintenance, most expenses come from materials and contracts. As part of Council's asset management review, a Target Maintenance Scenario has been developed using cost models based on asset data.

This model assesses typical maintenance requirements for each asset, factoring in new assets and projected growth rates. Target maintenance levels align with Office of Local Government ratio benchmarks and industry standards.

The AMS highlights that maintenance expenditure (including labour) reduced in 2024-25 from previous years and poses a high future risk around maintaining service levels. This shortfall was due to the depletion of reserves previously used to support maintenance funding. To maintain current service levels, the Council may need to explore additional revenue options, including those outlined in Attachment 5.

To meet the Office of Local Government's Infrastructure Performance Ratios, Council must identify additional funding sources to cover the increased expenditure required.

The forecast Infrastructure Performance Ratios are detailed in the following table with an explanation of the data immediately below:

- **Building, Infrastructure & Other Structures Renewal Ratio:** The Council does not currently meet this ratio, and it is projected to decline in the coming years due to a funding focus on priority infrastructure projects. Ongoing work on asset management plans will help inform future improvements.
- **Backlog Ratio:** The growing backlog indicates that further development of the long-term renewal work plan is needed. This aligns with the Renewal Ratio, highlighting the need for strategic planning to address overdue asset renewals.
- **Asset Maintenance Ratio:** The Council is not meeting its asset maintenance needs, as the growth in assets is outpacing the budgeted maintenance funding. Continued development of asset management plans will be essential in addressing this challenge over time.

Ratio / Purpose	Benchmark	2024-25	2025-26	2026-27	2027-28	2028-29
Building, Infrastructure & Other Structures Renewal Ratio Represents the replacement or refurbishment of existing assets to equivalent capacity or performance (as opposed to new assets or increasing performance or capacity of existing assets). Ratio compares the proportion spent on infrastructure asset renewals and assets.	>= 100%	68.78%	62.72%	56.57%	35.63%	38.93%
Backlog Ratio Indicates the proportion of backlog against the total value of Council's infrastructure assets. Measures the extent to which asset renewal is required to maintain or improve service delivery in a sustainable way.	< 2%	2.57%	2.79%	3.12%	3.40%	4.04%
Asset Maintenance Ratio	> 100%	94.34%	88.97%	83.71%	81.63%	79.66%

Ratio / Purpose	Benchmark	2024-25	2025-26	2026-27	2027-28	2028-29
Reflects the actual asset maintenance expenditure relative to the required asset maintenance						

Capital Works

Council has forecast significant Capital Works programs, commencing with a program valued at \$175,992,021 in 2025-2026 (excluding developer contributed assets). The elements of the 2025-2026 works program are detailed in the Draft 2025-2026 Operational Plan.

The significant Actions/Projects from a budgeting sense include:

Operational Plan #	Action/Project Description	2025-26 Budget \$
1.3.1 WS 05	Cowarra Water Scheme-Construction	\$36,800,000
1.2.1 TPT 16	Maria River Rd Upgrade	\$15,765,242
1.3.1 WS 09	Northern Arm Trunk main	\$14,740,400
1.1 SP 16	Thrumster Sporting Fields	\$10,200,000
1.2.1 TPT 15	Ocean Drive Duplication	\$10,000,000
1.3.2 WW 22	Thrumster WWTP Scheme	\$6,200,000
1.2.1 TPT 18	Pembroke Road / Stoney Creek Bridge	\$5,850,000
1.3.2 WW 20	Thrumster Network Diversion	\$5,500,000

Council Resolutions

As part of the development of the 2025-2026 budget, Council made several resolutions which requested the CEO consider including in the 2025-2026 budget and Draft Operational Plan specific initiatives. With due consideration of operational priorities and in consideration of the many other unfunded budget initiatives, the table below summarises the actions requested by the Council and the outcome in the Draft 2025-2026 Operational Plan. Council could consider progressing further action on these initiatives following community feedback during the exhibition period.

Item	Section	2025-2026 Budget allocated (operational or works)
Lake Cathie Coastal Management Program	Natural Resources	Within scope of project included in the 2025-2026 Operational Plan
Beachwatch Partnership Program	Natural Resources	Added to Unfunded Budget Register. Council would need to develop a policy around the potential 72hr water testing turnaround
Australia Day Event 2026	Community Activation	Added to Unfunded Budget Register. Further analysis on the event type, funding options and community involvement is required.
Koala Recovery Action Plan	Natural Resources	Within scope of project included in the 2025-2026 Operational Plan
Koala Habitat Mapping	Natural Resources	Within scope of project included in the 2025-2026 Operational Plan
Rescue tubes	Parks and Recreation	Added to Unfunded Budget Register. A pilot program to be

		tested prior to expansion to other locations.
Sharp disposal bins	Facilities Management	Added to Unfunded Budget Register. Need, community take up and impact of such a program to be further explored.
Wauchope stadium upgrade	Parks and Recreation	Added to Unfunded Budget Register. A priority program for building and facilities and assets is required to be developed.
Coastal and Headlands areas maintenance	Environment and Sustainability	Added to Unfunded Budget Register. This needs to be assessed against other parks maintenance priorities.
Kew industrial subdivision	Strategic Property Investment	Added to Unfunded Budget Register. Ideally would be funded from the Property Reserve which is depleted until future asset sales and then considered alongside other strategic property initiatives
Item	Section	2025-2026 Budget allocated (operational or works)
Development of a cyclic annual report on relevant grant funding opportunities	Economic Development	Within scope of project included in the 2025-2026 Operational Plan

Summary

Council continues to face significant financial pressure, with a structural operating deficit in the General Fund driven by rising service costs, inflation, and limited revenue growth. Asset maintenance and renewal funding remains below benchmark, increasing the risk of infrastructure deterioration. The discontinuation of water and sewer dividends and the near exhaustion of unrestricted General Fund reserves further constrain Council's ability to sustain key community services. Heavy reliance on grant funding and uncertain timing of Financial Assistance Grants add volatility to revenue forecasts. Escalating costs for waste processing, fuel, insurance, and software, alongside new borrowing-related expenses, further reduce budget flexibility. With Council's projected borrowing capacity nearing its limit and a growing list of unfunded priorities, the 2025–2026 budget offers minimal scope for additional new investment and carries material risks to service delivery, infrastructure sustainability, and operational resilience.

The updated LTFP has taken this into consideration in developing a responsible plan that maintains focus on delivery of priority infrastructure projects and seeks to maintain services, however with some high-risk challenges as noted throughout this report.

Options

Council could adopt the recommendation as proposed.

Council could seek additional information on the content of the IP&R suite of documents prior to placing on exhibition, noting this would delay the proposed

minimum 28 days' exhibition period and potentially impact ability to meet legislative timeframes for adoption of the planning suite of documents.

Community and Internal Engagement

A number of Councillor Briefings were conducted detailing the assumptions guiding budget and LTFP development as well as an analysis of draft budgets and long-term forecasts by Fund.

Internal engagement has been a key component in developing the 2025-2026 Budget, Revenue Policy, and Fee Structure. This process has included senior leadership budget-setting sessions to align financial planning with strategic priorities. A thorough review of capital programs was conducted to ensure that project delivery is achievable within the phased budget.

Additionally, the budget prioritisation framework was assessed in the context of the revised Community Strategic Plan (CSP) and Delivery Program (DP), ensuring that funding decisions reflect long-term objectives. This collaborative approach has strengthened financial accountability and alignment with Council's strategic direction.

Community engagement will be undertaken in conjunction with the broader Integrated Planning and Reporting suite of documents.

Planning and Policy Implications

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

Financial and Economic Implications

As identified in this report, the 2025-2026 budget forecasts a balanced position by Fund as shown in the table below.

Budget Statement by fund	General 000	Waste 000	Sewer 000	Water 000
Operating Activity Receipts	144,346	33,361	50,144	45,258
Operating activity Payments	(84,492)	(28,070)	(23,283)	(21,618)
Operating Result	59,854	5,291	26,861	23,641
Movement in Restricted Assets	1,603	(3,666)	2,124	17,107
Property, Plant and Equipment Movements	(76,610)	(1,450)	(35,184)	(70,747)
Financing Activities	15,153	(174)	6,200	30,000
Movement in Funding Sources	(59,854)	(5,291)	(26,861)	(23,641)
Net Movement in working Capital	0	0	0	0






Total projected income is \$273.1M, including \$54.7M in capital grants and contributions.

Despite a balanced budget position, the 2025-2026 budget forecasts an operating loss of \$8.9M on a consolidated basis which is driven by an operating loss of \$19.2M for Council's General Fund.

Despite the above, Council currently maintains a sound balance sheet, with strong cash and investment reserves. Most of these reserves are restricted for use on significant Water and Sewer projects, and a number of these will be delivered, with significant infrastructure investment over the next few years.

This section should be read in conjunction with the summary section noted above.

Attachments

1.  Draft 2025-2026 Revenue Policy
2.  Draft 2025-2026 Fees and Charges
3.  Draft 2025-2026 Rating Maps
4.  Draft 2025-2026 Fees and Charges - New Fees
5.  Draft 2025-2026 Modelling of Available Rates Yield

Item: 10.10

Subject: DRAFT BUDGET DEVELOPMENT POLICY

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 adopt the Budget Development Policy.

Executive Summary

The attached Draft Budget Development Policy has been developed to provide a structured and transparent framework for developing the annual budget as part of the Operational Plan.

Key objectives of the policy include:

1. Embedding sound financial management principles as required under Section 8B of the *Local Government Act 1993*.
2. Ensuring each Council fund (General, Waste, Water, Sewer) remains independently sustainable.
3. Targeting a surplus Net Operating Result before capital grants and contributions to enhance financial sustainability.
4. Providing clear guidance on the roles and responsibilities of Councillors, the Executive, and staff in the annual budget process.

The policy has been informed in consultation with Office of Local Government Guidelines and Codes as well as a review of practices across other NSW councils to ensure alignment with best practices and legislative requirements.

Discussion

Council, at its Ordinary Meeting held 20 February 2025 considered a report in relation to the development of a draft Budget Development Policy and subsequently resolved as follows:

That Council:

1. *Endorse the draft Budget Development Policy for public exhibition.*
2. *Request a further report be presented to Council following the public consultation period to consider adoption of the final policy.*

Community Engagement

Community engagement for the Draft Budget Development Policy commenced on 3 March 2025 through Council's Have Your Say page and concluded on 31 March 2025.

The attached Engagement Summary Report outlines Council's engagement process and consultation outcomes. The results indicate moderate community interest, with 49 aware visitors, 16 informed visitors, and one engaged visitor who provided direct feedback. The primary concern raised was the need for clearer definitions of "Core Business" and "Cost Shifting" within the policy for the Port Macquarie-Hastings region. Additionally, the policy document was downloaded 12 times, suggesting further community review and consideration.

Defining the distinction between Core Business and Cost Shifting within the policy is inherently challenging, as local government responsibilities continue to evolve in response to legislative changes, community expectations, and financial constraints.

While some functions clearly fall within local government's remit, others are specific to the needs of the Community being served, particularly where service delivery overlaps with state or federal initiatives. Cost shifting can take various forms, making it difficult to establish rigid definitions that apply to all scenarios. Therefore, any definitions provided must remain flexible and adaptive to changing circumstances while ensuring clarity in identifying the impact of shifting responsibilities on Council operations and resources.

Key Features of the Draft Budget Development Policy

Financial Sustainability:

- Ensures all Council funds (General, Waste, Water, Sewer) are independently sustainable.
- Targets a surplus Net Operating Result before capital grants.

Budget Development Parameters:

- Aligns with the Integrated Planning & Reporting Handbook for NSW councils.
- Incorporates the annual rate peg and considers the requirements of long-term works programs.
- Requires detailed work plans for new budget items or increased service levels.
- Prohibits the use of asset sale proceeds for operational expenditure.

Governance and Accountability:

- Clearly defines roles for Councillors, the Executive, and staff.
- Establishes robust monitoring and reporting mechanisms, including quarterly reviews and monthly budget updates.

Community Transparency:

- Commits to open communication about financial performance and long-term planning.

Risk Implications

Adoption of the draft policy supports Council's commitment to financial governance. It mitigates risks associated with financial instability and ensures alignment with Council's Risk Appetite Statement.

IP&R guidelines for financial management and alignment with Best Practices

The draft policy aligns with the following legislation and guidelines:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Integrated Planning and Reporting Guidelines for Local Government in NSW 2021
- Integrated Planning and Reporting Handbook for Local Councils in NSW 2021

The adoption of a Budget Development Policy provides a framework that promotes a transparent process that engages the community and governance structures defining key responsibilities in the development and decision making process.

The draft policy has been developed following extensive research of industry standards and policies and incorporates these best practices while addressing the specific context of Port Macquarie-Hastings Council.

Options

Adopt the Draft Policy: Endorsing the draft policy will establish a clear framework for budget development, enhancing financial sustainability and governance.

Do Not Adopt the Draft Policy: If the policy is not adopted, Council will continue to rely on existing practices, which may lack the clarity and structure provided by the draft policy.

Planning and Policy Implications

The draft policy aligns with the following legislation and guidelines:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Integrated Planning and Reporting Guidelines for Local Government in NSW 2021
- Integrated Planning and Reporting Handbook for Local Councils in NSW 2021.

Financial and Economic Implications

The policy aims to enhance Council's financial sustainability and improve resource allocation.

Attachments

1.  Draft Budget Development Policy
2.  Engagement Summary Report - Budget Development Policy

Item: 10.11

Subject: DRAFT REDUCTION OR WAIVER OF COUNCIL FEES AND CHARGES POLICY

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. Endorse the draft Reduction or Waiver of Council Fees and Charges Policy for public exhibition of not less than 28 days.**
- 2. Request a further report be presented to Council following the public consultation period to consider adoption of the final policy.**

Executive Summary

This draft Reduction or Waiver of Council Fees and Charges Policy has been developed to provide a structured and transparent framework for assessing requests from community groups and businesses seeking financial relief from Council fees and charges.

The policy aligns with Council's Providing Funding and Support to the Community Policy and aims to:

- Standardise the application process for fee waivers.
- Ensure fairness and transparency in decision-making.
- Establish clear reporting mechanisms.
- Provide a disaster relief provision to support affected residents.

The policy assigns decision-making authority to the Chief Executive Officer (CEO) for waivers up to \$5,000, while higher amounts require Council resolution. Disaster-related waivers may be approved at the CEO's discretion, subject to reporting requirements.

Discussion

Council regularly receives requests from various community groups and businesses to waive fees associated with the use of Council facilities or operational services. While some informal processes have been in place, a review of historical data has highlighted inconsistencies in the approval and assessment of such requests.

The Reduction or Waiver of Council Fees and Charges Policy is designed to support Council's existing Providing Funding and Support to the Community Policy and seeks to ensure:

- A standard application process for fee waiver requests.
- Equitable and transparent assessment of each request.
- Clear accountability and reporting mechanisms.

This policy will also provide guidance for waiving certain fees in times of natural disasters, ensuring affected residents receive timely financial relief for waste disposal and rebuilding efforts.

Key Features of the Draft Reduction or Waiver of Council Fees and Charges Policy

The proposed policy establishes a structured framework for assessing and approving fee waivers, including:

- **Eligibility Criteria:** Applicants must fall under one of the following categories and provide supporting evidence:
 - Registered charities.
 - Not-for-profit organisations.
 - Cases where Council is unable to provide an agreed-upon service.
 - Filming-related activities that promote the local area.
- **Assessment Process:**
 - Applications must be submitted with supporting documentation.
 - Requests up to \$5,000 will be determined by the CEO.
 - Requests exceeding \$5,000 require a resolution of Council.
- **Disaster Provisions:**
 - The CEO may approve waivers exceeding policy limits during declared natural disasters.
 - Eligible fees include waste disposal, replacement of lost Council documents, and development application fees for reconstruction efforts.
 - Waivers remain in effect for six months post-disaster and may be extended based on community needs.
- **Budget Implications:**
 - Fee waivers will be recorded in Council's financial accounts and reported in the Annual Report.
 - A dedicated register will track all approved fee reductions and waivers.

Implementation and Governance

The policy will be administered under the Business and Performance Directorate, with the Chief Financial Officer responsible for oversight, implementation, and ongoing review. Supporting guidelines will be developed to ensure a streamlined and transparent application and assessment process.

Risk Implications

Adoption of the draft policy supports Council's commitment to financial governance.

It aids in introducing structure, consistency, and accountability and includes the following risk mitigation measures:

- *Standardised Application Process:* Reduces ad-hoc decision-making by requiring all applicants to meet defined eligibility and documentation requirements.

- *Clear Decision-Making Authority:* Delegation to the CEO for requests up to \$5,000 and requirement for Council resolution above this threshold ensures proportional oversight and governance.
- *Transparent Criteria and Reporting:* Clearly defined eligibility categories and assessment criteria reduce the risk of perceived bias, while reporting mechanisms (including a fee waiver register and inclusion in the Annual Report) improve accountability and transparency.
- *Disaster Provisions Framework:* Establishes clear, time-bound processes for fee relief during natural disasters, ensuring timely support while maintaining control over financial impacts.
- *Privacy and Record Management:* Ensures personal data is handled in accordance with privacy laws, addressing compliance risks.

Together, these features strengthen governance, reduce financial exposure, and improve community confidence in Council's decision-making processes.

The draft policy has been developed following extensive research of industry standards and policies and incorporates these best practices while addressing the specific context of Port Macquarie-Hastings Council.

Options

- Endorse the draft policy for public exhibition: endorsing the draft policy will establish a clear framework for managing the Reduction or Waiver of Council Fees and Charges, enhancing financial sustainability and governance.
- Amend and endorse the draft policy for public exhibition: Council may identify specific amendments before adoption.
- Do Not Adopt the draft policy: If the policy is not adopted, Council will continue to rely on existing practices, which may lack the clarity and structure provided by the draft policy.

Community Engagement and Internal Consultation

The draft policy will be subject to public consultation in accordance with Council's Community Engagement Strategy. Feedback will be reviewed and incorporated into the final policy where appropriate.

Planning and Policy Implications


The draft policy aligns with the following legislation and guidelines:

- Local Government Act 1993
- Local Government (General) Regulation 2021

Financial and Economic Implications

The policy aims to contribute towards Council's financial sustainability by ensuring consistent processes supporting reductions to Councils revenue.

Attachments

1.  Draft Reduction or Waiver of Council Fees and Charges Policy

Item: 10.12

Subject: MONTHLY BUDGET REVIEW - MARCH 2025

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 March 2025 Adjustments section of the Monthly Budget Review – March 2025 report and associated attachment.**
- 2. Amend the 2024-2025 Operational Plan to include all budget adjustments approved in this report.**

Executive Summary

At the start of the 2024–2025 financial year, Council adopted a balanced budget. The adjustments proposed in this report continue to result in a balanced budget as of March 2025, as detailed in the table below.

Monthly Budget Review Summary

Original Budget position as at 1 July 2024	Balanced	\$0
<i>Plus adjustments:</i>		
July Review	Balanced	\$0
September Review	Balanced	\$0
October Review	Balanced	\$0
November Review	Balanced	\$0
January Review	Balanced	\$0
February Review	Balanced	\$0
March Review	Balanced	\$0
Revised Budget position as at 31 March 2025	Balanced	\$0

Discussion

Monthly Budget Review – March 2025

Each month, Council's budgets are reviewed by Group Managers and Directors, with any necessary adjustments reported to ensure financial alignment. This report provides an updated overview of Council's actual financial position compared to the originally adopted 2024–2025 budget, including any proposed reallocation of funds.

Budget variations exceeding \$50,000 and 2% of the project budget are subject to Executive review and endorsement, ensuring effective oversight of operational activities and strategic financial management.

March 2025 Budget Adjustments

The following commentary should be read alongside the Forecast Budget Statement for the Year Ending 30 June 2025 table in this report. Further details on specific transactions are available in **Attachment 1: "March 2025 Budget Review"**.

Grants and Contributions

A total of \$90,000 in grants and contributions was recognised in March 2025, including:

- Laurie Street, Laurieton Play Space – \$10,000
- Andrews Park, Wauchope Nature Play Space – \$80,000

Executive-Endorsed Budget Variance Requests

The Executive endorsed budget adjustments to fund key projects from restricted Reserves/budget transfers, including:

- Wauchope Sewer Pump Station #06 Rising Main – \$97,572
- Thrumster, Sancrox and Fernbank Creek Transport Network Plans - \$15,000
- Cairncross Leachate Disposal and Transport - \$2,250,366
- Cairncross Crushed Concrete Asbestos Contamination - \$213,894

Forecast Budget Statement for the Year Ended 30 June 2025

	2024-25 Original Budget ‘\$000	Carry Overs ‘\$000	Approved Adj YTD ‘\$000	Prior Month Forecast ‘\$000	Current Month Adj ‘\$000	2024-25 Full Year Forecast ‘\$000
Operating Activities Movements						
Income from continuing operations						
Rates and Annual Charges	121,907		0	121,907		121,907
User Charges and Fees	48,186		0	48,186		48,186
Interest Received	11,114		247	11,361		11,361
Grants and Contributions	85,166	3,994	2,434	91,594	90	91,684
Other Operating Receipts	7,038		0	7,038		7,038
Expenses from continuing operations						
Employee Costs	(71,850)		0	(71,850)		(71,850)
Materials and Contracts	(59,571)	(347)	(2,964)	(62,882)	(2,464)	(65,346)
Depreciation	(59,851)		0	(59,851)		(59,851)
Interest Paid	(3,029)		(618)	(3,647)		(3,647)
Other Operating Payments	(20,757)		0	(20,757)		(20,757)
Loss on Disposal of Assets	(3,050)		0	(3,050)		(3,050)
Operating result from continuing operations	55,303	3,647	(901)	58,049	(2,374)	55,675

	2024-25 Original Budget '\$000	Carry Overs '\$000	Approved Adj YTD '\$000	Prior Month Forecast '\$000	Current Month Adj '\$000	2024-25 Full Year Forecast '\$000
Restricted Asset Movements						
Transfer from Restricted Assets	105,532	7,315	(48,455)	64,392	2,562	66,954
Transfer to Restricted Assets	(62,827)		0	(62,827)		(62,827)
Net Revenues (Used in)/Provided by in Restricted Assets	42,705	7,315	(48,455)	1,565	2,562	4,127
Property, Plant and Equipment Movements						
Purchase of Assets	(205,452)	(10,962)	49,356	(167,058)	(188)	(167,246)
Developer Provided Assets	(8,000)		0	(8,000)		(8,000)
Net Revenues (Used in)/Provided by Property, Plant and Equipment Activity	(213,452)	(10,962)	49,356	(175,058)	(188)	(175,246)
Financing Activities Movements						
Proceeds from Borrowings and Advances	59,360			59,360		59,360
Repayments of Borrowings and Advances	(6,817)			(6,817)		(6,817)
Net Revenues (Used in)/Provided by Financing Activity	52,543	0	0	52,543	0	52,543
Net Result (Incl Depreciation)	(62,901)	0	0	(62,901)	0	(62,901)
Add Back: Non Cash Items	62,901		0	62,901		62,901
Budget Surplus/(Shortfall)	0	0	0	0	0	0

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 maintain a cash balanced budget.


Statement by Responsible Accounting Officer

"The adopted original budget result for 2024-2025 was a balanced budget. As at 31 March 2025 this position remains a balanced budget and this position is considered acceptable"

Rod Archer

Responsible Accounting Officer - Port Macquarie-Hastings Council".

Attachments

1.  March 2025 Budget Review

Item: 10.13

Subject: INVESTMENTS AND LOANS - MARCH 2025

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 note the Investment and Loans Report for March 2025

Executive Summary

- All Council investments comply with Section 625 of the Local Government Act 1993 and Council's Investment Policy.
- Council's investment portfolio met all compliance requirements in March 2025 and throughout the financial year to date.
- Returns on invested funds have exceeded year-to-date budget expectations by \$2,884,948. Council is monitoring economic indicators closely, noting potential further interest rate cuts in the second half of the 2024-25 financial year.
- For the financial year to date, Council's investment portfolio (excluding cash holdings) achieved an actual return of 2.60% (3.48% annualised), slightly underperforming the benchmark AusBond Bank Bill Index return of 3.34% (actual), or 4.47% p.a. (annualised).
- This underperformance is primarily due to recent sustained higher interest rates compared to many of Council's existing term deposits made during a low-interest rate period when rate increases were not anticipated.
- The loans portfolio is benefiting from lower average rates compared to current borrowing rates resulting in a positive net exposure to interest rates for Council.

Discussion

Clause 212 of the Local Government (General) Regulation 2021 requires the Responsible Accounting Officer to provide Council with a monthly report on all funds invested under Section 625 of the Local Government Act 1993. This report must certify that all investments comply with the Act, the Regulations, the revised Investment Order issued by the Minister for Local Government, and Council's Financial Investment Policy.

This report outlines the status of Council's investment and loan portfolios as of 31 March 2025. Attachments 1 (Port Macquarie-Hastings Council Investment Report) and 2 (Port Macquarie-Hastings Council Portfolio Valuation), prepared by Council's Investment Advisors, Arlo Advisory, provide a detailed analysis of the investment portfolio's performance for March 2025.

Investment Portfolio

Council's investments primarily consist of:

- Externally restricted funds under the Local Government Act (e.g., Water and Sewer), which are designated for specific purposes and cannot be used for general operations.
- Internally restricted funds allocated for specific projects, to be expended based on the timing of future works and project delivery schedules.

A detailed breakdown of investments by external and internal restrictions as of 31 March 2025 is provided below.

	Amount \$	% of total
Externally Restricted		
Water Fund	157,964,326	41%
Water Reserve	91,031,583	24%
Developer Contributions	66,932,742	18%
Sewer Fund	54,088,826	14%
Sewer Reserve	27,729,732	7%
Developer Contributions	26,359,094	7%
Waste Fund	25,240,875	7%
General Fund	132,612,659	35%
General Reserves	45,345,915	12%
Developer Contributions	87,266,745	23%
Total externally restricted	369,906,686	97%
Internally Restricted		
General Fund	11,827,402	3%
Total internally restricted	11,827,402	3%
Total investments	381,734,088	100%

The 2024-2025 Long-Term Financial Plan projects that Water, Sewer, and Waste investments - totalling \$237.3 million (62% of total investments) - will be fully utilised over the next 10 years to fund key infrastructure projects, including the Cowarra Water Treatment Plant, Thrumster Sewerage Treatment Plant, and the Kew Sewerage Treatment Plant Upgrade.

General Fund investments are substantially allocated for specific purposes with the following breakdown as of the end of the 2023-2024 financial year:

- **Developer Contributions:**
\$87.3 million (23% of total investments) is restricted to funding growth-related infrastructure in accordance with adopted plans. These funds cannot be used for existing infrastructure or projects outside the approved plans.

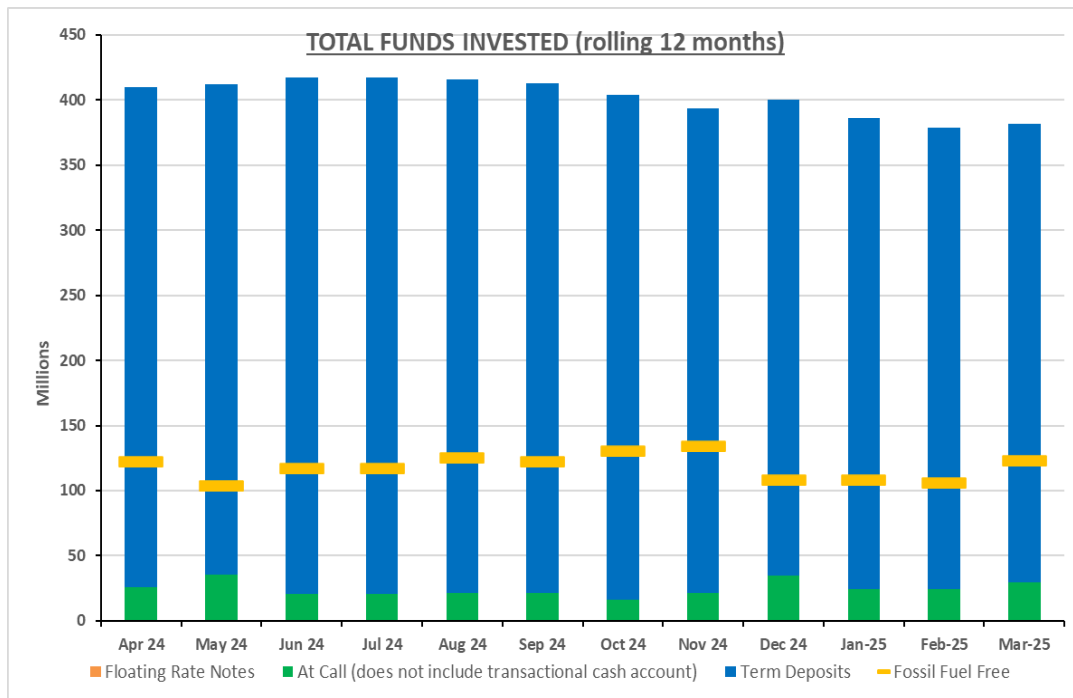
- **Unexpended Grants:**
\$34.3 million (9% of total investments) consists of grant funding received for specific purposes but not yet expended.
- **Deposits and Bonds:**
\$7.9 million (2.1% of total investments) represents security bonds that will be returned to suppliers upon project completion.
- **Working Capital:**
\$7.1 million (1.9% of total investments) is maintained as a reserve for urgent or emerging priorities. This amount is modest relative to the size of the organization but reflects sound financial management.
- **Committed Works:**
\$3.8 million (1% of total investments) is allocated for committed works scheduled for delivery in 2024-25 or future years.
- **Plant Replacement:**
\$4.5 million (1% of total investments) is designated for vehicle and major plant replacements, funded through internal plant hire fees charged to projects.
- **Employee Leave Entitlements:**
\$3.8 million (1% of total investments) is reserved for employee leave liabilities.

The remaining investments are distributed across multiple internal reserves earmarked for specific purposes, including projects already included in Council's 10-year works program.

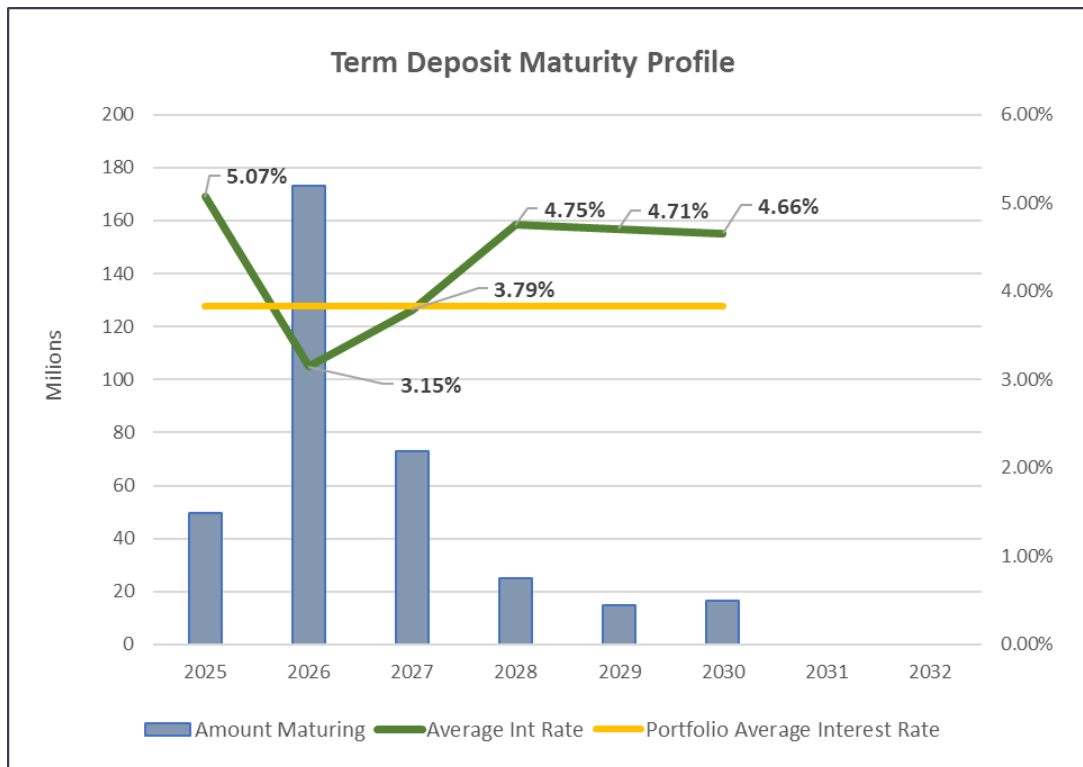
Details of investment movements during March 2025 are outlined below.

Activity	Institution	Amount \$	Rate	Term	Funds Fossil Fuel
Matured	NAB	4,000,000	0.95%	4yr	Yes
Matured	ICBC	4,000,000	2.30%	3yr	Yes
Matured	SUNCORP	5,000,000	5.16%	1yr	No
Matured	ING	3,000,000	5.10%	2yr	Yes
Matured	ING	4,000,000	5.10%	2yr	Yes
Matured	P&N	3,000,000	2.46%	3yr	No
Matured	ING	4,000,000	4.55%	2yr	Yes
Matured	P&N	5,000,000	4.90%	2yr	No
Withdrawal	Westpac	0	4.60%	On Demand	Yes
Total Matured		32,000,000			
Deposit	Westpac	5,090,762	4.60%	On Demand	Yes
Invested	ICBC	5,000,000	4.71%	1yr	Yes
Invested	Hume	5,000,000	4.50%	3yr	No
Invested	BOQ	5,000,000	4.54%	4yr	No
Invested	Hume	5,000,000	4.64%	5yr	No
Invested	SBI	5,000,000	5.00%	1yr	No
Invested	SBI	3,000,000	4.65%	2yr	No
Invested	SBI	2,000,000	4.65%	3yr	No
Total New Investments		35,090,762			
Net Investment Movement being the difference in principal invested at end of month & excluding Investment Earnings		3,090,762			

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



The maturity profile of investments (excluding the cash management account, which is on call) is shown below, demonstrating a balanced distribution of maturities over the next 3 to 5 years, in line with Council's Investment Policy and the timing of future reserve funding requirements for key projects.



The average interest rate on maturities in 2024-2025 reflects the impact of longer-term investments made prior to the interest rate decline during the COVID-19 pandemic. The Movements in Investments table above highlights some investments with lower interest rates maturing in March 2025, which are largely being reinvested at higher rates.

This shift will help enhance Council's performance in relation to key metrics such as the budget and the AusBond Bank Bill Index.

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

Financial institutions funding fossil fuels	Purchases since 01/07/24	Purchases since 01/07/24	Amount invested at 31/03/25	Amount invested at 31/03/25
Yes	32,076,760	43%	• 258,734,088	68%
No	42,000,000	57%	123,000,000	32%
	77,166,822		381,734,088	

Further commentary on fossil fuel investments can be found in the attached Monthly Investment Report (Attachment 1) prepared by Arlo Advisory.

In its investment decisions, Council seeks multiple quotes from a range of financial institutions across various rating levels. When a bank does not lend to the fossil fuel industry, offers the highest rate, and complies with Council's Policy risk limits, Council prioritises that bank in alignment with the Investment Policy.

The following table shows the interest returns as of 31 March 2025 for 2024-25 and the portfolio performance against benchmark (bank bill Index).

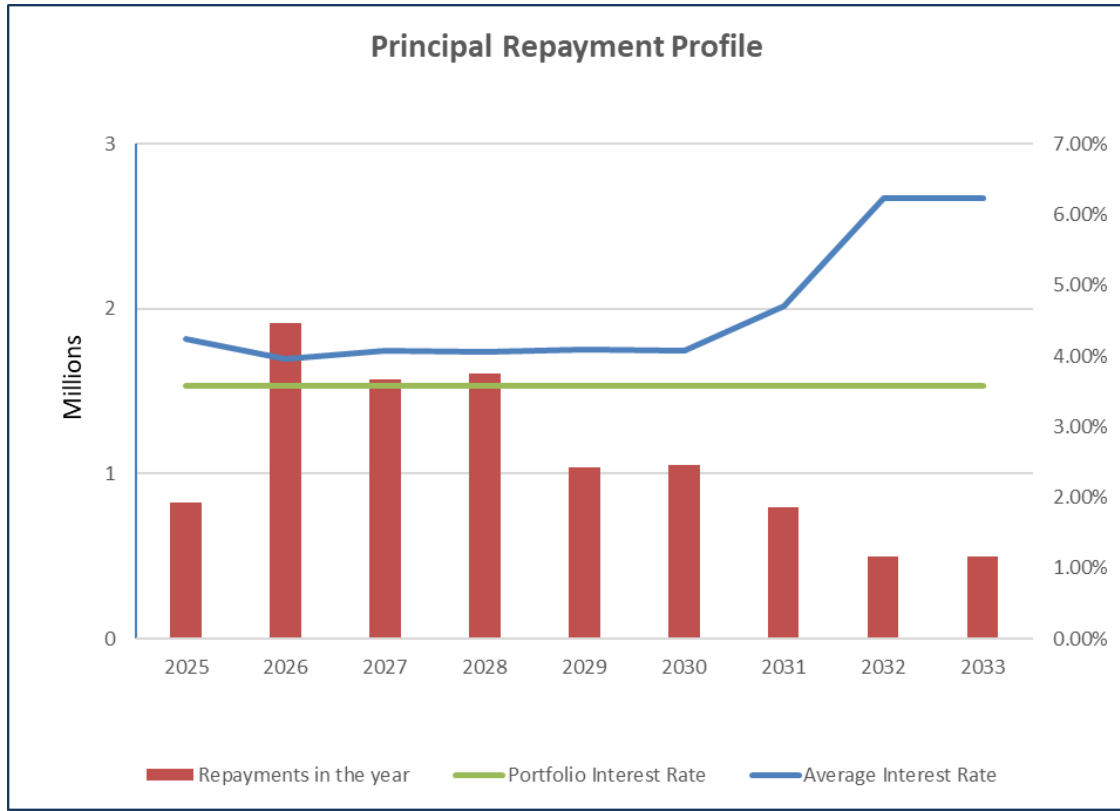
Item	Performance
Interest for the Month (\$)	1,313,738
Interest YTD (\$)	10,927,040
% of Annual Budget Rec'd	100%
Portfolio Performance FYTD Actual (%)	2.60%
AusBond Bank Bill Index FYTD Actual (%)	3.34%
Performance Compared to Bank Bill Index (%)	-0.74%

Loan Portfolio

The following table presents the loan balances, repayments and monthly interest expense as of 31 March 2025 for 2024-25.

Fund	Amount Borrowed	Outstanding Balance	Weighted Average Interest Rate	Accrued Interest for Month	Remaining Repayments FYTD
General	66,144,755	10,447,353	4.28%	34,727	1,845,615
Waste	1,500,000	258,923	3.44%	683	89,291
Total	67,644,755	10,706,276		35,410	1,934,906

The maturity profile of the loans portfolio is shown below, providing details of when outstanding loan balances will be paid down, including the average interest rate payable.



Summary - Net Position Investments and Loans

Interest Analysis for the Month	Values \$
Investment Interest Income	1,313,738
Loan Interest Expense	(38,989)
Net Interest Income for the Month	1,352,727
Investments Vs Borrowings	
Total Current Investment Balance	381,734,088
Total Current Loan Balance	(9,803,124)
Net Position	371,930,964

At current interest rates, Council can invest funds at around 4.6%. With a significant portion of the loan portfolio locked in at lower average rates, Council is benefiting from a positive net exposure to interest rates. However, this position may come under pressure in the future, as upcoming loans are expected to incur 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 YTD basis. Returns are currently marginally below benchmark.

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 March 2025
2.  Port Macquarie-Hastings Council Portfolio Valuation - 31 March 2025
3.  Port Macquarie-Hastings Council Loan Repayments - 2024-2025

Item: 10.14

Subject: STRATEGY REVIEW - DRAFT PROCUREMENT STRATEGY - POST
PUBLIC EXHIBITION

Presented by: Business and Performance, Keith Hentschke

Alignment with Delivery Program

1.5.2 Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable.

RECOMMENDATION

That Council:

1. Adopt the Draft Procurement Strategy.
2. Note the Local Content evaluation criteria within the Draft Procurement Policy is intended to replace the current offset methodology within the Tendering Local Preference Policy and more effectively maximise the participation of local business in Council contracts and projects.
3. Rescind the Tendering Local Preference Policy and apply the Local Content to evaluation criteria as detailed in the Procurement Strategy.

Executive Summary

At the Ordinary Council Meeting held on 14 November 2024, the Draft Procurement Strategy was considered and Council resolved to:

1. *Note the Local Content evaluation criteria within the Draft Procurement Strategy is intended to replace the current offset methodology within the Tendering Local Preference Policy and more effectively maximise the participation of local business in Council contracts and projects.*
2. *Re-exhibit the Draft Procurement Strategy and place the proposed rescission of the Tendering Local Preference Policy on public exhibition for a period of 28 days, with public submissions to be considered and presented to the Ordinary Council meeting in February 2025.*
3. *Design a communication plan to ensure a broad consultation process on the Draft Procurement Strategy, encouraging diverse input from regional businesses and suppliers by direct outreach to known business working groups within our region as well as all vendors currently registered in Council's Procure to Pay system.*
4. *Reinsert Page 9 of the Draft Procurement Strategy as presented to the August 2024 Ordinary Council Meeting, for inclusion in the re-exhibition, with the removal of paragraph three.*

5. *Note a future report will be presented to the Ordinary Council meeting every 12 months commencing from October 2025, that details Council's commitment to supporting local business through its tendering and purchasing process during the previous financial year.*

The Draft Procurement Strategy was placed on public exhibition from 13 January 2025 to 11 February 2025. During the exhibition period, two (2) participants engaged in the survey and one (1) email submission in relation to the draft Procurement Strategy.

Multiple communication channels were employed to encourage diverse input from regional businesses, suppliers, and the broader community:

- **'Have Your Say' (HYS) Platform:** A dedicated online engagement page ran from 13 January 2025 to 11 February 2025, generating 263 visits and resulting in 48 document downloads or views.
- **Emails to Chambers of Commerce** in Port Macquarie, Camden Haven, and Wauchope, as well as to Regional Development Australia and Business NSW.
- **Direct outreach to nearly 1,800 active suppliers** in Council's Civica ERP database (focusing on suppliers who have engaged with Council in the past three years).
- **Economic Development E-Newsletter (EDM):** The Draft Strategy was included to broaden awareness among local businesses.
- **Social Media Campaigns:** Posts on Council's Instagram and Facebook channels were further shared into 19 local Facebook groups, supplemented by mentions in the HYS monthly EDM.

This communication plan ensured the involvement of both key stakeholders (Chambers of Commerce, Business NSW, Regional Development Australia) and the wider public, fulfilling Council's resolution to facilitate broad and inclusive consultation."

Outcomes from public exhibition

There was a total of 263 visits to Council's engagement website page during the exhibition period with 48 documents downloaded or viewed. Two (2) participants engaged in the survey and one (1) email submission was received.

Response to feedback on the Draft Procurement Strategy

Below are responses to the comments received against the six (6) questions in the engagement survey.

- Q1: In what ways could the strategy better support job creation within our community?

The strategy aims to establish a marketplace that opens new pathways for small to medium businesses, particularly through simplified processes and documentation that reduce entry barriers. We recognise the value in broadening opportunities for various supplier types, including professional services, and will consider expanding focus areas to reflect this.

Creating a local marketplace is central to our goals, as it facilitates easier access for local businesses to participate in Council opportunities. Simplified rules and procedures, such as reduced insurance requirements where feasible, are part of the Council's commitment to supporting business growth and job creation within the community.

- Q2: Are there specific opportunities for local suppliers that you think the strategy should highlight or expand upon?

Opportunities to support local suppliers will be made more transparent through the new marketplace. This approach encourages a broader range of local suppliers to participate, including sectors that may traditionally face challenges accessing Council work.

- Q3: How can the Council simplify the procurement process to better support small businesses?

Opportunities to support local suppliers will be made more transparent through the new marketplace. This approach encourages a broader range of local suppliers to participate, including those who may previously have found requirements too burdensome. By simplifying contract terms, reducing documentation, and offering clear, timely information about upcoming projects. Council aims to lower barriers for small businesses and foster greater local participation in procurement opportunities.

- Q4 Do you see any potential in the strategy for fostering innovation and sustainable practices among local businesses?

Our role in Council includes fostering an environment where local businesses can thrive. While the Council does not directly drive innovation, we aim to create favourable conditions through reduced procedural burdens and greater access to opportunities.

This includes removing unnecessary hurdles and promoting a collaborative environment that encourages sustainable practices. By doing so, we aim to support a business landscape where innovation can naturally evolve within the community.

- Q5 How can Council simplify the procurement process to better support small businesses?

We acknowledge that tender preparation can be resource-intensive, particularly for small businesses. Our goal is to reduce these costs by clearly defining requirements, streamlining document requirements, and ensuring a transparent process that gives businesses confidence in the likelihood of work proceeding. Additionally, we are actively working on simplifying contract terms and reducing administrative burden.

Our focus on Environmental, Social, and Governance (ESG) criteria aims to align with broader community goals, but we understand the concern around balancing inclusivity with procedural clarity. Diversifying suppliers is part of Council's commitment to a vibrant, inclusive local economy. Our approach is to

integrate these considerations in a way that does not impose undue complexity or costs.

Q6: Do you have any other feedback?

The Council's strategy is firmly rooted in supporting the core needs of our community. While we draw on established best practices and frameworks, such as those from the UN, our primary focus is to create practical, locally beneficial outcomes. Recognising feedback around clarity and focus, we aim to refine our approach to make actions and expected outcomes more tangible.

Regarding local suppliers, the strategy indeed seeks to prioritise them, including farmers and small businesses. By creating a more accessible marketplace, the strategy aims to ensure these local suppliers can directly benefit from Council opportunities.

Q7: Do you have any other feedback?

The Council's strategy is firmly rooted in supporting the core needs of our community. While we draw on established best practices and frameworks, such as those from the UN, our primary focus is to create practical, locally beneficial outcomes. Recognising feedback around clarity and focus, we aim to refine our approach to make actions and expected outcomes more tangible.

Regarding local suppliers, the strategy indeed seeks to prioritise them, including farmers and small businesses. By creating a more accessible marketplace, the strategy aims to ensure these local suppliers can directly benefit from Council opportunities.

Additional Questions Received Post-Exhibition

Q1: Whilst the intent of the procurement pipeline is appreciated, most of the projects are being advertised as per the pipeline, which is making forecasting for tendering difficult.

We acknowledge that timing changes can impact tender forecasting. Procurement is reviewing its pipeline publication cycle to improve alignment with actual project timelines and provide suppliers with more accurate information as early as possible.

Q2: Councils tender documents include contract award dates. Often the evaluation goes beyond this date but we're not provided with an update. This has an impact on the resources we're holding over, should we win the tender.

Council is committed to issuing notices of any extended evaluation periods or changes to award timelines to help suppliers manage resources more effectively.

Q3: Is there any opportunity for Contractors to showcase what we do, capability and plant?

We are exploring ways (including supplier information sessions or “meet the buyer” events) for contractors to showcase their expertise, plant, and services directly to Council.

- Q4 Cost of tendering is expensive. Can council give some thought to making this simpler?

We are streamlining documentation and evaluating ways to reduce complexity in tender submission. This includes clearer scope requirements and simplified contract terms where feasible.

- Q5 Information sessions on Council’s procurement and contract management requirements would help us better understand what we need to do to be competitive.

Council will continue to offer supplier briefings and industry sessions that clarify procurement requirements and contract management expectations. We believe greater transparency helps suppliers submit stronger tenders and fosters a more competitive local market.

Tendering Local Preference Policy

The Tendering Local Preference Policy came into effect in late 2017. Over the years, we have extensively examined the impact of the Tendering Local Preference Policy and presented findings through multiple reports and a Council Briefing. Despite Council’s commitment to supporting local suppliers, evidence has shown that the policy, which uses a notional offset to the tendered price, has not delivered the intended benefits to local businesses.

Feedback from suppliers, coupled with our procurement data, consistently highlights the limited effectiveness of the policy in fostering genuine local economic participation. The offset approach, while well-intended, has proven inadequate in addressing market realities and achieving meaningful participation from local suppliers.

As a result, we are recommending moving away from this notional offset approach and implementing a new Local Content evaluation criterion within our procurement evaluations. This adjustment detailed in the draft Procurement Strategy, is designed to encourage the inclusion of local suppliers more directly by providing tangible advantage during the offer response process. With this change we aim to create a more transparent and effective method for supporting local businesses and maximising their participation in council projects and contracts.

Provided below are key reasons why a Local Content is preferable, along with the risks associated with maintaining a price offset method.

- 1) Clarity and Transparency
 - **Local Content:** Including clear Local Content evaluation criteria makes the support for local suppliers explicit and visible to all stakeholders. It also removes any ambiguity and enables suppliers to see exactly how local contributions factor into the overall evaluation.

- **Notional Offset:** An offset applied to the tendered price can be less transparent, as it involves adjusting the bid evaluation without suppliers fully understanding how their final score is affected. This lack of transparency can lead to distrust among suppliers and a perception of favouritism or inconsistency.
- 2) Encouraging Local Supplier Development
- **Local Content:** This approach directly rewards suppliers who integrate local labour, materials, or resources, motivating them to invest more in local supply chains. By having a visible criteria, suppliers are encouraged to increase their local contributions, which can bolster local economies and create long-term, sustainable supplier relationships.
 - **Notional Offset:** An offset might give price advantages to local suppliers, but it doesn't provide a clear incentive for suppliers to actively incorporate more local content or to develop local supply capacity. Suppliers might feel little motivation to increase their local engagement beyond meeting the minimum threshold, which can undermine the policy's intended benefits.
- 3) Alignment with Strategic Goals
- **Local Content:** This method is strategically aligned with many councils' goals of fostering sustainable economic development. Detailed criteria gives a measurable and consistent framework that aligns with broader procurement objectives, such as promoting local economic growth, supporting employment, and boosting local business innovation.
 - **Notional Offset:** The offset is often seen as a "shortcut" that can conflict with strategic sustainability goals. It may prioritise price savings in the short term but does not directly align with long-term development objectives that rely on cultivating local industry.
- 4) Avoiding Financial Risks of Price Offsets
- **Inflated Cost Perception:** Price offsets can create a distorted perception of the actual costs by artificially lowering the evaluated price, even if the actual cost remains higher. This can result in budget discrepancies if the full, unadjusted tender price exceeds financial expectations.
- 5) Preferred Way to Support Local Suppliers
- **Meaningful Evaluation Criteria:** Local Content values local contributions without compromising the focus on total cost, quality, and other critical selection criteria. Local suppliers who genuinely contribute to the community benefit from this targeted support.
 - **Fairness and Equity:** Weighting supports fair competition by giving all suppliers an equal opportunity to win tenders based on their merits rather than through artificial price adjustments. This approach balances local preference with fairness to all suppliers.

Amendments to the draft Procurement Strategy

We've made several amendments to the draft Procurement Strategy following the public exhibition period to reflect feedback and operational changes. These updates include a revision to the CEO's message, a change to the publication frequency of the annual procurement pipeline (now to be published every six months to ensure it remains current) and an adjustment to Performance Measure 4 to track the number of procurement opportunities from the pipeline that have been completed.

Implementation Plan

Once the strategy is adopted, we will develop a detailed implementation plan with key milestones and timelines to ensure its effective rollout. This plan will outline the steps needed to bring the strategy to life, providing clear guidance on execution and accountability.

Options

- That the draft Procurement Strategy be adopted and that the Tendering Local Preference Policy be rescinded.
- That the draft Procurement Strategy Tendering Local Preference Policy be amended and adopted.
- That the draft Procurement Strategy be rejected and the Tendering Local Preference Policy retained.

Community Engagement and Consultation

To ensure a broad and inclusive consultation process on the Draft Procurement Strategy, Council developed a targeted Communication Plan. This Plan focused on reaching out to known business networks in the region and directly notifying all vendors registered in Council's Procure to Pay system. The goal was to encourage diverse input from a wide range of stakeholders, particularly small to medium businesses, on how best to refine and implement the Strategy.

Internal Consultation

- Director Business and Performance
- Executive Lead, Finance & Commercial Operations, and
- Group Manager, Procurement.

External Consultation

- Chambers of Commerce:
 - Port Macquarie
 - Camden Haven
 - Wauchope
- Regional Development Australia
- Business NSW
- Vendors registered in Council's Procure to Pay system, and
- Community and Interested Stakeholders.



Planning and Policy Implications

This is a draft Procurement Strategy that should it be adopted by Council and replacing the Tendering Local Preference Policy.

Financial and Economic Implications

There are no financial implications in this report. The proposed replacement of the Tendering Local Preference Policy with the Local Content to evaluation criteria in the Procurement Strategy will provide enhanced opportunity for local businesses to participate in Council contracts and projects.

Attachments

1.  Engagement Summary Report
2.  Procurement Strategy 2025 - 2028

Item: 10.15

Subject: CUSTOMER SATISFACTION SURVEY ACTION PLAN

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Note the Customer Satisfaction Survey Action Plan.**
- 2. Endorse the implementation of the Action Plan as a whole-of-Council response to improve service delivery, communication, and engagement.**
- 3. Receive an update report on progress against key actions and performance measures in April 2026.**

Executive Summary

At the February 2025 Ordinary Council Meeting (Item 11.07), Council resolved to receive the results of the 2025-2026 Customer Satisfaction Survey and requested a targeted action plan be developed to address the identified opportunities for improvement.

That Council:

- 1. Note the results of Council's 2024 Community Satisfaction Survey*
- 2. Request the Chief Executive Officer to develop an Action Plan for Council's response to these Community Satisfaction Survey results, including intended communications and how survey outcomes will be considered in future planning and resource allocation, to be presented to the April 2025 Ordinary meeting of Council.*

The attached Customer Satisfaction Survey Action Plan (Attachment 1) responds directly to the Council resolution from February 2025, outlining practical and measurable steps to improve service delivery, community engagement, communication, and responsiveness. While the overall satisfaction score saw a marginal decline, the survey results provided valuable insights into community expectations, with particular focus on roads and infrastructure, transparency, and customer service responsiveness.

The Action Plan has been developed collaboratively across relevant teams and provides a whole-of-Council response to the feedback received. It includes specific actions, owners, timelines, and performance measures to guide implementation and monitor impact.

Discussion

The Customer Satisfaction Survey revealed several key findings:

- **Community Priorities:** High importance placed on roads, parks, and environmental sustainability.
- **Service Performance:** Mixed satisfaction levels, particularly regarding response times and consistency.
- **Engagement and Communication:** Clear community desire for more proactive updates, transparency, and opportunities to engage.

In response, the Action Plan focuses on four priority areas:

1. **Enhancing Customer Responsiveness**
 - Improve CRM resolution processes and response time consistency.
 - Define and communicate service level expectations.
2. **Improving Communication and Engagement**
 - Finalise and implement a new Community Engagement Plan.
 - Launch new digital communication channels (e.g., YouTube updates).
 - Develop an Education Framework to support greater understanding of Council's role.
3. **Service Delivery and Infrastructure Maintenance**
 - Share Council's 10-year works program to improve transparency.
 - Launch a reporting app campaign to increase community use and feedback.
4. **Building Community Trust and Satisfaction**
 - Increase visibility of Council achievements and service improvements.
 - Strengthen internal collaboration and build a culture of accountability.+

Additionally, when finalised the Customer Experience Strategy is anticipated to guide Council's overall approach to improving the way residents interact with our services.

The Action Plan outlines short and medium-term steps with quarterly review mechanisms to ensure progress. A coordinated effort across Customer Service, Engagement, Communications, Infrastructure, and Transformation teams will be critical to our success.

The Plan has been designed to be cost-neutral where possible, leveraging existing systems and reallocating resources, with some low-cost investments in digital tools to increase impact and accessibility.

This report recommends that Council formally note the Action Plan and endorse its implementation, in line with the February 2025 resolution.

Options

Council has the following options available:

1. Endorse the Action Plan for implementation as recommended or
2. Seek additional information or changes to the Plan or
3. Not endorse the Action Plan for implementation or
4. Resolve in some other fashion

This report recommends option 1.

Community Engagement and Internal Consultation

Development of the Customer Satisfaction Survey Action Plan has involved internal engagement to ensure alignment with organisational priorities and readiness for implementation.

- The Action Plan was presented to the Senior Leadership Team (SLT), ensuring that each Directorate understands their role in delivering actions aligned with the survey findings.
- The Executive Team has reviewed the proposed actions, and their feedback has been incorporated into the final Plan to ensure cross-organisational alignment and accountability.

This approach supports a whole-of-Council response and ensures that the actions identified are practical, resourced, and embedded into ongoing operational planning. Further internal briefings are planned to cascade the plan through teams and maintain momentum in delivery.

Planning and Policy Implications

The Action Plan aligns with Council's adopted values and strategic direction, particularly in the areas of customer experience, community engagement, and continuous improvement. While there are no direct planning or policy changes required at this stage, the Plan supports future decision-making and may inform updates to internal service standards, engagement frameworks, and customer responsiveness policies.

Financial and Economic Implications

Implementation of this Action Plan is designed to be primarily cost-neutral, leveraging existing staff, resources, and digital platforms. Some minor investments may be required to enhance customer service responsiveness, digital engagement tools, and reporting systems. These will be managed within existing budgets or considered as part of future operational planning. No significant financial impact is anticipated.

Attachments

1.  Customer Satisfaction Survey Action Plan 2025

Item: 10.16

Subject: QUADRUPLE BOTTOM LINE - POST BRIEFING REPORT

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Note the 20 February 2025 Ordinary Council Meeting Quadruple Bottom Line report.**
- 2. Note the additional information provided in this report.**
- 3. Note the Councillor Briefing conducted on the 27 March 2025.**

Executive Summary

The Ordinary Council Meeting held on 20 February 2025 included a Council resolution on Item 10.11 Quadruple Bottom Line Obligations as follows:

That Council defers consideration of this item until after the scheduled March 2025 briefing.

The report that was presented to the 20 February 2025 Ordinary Council Meeting is included as Attachment 1.

The purpose of the 20 February 2025 report was to provide the information requested in the Ordinary Council Meeting held on 12 December 2024. The resolution on Item 10.05 Notice of Motion - Quadruple Bottom Line Obligations from the 12 December 2024 Ordinary Council Meeting follows:

That Council:

- 1. Request the Chief Executive Officer provide a report to the February 2025 Ordinary meeting of Council that details proposed plans to progress embedding structured and data driven consideration of Quadruple Bottom Line (QBL) into Council decision making, including but not limited to:
 - (a) Inclusion of QBL implications/considerations in all Council reports as a standard item for consideration*
 - (b) The Integrated Planning and Reporting (IP&R) framework and suite of documents and QBL outcomes being reported on in Council's Annual Report**
- 2. Request the Chief Executive Officer to facilitate a Councillor Workshop in March 2025 regarding item 1 above and the implications for delivery of Council's 2025-2026 IP&R suite of documents including the*

following:

- (a) Costs likely to be associated with actioning the outcome of Council's consideration of item 1 in the draft 2025-2026 IP&R documents.*
- (b) Resourcing available or required to support progressing the plans to embed a structured and data driven consideration of Quadruple Bottom Line (QBL) into Council decision making, including but not limited to external organisations such as the Joint Organisation and establishing a community reference group or advisory committee.*

A Councillor Briefing was provided on the 27 March 2025. The Briefing included discussion between Councillors and Staff on Quadruple Bottom Line principles and implementation.

This report recommits the information tabled in the February 2025 Ordinary Council report (Attachment 1) for notation by Council.

Discussion

A Councillor Briefing was provided on the 27 March 2025. The Briefing included discussion between Councillors and Staff on Quadruple Bottom Line principles and implementation.

The information presented in the Briefing included:

1. The 12 December 2024 Ordinary Council Meeting Notice of Motion.
2. The 20 February 2025 Ordinary Council Meeting Resolution.
3. The Local Government Act 1993 (NSW) Guiding Principles for Decision Making.
4. The Local Government Act 1993 (NSW) Principles of Sound Financial Management
5. The Characteristics of Complex and Strategic Decision Making.
6. The Value of Quadruple Bottom Line.
7. The Risks of Quadruple Bottom Line.
8. Existing Quadruple Bottom Line and plans to amplify its application including into Council Reports and Integrated Planning and Reporting suite of documents.
9. A series of sample draft documents from the Integrated Planning and reporting suite demonstrating the Quadruple Bottom Line embedded in planning and reporting mechanisms.
10. Resourcing Options.

The items presented were also included in the 20 February 2025 Ordinary Council Meeting report, except for:

- Item 5 from the above list, The Characteristics of Complex and Strategic Decision Making.
- Item 10 Resourcing Options.

A summary of these two items and the discussion points from the Briefing are provided as follows.

The Characteristics of Complex and Strategic Decision Making.

The discussion included acknowledgement that the greatest value of Quadruple Bottom Line, relative to the effort and cost to implement it, is:

1. In Strategic Decision Making.
2. Visibility into how that decision was made or justified.
3. How Council and other reports are presented and the elements that are needed for decision making are clear.
4. The inclusion in the Integrated Planning and Reporting documents that facilitate visibility and embedded reporting in the IP&R program.

By definition of the strategic nature of the Mayor, Deputy Mayor and Councillors role, most of the decisions made by Council will be strategic and complex. The key characteristics of these decision include:

1. There is no single right answer, emergent instructive patterns
2. Cause and effect relationship discoverable but not immediately apparent
3. Uncertainty and challenging predictability
4. There are many competing ideas and inherent risks
5. A need for creative and innovative approaches
6. There are unknowns. Some identified and some not conceived.

Quadruple Bottom Line is one mechanism that can support strategic decision making in complex environments with a desire for high visibility into decision making.

Resourcing Options

The briefing included the following options in respect of resourcing the application of a QBL framework across Council:

1. Quadruple Bottom Line being implemented, training and education by existing staff with an evolution in its strategic use and maturity over time or
2. Quadruple Bottom Line implementation be discretely resourced by additional staff resources dedicated in part, or whole, to the strategic implementation, training and education to improve the timeliness of implementation but increase the cost or
3. Quadruple Bottom Line strategic implementation, with resourcing being provided for training and education from external resources such as a consultant(s) to improve the timeliness of implementation but at the risk of control.

At the briefing the discussion of councillors agreed that additional resources was not an appropriate option for Council's present position and strategic needs from a Quadruple Bottom Line approach by Council.

Options

Council has the option to:

1. Note the subject report including the Quadruple Bottom Line report of 20 February 2025 and the 27 March 2025 Councillor Briefing and the additional information or

2. Resolve in some other manner.

This report recommends option 1 be adopted.

Community Engagement and Internal Consultation

The internal consultation included the Executive team and the Group Manager Governance.

The Quadruple Bottom Line elements in the Integrated Planning and Reporting suite of documents will be included in the exhibition and engagement for that work.

Following changes to the Council report format there will be an education and notification element to the staff and the community.

Planning and Policy Implications


The planning and policy implications in relation to this report relate to embedding Quadruple Bottom Line where it has strategic value and has implications for reporting particularly in Council reports and Integrated Planning and Reporting.

Financial and Economic Implications

The Quadruple Bottom Line, strategic embedding and maturity model over time, is utilising existing staff and does not have any direct financial and economic implications.

There are cost implications to the dedicated resourcing model or the consultancy model.

Attachments

1.  Quadruple Bottom Line Obligations Report - Ordinary Council Meeting 20 February 2025

2 Your Community Life

What we are trying to achieve

A healthy, inclusive and vibrant community.

What the result will be

We will have:

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

How we will get there

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

Item: 11.01

Subject: POLICY REVIEW - PUBLIC ART POLICY - POST EXHIBITION

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.5.1 Support cultural activities within the community.

RECOMMENDATION

That Council:

1. Note the outcomes of the public exhibition period for the draft Public Art Policy.
2. Adopt the revised Public Art Policy.

Executive Summary

Port Macquarie-Hastings Council recognises that public art plays a critical role in enhancing public spaces, supporting local creatives, and strengthening the social and cultural identity of the region. Public art contributes to Council's Community Strategic Plan vision of being *"The most liveable, sustainable and innovative place in Australia."*

The Public Art Policy provides clear and transparent guidelines for the integration of public art into Council infrastructure, urban design, and community spaces. The Policy also outlines Council's role in fostering creative expression and supporting the delivery of inclusive, place-based art across the region.

The existing Public Art Policy was originally adopted in March 2020 and received a minor update in September 2021. Following a comprehensive internal review, a revised draft Public Art Policy was endorsed by Council in December 2024 for public exhibition.

This report provides an overview of the engagement process undertaken, community feedback received, and subsequent updates made to the Policy. It is recommended that the revised Public Art Policy be adopted and that it replaces the previous version.

Discussion

At the December 2024 Ordinary Council Meeting, Council resolved to place the draft Public Art Policy on public exhibition for no less than 42 days. The engagement period ran from 23 January to 7 March 2025, with all community members, creatives, and stakeholders encouraged to view the revised policy and provide feedback. During this period, the draft Policy was downloaded 42 times, and six formal submissions were received via Council's Have Your Say platform and direct email.

As detailed in the Engagement Report (Attachment 2), submissions were largely supportive and aligned with the policy's direction and purpose.

Feedback themes included:

- A strong appreciation for Council's support of public art
- Calls for clear and transparent selection processes
- The importance of artist compensation and intellectual property recognition
- Requests for inclusive practices and representation of diverse voices
- Suggestions around clarity of language and roles in implementation

In response to this feedback, minor clarifications were made to strengthen the following areas:

- Artist compensation and rights: Adjustments to reinforce fair payment and appropriate attribution.
- Transparency in commissioning: Inclusion of more specific reference to open, competitive, and transparent procurement methods.
- Community representation: Reaffirmed importance of inclusive and site-specific artwork that reflects community voices, including Traditional Owners.

No major changes were required to the draft due to the overall consistency of support.

Key Features of the Revised Policy

The revised Public Art Policy (Attachment 1) reflects Council's commitment to:

- Embedding art in everyday public infrastructure and environments
- Strengthening partnerships with Traditional Owners and local creatives
- Encouraging innovation and site-responsive designs
- Ensuring processes are equitable, transparent, and accessible

New and updated content includes:

- Expanded principles of public art (Section 2.2), including inclusion, cultural relevance, accessibility, and sustainability
- Clarification of roles and responsibilities for Council, artists, developers, and community stakeholders
- Revised project lifecycle guidance, including planning, commissioning, installation, and maintenance
- Emphasis on artist rights, cultural protocols, and recognition aligned with national best practice

If adopted, this Policy will supersede the 2020 version.

Options

Council has the following options available:

1. Adopt the Policy incorporating post-exhibition clarifications as recommended or
2. Request additional information before adopting the policy or
3. Not adopt the Policy

This report recommends option 1.

Community Engagement and Internal Consultation

In the December 2024 Council meeting, Councillors endorsed the draft Public Art Policy and resolved for it to be placed on public exhibition for a period of no less than

42 days. The engagement was open between Thursday 23 January 2025 and Friday 7 March 2025.

Community engagement occurred via:

- Councils Have Your Say website
- Direct email invitations to artists, creatives, and arts organisations
- Promotion through social media and stakeholder newsletters

Key statistics:

- 42 downloads of the Draft Policy
- 6 formal submissions
- Engagement analytics show increased reach on Instagram and Facebook posts compared to Council averages

Consultation also took place internally with:

- Cultural Development and Engagement teams
- Recreation and Community Planning staff
- Open Space and Place teams
- Communications

There were 42 downloads of the draft Public Art Policy with six submissions received.

As detailed in Engagement Report (Attachment 2), feedback from public exhibition indicates a strong community endorsement for public art, with a clear desire for policies that support both the artistic community and inclusivity. Respondents are enthusiastic about the cultural, social, and economic benefits of public art but want to ensure that artists are compensated, and that the selection process is transparent. Please see attached Engagement Report for more detailed information.

Planning and Policy Implications



Adoption of the revised Public Art Policy will supersede the existing Public Art Policy 2020. This Policy complements the Port Macquarie-Hastings Development Control Plan (DCP) and supports alignment with Council's strategic objectives, including placemaking, community wellbeing, tourism, and economic development.

Financial and Economic Implications

There are no direct financial implications associated with the adoption of this Policy. However, the Policy outlines the importance of budgeting for public art in both standalone initiatives and integrated infrastructure projects.

Currently, Council does not have a dedicated public art budget in the 2024-2025 Operational Plan. Funding will continue to be considered on a project-by-project basis or in partnership with external collaborators and grants.

Attachments

1.  Public Art Policy 2025
2.  Public Art Policy Engagement Report

Item: 11.02

Subject: POLICY REVIEW - PRIVATE MEMORIALS AND COMMEMORATIVE NAMING IN PARKS AND RESERVES POLICY - POST EXHIBITION

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.2.1 Support and advocate for all community sectors.

RECOMMENDATION

That Council:

- 1. Note the feedback received during the public exhibition of the draft Private Memorials and Commemorative Naming in Parks and Reserves Policy.**
- 2. Adopt the revised Private Memorials and Commemorative Naming in Parks and Reserves Policy.**
- 3. Thank those who made a submission and advise them of the outcome of Council's determination.**

Executive Summary

At the Ordinary Council Meeting held on 12 December 2024, Council resolved to place the draft Private Memorials and Commemorative Naming in Parks and Reserves Policy on public exhibition.

The policy was subsequently placed on public exhibition from 3 February 2025 to 3 March 2025. During this exhibition 4 submissions were received on the Policy.

This report provides details of the submissions received and recommends that the Policy be adopted without further changes.

Discussion

At the Ordinary Council meeting held on 12 December 2024, Council resolved as follows:

That Council:

- 1. Endorse the draft Private Memorials and Commemorative Naming in Parks and Reserves 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.*
- 3. Determine that the draft Policy be amended prior to exhibition, to include the intended approach to existing plaques/memorials, namely that they will remain in place, however if they are removed, damaged or fall off they will not be replaced.*

In response to recommendation 3, the following amendment was placed in the Policy within section 4. Principles.

Council does not guarantee to retain previously approved plaques and memorials in perpetuity. Previously approved plaques are not guaranteed for replacement due to vandalism. Existing plaques/memorials will remain in place, however if they are removed, damaged or fall off they will not be replaced.

The plan was subsequently placed on public exhibition from 3 February 2025 to 3 March 2025.

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 (Attachment 1).

There was a total of 29 visits to Council's Have Your Say engagement website page during the exhibition period. A total of 4 Have Your Say submission were received for the draft Policy with 33 downloads of the draft Policy.

Submissions reflected the community's desire for more flexible, accessible and meaningful memorial options in public spaces. They also emphasised the emotional and community value of such memorials, while also offering suggestions for consideration. In summary the feedback included:

Memorial plaques as a source of comfort

Submissions highlighted the importance of memorial plaques placed on park benches as a peaceful alternative to traditional cemetery settings. These memorials offer families a place of reflection and solace, providing a connection to their loved ones in a public, non-grief-focused environment.

Need for flexibility and duration of memorials

One suggestion proposed the option to place memorial plaques in public spaces, with a time limit of 5-10 years. This would allow families to honour their loved ones in a meaningful, yet temporary way.

Personal request

Council asked to consider a plaque for a deceased family member.

Maintenance and replacement of memorial plaques

One community member asked if families could be given the option to replace a plaque at their own cost if it becomes damaged or needs to be removed.

The intent of the draft Private Memorials and Commemorative Naming in Parks and Reserves Policy remains unchanged following the public exhibition period, and no amendments have been made to the draft policy as a result of the submissions received. The final draft policy is provided as Attachment 2.

In response to the submissions, it is proposed that further investigation be undertaken to identify a suitable location and develop a concept design for a public

art installation. This installation would serve as a reflective space where the community can remember loved ones within a public open space setting.

Options

Council has the option to not adopt the Private Memorials and Commemorative Naming in Parks and Reserves Policy, or request amendments to the Policy.

This Policy, if adopted would replace the Commemorative Seat Procedure and Commemorative Seat Guideline.

Community Engagement and Internal ConsultationCommunity Engagement

This draft policy was placed on 28 days' public exhibition with 4 submissions being received. An Engagement Summary Report for this exhibition is provided in Attachment 1.

Ongoing Internal Consultation has occurred with.

- Group Manager Liveable Communities
- Manager Spaces and Places
- Recreation & Community Initiatives Coordinator
- Recreation & Community Strategy Coordinator
- Recreation and Open Space Planner
- Tree Management and Open Space Planner
- Senior Community Development Officer
- Facilities Coordinator
- Asset Officer
- Community Engagement and Communication Coordinator
- Property and Leasing Coordinator
- Parks and Open Space Coordinator
- Community Engagement Officer
- Utilisation Officer

Planning and Policy Implications

This report recommends the adoption Private Memorials and Commemorative Naming in Parks and Reserves Policy.

A Guideline/ Procedure is to be developed for implementation to outline how staff will respond to a request for memorial for a person who has contributed significantly to the community in line with the adopted Policy.



Financial and Economic Implications

There are currently 235 commemorative assets that Council is aware of. The ongoing costs of managing and maintaining existing memorials have an impact on Council's resources. Each year, operational teams incur approximately \$30,000 to \$40,000 in

expenses for tasks such as repairing, sanding, painting, removing graffiti and cleaning these memorials.

Additionally, the expectation that these memorials will be cared for indefinitely introduces challenges in terms of unquantifiable long-term costs and obligations on Council. The emotional and symbolic significance of these memorials should be acknowledged. For many in the community, these memorials represent more than just physical structures; they serve as a means of honouring and remembering loved ones. This can impact our ability to allocate resources effectively for the management and maintenance of core assets and services and make changes to public spaces, which are essential to meeting the broader needs of our community. The challenge is to balance these personal elements with the practical considerations of resource management and long-term sustainability.

Attachments

1.  Commemorative Naming and Private Memorials Policy Engagement Report
2.  Private Memorials and Commemorative Naming in Parks and Reserves Policy

Item: 11.03

Subject: PETITION - PREVENT INTRODUCTION OF USAGE FEES FOR
COUNCIL'S SPORTING AND RECREATIONAL FACILITIES

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.2.1 Support and advocate for all community sectors.

RECOMMENDATION

That Council:

1. **Note the petition lodged by Mid North Coast Softball Association seeking Council to not impose additional fees and charges on sporting fields and recreational facilities as proposed by the Council.**
2. **Respond to the organiser of the petition with the outcome of Council's consideration in this matter**

Executive Summary

A petition (Attachment 1) containing 532 signatures has been received by Council from Mid North Coast Softball Association seeking Council to not impose additional fees and charges on sporting fields and recreational facilities as proposed by the Council.

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.

It should be noted that the issue of usage fees of Council's sporting fields and recreational facilities is the subject of a separate report in the April 2025 Ordinary Council Meeting agenda.

Discussion

The petition lodged by Mid North Coast Softball Association contains 532 signatures.

It should be noted that the issue of usage fees of Council's sporting fields and recreational facilities is the subject of a separate report in this April 2025 Ordinary Council Meeting agenda.

It is noted that consideration of user pay fees for sporting fields is ongoing and was the subject of a briefing session held with Councillors on 27 March 2025 and has not been included in the draft annual Fees and Charges associated with the draft 2025-2026 Operational Plan.

Options

Council has the option to note the petition or resolve in some other manner as appropriate. This report recommends that given the matter of the user fees and charges for sporting facilities is the subject of a separate report to the April 2025 Council Meeting this petition be noted.

Community Engagement and Internal Consultation

There has been no community engagement in the preparation of this report. Internal discussion has occurred with:

- Director Community, Planning and Environment
- Group Manager Governance


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.

Attachments

1.  Petition - Prevent Introduction of Usage Fees for Council's Sporting and Recreational Facilities

Item: 11.04

Subject: UPDATE - STRATEGIC REVIEW OF SPORT AND RECREATION
STAKEHOLDER ENGAGEMENT AND DEVELOPMENT OF USER
PAY FEE STRUCTURE

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities.

RECOMMENDATION

That Council:

1. Note the update on stakeholder engagement for the Strategic Review of Sport and Recreation and Stakeholder Engagement.
2. Continue to deliver improvements to sport and recreation stakeholder engagement in line with identified best practice principles and through collaboration with community partners.
3. Note that consideration of user pay fees for sporting fields is ongoing and has not been included in the draft annual Fees and Charges associated with the draft 2025-2026 Operational Plan.

Executive Summary

Council has commenced a strategic review of sport and recreation stakeholder engagement. The purpose of this review is to identify opportunities for improved consultation, prioritisation, communication, and coordination with the sporting community. This report outlines the findings of the review to date, provides an update on consideration of user-pays fees for sporting fields, and associated policy and financial implications.

The key drivers for this work include:

- A Key Performance Indicator (KPI) of the Chief Executive Officer for 2024-2025 financial year, was to: *"Undertake a Strategic Review of Sport and Recreation and stakeholder engagement and provide a briefing to Councillors on the review."*
- The resolution of Council at the June 2024 Ordinary Council Meeting (Item 10.07) which stated:

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.*

3. *Note the staff recommendation as stated in Item 10.09 (2024-2025 Operational Plan) '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.'*
 4. *Through the Chief Executive Officer, present to a future Ordinary Meeting of Council, utilising the input of the Port Macquarie-Hastings Council Sports Council, a Draft Sporting Facilities Usage Fees 'Model' and associated engagement plan, prior to inclusion in any future Operational Plan or Budget process.*
- Further, Council adopted the 2024-2025 Operational Plan at the June 2024 Council meeting (Item 10.9) which included action SPA 21 which relates to the following:

"Develop Sports Field User Pay Strategy", with the Performance measure as "Sport Field User Pay Proposed for the 2025-2026 Fees and Charges"

To increase efficiencies, staff combined the projects into a series of engagements with the sport and recreation community to gather feedback.

The review highlights significant gains made through recent engagement activities, identifies challenges, and proposes a sustainable engagement model to support ongoing dialogue with sporting stakeholders. This includes a proposed shift toward a user-pays model to enhance participation and resource engagement processes in a fair and transparent way.

This report provides an update on the review of strategic Sport and Recreation Stakeholder Engagement and the development of the Sporting Field User-Pays Fee Models for input into the broader review of Recreation as required in the CEO's KPI. It also outlines the process for both activities to date, including completed and planned engagement activities and the broader objectives of these two initiatives.

Discussion

This report presents a comprehensive update on the review of strategic Sport and Recreation Stakeholder Engagement and the development of the Sporting Field User Pay Fee Models. It outlines the engagement activities conducted, those still planned, and the broader objectives of the two initiatives.

Council plays a vital role in supporting over 130 sporting user groups and clubs across the local government area. Effective stakeholder engagement is key to ensuring equity, strategic alignment, and long-term sustainability of sport and recreation facilities and programs.

In accordance with a key CEO KPI, Council staff commenced a strategic review of recreation stakeholder engagement first involving:

- Review of existing engagement practices and challenges
- Workshops with key internal and external stakeholders
- Benchmarking against other councils
- Testing of new approaches to structured and ongoing consultation

Key Findings and Highlights:

- Improved consistency in communication channels with clubs and associations
- More transparent prioritisation of capital works and funding requests
- Introduction of an annual stakeholder calendar and engagement touchpoints
- Clearer definition of roles and responsibilities between Council, user groups, and peak bodies
- Stronger collaboration on planning, compliance, and infrastructure needs

To comprehensively review the strategic sport and recreation stakeholder engagement, staff began by reflecting on the historical approach to engagement. Traditionally, engagement between Council and sporting groups was built on personal relationships with club representatives. While this approach created strong connections in some cases, it led to inconsistencies and confusion in communication and service delivery.

Key issues identified include:

- Reliance on informal relationships with clubs.
- Lack of clarity in engagement between clubs, maintenance teams, and bookings teams.
- Perceived bias towards clubs with stronger personal connections.
- Assumptions of preferential treatment for certain sports or locations.
- Perception that Port Macquarie-based clubs received disproportionate attention.

Feedback from the sporting community also highlighted:

- The need for clearer and more structured communication with Council.
- A desire for increased transparency in the Recreation and Open Space Action Plan (ROSAP) priorities.
- Challenges in facility bookings and understanding procedures.
- The need for more inclusion in master planning and long-term strategies.
- Frustration with response times to service requests.
- The need for clarity around funding and support opportunities.

To address these concerns, staff developed two structured communication plans:

1. Seasonal Communications Plan aimed at consistency around seasonal sport needs and club administration changes:

- Committee Changeover Procedure
- Annual mailout and online forum for procedures
- After-hours contact via a dedicated sports phone
- A single online access point on Council's website with key resources

2. Planning Communications Plan focused on strategic planning engagement:

- Reinstatement of sports@pmhc.nsw.gov.au for all planning correspondence
- Direct collaboration with clubs on master planning
- Promotion of Places to Play Facilities Guidelines
- Club involvement in ROSAP implementation
- Clarification of the role of the Sports Council

In line with Council's June 2024 resolution, staff also began developing a draft Sporting Facilities Usage Fees 'Model' and associated engagement plan. To enable a sustainable and well-resourced engagement process, the review recommended implementing a user-pays engagement model that ensures:

- Clubs and associations contribute a nominal annual fee to support engagement costs
- Costs are transparent and proportionate to the scale of use and support provided
- Revenue generated is reinvested into sport and recreation planning and engagement activities

This model is used successfully by other NSW councils and is seen as a fair mechanism for maintaining ongoing engagement while reducing reliance on general revenue.

Development of a User-Pays Fee Model as a basis of engagement to ensure transparency and inclusivity, staff implemented a structured interim engagement process. Building on the feedback received during the 2024-2025 Operational Plan engagement, Council staff presented a range of user pay models to the Sports Council on 23 July 2024. These included:

- Fees per sport code
- Fees per sport season
- Fees per club member
- Fees per facility
- Fees only for clubs with over 100 members
- Fees applied for matches only, not training

Following the Sports Council meeting, key recommendations included:

- Further investigation of the per-facility and per-member (for clubs with 100+ members) models
- A request for more information on maintenance costs by venue

In response to the CEO's 2024-2025 Key Performance Indicator to undertake a Strategic Review of Sport and Recreation Stakeholder Engagement, Council implemented a targeted engagement and education process with sporting groups across the LGA. While the primary focus of these sessions was to support the delivery of the CEO's KPI including strengthening relationships, communication, and collaboration with clubs, Council also used the opportunity to introduce the concept of a user-pays model and seek initial, high-level feedback to help inform future engagement design.

This early input was not intended to replace formal consultation on sporting facility fees, but rather to inform the preparation of a draft engagement plan and potential fee model, as requested by Council in the June 2024 resolution. Insights gathered from these sessions have helped identify key community concerns and expectations and will be used to shape the next phase of structured engagement and Council decision-making. This process has taken longer than initially anticipated due to the sensitivity of the issue. Accordingly, more time is required to ensure that the engagement is comprehensive, and Council can receive quality feedback on any proposal to introduce user pay fees. Given the need for further time, proposed fees have not been included in the draft 2025-2026 Fees and Charges in the Draft Operational Plan.

The next phase includes refining proposed fee models in collaboration with the Sports Council and developing a broader community engagement plan. Once finalised, the draft model(s) and engagement approach will be presented to Council

for endorsement. Subsequent engagement outcomes will be compiled into a final report to inform Council's decision on implementation.

Options

Council has the following options available:

1. Note the information within the report as recommended or
2. Seek additional information on Sport and Recreation Stakeholder Engagement

This report recommends option 1.

Community Engagement and Internal Consultation

Internal Consultation

Throughout the development of the Strategic Review of Sport and Recreation Stakeholder Engagement and the User-Pays Fee Model, staff have undertaken internal consultation with key stakeholders including:

- Director Community, Planning & Environment
- Group Manager Liveable Communities
- Spaces and Places Manager
- Engagement and Communications Coordinator
- Recreation and Community Strategy Coordinator
- Recreation Planner

This collaborative approach ensured that policy alignment, operational practicality, financial considerations, and community expectations were embedded in the development of the proposed engagement and fee models for consideration.

Community Engagement Process

In response to the CEO's 2024-2025 Key Performance Indicator to undertake a strategic review of sport and recreation, Council has conducted a series of community and stakeholder engagement sessions with sporting clubs and user groups across the local government area. Between January and April 2025, 10 information sessions were delivered in Laurieton, Wauchope, Port Macquarie and online, attracting a broad range of participants from seasonal and year-round sports.

These sessions were primarily designed to strengthen Council's relationships with sporting stakeholders, test improvements to communication and planning processes, and gather insights on service levels and engagement preferences. Council also used this opportunity to introduce the concept of a user-pays model and seek preliminary feedback to inform the development of a draft fee structure and associated engagement plan, as requested in the June 2024 Council resolution.

To ensure robust community input, Council developed and delivered a targeted and structured community engagement, with 10 engagement sessions conducted across the LGA from January to April 2025. The sessions were scheduled to accommodate both summer and winter sports codes, ensuring broad representation.

Wauchope

- Wednesday, 29 January 2025 – 6:00 PM - Indoor Stadium
- Monday, 3 March 2025 – 6:00 PM - Indoor Stadium
- Tuesday, 25 March 2025 – 6:00 PM - Indoor Stadium

Laurieton

- Tuesday, 4 February 2025 – 6:00 PM - Vince Inmon Grandstand
- Thursday, 27 February 2025 – 6:00 PM - Vince Inmon Grandstand
- Thursday, 3 April 2025 – 6:00 PM - Vince Inmon Grandstand

Port Macquarie

- Thursday, 6 February 2025 – 6:00 PM - PMHC HQ
- Thursday, 6 March 2025 – 6:00 PM - PMHC HQ
- Wednesday, 26 March 2025 – 6:00 PM - PMHC HQ

Online

- Tuesday, 1 April 2025 - 6:00 PM - ONLINE ONLY

A total of 113 formal invitations were issued to sporting groups across the LGA. Sessions followed a feedback-loop model, allowing for open dialogue, information sharing, and refinement of the approach based on participant feedback.

Key Engagement Themes:

- Junior vs Senior Pricing: Concern that junior sports are more financially vulnerable due to reliance on canteen sales and volunteer support.
- One-Size-Fits-All Fee Limitations: Clubs requested differentiated models based on size, sport, and facility use.
- Staged Fee Implementation: Support for gradual introduction of fees to minimise financial burden.
- Transparency and Communication: Positive feedback on proactive engagement, with calls for early and detailed notice of any changes.
- Tiered Facility Approach: Strong support for fees to reflect the quality and amenity level of facilities (e.g. change rooms, lighting, grandstands).
- Social Equity and Participation: Widespread concern that fees could reduce participation, particularly among juniors and low-income families. Strong emphasis on maintaining affordability and inclusiveness.
- Recognition of Past Contributions: Clubs asked for consideration of their historical investments in facilities (e.g. infrastructure or equipment contributions).
- Bookable Platform and Double Fees: Feedback regarding potential 'double dipping' where fields are shared between codes or used concurrently.
- Clear Distinction Between Use Types: Clubs supported categorising usage (e.g., formal club sport vs passive community use) to determine applicability of fees.

Engagement Spectrum

Council applied the IAP2 Spectrum of Public Participation, primarily operating at the "Inform" and "Consult" levels:

- **Inform:** Providing clear and accessible information to stakeholders about the proposals.
- **Consult:** Gathering feedback, listening to concerns, and integrating that input into the development of options.

Feedback Outcomes and Next Steps

This engagement has shaped the evolving fee model and communication approach, ensuring alignment with community expectations. The feedback clearly indicates the importance of:

- Maintaining fairness across sports and club sizes
- Avoiding financial exclusion
- Ensuring fee transparency and reinvestment into facility maintenance and planning

Staff will now:

- Finalise a draft Engagement Plan and preferred fee model options
- Continue consultation with the Sports Council
- Present the draft model and Engagement Plan to Council for endorsement
- Provide regular updates to the community on progress and outcome.

This Engagement Report is attached to provide further detail (Attachment 1)

Planning and Policy Implications

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

Financial and Economic Implications

There are no immediate financial implications resulting from the adoption of this report.

Implementation of the user-pays engagement model is expected to generate modest income that offsets costs associated with stakeholder workshops, reporting, and resource time.

Longer-term efficiencies are expected through better prioritisation, reduction in duplicated engagement efforts, and more coordinated funding submissions.

Attachments

1.  Engagement Report

Item: 11.05

Subject: TUFFINS LANE FIELD DRAINAGE INVESTIGATION

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Note the information contained in this report.**
- 2. Consider including funding for the Detailed Environmental Assessment (EIS) and DA to the value of \$500,000 in a future Operational Plan and budget or the Long Term Financial Plan.**

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.

The Tuffins Lane Drainage Investigation is now complete and the final detailed design report is not provided here as Attachment 1 for Council's information.

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 was identified in the 2023/2024 Operational Plan \$200,000 as part of the Council Delivery Program Strategy L3.1 to generate a detailed design of subsurface drainage.

At the Ordinary Council meeting held on 20 June 2024, a further report was provided to Council providing a status update of the detailed design for drainage at Tuffins Lane Sporting Precinct. Please find this report as Attachment 2.

Due to the complexity of the investigation required to complete the detailed drainage design this project was undertaken as a multi-year project. The remaining budget allocated for this project was deferred to 2024-2025.

The Tuffins Lane Sporting Precinct is identified in the 2024-2025 Operational Plan \$85,060 as part of the Council Delivery Program Strategy L3.2 to generate a detailed design of subsurface drainage.

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 were completed by June 2024. Stages 3 and 4 are now complete.

An explanation of each stage is explained below:

1. Preliminary Site Investigations

Complete - The 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.

2. Options Assessment Report

Complete - This involved a desktop assessment of the options available to rehabilitate the sports fields. A report was prepared to complement the findings of the Preliminary Site Investigations. The report provided 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 as detailed below. It also highlighted 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.

- 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 1 progressed to detailed design)
- 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

Complete - This is an onsite assessment that included a detailed site survey, geotechnical investigations to understand the soil properties; perform CCTV inspection of existing subsurface drainage infrastructure, create flood modelling, and generate a tidal conditions assessment. This information was gathered to inform detailed drainage design.

4. Detailed Design

Complete - The detailed design report is now suitable for tender and construction, including drawings, technical specifications and an updated cost estimate. (Attachment 1)

The detailed design phase for drainage upgrades at Tuffins Lane Sports Fields has now been completed. The design addresses the long-standing drainage and ponding issues that limit the use of the fields following storm events.

The proposed solution includes a combination of subsoil drainage, collector pipes, and outlet structures specifically designed to account for the site's flat topography and tidal influences. While the system cannot mitigate regional flooding due to catchment size, it will significantly improve drainage performance, reduce field downtime, and minimise surface ponding during typical storm events.

The design proposes a four-stage construction plan to minimise disruption to field access, with an estimated construction cost of \$2.68 million. Regular maintenance will be essential to ensure long-term effectiveness, with additional costs anticipated for upkeep beyond existing maintenance programs.

The detailed design report is summarised below:

1. Design Development**1.1 Subsoil Drainage Design**

Subsoils: The design involves determining the optimal size, length, spacing, and number of subsoil drains based on the contributing catchment areas. The subsoil drainage pipes are designed to be 150mm in diameter, spaced 5 meters apart, and installed at a minimum grade of 0.3% to ensure effective drainage.

Trench and Backfill: The trenches for the subsoil drains are excavated to a depth of 425mm below the surface. The trench is then backfilled with drainage gravel and sand to promote infiltration. The top layer consists of organic topsoil and washed turf to restore the grassed finish of the sports fields.

Sand Slits: Sand slits are installed perpendicular to the subsoil drainage lines to enhance surface water infiltration. These slits are 225mm deep and spaced 1.5 meters apart, filled with the same sand material used in the main trenches.

1.2 Outlet Design

Collector Pipes: Solid collector pipes are installed to direct stormwater from the subsoil drains to the outlet structures. These pipes are designed to maintain a positive grade to ensure efficient flow towards the outlets. The pipes are made of High-Density Polyethylene (HDPE) to withstand the shallow and low-trafficked conditions at Tuffins Lane.

Outlet Structures: The design includes riser pits with frog flaps to prevent backflow from tidal conditions. The outlet structures are designed to function effectively during low tide, allowing stormwater to discharge quickly. Weep holes are included to drain trapped water over time, although they may allow groundwater to back up into the drainage network.

Drainage lines will generally be submerged. Ideally, there is a free-flowing outlet, however due to grade issues and tidal levels this is unachievable. The design proposes to maintain grade on drainage lines to ensure drainage away from the fields, however this results in outlet levels lower than the tide conditions. As such, an infiltration and riser pit at the outlet is proposed. Slow infiltration of water will occur over time but will also have ground water entering at high tides, resulting in fluctuating levels of submerged underground pipes. This design achieves the desired outcome of freeing the field from ponding issues by draining the field and capturing it within the subsurface network. The outlet has been designed to ensure it is lower than the lowest point of the upstream field catchment, to ensure when rain occurs that the outlet is engaged before the subsoils backup to the level of the fields.

1.3 Drainage Design

The drainage system comprises three main components: soil infiltration, subsoil capture, and stormwater outlet. The design aims to maximise the effectiveness of the subsoil drains and collector pipes while considering site constraints. The drainage assessment evaluates the system's performance during various storm events, estimating the downtime and ponding depth for each scenario.

Unfortunately, limitations/constraints of the site result in a design of this complexity to ensure flooding improvements to a desired level are achieved.

1.4 Maintenance

Regular maintenance is crucial to ensure the drainage system's functionality. This includes inspecting and clearing blockages, assessing the quality of filter materials, and removing debris and silt from the fields. A maintenance plan should be developed to schedule these activities and ensure the system operates at full capacity. This would be additional to the current maintenance and be an additional cost to our maintenance service.

1.5 Existing Public Utility Plant

The design identifies existing services within the project area, such as water and sewer lines, and electrical cables. These services are mapped based on available data and survey information. The design aims to avoid conflicts with these services during construction, with any potential clashes managed on-site.

2. Construction Staging

2.1 Staging Strategy

The construction is divided into four stages to maintain some level of operation of the sports fields during the upgrade works:

- Stage A: Fields East 1 and East 2
- Stage B: Fields East 3 and East 4
- Stage C: Fields West 5 and West 6
- Stage D: Fields West 7 and West 8

Each stage is planned to ensure access to car parking, amenities, and cricket nets throughout the construction period. The strategy aims to complete the works with minimal disruption to field operations.

2.2 Staging Alternative

An alternative staging strategy involves constructing like components in phases:

Stage 1: Construction of outlet pits and collector pipes

Stage 2: Construction of main field drainage lines

Stage 3: Construction of sand slit drainage lines

This approach allows for the completion of major components outside the field boundaries while maintaining field operations. The alternative strategy can be combined with the field staging plan for efficiency.

3. Preliminary Cost Estimate (Construction only)

The total estimated cost for the proposed drainage upgrades is approximately \$2.68 million. This estimate includes:

- Preliminaries: \$105,000
- Bulk Earthworks: \$100,000
- Collector Pipes: \$751,202
- Subsurface Drainage: \$466,643
- Slit Drainage: \$691,196
- Contingency (15%): \$570,791

The estimate is provided for budgeting purposes and should be updated regularly to account for factors such as weather, construction staging, market and inflation.

4. Project Conclusion

Burchills have developed a suitable detailed design for the proposed drainage upgrades at the Tuffins Lane Sports Fields aimed to reduce the potential impacts of storm events and improve drainage across the site. The proposed design conforms to the preferred solution identified by Council through the initial investigation and options assessment of design solutions, while undertaking detailed investigations to inform the design solution.

The drainage assessment undertaken identified that the proposed solution would result in significant improvements to the drainage across the site. It successfully considered the tidal conditions at the outlet and the flat nature of the site to provide the most effective drainage solution true to councils preferred solution.

It is noted that the proposed drainage network design, as previously identified, is unable to cater for the regional flood due to the size and extent of the contributing catchment, however the drainage network has been designed to improve draining of flooding on the fields and reduce the time impacted by such events. Given the flow path of the regional flood, regular maintenance of the fields and drainage should be undertaken to inspect and review to ensure that the proposed drainage network can operate to full expectations.

At the Ordinary Council meeting held on 16 March 2023, Council was provided a report that contained the following information regarding the Tuffins Lane Drainage investigation and the extensive process that would be involved. This report can be found as Attachment 3.

The first step in this process, detailed drainage design, is now complete.

The second stage of this project entails a detailed environmental assessment (EIS). An EIS is required due to the works resulting in discharge of additional water to the coastal wetland in the creek and the physical works themselves being done in a proximity area. This was originally estimated to be in the order of \$150,000, however through recent further investigation it has been confirmed that this and a DA would be required, and the timeline estimated would be 9-12 months for the EIS requirements and approval for the DA/EIS, with the costs expected in the vicinity of \$500,000.

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	\$200,000 (expended)
• EIS + Studies/DA and Approvals	\$500,000
• Construction of Drainage and Electricals	\$2,684,833
• Project Management Costs	\$150,000
• Contingency	\$300,000
Total Cost	\$3,834,833

Options

Council may choose to:

1. Determine to move ahead with the detailed environmental assessment and DA of the Tuffins Lane site and consider prioritisation of the inclusion of \$500,000 in a future budget of Council, or
2. Request the Chief Executive Officer provide further information regarding the requirements of the project or
3. Resolve in some other manner

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 were informed via the Have Your Say Newsletter in December 2023, the Sports Newsletter in January 2024, September 2024, December 2024 and via email as stages were completed. Following the determination of this report a further update will be shared with the Tuffins Lane user groups.

A Councillor Briefing was provided on 13 June 2024.

Planning and Policy Implications

Installation of drainage as discussed in the report would require development approval and other associated assessments (eg environmental impact statement, hydrology study, acid sulphate management plan, etc). These would require additional budget allocations as part of the drainage works project, should it proceed beyond design.

Financial and Economic Implications




The financial implications of this report will depend on Council’s decision. As noted, the potential installation of field drainage or other site development (e.g. electrical upgrades) would require considerable investment. The anticipated investment is likely to total in excess of \$3.8M.

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	\$200,000(expended)
• EIS + Studies/DA and Approvals	\$500,000
• Construction of Drainage and Electricals	\$2,684,833
• Project Management Costs	\$150,000
• Contingency	\$300,000
Total Cost	\$3,834,833

In addition to the capital investment required for the upgrade, it is important to note the significant increase in ongoing maintenance and site management costs. Currently, site management is budgeted at approximately \$100,000 per annum, based on existing maintenance levels. However, following the upgrade, maintenance requirements including increased frequency of inspections, specialist materials, and more intensive works are expected to increase by up to 50%. This represents a potential uplift in annual costs that must be carefully considered in future budget planning to ensure the long-term sustainability and quality of the upgraded precinct.

Attachments

- 1.  Tuffins Lane Sporting Fields Detailed Design Report
- 2.  OC16032023
- 3.  OC20062024

Item: 11.06

Subject: MAJOR EVENTS GRANTS 2025 - ROUND 2

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

3.1.3 Implement Major Events Strategy.

RECOMMENDATION

That Council grant financial assistance from the Major Events Grant Program Round 2, 2025, to the total amount of \$20,000 for the following major events:

a) 2025 Camden Haven Dragon Boat Regatta	\$4,000
b) Saltwater Wine Board Club Battle	\$3,000
c) Mid North Coast Digital Deep Dive	\$4,000
d) Say Less - Music and Arts Collective	\$4,000
e) The Big Koala Treasure Hunt	\$2,000
f) 2025 Laurieton Vintage Motor Club Show and Shine	\$3,000

Executive Summary

Council's Major Events Grant Program allocates \$40,000 per year, in two (2) contestable funding rounds, under the approved 2024-2025 budget and Operational Plan.

The first grant round for the 2024-2025 financial year, Round 1 - 2025, allocated \$15,500.

The second grant round opened for application on Monday 24 February 2025 and closed Sunday 16 March 2025. Eligible events must be held in the second half of 2025.

The program aims to support event organisers to develop, promote, execute, and sustain locally grown, long-term major events which attract out of region visitation. Major events are an important and growing part of our local economy and add to the vibrancy of our region. Major Events Grants are awarded with an aim to make hosting an event in our LGA more accessible to local event organisers, clubs, and associations. A table of the history of allocations under Major Event Grants is included as Attachment 2.

The Major Events Grant Round was promoted through various channels including:

1. A Radio Campaign
2. Economic Development Newsletters and Direct Electronic Messaging to Business, Tourism and Major Events databases with a total of 2,480 subscribers.
3. PMHC Facebook promotions
4. A video featuring mayor Adam Roberts was shared on the website and social media.
5. The delivery of three workshops for aspiring applicants providing advice and guidance on how to best make their applications.

Eight (8) applications were assessed. Two (2) were deemed ineligible as each event had already received its maximum of three funding allocations under the criteria. The summary of the assessments is included attached (Attachment 1). The panel agreed that all six (6) events met the criteria for support under the Major Events Grant stream as follows:

a)	2025 Camden Haven Dragon Boat Regatta	\$4,000
b)	Saltwater Wine Board Club Battle	\$3,000
c)	Mid North Coast Digital Deep Dive	\$4,000
d)	Say Less - Music and Arts Collective	\$4,000
e)	The Big Koala Treasure Hunt	\$2,000
f)	2025 Laurieton Vintage Motor Club Show and Shine	\$3,000

This report recommends approval of funding for all six eligible (6) events.

Discussion

In applying for funding under Council's Major Events Grant program, applicants are required to demonstrate that the proposed event is either:

1. A driver of significant overnight visitation by a measurable economic impact, evidenced by previous data collected; or
2. Has the potential to grow to Major Event status with a significant economic impact.

Events that are held in the Camden Haven, Hinterland, and Wauchope areas are particularly encouraged to provide benefits from events throughout the region and support businesses and communities across the LGA.

Applicants are required to detail how the grant will be spent. The proposed spending is required to contribute to marketing activities that attract out of region visitors in addition to local spend and the social value of events.

The Major Events Grant Round was promoted through various channels including:

1. A Radio Campaign
2. Economic Development Newsletters and Direct Electronic Messaging to Business, Tourism and Major Events databases with a total of 2,480 subscribers.
3. PMHC Facebook promotions
4. A video featuring mayor Adam Roberts was shared on the website and social media.
5. The delivery of three workshops for aspiring applicants providing advice and guidance on how to best make their applications.

As standard practice, an internal review panel assessed applications. The panellists assessed applications against the established program criteria, and weightings (refer Table 1 below), with 1 being the lowest and 5 being the highest.

Table 1- Program Criteria and Weightings

Criteria	Weighting
Potential to become a major event and attract significant visitor nights	5
Unique to the region/Mid North Coast	3
Financial sustainability	4
Substantial economic impact (or potential for)	3
Event organiser experience & resourcing	3
Off-peak or shoulder season placement	5
Robust marketing plan	4
Community Benefit	3

Based on criteria weightings, applicants were ranked, and funds allocated (Attachment 1). 65% of funds are payable prior to the event, with the remaining 35% paid upon satisfactory acquittal evidenced by visitor data and proven marketing.

Options

1. Endorse the final assessment of the internal review panel and funding allocations as recommended; or
2. Not endorse the final assessment of the internal review panel and either:
 - a. Seek further information from staff; or
 - b. Not expending any of the allocated budget for this round of funding; or
 - c. Re-open this round of funding and call for new applications.

This report recommends Option 1.

Community Engagement and Internal Consultation

Round 2 of the 2025 Major Events Grant program was promoted to the community through various Council communication channels.

The internal assessment panel comprised:

- Group Manager, Liveable Communities
- Community Activation Manager, Liveable Communities
- Acting Economic Development Manager, Strategy
- Economic Development Officer, Strategy
- Senior Community Development Officer, Liveable Communities
- Utilisation Officer, Liveable Communities
- Senior Cultural Officer, Liveable Communities

Planning and Policy Implications

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

Financial and Economic Implications

The approved 2024-2025 budget and Operational Plan includes \$40,000 for the Major Events Program. This is delivered through two (2) contestable funding rounds.



Since February 2020, Council has allocated a total of \$180,000 to the Major Events Grant program.

The economic impact of the \$180,000 is almost \$22 million (\$21,824,000) for the business community of our LGA.

Attachment 2 - History of Allocations under Major Event Grants March 2025 shows a history of allocations for Council's information.

Subject to Council endorsement, this second contestable round will allocate \$20,000 from this budget to the six (6) events recommended.

Attachments

1.  Round 2 2025 Major Event Grant Evaluation Summary
2.  History of Allocations under Major Event Grants March 2025

Item: 11.07

Subject: COMMUNITY GRANTS PROGRAM 2024-2025 - FUNDING ROUND 2

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.2.1 Support and advocate for all community sectors.

RECOMMENDATION

That Council allocate \$54,809 in funding under Round 2 of the 2024-2025 Community Grants Program to the following organisations:

Strong Spirit Services	Strong Spirt Men's Program	\$7,200
PMQ Rotary Sunrise	Historic Lighthouse Signage	\$9,142
Douglas Vale Conservation	Acoustic Vineyard	\$4,000
St Agnes Foundation	Bringing History to Life	\$2,000
Kendall Community Centre	Kendall Music Exchange	\$4,184
St Thomas Anglican Church	Church Light Display	\$2,000
Werin Aboriginal Assoc.	NAIDOC Week	\$4,000
Business Port Macquarie	New Years Fireworks	\$7,000
Hastings Landcare	Cultural Intelligence Workshops	\$3,900
WBH Surf Life Saving Club	Carols on the Beach	\$2,000
Dementia Alliance	Memories in Melodies	\$2,000
Rollands Plains Hall	Rollands Plains Dinner Dance	\$2,000
Pappinbarra Progress Assoc.	Pappinbarra Valley Bush Dance	\$2,000
Neami Limited	Our Place Shelter	\$1,312
Port Macquarie Historical Society	Museum After Dark	\$1,571
Parkinson's Port Macquarie	Parkinson's Day	\$ 500
TOTAL		\$54,809

Executive Summary

Council's Community Grants Program and Funding Guideline (Attachment 1) was adopted at the 15 August 2024 Council Meeting (Item 11:05). The Program has a total budget of \$200,000 for the 2024–2025 financial year, delivered in accordance with Council's Policy on Providing Funding and Support to the Community.

To date, \$125,660 has been awarded to 26 local charities and not-for-profit organisations in Round 1 and through Micro Grants, supporting community-led events and development initiatives aligned with Council's Community Inclusion, Disability, and Cultural Plans.

Round 2 of Council's Community Grants Program opened on 21 February 2025 and closed on 16 March 2025, attracting a total of 30 applications. The annual Community Grants budget is \$200,000, with \$60,000 allocated to Round 2.

An additional \$14,340 has been reserved to accommodate upcoming Micro Grant applications, operational grants for Section 355 Hall Committees, and the final instalments of 2023–2024 grants that remain outstanding due to project delays and extended acquittal timeframes.

All applications underwent eligibility and completeness checks and were referred to the Assessment Panel, as required in accordance with the Funding Guideline. Of the 30 applications received, 16 are recommended for full or partial funding. A summary of the applications received, and the Panel's recommendations is provided in (Attachment 2).

Discussion

Council provides up to \$200,000 each year through the Community Grants Program to support local not-for-profit organisations to deliver community development programs and events. The program prioritises community-led initiatives that align with the objectives of Council's Community Inclusion Plan or Cultural Plan.

Council adopted the Community Grants Funding Guideline (Attachment 1) in August 2024. The Guideline outlines support for projects that:

- Celebrate creativity and heritage through arts and cultural initiatives
- Enhance learning and skills through educational programs
- Bring people together through local community events
- Address disadvantage to promote equity and inclusion.

Applications are invited in two funding rounds each year:

- Round 1: September 2024
- Round 2: February 2025

This report considers the 30 applications (Attachment 2) received in Round 2.

Information about the Community Grants Program is available on Council's website, including the Funding Guideline, grant writing tips, and examples of previously funded projects. To promote Funding Round 2, Council implemented a communications campaign that included:

- Social media posts (14, 17, 24 & 25 February, and 12 March 2025)
- Radio advertising through the Southern Cross Austereo network
- Direct mail to community organisations (including youth, seniors, disability, First Nations, and welfare sectors)
- Mail-out to previous grant applicants
- Presentations at interagency meetings
- A workshop presentation at the Council's Event Bootcamp Workshop
- Advertising in multiple e-Newsletters, including *Have Your Say* and *Artwalk*
- Mail to Council–Community Action Teams and Progress Associations
- Two information sessions (held 21 February & 3 March), attended by 39
- Responses to 11 direct enquiries.

In Round 2, Council received 30 applications across four funding categories, as outlined in the table below.

Category	Description	Amount	Applications Received
Community Projects	Funds projects fostering inclusive and self-determining communities, supporting initiatives that enhance community spaces, build resilience, and improve resident wellbeing through social, environmental, and cultural programs. Priority is given to programs supporting youth, seniors, people with disabilities, the homeless, and First Nations people.	Up to \$15,000	12
Creative Community	Funds projects enhancing the cultural vibrancy of the region, supporting innovative arts and cultural initiatives that involve community participation, develop cultural spaces, honour cultural heritage, support creative industries, and promote collaboration.	Up to \$10,000	3
Community Celebrations	Funds events that positively contribute to the community, primarily for residents, showcasing arts, cultural, and community benefits. Priority is given to events for Youth Week, NSW Seniors Festival, National Reconciliation Week, NAIDOC Week, Disability Inclusion, and Volunteer Week.	Up to \$7,000	8
Micro	Provides micro grants for community capacity-building projects, small equipment, purchases to enhance community facilities, civic volunteering, and hosting community events.	Up to \$2,000	7

A summary of the applications received, amounts requested and the recommended grant offer in each category is provided in the table below with more detail on the projects and the Grant Assessment Panel's rationale contained in (Attachment 2).

Community Projects:

Target Area	Application	Funding Requested	Offer
First Nations	<p><u>Strong Spirit Men's Program</u> The Aboriginal Men's Cultural & Social Support Program (June–December 2025) is a community initiative in the Port Macquarie-Hastings region that fosters cultural reconnection, wellbeing, and leadership among Aboriginal men through workshops, mentoring, and on-country experiences.</p> <p>Recommended for partial funding to support fair distribution across the community, noting two other First Nations initiatives are also proposed to be funded in this round.</p>	\$15,000	\$7,200
Disability - Information	<p><u>Together We Thrive Expo</u> To be held on 4 December 2025 at Port Macquarie Indoor Stadium the Expo will connect people facing disabilities, mental health challenges, and other vulnerabilities with local services, promoting inclusion, awareness, and long-term wellbeing.</p> <p>Not recommended for funding due to venue suitability concerns (lack of air conditioning in December being summer). While the inclusive focus is valued, more detail is needed on cost-sharing through community partnerships or agency support.</p>	\$15,000	\$0
Schools Education - Road Safety	<p><u>Driver Safety Workshops</u> The Safe Start program will offer free driver safety workshops to students in November 2025, providing practical and classroom-based training to improve road safety awareness and reduce youth-related road trauma.</p> <p>Not recommended for funding as Council is not the appropriate organisation to support school-based programs and already delivers road safety education initiatives.</p>	\$4,104	\$0

Target Area	Application	Funding Requested	Offer
Place based Heritage	<u>Tacking Point Lighthouse Signs</u> This project will replace outdated signage at the Lighthouse with accessible, informative panels that enhance the visitor experience and share the site's cultural, historical, and environmental significance for both locals and tourists.	\$9,142	\$9,142
Health	<u>We Care Therapy Support</u> This project will help five children and their families, ineligible for NDIS access essential therapies—such as speech, occupational, and physiotherapy—between July 2025 and June 2026. Not recommended for funding as it falls outside Council's responsibilities and has limited community reach. This individualised health support is better suited to the Department of Health.	\$10,000	\$0
Community Safety - Prevention	<u>Coastal Walk Against Violence</u> To be held on 24 November 2024, the Coastal Walk Against Domestic and Family Violence unites the community to raise awareness, support victim-survivors, and promote a culture of safety and respect. Not recommended for funding, as the organisation currently holds an existing grant for resilience and recovery programs at the Women's Refuge that has not yet been acquitted.	\$13,000	\$0
Schools Education - STEM	<u>STEM Enrichment Program</u> To run from February to December 2025, the Hastings STEM Enrichment Program will support Year 5–12 students particularly from low socio-economic backgrounds through hands-on workshops, mentoring, and industry engagement to build future-ready STEM skills and career pathways. Not recommended for funding, as the organisation currently holds an existing grant for Robotics Team Uniforms that has not yet been acquitted.	\$15,000	\$0

Target Area	Application	Funding Requested	Offer
Schools Education - Online Tuition	<p><u>Kaleidoscope Tuition Teaching</u> This program provides flexible online education for students of all ages—especially those with disabilities or barriers to traditional schooling—by connecting them with specialist teachers to build confidence and academic skills from home.</p> <p>Not recommended for funding as the applicant is a private company and does not meet the eligibility criteria for the Community Grants Program.</p>	\$15,000	\$0
Community Safety - Recreation	<p><u>Ride Safe... Ride Happy!</u> A free, family-friendly Bike Week event promoting safe, active transport through engaging bike safety education and community activities.</p> <p>Not recommended for funding. While the project promotes valuable road safety and active transport, limited grant funds are available. Council already supports similar initiatives through its own programs.</p>	\$11,000	\$0
Community Wellbeing	<p><u>Village of Support</u> This project will fund a 12-month storage facility lease to expand Nurtured Village Hampers' support program, helping more Port Macquarie mothers facing hardship feel connected and cared for.</p> <p>Not recommended for funding. While the organisation supports local families, the proposal lacks a clear long-term plan beyond the 12-month storage lease.</p>	\$4,080	\$0
Creative Learning	<p><u>Pelican Pete's Fly-About</u> A creative literacy and arts project co-developing a children's storybook with local schools and artists, promoting sustainability and youth engagement while supporting Landcare through book sales.</p> <p>Not recommended for funding. The applicant is a private company and ineligible under the Community Grants Program. A required auspice letter confirming partnership with Landcare was also not provided.</p>	\$15,000	\$0
Volunteer Support	<u>The Acoustic Vineyard</u>	\$7,000	\$4,000

Target Area	Application	Funding Requested	Offer
	<p>Douglas Vale Historic Homestead & Vineyard is seeking funding for sound equipment to enhance its free monthly live music program.</p> <p>Recommended for partial funding to support sound equipment for monthly music events. While equipment is generally ineligible, an exception is recommended due to the site's heritage value and volunteer-led management. The upgrade will enhance events and support the facility's sustainability.</p>		
	TOTAL	\$133,326	\$20,342

Creative Community:

Target Area	Application	Funding Requested	Offer
Heritage	<p><u>Bringing Our History to Life</u> An interactive projection experience for Artwalk 2025 that will illuminate St Agnes' Church with historic images, audio, and artefacts, creatively sharing Port Macquarie's heritage.</p> <p>Recommended for partial funding for AV hire for <i>Bringing Our History to Life</i> at Artwalk 2025. Funding matches that proposed for the other ArtWalk event this round to ensure fair distribution.</p>	\$5,000	\$2,000
Social Connection	<p><u>Kendall Music Exchange</u> A free, monthly all-ages event at the community hall that fosters social connection and inclusion through music, open mic performances, and shared meals, offering a safe, alcohol-free night out for the Kendall community.</p>	\$4,184	\$4,184
Arts & Culture	<p><u>Church Light Display</u> As part of ArtWalk, St Thomas Anglican Church will host free 30-minute light shows transforming Church Hill into a vibrant cultural gathering with projections, music, food trucks, and local artists.</p>	\$2,000	\$2,000
	TOTAL	\$11,184	\$8,184

Community Celebrations:

Target Area	Application	Funding Requested	Offer
First Nations	<u>NAIDOC Week</u> Two free NAIDOC Week events - an Opening Ceremony at Town Green & Family Fun Day at Westport Park—celebrating culture, community, and connection through Aboriginal performances, activities, and displays. Recommended for partial funding to support fair distribution, noting two other First Nations initiatives are also funded this round.	\$7,000	\$4,000
Social Connection	<u>Vintage Motor Club Show & Shine</u> The Laurieton Vintage Motor Club's free community Show and Shine on Father's Day 2025 features classic cars, bikes, food, and entertainment.	\$6,255	Referred to Major Event Grants
Business	<u>Wauchope & Hinterland Business Awards</u> The business industry awards celebrate local success through community nominations and a gala dinner, boosting pride, business engagement, and economic growth across the region. Not recommended for funding, as the Wauchope & Hinterland Business Awards already receive support through Council's Economic Development program.	\$5,000	\$0
Community Events	<u>New Years Eve Fireworks</u> The 2025 Port Macquarie New Year's Eve Fireworks will feature two family-friendly displays along the CBD foreshore.	\$7,000	\$7,000
First Nations Environment	<u>Reconnecting with Nature - Cultural Intelligence</u> A free Reconciliation Week initiative by Landcare to build cultural knowledge of volunteers and the wider community by engaging a cultural teacher to share Aboriginal stories, language, and food through interactive sessions. Recommended for partial funding to support fair distribution, noting two other First Nations initiatives are also funded this round.	\$5,000	\$3,900
Social Connection	<u>Christmas Carols at the Beach</u> A free Christmas event at Rainbow Beach Reserve that brings together local	\$5,000	\$2,000

Target Area	Application	Funding Requested	Offer
	communities for a joyful evening of music, connection, and celebration featuring choirs, school groups, and Santa. Recommended for partial funding, consistent with the \$2,000 provided per town for village Christmas events in 2024.		
Disability - Social Connection	<u>Memories in Melodies</u> A free weekly music therapy program starting 3 June 2025 at the Salvation Army Hall, supporting people with dementia, Parkinson's, and other cognitive conditions. Recommended for partial funding toward refreshments and musician hire for <i>Memories in Melodies</i> . A \$1,900 grant supported the program's 2024 launch. Due to no matching funds or sustainability plan, only a modest allocation is recommended.	\$10,000	\$2,000
Social Connection	<u>Rollands Plains Dinner Dance</u> The Rollands Plains Hall Committee will host a low-cost Community Dinner Dance on 21 June 2025 to reduce isolation, lift community spirit, and connect rural residents through food, live music, and shared celebration.	\$2,000	\$2,000
	TOTAL	\$47,255	\$20,900

Micro grants:

Target Area	Application	Funding Requested	Offer
Emergency Services	<u>Volunteer Digital Boost</u> The Westpac Rescue Helicopter Service seeks funding for a cellular iPad to support its Port Macquarie Hastings volunteer group with secure, cashless fundraising. Not recommended for funding, as it is a direct fundraising request, which is ineligible under the Community Grants Guidelines.	\$1,099	\$0
Multicultural	<u>Holi</u> A community event at Lighthouse Beach - a celebration of culture, connection, and diversity, bringing people together through colour,	\$2,000	Withdrawn

Target Area	Application	Funding Requested	Offer
	games, and food, with a focus on the Indian community.		
Social Connection	<u>Pappinbarra Valley Bush Dance</u> A free community event at the Hollisdale Hall, a much-loved evening that brings locals together for music, dancing, and shared meals.	\$2,000	\$2,000
Homelessness	<u>Our Place</u> The Shade & Shelter project will enhance the Our Place Homelessness Hub with shaded outdoor seating, creating a safer, more accessible, and calming space for visitors, including those with mobility aids or experiencing stress.	\$1,312	\$1,312
Heritage Activation	<u>Museum After Dark</u> Portable stage lights to enhance night-time exhibitions, improving safety, accessibility, and visitor experience and participating in creative cultural events including Artwalk 2025.	\$1,571	\$1,571
Health & Wellbeing	<u>Parkinson's Day</u> The Port Macquarie Parkinson's Support Group seeks funding for a World Parkinson's Day event at the library, offering expert talks, resources, and connection to support people with Parkinson's, their carers, and families. Recommended for partial funding to support the World Parkinson's Day Connection Event, including morning tea and engagement activities. Book purchases are not supported, but the applicant is encouraged to submit a book list to the Library for consideration.	\$1,000	\$500

Target Area	Application	Funding Requested	Offer
Health & Wellbeing	<p><u>The Seen Screening</u> Nurtured Village Hampers seeks support to host a screening of <i>SEEN</i> at Majestic Cinemas, using the documentary and expert Q&A to spark conversation on mental health, parenting, and family connection while linking attendees to local support services.</p> <p>Not recommended for funding, as the event is not free to the public and does not align with the Community Grants Program's objective of accessible events.</p>	\$1,560	\$0
	TOTAL	\$10,542	\$5,383

The recommendation of the staff Assessment Panel is to allocate a total of \$54,809 in funding to 16 community organisations in Funding Round 2.

Options

Council may determine to:

1. Endorse the staff recommendation of the report; or
2. Seek further information; or
3. Request an alternative distribution of funding.

This report recommends option 1.

Community Engagement and Internal Consultation

Internal consultation:

- Group Manager, Liveable Communities
- Community Activation Manager
- Utilisation Officer
- Senior Cultural Officer
- Economic Development Manager
- Economic Development Officer
- Grants Officer
- Statutory Property Officer

External consultation: Birpai Local Aboriginal Land Council.



Planning and Policy Implications

The Community Grant Program is facilitated in accordance with Council's Policy - Providing Funding and Support to the Community, and the 15 August 2024 Council resolution adopting the 2024-2025 Community Grant Program.

Financial and Economic Implications

The above recommendation seeks to commit \$54,809 from the 2024-2025 Community Grants budget.

Attachments

1.  Community Grants - Funding Guideline
2.  Community Grants - Round 2 Application Assessment

Item: 11.08

**Subject: FRIENDS OF CAMDEN HEAD LOOKOUT (PILOT STATION)
UPDATE**

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities.

RECOMMENDATION

That Council:

- 1. Note the update on current activities with the establishment of the Friends of Camden Head Lookout.**
- 2. Change the requirement for bi-monthly update reports to six-monthly with the next update scheduled for October 2025.**

Executive Summary

At the Ordinary Council meeting held on 18 July 2024 (Item 11.01), Council resolved:

That Council:

- 1. Note the information contained within the Camden Head Lookout Master Plan Community Engagement Report – July 2024*
- 2. Endorse the Establishment of a 'Friends of Camden Head Lookout' volunteer group and proceed to establish the group by November 2024*
- 3. Immediately proceed to undertake 'preliminary works' to tidy up the site as noted in this Report.*
- 4. Adopt for the purposes as a starting point, the Individual Stakeholder Proposed Master Plan, to be further developed by the 'Friends of Camden Head Lookout' to be presented to Council for adoption, including a detailed scope of medium to long term works, project costings and likely legislated planning assessment pathway(s).*
- 5. Thank submitters and advise them of the outcome of Council's consideration of this matter.*
- 6. Upon establishment of the 'Friends of Camden Head Lookout' group provide a Bi-Monthly Report to Council on the progress of the group development, preliminary works and progress towards the longer term works on the site.*

Accordingly, a bi-monthly report on the group's activities was listed as an item in Council's cyclic reports. A February update was provided at the Ordinary Council meeting held on 20 February 2025 (Item 13.02), where Council resolved to:

That Council

- 1. Note the current activities supporting the establishment of the Friends of Camden Head Lookout**

2. *Request the Chief Executive Officer to ensure the consistent use, of the Council resolved name for this group as the Friends of Camden Head Lookout*

This report provides information on group activities since the February update.

It should also be noted that since the last update, there have been reports of tree vandalism occurring onsite. These instances have been reported to Council and are being investigated.

Discussion

Following on from its first meeting with Council on 21 January 2025, the Friends of Camden Head Lookout Volunteer Group was provided with instruction as to the establishment of the group as an incorporated entity, securing public liability insurance and the requirements for the group to adhere to Council's Code of Conduct and Workplace Safety requirements.

To provide more detailed guidance, an online meeting occurred on Wednesday 5 March 2025 and was attended by approximately 12 members of the group. Council attendees included the Director of Community, Planning and Environment; Group Manager Liveable Communities; Group Manager Governance; Health, Safety and Wellbeing Manager; Places & Spaces Manager; Community Activation Manager; and a Community Development Officer. An agenda for that meeting is available in Attachment 1.

The meeting objective was for the group to understand ways of working that comply with Council's Code of Conduct and Work Health and Safety requirements and understand their obligations on how to work safely on the Council managed reserve.

An overview of the proposed scope of works was provided by the Community Development Officer which included specifics such as targeted weed control, planting of native species, general site maintenance and restrictions on the use of heavy machinery and chainsaws. The group was instructed that no work was to be carried out until a Memorandum of Understanding (MOU) was signed by both parties.

As previously determined, the *Friends of Camden Head Lookout (FCHL)* are part of Council's official "Friends of" program. This program supports the care and stewardship of public reserves through community-led volunteer groups. Participation in the Friends group is informal, open to interested community members, and does not require payment of fees or a formal governance structure.

However, in line with Council's Friends of Procedure, each group is required to establish their own incorporated body to ensure appropriate governance, accountability, and access to insurance coverage. This incorporated entity provides a structured mechanism for managing activities and liaising with Council under the MOU.

To meet this requirement, members of the FCHL have initiated the formation of an incorporated group and, on 30 January 2025, formally elected a committee comprising a Chairperson, Secretary and Site Supervisor. This committee is responsible for coordinating group activities, convening meetings, providing a key point of contact for Council, and reporting on group operations.

Importantly, the incorporated group does not replace the broader Friends group; rather, it serves as the formal governance arm that represents the interests of its members and ensures compliance with Council's procedures. Once the incorporated group provides the necessary documentation, Council will finalise a Memorandum of Understanding (MOU). This will confirm the roles, responsibilities, and scope of approved volunteer activities within the Camden Head Lookout Reserve.

It should also be noted that while participation in the Friends group is free, there are fees associated with establishing an incorporated association through NSW Fair Trading. These include a one-time incorporation fee (currently \$199 as of 2025) and annual reporting obligations. These costs are typically borne by the group.

Council indicated the next steps was for the newly formed independent committee is to provide:

- notification of when the committee has received approval from with NSW Fair Trading as an incorporated entity
- provide quotes for public liability insurance for the committee

Once these actions are complete, a draft MOU between Council and the Friends of Camden Head Lookout committee will be developed to formalise and guide the Friends of Group's working arrangements. The group was informed that compliance with the Code of Conduct and working safely is extremely important and any non-compliance could result in termination of the MOU.

The Friends of Camden Head Lookout Committee Secretary provided an update as follows:

- The committee was to approve its constitution in a follow-up meeting on 10 March 2025.
- The committee was wanting to begin Stage 2 works; however, they were informed that these works could not commence as there is additional work required from an approvals perspective and this could only be discussed once the MOU is signed.
- The committee was to write to Council to clarify the name "Friends of Camden Head Lookout" as they believed it to be inaccurate. Council is yet to receive to this correspondence from the committee.

The Committee requested:

- All communication to go through the committee Secretary
- Direct communication to be supported between the Site Manager and Council's Places & Spaces Manager
- To have access to water to irrigate the site when ready and a tap key was suggested as a solution

There are no plans for a further meeting until the committee has finalised its incorporated entity status and public liability insurance.

On 31 March, the committee provided a summary of activities for March:

1. The second meeting of the members (independent of Council) was held on 10 March 2025 and resolved the following:
 - a. The meeting approved the draft Constitution which will enable registration and incorporation of the group with NSW Fair Trading; and

- b. the meeting approved the draft Mission Statement
2. An application for registration of an incorporated association was lodged with NSW Fair Trading. Dialogue with Fair Trading continues, and the committee is awaiting registration.

In its summary of activities, the committee again sought clarification on when Stage 1 works would be completed, the commencement of Stage 2 works and receipt of a program of works. The group was previously informed that no works would commence until the MOU was signed.

The Stage 1 works that were to be completed by Council staff have now been finalised, with one outstanding item being the turfing on areas of erosion which will be completed once the Friends of Camden Head Lookout MOU is finalised.

Options

This is a report for Council's notation only.

Community Engagement and Internal Consultation

Internal consultation occurred with:

- Director, Community, Planning & Engagement
- Group Manager, Liveable Communities
- Group Manager, Governance
- Health and Safety & Wellbeing Manager
- Places & Spaces Manager
- Community Activation Manager
- Environmental & Regulatory Services team
- Community Activation team

External engagement occurred with members of the Friends of Camden Head Lookout and attendees from the previous January 2025 meeting including representatives from Landcare and the local Camden Head Lookout community.

Planning and Policy Implications

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

Financial and Economic Implications

Council may be required to fund the group insurance payment for its first year of operation. Council may also be required to supply the group with PPE as required under Council's safety guidelines. It is intended to fund PPE requirements (up to \$2000) and the group's first year of Public Liability Insurance (up to \$1500) through the Operational Budget volunteer allocation.

Attachments

1.  Friends Of Camden Head Lookout agenda March 2025

Item: 11.09

Subject: HASTINGS YOUTH VOICE REVIEW

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.2.1 Support and advocate for all community sectors.

RECOMMENDATION

That Council:

- 1. Note the outcomes of the review of the Hastings Youth Voice (HYV) Charter.**
- 2. Continue operation of the Hastings Youth Voice with a focus on increased engagement with youth via social media and connecting youth with Council, with expanded representation to include post-school youth (aged 17–25), and seek expressions of interest to fill vacancies.**
- 3. Endorse the development of a co-designed “Meet your Councillors” program for future consideration and potential funding.**
- 4. Support the creation of a youth-led social media working group, supported and moderated by Council staff, to improve youth-targeted communication.**
- 5. Note that a six-monthly staff-prepared update on HYV membership and outcomes will be maintained as part of Council’s reporting cycle.**

Executive Summary

Council adopted the Hastings Youth Voice Charter (Attachment 1) on 15 September 2022 and representatives were appointed in May 2023. Councillors received the Hastings Youth Voice outcomes report at the 18 July 2024 Ordinary Council meeting (Item 11.03) outlining their achievements and future priorities.

A Notice of Motion was received at the 20 February 2025 Ordinary Council meeting, where Council resolved (Item 11.13) as follows:

That Council:

- 1. Undertake a review of the Hastings Youth Voice Charter in collaboration with Hastings Youth Voice.*
- 2. That the charter review:*
 - a. Consider mechanisms to increase opportunities for Hastings Youth Voice to have input into critical Council planning and decision-making, for example briefing Hastings Youth Voice members on potentially relevant strategies and plans as put to public exhibition.*
 - b. Consider mechanisms for Hastings Youth Voice to communicate directly with the governing body, including but not limited to appointment of a Councillor to the Hastings Youth Voice, semi-regular attendance of a*

- Councillor at meetings, or quarterly presentation to Councillors in form preferred by the Hastings Youth Voice.*
- c. *Consider maintaining a six-monthly report that permits updates on membership, to be prepared by staff.*
 - d. *Include requesting feedback from former members.*
 3. *Provide a further report to Council in April 2025 following completion of the review of the Charter.*
 4. *That the report in Clause 3 include the response of Hastings Youth Voice in relation to each of the mechanisms requested for consideration in clause 2a and 2b.*

In response to the February 2025 resolution, a community-wide Youth Engagement Survey was undertaken. The Survey was advertised on Council's Have Your Say webpage and through direct mail to youth agencies, youth groups, high schools, colleges and tertiary education providers. The Survey opened on 13 March and closed on 26 March 2025. A total of 81 responses were received.

An online focus group was held on 24 March 2025 with a focus group of 12 representatives from Hastings Youth Voice, Headspace Youth Reference Group, Enable disability reference group, and Student Representative Council nominees from five local high schools.

The survey and focus group asked if there was interest in a future Youth Advisory Council; Hastings Youth Voice, how best to reach young people online and in person, and consultation styles and topics of interest for youth, that would draw young people into Council's decision-making processes.

Response to Resolution Clauses 2a and 2b

Clause 2a: Mechanisms to increase input into planning and decision-making

Participants indicated interest in:

- Being briefed via online polls and social media stories on major strategies and issues
- Contributing to public space design, mental health initiatives, safety and crime prevention, and youth-specific events

In response Council staff propose:

- Creation of a process to flag and brief Hastings Youth Voice (HYV) on relevant strategies going to exhibition
- Including youth members in co-design workshops or panels for youth-relevant strategies

Clause 2b: Mechanisms for communication with the governing body

Participants supported:

- Councillors attending youth events (in a more informal and relatable way)
- Creating a "Meet your Councillors" program co-designed with youth

In response Council staff propose:

- Co-designing a quarterly Councillor-youth engagement model to be submitted to Council for endorsement
- Inviting Councillors to attend one HYV meeting per quarter

- Exploring options for Councillor liaison roles or a youth advisory presentation to Council (either in writing or in-person) on a semi-regular basis

Key Findings

The main themes expressed in survey responses and at the focus group youth meeting are summarised below.

How we (youth) want to engage:

- Social media (Instagram top scorer)
- Online surveys and polls
- In person meetings at schools and campuses
- Regular check ins

Youth-styled engagement:

- Projects need to be more relatable to youth
- Only reach out on the topics of interest to us (youth events, crime, safety, mental & sexual health, and safe young adult-tailored recreation and public spaces).

Councillor connection:

The focus group in particular want interactions with Councillors, especially if they came to their school/campus and youth events to show their fun, human side.

In response to feedback, it is also recommended that current Hastings Youth Voice members (aged 15–17) be reconvened, and expressions of interest be sought from the 24 March 2025 focus group to fill any vacant positions, aiming to improve diversity (location, gender) and include post-school representatives (17–25 years).

It is also recommended to:

- Develop a youth-led social media presence for Hastings Youth Voice
- Co-design a “Meet your Councillors” program with members, to be submitted to Council for consideration and funding.

Feedback from the Youth Engagement Survey and focus group highlighted a common perception among young people that they are not fully aware of Council’s role or how Council decisions are made. Additionally, a recurring theme was the belief that “nothing ever changes,” even when young people participate or provide feedback. These insights point to a disconnect between engagement efforts and visible outcomes, suggesting that young people are not always seeing how their voices influence Council decisions. Addressing these perceptions will be critical to building trust and encouraging future participation.

Accordingly, the recommendations include strategies to close the feedback loop, improve transparency, and clearly demonstrate how youth input is considered in Council planning and decision-making. Including the “Meet your Councillors” program and a dedicated youth led social media approach. Full details of the insights from the review are available in Attachment 2.

Discussion

In response to the Council resolution from 20 February 2025 (Item 11.13), the Community Activation team led the review of the Hastings Youth Voice Charter which involved a “Youth Engagement Survey” located on the “Have Your Say” platform from 13 March to 26 March 2025. Additionally, an online focus group was held on Monday 24 March 2025.

The Youth Engagement Survey was promoted generally through Council’s existing social media platforms and through direct contact with previous Hastings Youth Voice members, youth groups and associated networks, high schools and Charles Stuart University (CSU) student connections.

The survey received 81 responses, and the average age of respondents was 17 years. The survey asked 12 questions and responses are summarised as follows.

Youth want to hear from Council via social media (49%) with the preferred social media platform being Instagram (72%). Youth believe the easiest way to share thoughts with Council was via online surveys or polls (79%). For in-person meetings community hubs were preferred (60%) and 46% of respondents would like to receive information monthly. Preferred times of contact were after school between 3pm-6pm (56%).

Survey respondents ranked the following issues in order of importance:

1. Mental health support and services
2. Nature and sustainability initiatives
3. Youth spaces and places
4. Youth voice in decisions
5. Help with jobs and career
6. Events and things to do

Council can do better by involving youth in decision-making on youth related issues, more youth-led events, input into planning public spaces and improving social media content. Reasons for youth not being more involved in Council were “I don’t really know what Council does” (31%) and “nothing every changes so why bother” (28%).

When asked about willingness to join a youth advisory group:

- 10% were keen to be part of a youth advisory group
- 37% may be interested with more information
- 21% were not interested but would like to be updated with regular information
- 32% were not interested in being part of a youth advisory group

From this feedback potentially 47% of respondents were positive about involvement with a youth advisory group such as Hastings Youth Voice and a further 21% were interested in maintaining contact with Council.

The focus group was an online Teams meeting conducted at 4.30pm on Monday 24 March 2025. Twelve youth participants attended the focus group including representatives from Hastings Youth Voice (HYV), Headspace, Hastings Secondary

College, Newman College, St Joseph's Regional College and Wauchope High School.

The focus group discussion provided an opportunity to discuss with four HYV former members regarding what worked well and what needed improvement. About HYV, they said:

- "Provides opportunities to work with Council and do things better"
- "I enjoyed all the events but communication out to the youth community was hard"
- "It was a good opportunity to develop leadership skills"
- "It was good to attend events like Pineapple and Luminosity where you could engage with and help the community"

The group discussed Council's social media profile and indicated that it was not engaging for youth and there are apps and software that can be used to make digital content more attractive and engaging.

Typically, Council social media content was perceived as "boring" but there could be a way of making it more interesting to youth. For example, relating road issues to 17–18-year-olds who have just got their licence and adapting the issue to a youth perspective.

It was suggested to bring a group together to generate youth-focused social media content, using the trends that young people relate to and keeping content precise and to the point. It was expected that content would still need to be moderated by Council staff. Three participants indicated they would be interested in being part of that group.

Word of mouth was identified as an important mechanism, with participants agreeing that social media is primarily used for entertainment purposes, any important news is usually communicated in-person. Council could select individuals or a group within a school that could act as Council spokespeople that would enjoy the responsibility. All agreed they generally do not engage with paid social media advertising.

The discussion also included communication with Councillors. General thoughts from the group were as follows:

- "They need to come down to our level"
- "The only time we see them is a formal event, how about at an event that is more fun for us?"
- "We want to see the human side of them"

The focus group discussed youth issues important to them. These were mental health, drugs, alcohol, sexual health, social isolation, crime because of boredom, cost of living, public safety, transport, environmental issues. The group was generally supportive of Council having a youth advisory group.

In conclusion, key perspectives of youth were that social media was the preferred method of hearing information from Council, although the approach to messaging could be more targeted at youth. Instagram was the preferred social media platform.

In co-designing a group, respondents requested that it be diverse and inclusive, fun and welcoming, action-based, youth-led and there were informal, relatable connections with Councillors.

Six-monthly Reporting

To support accountability and maintain visibility of the group's activities, Council staff will continue to prepare a six-monthly report providing updates on Hastings Youth Voice membership, priorities, and achievements.

Feedback from Former Members

Feedback was sought from four former HYV members during the 24 March 2025 focus group. Former members shared positive reflections on the leadership and engagement opportunities provided, as well as feedback on areas for improvement including broader youth communication.

Options

Council may choose to:

1. Accept the recommendations of the report
2. Accept the recommendations of the report and adopt additional actions
3. Reject the recommendations of the report and adopt a different course of action
4. Reject the recommendations of the report and take no further action.

The report recommends Option 1.

Community Engagement and Internal Consultation

The engagement approach involved creating a safe, inclusive, and accessible environment where young people felt comfortable sharing their thoughts and experiences. Completion of the survey and attendance at the focus group included direct promotion to the following groups:

- Hastings Youth Voice
- Headspace Youth Reference Group
- CSU Student Council and Residence
- TAFE
- High Schools
- Mission Australia
- Colleges
- PCYC
- Hastings Youth Network (service agencies)
- PMHC Young Citizen of the Year 2025
- Hastings Homeless Collective
- Participants of PMHC School Holiday Events

These opportunities for engagement included individual and group conversations and online promotion through the "Have Your Say" page and social media platforms Facebook, Instagram and LinkedIn. See Attachment 3 for a report on Facebook and Instagram statistics.

The Facebook content, posted on 19 March, had an 82% higher engagement rate than other content, with 3060 impressions and a reach of 2930. The post attracted 37 engagements, comprising 18 reactions, 4 comments and 15 shares.

The Instagram content, posted on 19 March, had a 92.6% higher engagement rate than other content, with 486 impressions and a reach of 402. The post attracted 25 engagements, comprising 17 reactions, 5 comments and 1 share.

The Linkedin content, posted on 17 March, had 655 impressions reaching 283 members and attracted 10 comments and 2 shares.

The Youth Engagement survey (opened from Thursday 13 March until Wednesday 26 March) served as a broad-reaching tool to gather quantitative data on key topics requested by the Council resolution, ensuring diverse youth voices are captured.

To complement the survey, the online focus group (24 March) provided an opportunity for deeper discussion, allowing participants to elaborate on their perspectives, clarify survey findings, and explore solutions collaboratively.

To maximise engagement, the process was youth-centred and used clear, relatable language. Additionally, awareness efforts leveraged social media, schools, and youth organisations to ensure broad and representative participation. The approach prioritised active listening, valuing youth contributions, and demonstrating how their input will influence decision-making.




Planning and Policy Implications

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

Financial and Economic Implications

Funding may be required for the 'Meet your Councillors' program. There is no funding for this activity in current budgets.

Attachments

1.  Hastings Youth Voice Charter
2.  Youth Engagement Report
3.  Youth engagement social media report

Item: 11.10

Subject: INVESTIGATING A SPORTING VENUE SPONSORSHIP PROGRAM

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities.

RECOMMENDATION

That Council:

1. Note the contents of this report and the potential risks associated with establishing a formal Sporting Venue Sponsorship Program.
2. Engage with the Sport Council to determine approach to sponsorship.
3. Acknowledge the limited sponsorship capacity of local businesses and the risk of undermining club-level sponsorship efforts.
4. Encourage clubs to seek sponsorship for upgrade projects at their venues through community-initiated capital works projects.
5. Determine any future sponsorship for Council-owned sporting venues be considered only were initiated by clubs in collaboration with Council, ensuring that arrangements are:
 - a. Consistent with Council Policy,
 - b. Reviewed for naming sensitivity, and
 - c. Do not disadvantage other clubs using the facility.

Executive Summary

This report responds to the November 2024 Council resolution (Item 11.01) requesting options for establishing a Sporting Venue Sponsorship Program as follows:

That Council request the Chief Executive Officer provide a report to the April 2025 Ordinary Council meeting regarding the options available to Council for consideration of the establishment of a Sporting Venue Sponsorship Program.

While sponsorship has the potential to offer additional financial support for facility maintenance and upgrades, this report outlines important limitations based on the regional business base, community expectations, and potential conflicts with local sporting clubs' own sponsorship arrangements.

The report highlights that the capacity of local businesses to contribute meaningfully at a venue level is limited, and that a formal Council-run sponsorship program may compete with or dilute support for grassroots club sponsorships—the very organisations Council seeks to support through access to well-maintained facilities.

Discussion

1. Background

At the November 2024 Ordinary Council Meeting, Council resolved to:

“Request the Chief Executive Officer provide a report to the April 2025 Ordinary Council meeting regarding the options available to Council for consideration of the establishment of a Sporting Venue Sponsorship Program.”

This initiative seeks to explore the feasibility of generating revenue through venue-level sponsorship, such as naming rights and signage, for Council-managed sporting facilities.

2. Key Considerations

a) Limited Local Sponsorship Capacity

Port Macquarie-Hastings has a largely small-business economy. Feedback from the sporting community suggests that these businesses are already financially supporting local clubs directly—through uniforms, equipment, and event sponsorships. A Council-led sponsorship program risks:

- Overburdening local business with additional asks,
- Redirecting funds from clubs to Council, and
- Creating sponsorship competition between Council and its sporting community.

b) Risk of Undermining Club-Level Support

Many clubs rely on local business sponsorships as a key revenue source. A Council-run program targeting the same businesses for facility naming rights or signage space may:

- Reduce club income streams,
- Create inequity between clubs based on the facility they use,
- Lead to friction or perceived favouritism depending on which businesses are granted naming rights.

c) Community Sentiment and Brand Sensitivity

Consultation would be required to determine if the community supports commercial branding of public recreational assets—especially where venues have historical or commemorative names.

d) Legal and Policy Considerations

Any sponsorship model would need to align with Council’s Sponsorship and Grants Policy (Attachment 1) and likely require updates to:

- Naming rights procedures,
- Signage guidelines, and
- Community consultation protocols.

3. What Other Councils Are Doing

Larger metropolitan councils (e.g., Brisbane City, Newcastle) have the scale and commercial base to successfully operate venue sponsorship programs, often focused

on major stadiums or high-traffic civic assets. However, smaller regional councils tend to:

- Use project-based sponsorships (e.g., for major events or a new facility),
- Focus on facility partnerships with government or philanthropic funding, or
- Avoid naming rights arrangements altogether to protect community and heritage values.

4. Ongoing sponsorship opportunities

Council may consider establishing a standing Expression of Interest (EOI) process for sporting venue sponsorships on its website. This would allow clubs, businesses, and community partners to submit proposals at any time, rather than waiting for a formal program or invitation.

This approach would:

- Provide a transparent and consistent process for sponsorship opportunities.
- Allow Council to assess proposals on a case-by-case basis for alignment with existing policies and community benefit.
- Encourage collaboration between clubs and potential sponsors.
- Reduce administrative burden while still allowing flexibility and responsiveness to interest from the community.

The standing EOI process could be promoted as part of Council's support for local partnerships and community-driven investment in sport and recreation.

Options for Council

Option	Summary	Pros	Risks
1. Pilot Sponsorship for 1–2 Venues	Test viability with larger regional venues	Low-cost trial	Still competes with club sponsorships
2. Develop Policy but Do Not Activate	Be prepared if future opportunities arise	No immediate impact	Policy may date quickly
3. Partner with Clubs	Allow sponsorship only via club proposals	Strengthens clubs	Limits revenue to Council
4. Do Not Proceed	Reaffirm Council's support for club-level sponsorships	No conflict with clubs	No added revenue for Council

Options

Council has the following options available:

1. Note the information within the report as recommended or
2. Do Not Proceed with a Sponsorship Program or
3. Seek additional information of possible sponsorship options

This report recommends option 1.

Community Engagement and Internal Consultation

Internal engagement has occurred with the following:

- Spaces and Places Manager
- Recreation and Communities Strategy Coordinator
- Director Community, Planning and Environment

External engagement is yet to be undertaken.

Planning and Policy Implications

Any Sporting Venue Sponsorship Program would need to align with Council's existing Sponsorship Policy (Attachment 1) and have alignment to the Management of Public Spaces Policy. If a new program were to proceed, the following policy areas may require review or development:

- Naming Rights Policy – Guidelines on naming publicly owned assets, including timeframes, naming hierarchies, and community consultation.
- Signage and Advertising Policies – Including assessment of visual impact, brand compatibility, and equity of exposure.
- Sporting Facilities Management Framework – To determine whether sponsorship income would support maintenance, upgrades, or be distributed in part to clubs.
- Community Engagement and Consultation Procedures – To ensure transparency in the selection and approval of any sponsorship arrangements.
- Management of Public Spaces Policy
- Sponsorship Policy and Guidelines

In addition, Council's Place Naming Policy and any related heritage or commemorative naming practices would need to be considered when sponsorship involves name changes or co-branding.

Financial and Economic Implications

While a formal venue sponsorship program has the potential to generate revenue for Council, preliminary analysis suggests that the demand for such sponsorship opportunities in a regional context is limited and the cost of implementation may outweigh the benefits.

Major commercial sponsors typically focus their investments on metropolitan markets or large stadium-style venues that offer greater exposure and return on investment. In the Port Macquarie-Hastings region, sponsorship is more commonly delivered in the form of in-kind contributions, modest financial support, or direct sponsorship of individual clubs—such as branded uniforms, local events, or minor facility upgrades. Further, the condition of our facilities limits the opportunities or desirability for sponsorship.


Introducing a Council-led sponsorship program may also have unintended consequences for local sporting clubs. Many of these clubs rely heavily on sponsorships to keep registration fees affordable, purchase equipment, and support volunteer-run operations. There is a risk that Council seeking larger sponsorship

deals could divert potential sponsors away from the grassroots level, placing additional financial strain on clubs and their communities.

In terms of operations, establishing a formal sponsorship program would require dedicated internal resources. This would include the development and management of legal agreements, coordination of community and stakeholder engagement processes, oversight of signage approvals and installation logistics, and ensuring appropriate legal and risk management frameworks are in place. These functions would need to be resourced either within existing teams or through additional staffing or consultancy support.

Looking ahead, Council may wish to consider the development of a policy or framework to assess unsolicited sponsorship proposals—particularly for new large-scale regional facilities where there may be broader commercial interest. Such a framework would support transparency, ensure consistency, and help confirm that any agreements entered deliver tangible community benefits and align with Council's strategic objectives.

Attachments

1.  Sponsorship Policy 2021

Item: 11.11

Subject: RECOMMENDED ITEMS FROM THE MARCH 2025 MEETING OF
THE PORT MACQUARIE-HASTINGS SPORTING FUND

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

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

- 1. Payment of \$250 to Tallin Morris to attend the Basketball 2025 Your Local Club Academy Games in Tamworth between 11 and 13 April 2025**
- 2. Not support the application from Cooper Lambert to compete at the Australian Futsal Team Vsport Futsal Cup in Spain due to it being deemed ineligible based on the criteria outlined in the Port Macquarie-Hastings Sporting Fund guidelines**

Discussion

The Port Macquarie-Hastings Sporting Fund committee met on 27 March 2025 and considered grant applications. The submission from Tallin Morris was determined to have met the funding criteria. Accordingly, the Sub-Committee recommends to Council the following payment from the fund:

- Tallin Morris - \$250 to compete at the Basketball 2025 Your Local Club Academy Games between 11 and 13 April 2025. It is noted this application was received before the event took place.

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 application for Cooper Lambert, this application has been deemed ineligible based on the criteria outlined in the Port Macquarie-Hastings Sporting Fund guidelines. The funding application submitted for Cooper's participation in the tour was endorsed by the Australian Futsal Association however, according to Council's funding criteria, applications must align with a recognised National Sporting Organisation (NSO). Football Australia is the officially recognised NSO for football (soccer) and futsal in Australia; the Australian Futsal Association does not hold NSO recognition. As a result, this application does not meet the established eligibility requirements and unfortunately cannot be accepted for funding.

Attachments

Nil

3 Your Business and Industry

What we are trying to achieve

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

What the result will be

We will have:

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

How we will get there

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

Item: 12.01

Subject: DRAFT AIRPORT MASTER PLAN - PRIOR TO EXHIBITION

Presented by: Business and Performance, Keith Hentschke

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 information in this report and Draft Master Plan (Attachment 1).**
- 2. Endorse the Draft Master 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

Port Macquarie Airport is a high-profile Council asset and an essential element of the regional transport infrastructure and services network. Thorough and effective master planning is required to ensure opportunities, development initiatives, and operational and commercial risks are well planned and managed in the longer term.

The Draft Master Plan presents a 20-year vision for Port Macquarie Airport, considering land use and spatial requirements for future Regular Passenger Transport and General Aviation operations, as well as complementary developments around the Airport. It provides a spatial planning framework to enable the delivery of long-term, sustainable, safe and secure air transport services for the community.

In June 2024, Arup Australia (Arup) was commissioned by Council to prepare a new 20-year Draft Master Plan for the Airport. The preparation of the Draft Master Plan reviewed the strategic direction for the Airport, taking growth and traffic forecasts, aviation infrastructure, Airport safeguarding and environmental factors into consideration. The planning process included extensive consultation with Airport users, local and regional business and tourism groups, and internal Council stakeholders. Councillors were briefed on 5 December 2024, on the process, structure and outline content of the draft document.

This Draft Master Plan is one key element of a broad review of the strategic objectives and long-term plans for the Airport. The other major area of review will look at future options for Airport governance, management, and operations. A strategic options paper will be presented to Council in the second half of 2025, after the Draft Master Plan has been finalised and adopted.

The Draft Master Plan to go on public exhibition is Attachment 1 of this report.

Discussion

For full details of the themes covered in this report, see the Draft Master Plan at [Attachment 1](#).

Key guiding principles for the development of the Port Macquarie Airport Draft Master Plan are:

- Careful planning and development staging to ensure any new infrastructure is meeting, and not impeding future demand;
- Infrastructure is developed where and when it is needed; and
- Ensuring any infrastructure developed on the Airport site keeps options for other future significant development projects as open as possible.

These principles reflect the significant costs of providing Airport infrastructure, and the overall risk that poor spatial and asset planning may lead to significant adverse outcomes for aviation safety, Airport users, businesses, neighbours, nearby developments, and other regional stakeholders.

The preparation of the Draft Master Plan commenced in July 2024 and involved the following activities and considerations:

- Consultation with a wide range of Airport users and local stakeholders.
- Forecasting passenger and aircraft movement growth over the 20-year planning period.
- Identifying and reserving land for aviation infrastructure (runways, taxiways, Airport fire services and General Aviation areas) matched to the above forecasts.
- Establishing the development pathway for the terminal to maximise the building, car parking and apron infrastructure current utilisation while reserving land for any future new terminal.
- Identifying and reserving land for non-aviation purposes such as business park developments and a mid-scale solar facility.
- Establishing new Australian Noise Exposure Forecasts (ANEF) based on the aircraft movement projections. The new ANEF will be endorsed by Airservices Australia (ASA), the national aviation regulator.
- The new ANEF will be incorporated into Council planning and development approval considerations. The Airport will be consulted as part of relevant Development Applications in the vicinity of the Airport to ensure proper consideration of Obstacle Limitation Surface and ANEF requirements are incorporated into the planning approval processes.

Contents Summary

The Draft Master Plan includes the following key planning considerations:

- **Strategic Direction** - The role the Airport plays and will continue to play in support of local and regional transport and economic development.
- **Consultation and Engagement** - Consultation and stakeholder engagement with airlines, tenants, Council staff, tourism, business, and Airport users.
- **Demand Forecasts** - Local and capital city growth projections are that passengers using the Airport are forecast to double in 20 years to 396,000.

- **Aeronautical Developments** - Development pathways for the runway, aprons, terminal and car park to support forecast traffic growth.
- **Airport Safeguarding** - The wider planning implications for both on and off Airport development (in the vicinity of the Airport) of a range of safety and compliance requirements e.g. building heights, noise exposure forecasts, Obstacle Limitation Surface clearances.
- **Environmental considerations** - Includes the requirements on Council and other stakeholders to balance land use with environmental outcomes through compliance and land management activities set out in the 2018 Airport Biodiversity Certification Agreement.
- **Implementation Plan** - Describes in five-year stages the potential aeronautical and commercial developments proposed at the Airport (see table below).

Forecast developments - summary

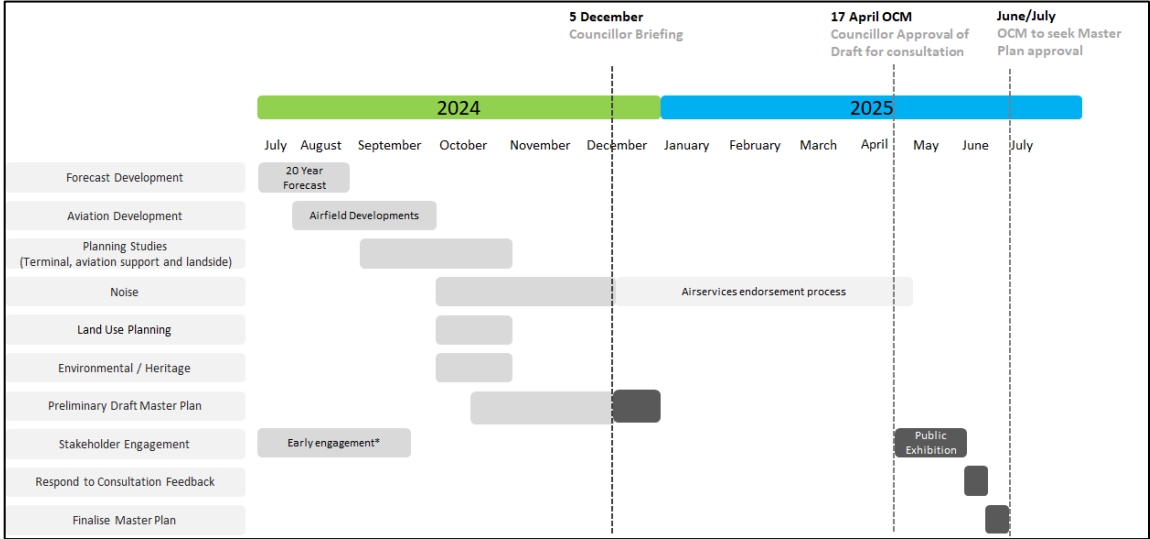
The Draft Master Plan includes forecasts over a 20-year planning horizon and envisages a series of development projects and initiatives. The summary table below is a snapshot of these, including potential timeframes for these developments.

Category	Key considerations and potential developments
Passenger & Movement Forecast	<ul style="list-style-type: none"> • Projected to reach 396,000 passengers by 2045. • General Aviation to remain stable with strategic focus on instrument training rather than circuits.
Noise Forecast	<ul style="list-style-type: none"> • Developed based on 2045 aircraft movements and type. • Expansion of ANEF 20db contour towards light industrial area. • Endorsed ANEF to inform future Council planning and development approval considerations with the Airport to be a consulted party.
Years 1-5	<ul style="list-style-type: none"> • Runway 03/21 surface refurbishment. • Short stay car park expansion. • General Aviation 1 apron resurfacing.
Years 5-10	<ul style="list-style-type: none"> • Development of Business Park. • New road connection to the Binnacle for emergency use. • Paved Runway End Safety Area (RESA). • Development of solar farm. • Expansion of General Aviation 1 and 2.
Years 10-20	<ul style="list-style-type: none"> • Aerodrome rescue and firefighting services. • Terminal expansion. • Additional car park across Tuffins Lane • Development of General Aviation 3. • Extension of Taxiway Charlie.

	<ul style="list-style-type: none">Ongoing development of the Business Park.
Beyond 2045	<ul style="list-style-type: none">Reserve identified for new terminal and associated infrastructure.Reserve identified for additional two Code 4 aprons.

Project timeline

The Draft Master Plan project timeline below highlights the analysis and planning studies undertaken in preparing the Draft Master Plan, including the Councillor briefing on 5 December 2024 and this current report with the request to proceed to public exhibition.



Options

- Council may elect to:
1. Approve the Draft Master Plan to be put on public exhibition.
 2. Determine that the Draft Master Plan should not be put on public exhibition and request amendments or further information from staff.

Community Engagement and Internal Consultation

The project included extensive engagement with both internal and external stakeholders (see table below). This engagement was to seek input into development of future planning, aeronautical and non-aeronautical operational and commercial initiatives.

Stakeholder Category	Stakeholder name
On-Airport Tenants	Australian International Aviation College



	Eastern Air Services Hastings District Flying Club Helicopter Rebuilds Jetfighter Australia Pty Ltd
Airport Operations	Aus Flight Handling (Rex/Bonza) Port Macquarie Travel Pty Ltd (Qantas)
Tourism Associations	Destination North Coast NSW Greater Port Macquarie Tourism Association
Peak Bodies	Business NSW
Airline	Qantas
Local Government	Port Macquarie Hastings Council (4 meetings with staff) Councillor Briefing

Subsequent to the December 2024 Councillor briefing, a further consultation session was held with key Council staff on the Draft Master Plan forecasts, planning considerations, ANEF and potential projects and initiatives.

Should Council approve the Draft Master Plan to go out for public exhibition, a public consultation report will be prepared and will form part of the report to Council seeking approval of the final Master Plan.

The Draft Master Plan will be presented to the Council Audit Risk and Improvement Committee in June 2025, before the Plan is finalised.

Planning and Policy Implications

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

The Draft Master Plan is a land use planning document using forecasts and assumptions around future demand changes/ and/or growth, and includes economic, compliance, technology and aviation policy considerations, and the airport development projects that may be required to address these changes or growth.

Any specific proposed developments at the Airport will be subject to Council and other government planning and approval requirements.

As part of Council's development approval processes, planning proposals in the vicinity of the Airport will require review and consultation in terms of compliance with the revised Obstacle Limitation Surfaces, building heights and Noise Exposure Forecast requirements.

Financial and Economic Implications

There are no direct financial implications related to this report. However, the Draft Master Plan does outline potential Airport infrastructure needs and development opportunities that, if realised, will have significant, future investment implications.

The Draft Master Plan does not however advocate for, propose or recommend specific projects, nor model their financial or economic implications

Project proposals arising from any actual increase in demand modelled in the Draft Master Plan will be progressed and proposed in an integrated fashion, including a wide range of business case, cost/benefit analyses, economic impacts, consultation, planning and approval considerations.

Attachments

1.  Port Macquarie Draft Airport Master Plan 20250401

4 Your Natural and Built Environment

What we are trying to achieve

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

What the result will be

We will have:

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

How we will get there

- 4.1 Provide (appropriate) infrastructure and services including water cycle management, waste management, and sewer management
- 4.2 Aim to minimise the impact of natural events and climate change, for example, floods, bushfires and coastal erosion
- 4.3 Facilitate development that is compatible with the natural and built environment
- 4.4 Plan for integrated transport systems that help people get around and link our communities
- 4.5 Plan for integrated and connected communities across the Port Macquarie-Hastings area
- 4.6 Restore and protect natural areas
- 4.7 Provide leadership in the development of renewable energy opportunities
- 4.8 Increase awareness of issues affecting our environment, including the preservation of flora and fauna



Item: 13.01

Subject: DA2025 - 34.1 CHANGE OF USE TO DUAL OCCUPANCY AND STRATA TITLE SUBDIVISION AT LOT 10 DP 591359, NO. 159 LAKE ROAD, PORT MACQUARIE

**APPLICANT: C E & D A MALTMAN
OWNER: C E & D A MALTMAN**

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

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

RECOMMENDATION

That Council determine DA2025 - 34.1 for a change of use to dual occupancy and strata title subdivision at Lot 10, DP 591359, No. 159 Lake Road, Port Macquarie, by granting consent subject to the recommended conditions.

Executive Summary

This report considers a development application (DA) for a change of use to dual occupancy and strata title subdivision at the subject site and provides an assessment of the application in accordance with the Environmental Planning and Assessment Act 1979. Plans of the proposed development are included as attachments to Attachment 2.

Following exhibition of the application, no submissions were received.

The site is considered suitable for the proposed development and the proposal adequately addresses relevant planning controls. The development is not considered to be contrary to the public's interest and will not result a significant adverse social, environmental or economic impact.

The subject application was referred to Council's Development Assessment Panel (DAP) for assessment prior to being submitted to Council for determination. A copy of the assessment report as presented to the DAP is attached (Attachment 2).

The reason for the application being referred to Council for determination is because the applicant and part owner of the land relating to the development application is a current Councillor - Councillor D Maltman. Council has a 'Determining Applications Lodged by Councillors and Staff Policy' which requires the final determination of this DA to be made at an Ordinary Meeting of Council via consideration by DAP.

This report recommends that the development application be granted consent subject to the conditions included (Attachment 1). The DAP's recommended changes to the conditions (including an updated DAP condition) have also been included (Attachment 1).

Discussion

A detailed assessment of the of the application in accordance with the relevant requirements in Section 4.15 of the *Environmental Planning and Assessment Act 1979* has been carried out and is included in the assessment report provided here as Attachment 2. Attachment 2 also includes plans of the proposed development.

The DAP considered the proposal at its meeting on 19 March 2025, with the consensus being:

“That DAP recommend to Council that DA2025 - 34.1 for a change of use to dual occupancy and strata title subdivision at Lot 10, DP 591359, No. 159 Lake Road, Port Macquarie, be determined by granting consent subject to the recommended conditions, with the following additional condition numbered 3, before issue of a strata certificate, to read:

Prior to issue of a strata certificate, the strata plan is to be amended so that the carport on lot 2 is nominated as ‘CS’ as opposed to ‘CP’.

Reason: To clarify that the carport is not common property and to ensure that lot 2 has a nominated car parking space on the strata plan.”

The site is considered suitable for the proposed development and the proposal adequately addresses relevant planning controls. The development is not considered to be contrary to the public interest and will not result in significant adverse social, environmental or economic impact. Accordingly, approval, subject to the conditions included in Attachment 1 is recommended.

Options

Council has the following options in determining the development application:

1. Grant consent to the application subject to the recommended conditions.
2. Grant consent to the application subject to amended conditions.
3. Refuse consent to the application.

This report recommends Option 1, noting that if consent is refused as per Option 3, Council is required to provide reasons for refusal in accordance with the *Environmental Planning and Assessment Act 1979*.

Community Engagement and Internal Consultation

The application has been notified in accordance with the *Port Macquarie-Hastings Council Community Participation Plan 2019*. Following exhibition of the application, no submissions were received.

Planning and Policy Implications

The assessment report (Attachment 2) includes consideration of relevant planning legislation applicable to the proposed development.

Financial and Economic Implications

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

Attachments

1.  Recommended Conditions
2.  DAP Report 2025 03 19

Item: 13.02

**Subject: SOVEREIGN HILLS PLANNING AGREEMENT ASSESSMENT
REPORT
APPLICANT: LEWIS DEVELOPMENTS PTY LTD AS TRUSTEE FOR
THE LEWIS DEVELOPMENTS TRUST
LANDOWNER: PM LAND PTY LTD**

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.2 Plan for infrastructure that supports population growth.

RECOMMENDATION

That Council:

- 1. Endorse for public exhibition, the draft Sovereign Hills Planning Agreement for a period of not less than 28 days.**
- 2. Receive a further report following the public exhibition period on any submissions received.**

Executive Summary

The purpose of this report is to update the Council on the draft Sovereign Hills Estate Planning Agreement (PA) and to advise on the planned public exhibition subject to Council's endorsement.

Council has received an offer from Lewis Developments Pty Ltd to consolidate four (4) existing Voluntary Planning Agreements (VPA) into a single Planning Agreement. These agreements include:

1. The Sovereign Hills Estate Voluntary Planning Agreement
2. The Area 13 Environmental Land Management Voluntary Planning Agreement
3. The Area 13 Environmental Land Management Voluntary Planning Agreement for Lot 71 in Deposited Plan 1061516
4. The Sovereign Hills Estate Highway Works Voluntary Planning Agreement

Each of the above mentioned VPA's are available on Council's website and are provided attached to this report.

The objective of the draft Planning Agreement is to ensure adequate funding for the provision of infrastructure, facilities, and services required for the urban development permissible on the land.

This letter of offer, to replace the existing VPA's has been reviewed in consultation with Council's third-party lawyers. A draft amended Planning Agreement has been prepared for Council's consideration. It is recommended that this draft, as provided in

Attachment 1, be endorsed by Council and placed on public exhibition for a minimum of 28 days, in accordance with clause 6.2.6 of Council's Planning Agreements Policy.

Background

The draft Sovereign Hills Planning Agreement 2025 has specific provisions related to:

1. The maintenance of environmental land
 2. The provision of sporting fields and local open space.
 3. The provision of Community Centre and Library
 4. Dedication of land
 5. Payment of development contributions for roads and open space.
- 1.
 2. This draft agreement seeks to replace and consolidate the following executed Voluntary Planning Agreements (Current VPAs):
 - The Sovereign Hills Estate VPA
 - The Area 13 Environmental Land Management VPA
 - The Area 13 Environmental Land Management VPA for Lot 71 in Deposited Plan 1061516
 - The Sovereign Hills Estate Highway Works VPA

Discussion

Council has received an offer for a Planning Agreement to replace and consolidate the four (4) current VPA's which apply to the subject land. The key provisions of these existing planning agreements include the following:

- Maintenance of environmental land for 20 years.
- Dedication of land for sporting fields
- Construction and Dedication of Local Parks
- Construction and dedication of Sovereign Green and Lakes
- Construction of collector roads
- Dedication of land and construction works related to Community Centre and Library
- Payment of roads, environmental land management, community, cultural and emergency services and open space contributions.

The intent of the draft Planning Agreement is to:

- Require monetary Development Contributions of a specified minimum amount to be made towards community, cultural and emergency services, open space and roads and administration.
- Require the carrying out of specified works by the Developer for the purposes of providing community and cultural facilities and services, open space, roads and other public purposes.
- Require the dedication of specified land to Council by the Owner on which some works will be situated.
- Allow offsets against specified monetary Development Contributions, in consideration of the material public benefits provided to Council by the Developer and the Owner under the agreement.

- Require Council to apply monetary Development Contributions made under the agreement towards the specified purpose for which they were made and at the location, consistent with the principles of s7.11 contributions, where identified in the Planning Agreement.
 - Impose obligations on the Developer in relation to the carrying out of specified works, the handing over of those works to Council and the rectification of defects in those works.
 - Requires the Developer and Owner to provide Council with security for legal costs, if Council were required to enforce the terms of the agreement.
 - Requires the Developer and Owner to grant Council a charge over specified land as security for the performance of the agreement.
 - Require the agreement registered on the title to the land.
 - Impose restrictions on the parties transferring the land or part of the Land or assigning an interest under the agreement.
 - Provide two dispute resolution methods for a dispute under the agreement, being expert determination and mediation.
 - Provide that the agreement is governed by the law of New South Wales.
 - Provide that the A New Tax System (Goods and Services Tax) Act 1999 (Cwlth) applies to the agreement.
- 3.

The development contributions to be provided by the developer under this draft Planning Agreement include:

- land and works for public roads (including local, link and collector roads), intersections and footbridges.
 - land and works for community centre and carpark.
 - land and works for district sporting fields.
 - land and works for public recreation and parks.
- 4.

The location of these works and land to be dedicated are shown in the Appendix to this draft Planning Agreement (Attachment 1).

- Inclusion of a pedestrian footbridge over partridge creek to connect College Rise to the district sporting fields.
- Relocate Barton Valley Park west of Carlie Jane Drive to better serve the existing residential development.

The main changes between the draft Planning Agreement and the current executed VPA's have been:

Main Changes	Reason for Change
Change to sporting field requirements to remove 'sporting field south Oxley and replace with larger district sporting fields in north Oxley and specify works by developer.	Current agreement requires two smaller sporting fields located in North Oxley and South Oxley. Council's recreation planning and assessment management prefers one larger regional facility in preference to two smaller facilities. The draft agreement formalises the regional sporting fields and associated land dedication.
Relocate Barton Valley Park west of Carlie Jane Drive to	Barton Valley Park in the current VPAs is located on the eastern side of Carlie Jane Drive. Most of

better serve the existing residential development.	the residential development that has occurred and is expected to occur is on the western side of Carlie Jane Drive. As such, the neighbourhood park is proposed to be relocated.
Amended dedication of road corridors across Karikeree Creek to better align with approved road network.	Subject to the approved subdivisions in South Oxley, the road network has changed and as a result land to be dedicated needs to be altered to reflect the road network as approved and constructed.
Increased roads contribution to reflect proposed Thrumster Streets extension works.	The existing VPA's only included sections of Thrumster Street in the road's contribution charges and not the whole Thrumster Street extension from Frogs Road to John Oxley Drive. An increase to the road's contribution has been included to reflect the apportioned cost to this development on a per lot basis.
Inclusion of a pedestrian footbridge over Partridge Creek to connect College Rise to the district sporting fields.	A pedestrian link from College Rise to the district sporting fields across Partridge Creek has been included in the draft PA and is to be delivered by the developer.
Amended timing of the delivery of infrastructure relating to the lots which are created.	Currently the timing of the delivery infrastructure in the current VPAs generally relate to the number of years since the LEP (rezoning) took place. The majority of these times have passed, and infrastructure has not been delivered as the development has not reached that stage of delivered lots and the associated demand. The proposed timing change is based on lots created to ensure as development occurs the relevant infrastructure is delivered and is consistent with demand.

There are many other minor administrative changes from the current VPAs to the draft Planning Agreement to update references and improve interpretation and administration of the agreement which have not been specifically identified in this report. A full copy of the draft Planning Agreement can be found at Attachment 1.

Options

Council has the options to:

1. Endorse the draft Sovereign Hills Planning Agreement for exhibition.
2. Request further amendments to this draft PA, noting this would delay exhibition.
3. Not support the recommendation and resolve in some other fashion.

This report recommends Option 1, endorsement of the draft PA for the purposes of public exhibition. This approach is consistent with Council's PA Policy.

Community Engagement and Internal ConsultationCommunity Engagement

It is recommended that this draft PA be placed on public exhibition for not less than 28 days.

Internal Consultation

Internal consultation is a function of developing the Planning Agreement prior to public exhibition. That internal consultation includes:

1. Recreation Team
2. Community infrastructure Team
3. Development Engineering Teams.

Planning and Policy Implications

The draft Planning Agreement conforms with Council's Planning Agreement Policy.

Financial and Economic Implications

It is anticipated that there will be positive financial and economic implications in relation to the draft Sovereign Hills Estate Planning Agreement through the orderly coordination of infrastructure and services to the development. The delivery of infrastructure and services in the agreement is connected to the demand in the locality of Thrumster and as a result minimises the risk that infrastructure and services are delivered out of sequence.

The delivery of the infrastructure and servicing elements by the developer, rather than Council's own resources, has a benefit which must be considered within the context of the volume of administrative resources Planning Agreements consume in both the preparation and ongoing administration for the life of the agreement.

Attachments

1.  Draft Sovereign Hills Estate Planning Agreement 2025
2.  The Sovereign Hills Estate Planning Agreement 2008
3.  The Area 13 Environmental Land Management Planning Agreement
4.  The Area 13 Environmental Land Management Planning Agreement for Lot 71 in Deposited Plan 1061516
5.  The Sovereign Hills Estate Highway Works Planning Agreement

Item: 13.03

Subject: POST EXHIBITION REPORT - DRAFT PORT MACQUARIE-HASTINGS LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN 2025

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.2 Plan for infrastructure that supports population growth.

RECOMMENDATION

That Council:

- 1. Note the information provided in respect of the revised draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025**
- 2. Endorse the revised draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025 for further exhibition with the Plan to be placed on public exhibition for a period of not less than 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

The Ordinary Council Meeting held on 20 June 2024 included a Council resolution on Item 13.06 - Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2024 as follows:

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*

The purpose of this report is to present an update regarding the draft Local Infrastructure Contributions Plan (draft Plan). The draft Plan was publicly exhibited from 14 October 2024 to 22 November 2024. Council received six (6) formal submissions from various stakeholders during exhibition. These submissions were extensive, detailed and provided in-depth insights and feedback that required significant analysis by staff to integrate meaningful improvements into the draft Plan.

In addition to reviewing the public submissions, Council staff sought an external peer review of the draft Plan by engaging a specialised independent consultant known for expertise in infrastructure planning and contributions. This peer review provided

critical evaluations and recommendations that further enhanced the draft Plan. As a result, the revised draft Plan (Attachment 1) has had substantial amendments compared to the version initially publicly exhibited. These changes effectively address the feedback received, incorporate the consultant's recommendations, update work schedule items and responds to emergent information since the original draft.

Considering the materiality of the alterations made to the revised draft Plan, it is considered appropriate to re-exhibit the draft Plan for an additional 28 days. This extended exhibition period will facilitate further public engagement, ensuring that all community voices are provided an opportunity, and that the final draft Plan reflects a well-informed discussion on the amendments.

Discussion

At the Ordinary Council Meeting held on 20 June 2024 (Item 13.06), it was resolved:

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.*

The draft Local Infrastructure Contributions Plan was publicly exhibited from 14 October 2025 to 22 November 2024. The public exhibition was co-ordinated with the draft Development Servicing Plan given the similarity in stakeholder groups and interests. This dual exhibition aimed to provide stakeholders with a comprehensive understanding of both documents and their potential impacts on the community and development.

Stakeholders expressed strong support for the development of a new contributions plan and the intent to replace the existing 15 plans. The earliest of the existing Development Contribution Plans is dated 1993. Many stakeholders acknowledged the issues with the age of these plans and emphasised the importance of updating them to reflect contemporary needs, economic conditions, and growth projections.

Although stakeholders holistically support the Plan, stakeholders identified some areas for improvement within the draft plan in the submissions. These included opinions about non-compliance with established guidelines, a perceived lack of peer review processes, and some minor ambiguity in the presentation of key information. One detailed request from one industry stakeholder was for the Council to engage in further peer review, to re-exhibit the plan for additional public input, and to ensure that it incorporated vital infrastructure projects essential for facilitating housing delivery and aligning with local planning priorities.

Detailed concerns and suggestions raised during the submissions period have been thoroughly addressed in the Community Engagement and Internal Consultation section below and attached (Attachment 5).

In response to the feedback received, Council sought an independent peer review from a qualified external consultant. This review affirmed that, overall, the draft plan was consistent with relevant legislation and guidelines, however, it highlighted several areas for improvement and clarity, some of which aligned with stakeholder input.

As a direct outcome of the community feedback and the peer review findings, the draft plan has undergone revisions aimed at improving its clarity, readability, and overall interpretability. Some information has been relocated to appendices, allowing for a more organised and simpler presentation, and has been expanded to include detailed explanations of apportionment, nexus considerations, and the mechanisms for administering the plan for stakeholder clarity.

Additionally, the works schedule has been revised, incorporating new items where appropriate and aligned with Council strategies to support forecast growth. Enhanced information, including specific cost estimates where available, has been included to facilitate better financial planning and transparency. Some project items have been reassigned to alternate categories based on review of stakeholder feedback, and more detailed descriptions of the works have been drafted to improve community understanding and assist with effective implementation by Council staff.

In line with the comprehensive feedback received, Council staff have engaged a Local infrastructure Contributions specialist consultant (GLN Planning) to undertake an independent peer review, which resulted in several changes to the revised draft. Therefore, it is recommended that this revised draft be re-exhibited, in compliance with the established legislative requirements to ensure continued stakeholder engagement, input and visibility of all the community into the materiality of the changes.

Options

Council's options are as follows:

1. Adopt the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan or
2. Re-exhibit the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan as recommended or
3. Further amend the Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan or
4. Resolve in some other manner.

This report recommends option 2 due to the material differences between the revised plan and the draft plan that was previously exhibited. To ensure compliance with legislative requirements, it is recommended to conduct an exhibition period of at least 28 days. This re-exhibition will allow for community visibility to the amendments and mitigate potential reputational risks for the Council.

Furthermore, it acknowledges and aligns with the expectations of both the community and industry stakeholders, fostering greater transparency and participation in the decision-making process.

Community Engagement and Internal ConsultationInternal Consultation

Significant internal consultation has been undertaken with the following teams and divisions of Council:

- Community Infrastructure
- Community Utilities
- Liveable Communities
- Development Assessment

External Consultation

A total of nineteen (19) industry stakeholders participated in a 1.5-hour information session conducted at the Council Chambers. This session was facilitated by key staff members and subject matter experts from the Strategy, Community Engagement and Community Utilities groups, who led an in-depth discussion and addressed a variety of questions raised by the attendees.

The primary objective of the session was to equip stakeholders with detailed information regarding ongoing initiatives, address any concerns they may have, and collect valuable feedback in a workshop environment that could aid in refining the decision-making process.

The communication efforts were strategically aimed at industry stakeholders specifically within the building, planning, and development sectors. This group included individuals who had previously submitted comments or actively engaged in strategic planning activities. The sessions were attended by other Council's seeking advice from staff on the PMHC Development Contributions Framework and the draft Local Infrastructure Contributions Plan. To enhance awareness and encourage participation, we employed a series of targeted e-newsletters, which included:

- Have Your Say
- Development and Construction Industry
- Economic Development Matters

Submissions

Name	Submission Summary	Response/Comment
Transport for NSW	<p>The Health and Education Precinct (HEP) connection to the Jindalee Road industrial area has not been included in this draft plan.</p> <p>This connection is a key component for the Wrights Road / John Oxley Drive project and wider HEP development. Consideration to inclusion of this connection in the LICP is recommended.</p>	<p>The HEP links are essential to support the growth of HEP. When the previous draft plan was presented, cost estimates for this project were not available. Now that they are available, they have been included in a staged format.</p>
Individual	Highlights concerns over the significant reduction in the works schedule, which	The work schedule items in the existing plans

	<p>may result in insufficient funding for some projects included in previous plans but excluded in the draft.</p> <p>Suggests revising apportionment for items like the Thrumster Sports Fields to account for previous contributions, either by: Extending apportionment over a longer time frame, or isolating previously collected contributions and aligning them with future apportionments. Notes the limited inclusion of completed works for recoupment funding and suggests additional projects could qualify.</p> <p>Recommends using traffic studies to determine future road works apportionment, which could result in increased funding compared to population-based apportionment.</p>	<p>outline an unrealistic number of tasks, with inadequate cost estimations and descriptions. They do not align with Council's capital work priorities and, in some cases, do not appear to relate to new developments. A more realistic work schedule that aligns with the Council's capital works program and new developments is preferred. The costs and apportionment for the Thrumster sporting fields have been reviewed and updated accordingly. The apportionment has been extended over a longer timeframe, and items that have sufficient justification have been incorporated into the draft plan with the relevant apportionment rates. Where traffic studies are available, they have been utilised.</p>
King and Campbell General	<p>The Draft LICP does not demonstrate compliance with the Environmental Planning and Assessment Regulation 2021 (EPA Reg) or the relevant Practice Notes for s7.11 and s7.12 contribution plans.</p> <p>It is noted that the Draft LICP lacks peer review and has not been scrutinised sufficiently against these regulations and guidelines.</p> <p>The Draft LICP is poorly presented, contains numerous errors, and does not follow the recommended structure outlined in the Practice Notes. If adopted as is, the Draft LICP could lead to:</p> <ul style="list-style-type: none"> - Significant administrative challenges for Council and the development industry. - A lack of infrastructure funding. 	<p>The peer review confirmed that the draft plan generally complies with relevant legislation and practice guidelines.</p> <p>However, Council staff have made additional changes to enhance compliance and improve administrative processes.</p> <p>The draft LICP has now completed the peer review process. Changes have been made to its structure and presentation to enhance readability. The indexation calculation</p>

	<ul style="list-style-type: none"> - Errors in indexation and calculation of contributions. - Potential validity challenges under Section 7.20(3) of the Environmental Planning and Assessment Act 1979 (EP&A Act). - Increased uncertainty for the development industry compared to the current contributions system. <p>It is strongly recommended that the Draft LICP undergo further peer review and amendments to ensure alignment with the EP&A Reg and Practice Notes, followed by re-exhibition for public review.</p>	<p>has been reviewed and is accurate.</p> <p>The draft LICP has undergone a peer review several times throughout its development and has been revised based on the recommendations from these specialist reviews.</p>
King and Campbell on behalf of St. Vincent's Foundation	<p>The subject land, comprising 7.33 hectares of R1 General Residential zoned land, is suitable for development consistent with the zone.</p> <p>Notes that the Local Housing Delivery Plan anticipates the need for key infrastructure, such as road and intersection upgrades, ahead of housing delivery, with many projects required within the 2036 planning horizon of the Draft Local Infrastructure Contributions Plan.</p> <p>Highlights that the proposed upgrade of the Ocean Drive and Bonny View Drive intersection, identified in the Local Housing Delivery Plan, is omitted from the Works Schedule in Appendix B of the Draft Local Infrastructure Contributions Plan.</p> <p>Requests that Council include the upgrade of the Ocean Drive and Bonny View Drive intersection in the contributions plan to align with the housing delivery and infrastructure needs outlined in the Local Housing Delivery Plan.</p>	<p>At this stage, it is important to note that this project has not yet undergone a cost analysis. It is likely interconnected with the infrastructure needs of adjacent land, suggesting that it may be more effectively managed as a condition of consent during the planning process.</p> <p>As we move forward with the West Bonny Hills structure plan, which aims to comprehensively outline the future development of the area, a clearer understanding of the associated infrastructure costs will emerge. Based on these findings, it may become necessary to revise and update the works schedule to ensure alignment with the infrastructure requirements and timelines identified in the planning phase.</p>

		The Plan has a periodic review in the Framework to ensure at the appropriate time these items are considered for inclusion.
King and Campbell on behalf of Jindalee Sancrox	<p>Request for the inclusion of three key infrastructure projects in the Draft Local Infrastructure Contributions Plan (LICP) to support housing delivery in the Fernbank Creek Investigation Area:</p> <ul style="list-style-type: none"> - Fernbank Creek Road Upgrade - Hastings River Drive & Fernbank Creek Road Intersection Upgrade - Hastings River Drive Upgrade <p>These projects are critical for enabling housing development within the 2036 planning horizon and ensuring infrastructure supports the delivery of over 16,000 dwellings as outlined in the Local Housing Delivery Plan.</p> <p>The Thrumster Street extension is already included in the draft plan, but the requested upgrades are not and are expected to be required in line with the Fernbank Creek & Sancrox Structure Plan and the Thrumster Wastewater Treatment Plant.</p> <p>Inclusion of these infrastructure projects is essential to meet housing targets and effectively manage the growth of the Fernbank Creek precinct.</p>	The Council has not yet finalised the Structure Plan for the Fernbank Creek and Sancrox areas. In conjunction with this, the Council is actively developing a comprehensive transport plan that aims to assess and address the transport needs within the region. This transport plan will include detailed cost estimates for necessary infrastructure improvements, such as roads, public transport facilities, and pedestrian pathways. As a result, the findings may necessitate either an update to the existing works schedule or the creation of a new strategic plan tailored specifically for this area to ensure that all infrastructure developments align with the forecast growth and needs of the community.
Hopkins	<p>The following adjustment is seen as unreasonable and inequitable.</p> <ul style="list-style-type: none"> - Proposed decreases for Port Macquarie (\$12,345) and Innes Peninsula (\$11,454). Increases in Camden Haven and Lake Cathie of \$8,896 for four-bedroom homes, disproportionately impacting greenfield areas dominated by first-home buyers. 	The charges have been reviewed and revised as necessary. In greenfield areas, such as areas 13, 14 and 15 the charges have decreased, but they remain higher in comparison to established urban areas. This difference reflects the significant costs associated with delivering infrastructure in these greenfield locations.

	<p>Several items in Appendix B are deemed to benefit primarily Port Macquarie and not the broader LGA:</p> <ul style="list-style-type: none"> • TR-05: Shared path corridor through Port Macquarie. • TR-10: Active transport connections (footpaths/cycleways). • OSRR: Aquatic facility (limited accessibility for other towns like Bonny Hills and Wauchope). • PDR-02: Port CBD Civic Masterplan works, unlikely to benefit outlying towns. <p>For the Camden Haven catchment the following items appear to have been copied from outdated Area 15 Roads Plan require review and updates:</p> <ul style="list-style-type: none"> • TCH-02: Intersection signalisation at Lake Ridge Drive. • TCH-03: Intersection upgrade at Mountain View Road. • TCH-04: Road upgrades with incorrect DP references. • TCH-05: Road links with outdated descriptions and lot numbers. <p>Thrumster/Sancrox/Fernbank Projects:</p> <ul style="list-style-type: none"> • Staging proposed for TTSF-01 Thrumster Street extension to align with growth priorities. <p>TTSF-06 Thrumster Street upgrades should consider council land developments at Partridge Creek and be reassessed in light of approved DAs.</p> <p>Active Transport Costs:</p> <ul style="list-style-type: none"> • High costs for footpaths (\$15 million) are disproportionate to their benefits as only 7% of trips are non-vehicular. • Suggest focusing more on road infrastructure given long-term neglect. <p>Deferred Contributions Payments:</p> <ul style="list-style-type: none"> • Should provide more certainty and equity, especially for developers of high-density housing. 	<p>The following items have been removed from the regional plan and incorporated into the Port Macquarie catchment:</p> <ul style="list-style-type: none"> - TR-05: Shared path corridor through Port Macquarie - TR-10: Active transport connections - PDR-02: Port CBD Civic Masterplan works, as they are unlikely to benefit outlying towns. <p>The aquatic centre project is designed to serve as a regional facility for the entire Local Government Area (LGA) and has therefore been retained as a regional item.</p> <p>The Camden Haven projects have been reviewed and updated.</p> <p>At this stage, further breakdown of the Thrumster Street extension is not recommended.</p> <p>The costs associated with active transport projects reflect the actual expenses of delivering these initiatives.</p> <p>Deferred contributions have been maintained. It is important to note that peer reviews have suggested the removal of deferrals, as they pose an unnecessary risk to the Council.</p>
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<ul style="list-style-type: none"> • Contributions payable before settlement create financial challenges for pre-sales. <p>Public Parking:</p> <ul style="list-style-type: none"> • Proposed increase in public parking rates to \$35,000 is significant, combining Port Macquarie CBD (\$27,458) and Gordon Street (\$11,726). • Concern raised about collected funds not resulting in new car parking projects, as Appendix B lacks any such initiatives. 	<p>Proposed parking charges are aligned with the costs of providing parking facilities. Parking projects have been reviewed and included in the scheduled items.</p>
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Planning and Policy Implications

The draft Plan represents the most comprehensive review of Local Infrastructure Development Contributions ever undertaken by Council. It aims to repeal and replace 15 existing contributions plans, the oldest of which is dated 1993. The plans proposed for repeal and replacement include:

1. Port Macquarie-Hastings Administration Building Contributions Plan 2007
2. Section 94 Administration Levy Contributions Plan 2005
3. Port Macquarie-Hastings Contributions Plan 1993
4. Hastings Section 94 Major Roads Contribution Plan 2006
5. Hastings Section 94 Open Space Contributions Plan 2006
6. Port Macquarie-Hastings Council Open Space Contributions Plan 2018
7. Hastings River Drive Section 94 Contribution Plan for Traffic Facility Works 2006
8. Innes Peninsula Road Works s94 Contribution Plan, Port Macquarie-Hastings Council
9. Kings Creek Contributions Plan Version 2.5
10. Laurieton Walkway Contributions Plan
11. North Haven Neighbourhood Business Precinct Contributions Plan 2006
12. The Bains Dairy Contributions Plan 2006
13. Port Macquarie-Hastings Community, Cultural and Emergency Services Development Contributions Plan 2005
14. Port Macquarie-Hastings Council s94A Levy Contributions Plan 2007
15. S94 Local Roads Contributions Plan - Areas 13, 14 & 15 Port Macquarie-Hastings Council 2014

The existing 15 plans are cumbersome and present substantial challenges in their implementation, imposing heavy administrative burdens on Council staff. The complex nature of these plans creates challenges to the effective utilisation of the funds collected. As a result, these funds, while intended to enhance community infrastructure, may be misaligned with the Council's strategic priorities due to a lack of clear schedule items that facilitate their application.

Notably, apart from the 2018 Open Space Plan, these legacy plans lack integration and do not align well with Council's comprehensive capital works program or its Long Term Financial Plan.

Through the application of the principles of the Development Contributions Framework, the draft Plan aspires to create a robust model for sustainable funding sources dedicated to infrastructure delivery. This framework is designed to ensure seamless alignment with Council's integrated planning and reporting structure. By simplifying administrative processes and enhancing the clarity of funding allocation, the model aims to foster greater transparency and efficiency, ultimately building a framework that supports the delivery of priority infrastructure that supports growth.

Through the principles based, comprehensive and holistic review, the draft Plan aims to not just maintain, but actively improve the community infrastructure to meet the evolving needs of its population.

Financial and Economic Implications

The draft Plan is designed to collect a total of \$249,698,407 in contributions over its implementation period. This funding will facilitate the execution of projects worth approximately \$662,427,863. In addition, the plan permits the allocation of existing levied contributions, amounting to \$82,600,660, to finance the proposed initiatives.

However, there remains a substantial funding gap of \$330,128,796 that will require alternative funding sources to be secured throughout the plan's duration.

Comparison to Current Rates

The table below details how the contributions rates have changed from those within the previous and/or current plans.

	Current Charges	Proposed Charges	Change
Sub-catchment	Per Lot/Dwelling	Per Lot/Dwelling	Change Per Lot/Dwelling
Port Macquarie	\$23,775 (20,000 Cap)	\$17,004 (20,000 Cap)	-\$6,771
Innes Peninsula	\$26,780 (30,000 Cap)	\$17,004 (30,000 Cap)	-\$9,776
Thrumster	\$33,343 (30,000 Cap)	\$27,945 (30,000 Cap)	-\$5,398
Sancrox	\$24,124 (20,000 Cap)	\$27,945 (20,000 Cap)	\$3,821
Wauchope	\$22,815 (20,000 Cap)	\$23,230 (20,000 Cap)	\$415
Yippin Creek	\$22,815 (20,000 Cap)	\$23,230 (20,000 Cap)	\$415
Area 14	\$32,848 (30,000 Cap)	\$28,882 (30,000 Cap)	-\$3,966
Lake Cathie/Bonny Hills (excl. Area 14)	\$23,761 (20,000 Cap)	\$28,882 (20,000 Cap)	\$5,121
Area 15	\$32,289 (30,000 Cap)	\$28,970 (30,000 Cap)	-\$3,319
Camden Haven (excl. Area 15)	\$25,024 (20,000 Cap)	\$28,970 (20,000 Cap)	\$3,946
King Creek	\$32,201 (Uncapped)	\$23,230 (Uncapped)	-\$8,971
Rural	\$20,292 (20,000 Cap)	\$7,707 (20,000 Cap)	-\$12,585



*Highlighted boxes denotes where charges have reached the applicable cap.

The summary above indicates that most catchments will experience a decline in charges under the draft Plan. However, increases are expected in Sancrox, Lake Cathie/Bonny Hills, and the Camden Haven. This situation arises primarily from the increased cost of servicing these areas relatively. The standardisation of catchments leads to fewer administrative elements and variation in charges but delivers more transparent data. This results in the comparison table not comparing the same area data but is rather indicative of the change for the aggregated areas. It is noted that standardisation of catchments limits variability in charging for both existing and new areas but reduces administrative burden for Council with a categorical approach rather than many bespoke areas. This results in a much more efficient and effective plan.

The areas that the charges exceed the legislative cap result in the lesser of the cap or the proposed charge being applied, where that applies in the Plan. Specific contribution caps are established by the NSW Government for land identified within the draft Plan. These caps impose limitations on the amounts that can be charged for infrastructure contributions associated with residential development. The rationale behind these caps is to ensure that new developments remain financially viable while still providing essential infrastructure necessary for community growth. Under the guidelines of this plan, a maximum charge of \$20,000 per dwelling or per lot is permitted for developments. It is important to note that certain areas may have variations to this cap. For detailed information, please refer to the draft Plan (Attachment 1).




"Cap loss" refers to the potential revenue loss that may occur due to the imposition of these caps. For instance, if the actual costs incurred for required infrastructure exceed the established capped amounts, local governments may encounter a revenue shortfall. This shortfall could critically impact capacity to fund and maintain infrastructure and services, such as transportation, parks, and community facilities.

Forecasts indicate that approximately 80% of developments within the Camden Haven and Lake Cathie/Bonny Hills regions will occur in areas with a \$30,000 cap. Additionally, it is anticipated that 90% of growth within the Thrumster/Sancrox catchment will occur in these capped regions. Overall, the estimated cap loss over the lifespan of this plan is around \$12 million, with over 50% of this loss expected to arise from the Yippin Creek growth area. Consequently, it is staff's intention to explore various options to increase the contributions cap in this specific location as the planning evolves.

Furthermore, as more growth areas are identified and designated for future development, it is prudent for the Council to investigate innovative and sustainable funding models for infrastructure. This exploration may require adjustments and amendments to the existing plan to ensure that both current and future infrastructure needs are effectively met while supporting economic growth in the region and is supported by the review principles of the Development Contributions Framework.

Attachments

1.  Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025
2.  Draft LICP Appendix A - Apportionment and Nexus

3.  Draft LICP Appendix B - Works Schedule and Infrastructure Costs
4.  Draft LICP Appendix C - Maps
5.  Community Engagement Report

Item: 13.04

Subject: POLICY REVIEW - DEVELOPMENT CONTRIBUTIONS
ASSESSMENT POLICY - POST EXHIBITION REPORT

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.2 Plan for infrastructure that supports population growth.

RECOMMENDATION

That Council:

1. Determine to publicly exhibit the proposal to repeal the Development Contributions Assessment Policy upon commencement of the new Local Infrastructure Contributions Plan for a period of not less than 28 days
2. Note that a further report will be tabled after the public exhibition period, detailing any submissions received from the public during the exhibition period.

Executive Summary

The Ordinary Council meeting held on 21 March 2024 included a Council resolution on Item 13.02 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.

The draft Development Contributions Assessment Policy (draft Policy) was on public exhibition from 28 March 2024 to 29 April 2024. No formal submissions were received specifically on this policy. There were some submissions on other Strategy matters that included comments on the policy and internal stakeholders provided feedback.

The report referred to in the 21 March 2024 Council resolution, Policy Review - Development Contributions Assessment Report - Post Exhibition was presented to Council at the Ordinary Council Meeting of 20 June 2024.

The Ordinary Council meeting held on 20 June 2024 included a Council resolution on Item 13.02 as follows:

That Council defer consideration of the Development Contributions Administration Policy, pending the outcome of the engagement on the draft Development Servicing Plan, scheduled to be presented to Council in July 2024, for endorsement to commence public exhibition.

On 8 July 2024, the Council included the draft Policy in the exhibition materials for the draft DSP given the relationship between the two documents. Following a notification period from 1 October 2024 to 11 October 2024, the draft Policy, draft Local Infrastructure Contributions Plan (draft LICP), and draft DSP were exhibited from 14 October 2024 to 22 November 2024.

No formal submissions were made on the draft Policy. Stakeholders did however note that the updates to the Draft Policy were consistent with changes to the draft LICP and draft DSP. Comments on the draft Policy were provided in two submissions related to the draft LICP and DSP, along with further internal feedback identifying the new plans drafting negate the need for the policy.

This report assesses the feedback received during the public exhibition and considers responses or amendments. After consulting with internal stakeholders and with the adoption of the draft DSP and given the lapse of time, it is recommended that the Development Contributions Assessment Policy be repealed, with its administrative requirements incorporated into the draft DSP and draft LICP noting that the draft LICP is the subject of a separate report on the April Council meeting agenda.

The Development Contributions Assessment Policy (the Policy) and information on the intent to repeal the Policy are recommended for public exhibition for at least 28 days. To support the exhibition of the Policy with concise and relevant information, the exhibition will include elements of the Development Servicing Plan and draft Local Infrastructure Contributions Plan as they relate to the repeal of this Policy. The relevant sections of the draft LICP and draft DSP are included in Attachment 4 and 5.

Discussion

At the Ordinary Council Meeting held on 21 March 2024 (Item 13.02), 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 2.

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.

The post exhibition report was presented at the Ordinary Council Meeting held on 20 June 2024 (Item 13.02), and Council resolved to:

That Council defer consideration of the Development Contributions Administration Policy, pending the outcome of the engagement on the draft Development Servicing Plan, scheduled to be presented to Council in July 2024, for endorsement to commence public exhibition.

The Ordinary Council Meeting held on 18 July 2024 included a resolution on Item 13.05 Draft Development Servicing Plan (DSP) 2024 - Public Exhibition as follows:

That Council:

- 1. Note the Information in the Draft Port Macquarie-Hastings Development Servicing Plan 2024 Report and Audit Report.*
- 2. Note that a cross subsidy option for Comboyne, Long Flat and Telegraph Point service areas has been applied.*
- 3. Endorse the Draft Port Macquarie-Hastings Development Servicing Plan 2024 to be placed on public exhibition for a minimum of 30 days in accordance with legislative requirements.*
- 4. Include a copy of the exhibited draft Development Contributions Assessment Policy in the public exhibition material for the Draft Port Macquarie-Hastings Development Servicing Plan 2024.*
- 5. Receive a report back to the November 2024 Ordinary Council meeting following the public exhibition.*

Following a 10-business-day notification period, which took place from October 1 to October 11, 2024, the draft Policy was made available for public exhibition along with the draft Local Infrastructure Contributions Plan (draft LICP), and draft Development Servicing Plan (draft DSP) from 14 October 2024 to 22 November 2024. This exhibition lasted for a total of 30 days. During the exhibition period, no formal submissions were received from either the development industry or the general public. This can be attributed in part to stakeholders recognising that the revisions in the draft Policy effectively mirror the updates made to both the draft LICP and the draft DSP.

Nonetheless, two written submissions regarding the draft LICP and draft DSP included comments pertaining to the draft Policy. In addition to these submissions, feedback was also gathered from internal stakeholders, contributing to a detailed view of the implications of the Draft Policy. An Engagement Summary Report, which elaborates on the activities and feedback collected during the exhibition of the draft amended Policy, is included in Attachment 3. This report provides a detailed account of the issues raised in relation to the draft Policy, as identified in the two submissions, and these concerns are further addressed within this report.

The intent and benefit for administration procedures related to development contributions and developer charges to be explicitly incorporated into the respective documents have been supported through the drafting, the engagement and the public exhibition of the draft LICP and the DSP. These include:

1. An independent peer review of the draft LICP
2. A series of meetings with internal stakeholders. This measure aims to ensure that the administration procedures are relevant and tailored to the specific contexts of the draft LICP and draft DSP, in compliance with all applicable legislation and Practice Notes.
3. The incorporation of procedures to improve administrative efficiency and manage risk associated with development contributions.

4. Necessary legislative updates or regular reviews of the documents can be carried out on the draft LICP or DSP discretely, allowing for greater flexibility and responsiveness to changing regulations.

As the draft LICP and adopted DSP include the administrative procedures of this Policy, this Policy is now duplication of plans content and is recommended to be repealed. This Policy is recommended for re-exhibition, to inform the public that it is proposed to repeal this Policy and the reasons for that decision.

Options

Council has the option to:

1. Exhibit the Development Contributions Assessment Policy, notifying the public the Policy is to be repealed.
2. Request or make amendments to this Policy, noting this may delay exhibition.
3. Not adopt the recommendation and resolve in some other fashion.

This report recommends option 1, public exhibition of the proposal to repeal the Policy.

Community Engagement and Internal Consultation

Community Engagement

The public exhibition of the draft Policy, draft LICP and draft DSP was from 14 October 2024 to 22 November 2024 (30 days). No formal submissions were received however, comments on the draft Policy were provided in two submissions related to the draft LICP and draft DSP. The comments are summarised below:

Name	Hopkins Consultants
Submission Summary	Deferred contributions payments should have more certainty, be equitable in its application and be made available to support housing delivery. In some instances, finance is difficult to obtain and contributions payable prior to settlement adds significant burden to developers pre-sales. This is often a particularly acute issue for apartment development (high density) which is encouraged by Council in order to meet housing targets.
Response	<p>The provision for the deferral of the payment of development contributions, clause 2.7, was first introduced into this Policy with the adoption of the amended DCAP at Council's meeting of 16 July 2014.</p> <p>This clause allows the deferral of the payment of development contributions in relation to residential and rural residential subdivision, building works and other development not involving subdivision for a period of up to two years subject several provisions. If Council agrees to</p>

	<p>the deferral of the payment of development contributions the developer needs to enter into a deed of deferral.</p> <p>Since the inclusion this clause, the majority of developments utilising the deferral of the payment of development contributions are greenfield subdivisions. If Council supports the entering into a deed, the developer needs to pay the outstanding contributions prior to the sale of the lot and the outstanding contributions are to be secured by either:</p> <ul style="list-style-type: none"> • bank guarantee; or • charge on land; or • caveat on each individual lot; or • voluntary planning agreement. <p>The majority of deeds have utilised the registration of a caveat onto the title of each individual lot within the subdivision.</p> <p>The use of this clause has identified a risk to Council in the use of a caveat on the title of each lot as a security. If the developer does not pay the outstanding deferred development contributions within two years, Council has limited mechanisms to obtain the outstanding deferred development contributions.</p> <p>At present, there is \$1,199,281.30 in deferred development contributions. Of this amount, \$879,633.20 has been outstanding since 16 September 2023 and is associated with one development application.</p> <p>Due to the issues regarding non-payment of the deferred development contributions within the required timeframe and Council having limitations to collect those outstanding deferred development contributions, it is proposed to change the security to a bank guarantee only for the total development contributions amount plus 10% and reduce the timeframe from 2 years to 1 year. This has been reflected within the Draft LICP.</p>
Name	King and Campbell
Submission Summary	Need for Policy questioned, as content covered within the recently adopted DSP and draft LICP. There should only be one document that details how to calculate development contributions or developer charges. Also, the contributions calculations within the DSP and draft LICP refers to equivalent persons not equivalent tenements as indicated in the DCAP.
Response	It is proposed to rescind / repeal this Policy as the administration provisions of this Policy are now included within the recently adopted DSP and draft LICP, making this Policy redundant.

Submission Summary	<p>Amendments to Section 2.3 - Development of non-profit organisations, are not supported, specifically:</p> <ul style="list-style-type: none"> • Council staff should maintain delegation to exempt contributions and charges, as reporting matters to Council will add time and holding costs to institutions that are already managing limited funds for projects. • limiting exemptions for not-for-profit developments on Council or other Government land only, is highly restrictive. Government and Council land is scarce and requires significant red tape to be overcome to allow development to occur on such land. The land ownership should not matter if the development is to be carried out by and operated by a not-for-profit institution providing a genuine essential community service.
Response	<p>Only a variation to the exemptions in the draft LICP and DSP will be reported to Council. Compliance with the exemptions will be dealt with under staff delegation.</p> <p>The exemptions for not-for-profits organisations for development for the purpose of a community facility on Council or Government owned land is not altering within the draft LICP and DSP. The risk increases in terms of changes of use or ownership with non-Council and Government owned land, in which a new owner or lessee who is not a not-for-profit would benefit from contributions not paid for by a not-for-profit.</p>

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

As a consequence of the delays in this Policy being returned to Council for adoption and the progress of the DCP and draft LICP this revised Policy is become redundant. The adoption of the DSP and subsequent presentation of the draft LICP to the Ordinary Council Meeting of 17 April 2025 which contain the administration provisions of this Policy, make this Policy a duplication of information. The Policy is therefore recommended for public exhibition with an intent to rescind it, following the potential adoption of the draft LICP.

The incorporation of the administrative procedures within the DSP and draft LICP will ensure compliance with current legislation and Practice Notes.






Financial and Economic Implications

The repeal of this Policy and inclusion of the administrative procedures of this Policy into the DSP and draft LICP ensures that Council receives the development contributions and developer charges 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.

It is important to note that the recent revisions to the policy and procedural guidelines for the Development Servicing Plan (DSP) introduce new methodologies for calculating equivalent tenements (ETs). These methodologies are based on the guidance released by the Water Directorate. While most ET calculations will continue to align with the previous policy framework, there are cases where increases in these calculations are proposed.

These adjustments are designed to accurately reflect the demand that various land uses, particularly commercial enterprises, place on our water and sewer infrastructure systems. Such increases seek to ensure that the costs associated with providing these services are fairly distributed among users. However, it is important to thoroughly assess and consider the potential economic impacts that these elevated charges may impose on commercial land uses. Underestimating these impacts could lead to unintended consequences, such as diminished business viability or reduced investment in commercial properties. Therefore, a well-researched, balanced approach is needed to reconcile the necessity of infrastructure funding with the economic sustainability of commercial sectors.

Attachments

1.  Current Development Contributions Assessment Policy
2.  Public Exhibition March-April 2024 Have Your Say Engagement Summary Report
3.  Public Exhibition October 2024 Have Your Say Engagement Summary Report
4.  Draft LICP Appendix D - Administration Policy
5.  DSP - Administration Procedure

Item: 13.05

Subject: POLICY REVIEW - FLOOD POLICY

Presented by: Community Infrastructure, Blayne West

Alignment with Delivery Program

4.2.2 Promote strategies to mitigate climate change.

RECOMMENDATION

That Council:

1. That Council place the draft Flood Policy on Public Exhibition for a period of at minimum 28 days.
2. Note that a further report will be provided to the August 2025 Ordinary Council meeting detailing the submissions received from the public during the Public Exhibition period.

Executive Summary

In accordance with the NSW Flood Prone Land Policy (2023), Port Macquarie Hastings Council (Council) is responsible for “the determination of appropriate planning and development controls to manage flood risk relating to development and redevelopment to an acceptable level based on social, economic and ecological, as well as flooding considerations”.

The *Flood Policy 2025* is an update to the *Flood Policy 2018* by the Port Macquarie-Hastings Council, aimed at strengthening the management of flood-prone areas across the Local Government Area (LGA). It aligns the Council’s practices with current State Government guidelines, including the *NSW Flood Risk Management Manual 2023* and the *Australian Rainfall and Runoff Guidelines 2019*.

Key Objectives of the updated Policy include the following:

- Ensure sustainable flood risk management in line with social, economic, environmental, and planning considerations.
- Define how Council manages flood risks to assets and the community.
- Support effective and compliant development assessment processes on flood-prone land.

The revised policy is now structured into three main components:

1. **Flood Policy** – outlines guiding principles such as understanding flood behaviour, climate resilience, infrastructure design, and community engagement.
2. **Appendix A – Schedule of Flood Related Development Controls** – details enforceable development controls under the *Port Macquarie-Hastings Development Control Plan (DCP) 2013*.

3. **Appendix B – Flood Resilient Building Design** – provides practical guidance for building in flood-prone areas, including materials and design strategies.

In preparing the *Flood Policy (2025)*, the prior *Port Macquarie-Hastings Council Flood Policy (2018)* has been reviewed and amended to align with State Guidelines as defined within the *Flood Risk Management Manual (2023)* and to reflect changes to *Australian Rainfall and Runoff Guidelines 2019 (ARR2019)*.

The Flood Policy 2025 modernises Council's approach to flood management, enhances policy clarity, and aligns with updated state and national guidelines—supporting safer, more resilient development in flood-prone areas.

Background

The *Flood Policy (2025)* is an update to the existing *Flood Policy 2018* and seeks to establish clear principles for managing flood prone areas within the Local Government Area (LGA), ensuring alignment with current State Government guidelines, standards, strategies and both Local and State Environmental Planning Instruments.

In this regard, the *NSW Flood prone land policy* notes that “Councils are primarily responsible for the determination of appropriate planning and development controls to manage flood risk relating to development and redevelopment to an acceptable level based on social, economic and ecological, as well as flooding considerations”

The Council's Flood Policy broadly aims to define the way Council manages risks associated with flooding to our assets and the community and also plays a key role in the development assessment process. Regarding the determination of appropriate planning and development controls to manage flood risk relating to development and redevelopment, the Policy defines the specific provisions and controls related to the requirements for all development on flood prone land (which is all land located below the Probable Maximum Flood Extent).

The controls within the Council's Flood Policy are enforceable via the development assessment process on the basis that the *Port Macquarie Hastings Development Control Plan (DCP), 2013* requires compliance with the requirements of the Council's Flood Policy. An excerpt of the DCP is copied below in this regard:

Flooding

19.Objective

- To maintain the existing flood regime and flow conveyance capacity.
- To enable evacuation of land subject to flooding.
- To avoid significant adverse impacts on flood behaviour.
- To avoid significant adverse effects on the environment that would cause avoidable erosion, siltation, destruction of riparian vegetation or a reduction in the stability of the river banks or watercourses.
- To limit uses to those compatible with flow conveyance function and flood hazard.
- To limit the cost of evacuation on the general public.

Development Provisions

- a) Development must comply with Council's Floodplain Management Plan and Flood Policies.

In preparing the *Flood Policy (2025)*, the prior *Port Macquarie-Hastings Council Flood Policy (2018)* has been reviewed and amended to align with State Guidelines as defined within the *Flood Risk Management Manual (2023)* and to reflect changes to *Australian Rainfall and Runoff Guidelines 2019 (ARR2019)*.

The Updated Policy

A significant change to the Council's Flood Policy that has resulted from the update is to divide the Policy into three parts, being:

- 1) The Flood Policy,
- 2) Appendix A - Schedule of Flood Related Development Controls, and
- 3) Appendix B - Flood Resilient Building Design

1) The Flood Policy

The updated *Flood Policy 2025* has been refreshed and revised to align with Council's current Policy Template and to be consistent in layout, theme and content with other recently adopted Community Infrastructure Policies such as the Stormwater Overland Flow Policy and Stormwater Management Policy.

Whereby the prior policy focussed on being a vessel for the contained Development Controls, the updated policy has been developed to be able to stand-alone, outlining the broad range of principles council follows in managing flood prone areas within the Local Government Area (LGA), including matters such as:

- Understanding flood behaviour and flood risks
- Sustainable management principles
- Climate resilience
- Risk management
- Development control
- Infrastructure design and maintenance, and
- Community Engagement and Education

2) Appendix A - Schedule of Flood Related Development Controls

As noted above, the prior 2018 Flood Policy contained a range of development controls within the policy itself.

This prior practice of including specific controls, measures or actions within a Policy is not consistent with Council's current Policy template, nor the requirements of a Policy more generally, which dictate that a Policy is more a document that defines

the principles in which a particular matter is managed, rather than defining 'how' those principles are actioned.

In this regard, the Draft *Flood Policy, 2025* has separated those prior development controls into a standalone Appendix to the policy, being *Appendix A - Schedule of Flood Related Development Controls*.

As above, these controls are enforceable on the basis that compliance with the Flood Policy is a requirement of the *Port Macquarie - Hastings DCP, 2013*.

In comparison to the 2018 Policy, most controls that have been moved into Appendix A are consistent with those previously defined. Broadly, *Appendix A - Schedule of Flood Related Development Controls* defines the following:

- The application of 'Hydraulic Category Mapping' to classify land for flood planning purposes,
- Defines Flood Planning Levels, which are the nominated flood levels associated with certain design flood events utilised predominantly for setting floor levels,
- Definition of minimum floor levels applicable to differing development types and land uses,
- Outlines the specific matters for consideration which apply to the development of/on land categorised as:
 - o Flood Fringe,
 - o Flood Storage,
 - o Floodway, and
 - o to land located between the Flood Planning Area and Probable Maximum Flood extent based on development type,
- Defines the circumstances in which an applicant is required to prepare a private Flood study, undertake a Flood Impact Assessment, and / or prepare a Flood Risk Assessment. C

Controls that have been updated to align with legislated requirements of the adopted *Port Macquarie - Hastings Local Environmental Plan (LEP), 2011*, and the *NSW Flood prone land policy* are listed below.

- A range of updated definitions have been prepared. These definition changes have been made to either align with State Legislation or to provide clarity around the purpose of existing controls:
 - - o Updated definitions: Australian Height Datum, Extension, Flood, Flood fringe Area, Flood Impact and Risk Assessment, Floodway, Habitable (room), Infill Development, Minor Development, Redevelopment, Replacement Dwelling.
 - o New definitions: Ancillary Development, Annual Exceedance Probability, Boating Structure, Carport, Change of Use, House Raising, Sensitive and Hazardous development, Caravan Parks, Manufactured Housing Estates, Planning Proposals.
 - o Deletion of Definitions: Critical facilities, Floodplain, Flood Risk Assessment, Mainstream Flooding, Caravan parks and Manufactured Housing Estates, Rezoning.

- Hazard categories have been updated to reflect industry best practice:
 - Low to Extreme categories are now referenced as H1 to H6, as per the requirements of *Australian Rainfall and Runoff, 2019*.
- References to *Floodplain Development Manual, 2005* have been updated to reflect to the updated *NSW Flood Risk Management Manual, 2023*.
- References to *Australian Rainfall and Runoff, 1987* have been updated to reflect to the updated *Australian Rainfall and Runoff, 2019*.
- References to Council's existing flood studies have been updated to reference the following:
 - Hibbard Precinct (2019),
 - Draft Hastings River (2025), and
 - Draft Camden Haven (2025).
- The following are additional development types to Schedule A:
 - Ancillary development has replaced the words 'minor development'. This new definition applies additional controls to minor works such as sheds, patios and other ancillary structures. This was poorly defined in the prior version.
 - Hazardous and Sensitive development was added to allow consistency with the existing requirements of the LEP, specifically clause 5.22.
 - Recreation and Greenspace has new controls in response to clarifying appropriate development of these assets in flood prone land.
 - House Raising has new controls that clarify floor level requirements applicable to house raising projects. These controls align with floor levels for a new single dwelling, and include allowances for lower floor levels where streetscape or other planning considerations dictate.
- Articulation of controls applicable to Sensitive or Hazardous Development including but not limited to on land located between the Flood Planning Area and Probable Maximum Flood extent.

These controls already exist in the adopted *Local Environmental Plan (LEP), 2011* and have been further articulated in the Policy for ease of reference.

- Addition of updated maps* to define the extent of Specific Precinct Controls, as referenced within Schedule A.
* Maps are currently being updated to align with mapping prepared as part of the Draft Hastings River Flood Study and Camden Haven River and Lake System Flood Study and will be included in the final version of the plan post exhibition.
- Changes to precinct controls applicable to the permissibility of Dual Occupancy developments in Dunbogan, North Haven, Settlement Point, Shoreline Drive and North Shore Precincts. These changes enable redevelopment of existing dual occupancies subject to conditions. The prior policy did not allow such.

3) Appendix B - Flood Resilient Building Design

This is a new addition to the Flood Policy. It provides applicants and persons constructing buildings within flood prone land with advice on the principles of flood

resilient design as a means of ensuring that developments can withstand multiple and substantial inundations. Information includes relevant design and performance requirements for buildings and structures that are flood affected and provides a list of flood compatible materials.

This Appendix acts as a supplement to the remainder of the Policy and schedules and aims to assist landowners in understanding and managing the risks to their own assets.

Community Engagement and Internal Consultation

Following endorsement of this report by Council, public exhibition for a minimum period of 28 days will occur.

Internal Consultation

The draft *Flood Policy (2025)* has been internally reviewed by the below listed internal teams prior to exhibition:

- Community Infrastructure Division
- Development Services
- Environment and Sustainability
- Strategic Land Use Planning

Planning and Policy Implications

The updated Flood Policy will apply to all proposed development within Flood Prone Land, that is, land situated within Probable Maximum Flood extents. This is a pre-existing Policy that has been amended to incorporate changes to industry guidelines and best practice. There have been minimal changes to flood related development controls.

The Flood Policy is not applied retrospectively, and as such has no impact on existing development approvals and works.

By adopting this Policy following exhibition, Council will be replacing the existing *Flood Policy (2018)*.

Financial and Economic Implications

There are no additional financial or economic implications in relation to updating the existing Flood Policy.

Attachments

1.  DRAFT Flood Policy 2025
2.  DRAFT Flood Policy 2025 - Schedule A and B

Item: 13.06

Subject: CAMDEN HAVEN RIVER AND LAKES SYSTEM FLOOD STUDY
2025

Presented by: Community Infrastructure, Blayne West

Alignment with Delivery Program

4.2.1 Develop and implement coastal, estuary, floodplain, and bushfire management plans.

RECOMMENDATION

That Council:

1. Place on public exhibition the Camden Haven River and Lakes Flood Systems Study 2025, commencing in May 2025 for a minimum of 28 days.
2. Request that a further report be tabled detailing the submissions received from the public during the exhibition period and any resulting changes to the Study.

Executive Summary

The *Camden Haven River and Lakes Flood Systems Study 2025* was prepared by Worley Consulting and partly funded by Department of Climate Change Energy Environment and Water (DCCEE), aims to extend previously adopted Flood Studies for the Camden Haven and Lakes catchment.

The study area covers approximately 650 km², including the Camden Haven River, plus major tributaries such as Black, Upsalls and McLeod Creeks. This extension was prompted by significant flooding in 2021 and increasing development pressures.

The *Camden Haven River and Lakes Flood Systems Study 2025* involves a significant extension of Council's existing flood mapping for the Camden Haven River catchment. The new geographic extent has been modelled using six design-based flood events, a Climate Change scenario and a Probable Maximum Flood (PMF) event. This will provide Council with an up-to-date flood study prepared in accordance with current industry best practice enabling both Council staff and the community to make informed decisions regarding land use planning, flood risks, mitigation actions and management.

The updated *Camden Haven River and Lakes Flood Systems Study 2025*, Attachment 1, has been prepared utilising the latest available rainfall and climatic information. The updated model has resulted in the following changes: a decrease in design flood events across the Camden Haven River for design events up to and including the 1 in 2000 Annual Exceedance Probability (AEP) scenario and a 98% increase in the previously adopted Probable Maximum Flood (PMF) peak flows along the Camden Haven River.

This report recommends the placement of the study on public exhibition, prior to reporting back to Council on submissions received during the exhibition period, any amendments required and for adoption.

The *Camden Haven River and Lakes Flood System Study 2025* is intended to supplement the existing and current *Camden Haven River and Lake System Flood Study 2013*.

Discussion

Background

The Camden Haven River and Lakes catchment is located within the Port Macquarie-Hastings Council Local Government Area (LGA) and drains a 650 km² catchment that extends inland to the Broken Bago Range.

The Camden Haven River discharges to Watsons-Taylors Lake which is a shallow estuarine lake that is “connected” to the Pacific Ocean by the Camden Haven Inlet. The Inlet extends from the foothills of North Brother Mountain near Laurieton to the ocean entrance near North Haven.

A second lake known as Queens Lake, is located on the northern side of North Brother Mountain. Herons Creek enters Queens Lake along its western shoreline, and the smaller catchments of Bobs, Waterloo and Limeburners Creeks drain to it from the north. Stingray Creek connects Queens Lake to the Camden Haven Inlet three kilometres upstream from the ocean.

The catchment has a history of flooding, with extensive damage caused to private and public property in proximity to the Camden Haven and its major tributaries. There have been many floods since European settlement of the area in the early 19th Century, including major floods that occurred in 1929, 1956, 1963, 2013 and 2021.

Port Macquarie-Hastings Council (Council) is responsible for local planning and land management within our LGA, including the management of flood prone land.

In this regard, the State Government’s Flood Prone Land Policy (2023) notes that “Councils are primarily responsible for the determination of appropriate planning and development controls to manage flood risk relating to development and redevelopment to an acceptable level based on social, economic and ecological, as well as flooding considerations”.

The NSW Government [Flood Risk Management Manual](#) (2023) defines the Flood Risk Management Process as shown by the diagram below, with Flood Studies being completed to identify and define risks, followed by the completion of Flood Risk Management Studies and Plans to manage and mitigate the associated risks:

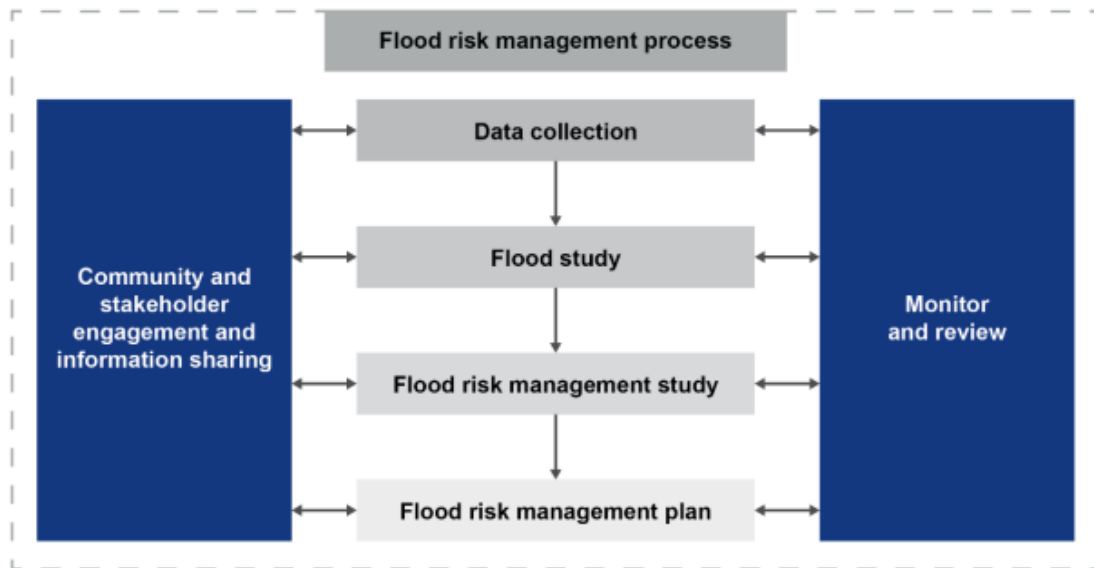


Figure 1 - Flood Risk Management Process, NSW Flood Risk Management Manual (2023)

Without Flood Studies, Council cannot move forward in the Flood Risk management process, which has implications on identifying at risk communities and infrastructure, implementing mitigation measures and accessing grants.

The *Camden Haven River and Lakes Flood System Study 2025* extends the existing *Camden Haven River and Lake System Flood Study 2013* into the upper Western reaches of the Camden Haven River catchment encompassing areas such as Logans Crossing, Black Creek, Upsalls Creek, and Lorne.

The March 2021 weather event showed that although flooding of the lower reaches of the Camden Haven River below Kendall was well understood, there was a lack of reliable flood data for smaller communities located along the banks of the upstream tributaries.

This renewed understanding plus changes to State legislation, and growing development pressure has ultimately driven the need for the expansion of the *Camden Haven River and Lakes Flood System Study 2025* to include areas that were not covered by Council's pre-existing flood studies.

In this regard, the black polygon shown in Figure 2 below diagrammatically shows the approximate extent of Council's previous *2013 Flood Study*. The Blue and Red shaded areas detail the locations now covered by the updated flood mapping prepared as part of the *Camden Haven River and Lakes Flood Systems Study 2025*. The green shading indicates the total contributing catchment.

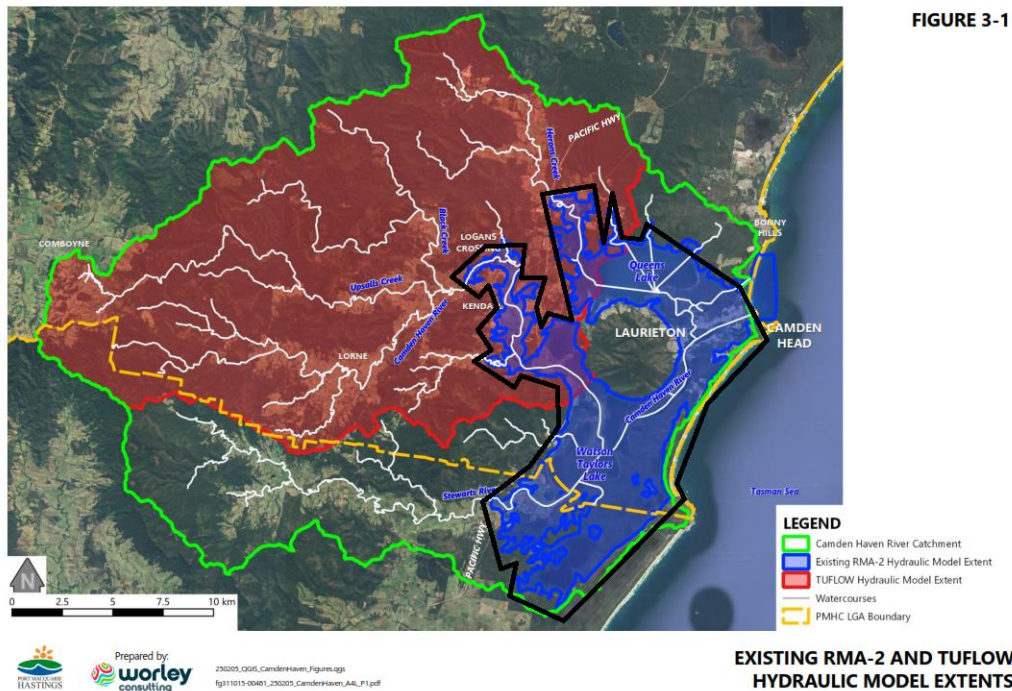


Figure 2 - Scale of Flood Study

Model Development and Calibration

The *Camden Haven River and Lakes Flood System Study 2025*, fully detailed in Attachment 1, outlines the various data sources, methodology and calibration activities undertaken to prepare an updated and extended flood model for the *Camden Haven River and Lakes Systems Flood Study* (WorleyParsons, 2013).

Following extensive data collection and validation, the consultant has utilised established processes as documented within Australian Rainfall and Runoff 2019 and the NSW Flood Risk Management Manual, to develop an updated and extended flood model of the Camden Haven River catchment. The consultant has utilised two separate hydraulic models to achieve this outcome, the RMA-2 Flood model and the TUFLOW hydraulic model.

Specifically, Council has an existing RMA-2 flood model that was developed as part of work undertaken in preparing the prior 2013 flood study that covers the lower reaches of the catchment.

A new TUFLOW hydraulic model has been developed to cover those parts of the catchment and tributaries of the Camden Haven River to the west of the prior model extents. This newly developed TUFLOW model has a total area of 383 km² and covers areas upstream of Kendall along the Camden haven River and upstream of Queens Lake along Herons creek. The extent of the TUFLOW model includes some overlap with the RMA-2 model to allow for reliable meshing of model outputs and to allow for calibration to be applied at the Logans Crossing gauge.

Following model setup and development, a range of detailed calibration activities, including the use of data gathered from flood events experienced in March 2021 and February 2013 were undertaken by the consultant to provide confidence in the ability of the developed hydrologic and hydraulic models to realistically simulate observed flood behaviour across the study area. For further information model calibration activities are defined within section 4 and 5 of the draft Report (Attachment 1).

Design Flood Modelling

Following successful completion of model calibration design flood event modelling was undertaken. Design flood modelling has been undertaken in two stages which linked to the two model extents, RMA-2 and TUFLOW. The existing RMA-2 Model, existing flood modelling and mapping outputs were considered reasonable and were validated and retained.

This existing mapping consists of mapping of the following:

- 1 in 20 year (5% AEP) Flood Levels,
- 1 in 50 year (2% AEP) Flood Levels,
- 1 in 100 year (1% AEP) Flood Levels,
- 1 in 100 year + Climate Change (1% AEP + CC) Flood Levels,
- 1 in 200 year (0.5% AEP) Flood Levels, and
- PMF Event Flood Levels.

New flood modelling and mapped extents have been prepared for the lower catchment for the 1 in 500 and 1 in 2000-year events respectively and is presented in the attached report (these events were not previously mapped).

Design flood mapping produced for the newly developed and extended upper catchment area using the TUFLOW hydraulic model is provided in the attached report. The modelling and mapping undertaken for this part of the catchment includes mapping of peak flood levels and depths and flow velocities for the following design storm events:

- 5% AEP Flood Levels
- 1% AEP Flood Levels
- 1% AEP with Climate Change Flood Levels
- 1 in 500 AEP Flood Levels
- PMF Event Flood Levels

For the rarer events of the 1 in 500 and 1 in 2000 AEP, the 24-hour duration storm that triggered that event in the lower catchment was not run through the TUFLOW model because the design flows determined the 12-hour duration to be critical for the upper catchment.

Design flood conditions are estimated from hypothetical design rainfall events that have a particular statistical probability of occurrence. The assessment of design flood conditions presented in the attached report have been based on the guidance and techniques outlined in *Australian Rainfall and Runoff: A Guide to Flood Estimation* (Geoscience Australia 2019) (ARR 2019).

Design flood event mapped model results can be found within the Appendices of the attached *Camden Haven River and Lakes Flood Study Update 2025*.

Key Changes in Flood Mapping

In comparison to the previously adopted *2013 Flood Study*, key changes relating to design flows resulting from the updated *Camden Haven River and Lakes Systems Flood Study 2025* are detailed below:

1) *Model Extension*

The most significant and beneficial outcome of the flood study is the provision of flood data and mapping for most of the contributing catchment as is shown in Figure 2 above.

This model extension provides Council and the community with robust and reliable flood data which will be utilised to inform future flood risk management and preparedness activities by Council and the community alike.

Pending the adoption of the *Camden Haven River and Lakes System Flood Study 2025* and funding allocation, it is intended that Council will commence an update to the Camden Haven River Floodplain Risk Management Study and Plan in 2026-2027. This plan will provide Council and the community with updated controls and mitigation measures to manage the risks identified by the updated Flood Study and revise the Flood Frequency Analysis outputs.

2) *Changes to 5%, and 1% AEP peak flows*

The use of the latest hydrological data, modelling techniques, and utilisation of procedures from ARR2019 have provided a more accurate representation of flood behaviour in the Camden Haven catchment, leading to some notable changes in peak flow predictions for various design events.

- The revised models for the 5% AEP event indicate a reduction in peak flows, with decreases of 16% in the Camden Haven River, 13% at Herons Creek, and 31% at Stewarts Creek.
- Similarly, the revised model has also seen a reduction in peak flows in the 1% AEP event whereby there is an approximate decrease along the Camden Haven River of 8-10%, 13% at Herons Creek and a 14-25% decrease at Stewart River.
- Batar Creek also follows the decreased pattern in peak flows, showing a decrease in peak flows for all events up to the 1% AEP, with reductions ranging from 6-11%.

Overall, the application of the latest datasets, modelling techniques and ARR2019 Guidelines have improved the accuracy of flood behaviour predictions in the Camden Haven catchment, revealing notable reductions in peak flows for various design events.

Table 7-3 and Appendix D in the draft Report (Attachment 1) convey peak flow magnitudes predicted at the upstream boundaries and comparison between the updated hydrology and the previous hydrology adopted for the lower catchment.

3) *Changes to Probable Maximum Flood (PMF) Peak Flows*

A PMF is the largest flood that could conceivably occur at a particular location, usually calculated from probable maximum precipitation (the theoretical maximum

rainfall for a given duration), coupled with the worst flood producing catchment conditions.

In contrast to the 5% and 1% AEP peak flows, the Probable Maximum Flood (PMF) event predictions indicate significant increases in peak flows. The Camden Haven River's PMF peak flows are predicted to be 98% higher than previously estimated, primarily due to underestimations of flow velocities in the upper catchment.

Similarly, the main tributaries, Herons Creek and Stewarts River also show increases in PMF peak flows by 5% and 17%, respectively. However, Batar Creek experiences the most substantial increase, with PMF peak flows predicted to rise by 32%.

As this project only modelled the PMF event for the upstream newly extended TUFLOW modelled part of the catchment, these significant increases in PMF flood flows are indicating that the existing *Camden Haven River Flood Study* (2013) and retained PMF mapping that is being applied to the lower (RMA-2 modelled) catchment is likely out-dated and are under-representing the impacts of this event on the urban areas of Kendall, Kew, Laurieton and North Haven.

A future further update to the Camden Haven River Flood Study will be required to address this identified deficiency.

Options

Council may elect to:

1. Exhibit the draft *Camden Haven River and Lakes Flood Systems Study 2025* for a period no less than 28 days.
2. Request further information or determine not to exhibit the draft *Camden Haven River and Lakes Flood Systems Study 2025*.

Community Engagement and Internal Consultation

The *Camden Haven River and Lakes Systems Flood Study 2025* has been internally reviewed by the Community Infrastructure Division, with status updates provided to Councillors during its development.

Further internal consultation shall occur concurrently with the proposed exhibition period, with regard to planning related implications.

In addition, a representative of the Department of Climate Change, Energy, the Environment and Water (DCCEEW) and the DCCEEW Grants Unit has been kept informed of the project and its progress throughout the entire project, undertaking regular milestone reviews.

Pending Council determination to publicly exhibit the updated study, a community engagement plan is being prepared by Council's Engagement team.

Planning and Policy Implications

The draft *Camden Haven River and Lakes System Flood Study 2025* has updated the existing Camden Haven Flood Study 2013 model and extended flood mapping into the upper and western parts of the Camden Haven catchment.

The provision of this expanded mapping has meant that there are a range of new properties that will be (pending adoption) impacted by existing flood related planning controls applicable to developing on flood prone land.

The study does not change the risk associated with those properties and locations, rather it documents a risk that previously was not defined. Historically those properties not within the modelled flood mapping area with potential flood risk were required to undertake a flood study and impact assessment where development was proposed.

In this regard, and in accordance with Council's Flood Policy and the provisions of the PMHC LEP 2011, development controls apply to any development located within the Flood Planning Area which is an area that is comprised of the 1% AEP Climate Change flood extent plus an additional 500mm freeboard.

Development controls, in certain circumstances, are also applied to the Probable Maximum Flood (PMF) extent, however, this is generally reserved for sensitive and hazardous uses defined in the PMHC LEP 2011 Special Flood Considerations Clause 5.22. As outlined above the impacted area of the PMF event will be larger.

See Council's current Flood Policy for further information.

Following public engagement and the proposed adoption of the updated *Camden Haven River and Lakes System Flood Study 2025* updated flood mapping will be published on Council's corporate website to enable the community to make informed decisions regarding the risk associated with property and land use across the LGA.

Current flood mapping can be found on the Council's website online mapping portal.

It is important to note that pre-existing and approved development that is now mapped as flood prone land will not be asked to rectify pre-existing approvals and works to reflect updated mapping.

Hydraulic Categories/Flood Function and Hazard Mapping

Flood function mapping has been undertaken in the main river arms and creeks of the flood study area to reflect the modelled characteristics of the newly received data.

Under the existing Flood Policy, development is assessed based on the hydraulic categorisation of a site (floodway, flood storage and flood fringe - see Policy for details), to ensure that the development type is compatible with flood behaviour at a particular site or location.

Additional new properties in newly mapped areas will now be required to meet the flood related development provisions of the Port Macquarie - Hastings Council Flood Policy (2018). Existing mapped flood prone properties that experience a change in

hydraulic category mapping because of this Flood Study, if adopted, will be assessed as the new category as part of any future development application.

Hydraulic mapping can be found in Figures H-1 to Figure H-9 in the draft report (Attachment 1).

Financial and Economic Implications

The preparation of the Camden Haven River and Lakes Flood System Study 2025 has been prepared using Grant funding under the Floodplain Management Program and Council funding (2:1). Post adoption, the Flood Study Extension project will be utilised to inform the preparation of an updated Camden Haven River and Lakes Floodplain Risk Management Study and Plan.

Increased development cost

In the short term, there may be financial and economic implications to landholders who are proposing to develop or alter existing infrastructure on flood prone land (land up to the PMF) because of the provision of new mapping. However, ultimately the updated and extended mapping does not change the risk associated with those properties and locations, it documents a risk that previously was not defined.

Flood Insurance Premium Increase

Whenever an updated Flood Study is published, there are community concerns that the publishing of flood mapping will lead to insurance increases.

Insurers use a variety of sources to obtain flood information including historical flood measurements, Federal, State and Local Government studies, the Insurance Council of Australia's (ICA) National Flood Information Database and through their own research. Insurance companies use these sources of data to make their own assessments of risk and may use a variety of events to determine the level of risk to a property. Insurers may choose to set a premium for those impacted by flood events up to the PMF, to cover the most extreme and rare flood events.

The completion of a flood study does not increase the risks associated with flooding to any land, the study simply defines an existing risk. Defining that risk enables council and the community to make informed decisions regarding the correct and safe use of land and enables council to fulfill its role under the NSW Governments Flood Prone Land Policy (2022).

Any concern regarding flood insurance should be followed up with the relevant insurance company. Council does not set premiums or conduct risk assessments for these companies.

Flood Studies provide current knowledge of flooding and can contribute to more informed planning decisions, helping avoid future losses, legal risks and ultimately move our Local Government Area to a position whereby we have better risk management and reduced long-term costs associated with flood damage.

Attachments

1.  Camden Haven Flood Study draft final report

Item: 13.07

**Subject: LAKE CATHIE NATURAL RESOURCES MANAGEMENT MONTHLY
UPDATE REPORT**

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

4.2.1 Develop and implement coastal, estuary, floodplain, and bushfire management plans.

RECOMMENDATION

That Council 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.

Executive Summary

Council is currently involved in several projects relating to the management of the Lake Cathie/Lake Innes/Cathie Creek waterway (referred herein as Lake Cathie) and surrounds.

This report provides an update on the Lake Cathie 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 March 2025 Ordinary Council Meeting.

Works currently being undertaken and outlined in this report include:

1. Coastal Hazard Assessment and Coastal Vulnerability Area Mapping Project,
2. Water Quality Improvement Strategy,
3. Review of the Lake Cathie Entrance Management Strategy,
4. Development of the CMP, and
5. Other Projects.

Discussion

1. Coastal Hazard Assessment and Coastal Vulnerability Area Mapping Project

Bluecoast Consulting Engineers are completing the Coastal Hazard Assessment and Coastal Vulnerability Area Mapping Project on behalf of Council. The final Coastal Hazard Assessment, excluding the associated Asset Risk Assessment, has been received. Bluecoast are currently undertaking the required spatial analysis to provide a detailed asset risk register to Council for properties deemed at risk of a coastal hazard under different planning horizons out to the year 2120.

Council staff, Bluecoast Consulting engineers, NSW Department of Climate Change, Energy, Environment and Water (DCCEEW) staff and NSW Department of Planning, Housing and Infrastructure (DPHI) staff met in February 2025 to discuss the development of the Coastal Vulnerability Area maps for the Port Macquarie-Hastings Council Local Government Area (LGA). Draft maps have been completed and comments from Council, DCCEEW and DPHI staff are being incorporated.

A briefing to Councillors about the outcomes and implications of this project is proposed to be provided once the work has been completed, with timing to be determined in consultation with the Executive.

2. Water Quality Improvement Strategy

Rhelm has been engaged to undertake Water Quality Improvement Strategies for three waterways: the Hastings River Estuary, the Camden Haven River Estuary and Lake Cathie/Bonny Hills catchments. The aim of these strategies is to identify current and future impacts to water quality within the coastal waterways of the LGA and provide Council with specific management actions to improve water quality within the coastal waterways.

Rhelm have commenced data analysis of the extremely large datasets collated through the initial project stages and are continuing to undertake targeted stakeholder engagement.

Fortnightly progress meetings are being held to help ensure project time frames are being met, and the project is expected to be completed by September 2025.

3. Review of the Lake Cathie Entrance Management Strategy

Royal Haskoning DHV (RHDHV) have commenced the Entrance Management Strategy (EMS) for the Lake Cathie System. The EMS will use the findings from recent investigations undertaken on the waterway, and current guidelines and legislation, to develop short, medium and long-term management options to manage the entrance of the system. RHDHV are currently undertaking a review of the existing data to help inform the EMS.

As part of this project, Council has also engaged RHDHV to develop an internal monitoring dashboard. The dashboard will utilise advanced machine learning to provide an overview of the potential flood hazards from rising water levels within the waterway. This will allow more informed decision making around the timing of entrance management and to support the application of Council's Lake Cathie Standard Operating Procedure. Discussion with RHDHV and key Council stakeholders was scheduled for 10 April 2025 at the time of writing this report.

The project is expected to be completed mid-2025.

4. Stage 3 and 4 CMP

Staff have submitted a Coast & Estuary Grants application to engage a suitably qualified consultant to assist in preparing the final CMP Stages. Stage 3 and 4 entail options analysis and business case development, drafting of a CMP and community engagement prior to adoption by Council and submission to the Minister for Local Government for certification.

Coast & Estuary staff are preparing the necessary scope and procurement documents to allow the project to proceed when grants are announced. The project is

expected to run in parallel with the Water Quality Improvement Strategy and have draft documents for Council to review towards the end of 2025.

5. Development of the CMP

The development of CMPs is prescriptive and includes five stages.

- Stage 1: Identify the scope of a CMP,
- Stage 2: Determine risks, vulnerabilities and opportunities,
- Stage 3: Identify and evaluate options,
- Stage 4: Prepare, exhibit, finalise, certify and adopt the CMP, and
- Stage 5: Implement, monitor, evaluate and report.

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 - 2025	2023 - 2025
	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 will 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 and a faster pathway to NSW Government approval.

The Water Quality Improvement Strategy is the final major Stage 2 project and, whilst it is expected to take up to 12 months to complete, Council staff are progressing Stage 3 and 4 in parallel to the project to enable more rapid preparation of the final CMP.

6. Other Projects

Invasive Weed Management

Invasive weed control activities that have occurred since the March 2025 Lake Cathie Natural Resource Management Monthly Update Report include:

- Important follow-up works have been undertaken on recent priority weed sites on Lake Cathie north headland, Tallong Drive and Abel Tasman Drive. Juvenile Groundsel bush, Giant Devils Fig and Chinese Tallow plants have been controlled, and further treatment of common weeds including Lantana,

Asparagus fern, Brazilian nightshade and Morning glory will help to restore bushland corridors between the ocean and the lake.

- Lake Cathie Landcare continue to improve the bushland within the Community Hall reserve.



Image: Giant Devils Fig at Lake Cathie

Emergency Erosion Works

Coast and Estuary staff have commissioned Bluecoast Consulting Engineers to develop a concept design for a medium-term sandbag structure at Lake Cathie Reserve. The concept plan aims to prevent further erosion and to maintain the bank location along a section of reserve which was impacted a storm event in January 2025. The concept will be assessed for costs and, if these are acceptable, will proceed to construction as soon as practicable.

Ex Tropical Cyclone Alfred

In the wake of the stormy weather resulting from Ex-TC Alfred, the LGA was fortunate to escape broader damage, as wave heights and energy were less than forecast. Areas of dune erosion were observed, but generally the sand should return to the beaches through normal beach processes.

The proactive works at Lake Cathie did assist in keeping the bank in place in front of trees and furniture, and the rock bags placed there will be removed when a longer-term design is implemented.

The beach nourishment at Lighthouse Beach in front of Illaroo Road helped minimise damage along this exposed location, and staff are investigating opportunities to extend rock bag works at the Southern end of Illaroo Road to provide structural protection to Illaroo Road against future storm events.

Council staff are working with DCCEEW and other agencies to collate information of any damage and cleanup costs to assist with seeking grant assistance for any eligible activities.

Riverbank Restoration works**Stage 1 Hastings River Hybrid Shorelines**

Council has awarded a tender to complete riverbank restoration works along the Hastings River at the North Shore. The tender involved the detailed design and construction of restoration works of a ~200m section of the Hastings River Estuary on Council owned foreshore reserve and adjacent Crown Land located off the western end of Shoreline Drive, North Shore. A concept design has been prepared for the length of bank and intertidal sand flat which will demonstrate best practice erosion control measures where public access, amenity and estuarine vegetation (mangroves) protection are considered key issues.

The project is partially funded by a NSW Department of Primary Industries and Regional Development (DPRID) Flagship Fish Habitat Rehabilitation Grant. The grant program offers funds to projects that significantly enhance fish habitat, water quality and fish passage opportunities within the coastal catchments of NSW. The project includes the use of a full-scale oyster reef hybrid fillet prototype. This prototype is being supplied under the Hybrid Living Shoreline Research Study being undertaken out of the University of Melbourne as an Australian Research Council (ARC) Linkage grant project.

The successful tenderer is Rock-It Science, a highly experienced contractor specialising in estuarine and riverine restoration projects. A meeting has been held with Rock-It Science, DPIRD and University of Melbourne's research team to coordinate the design response and commence site survey and preliminary works.

Limeburner's Creek Riverbank Restoration Works

DPIRD is delivering a bank stabilisation project designed to mitigate flood damage and improve flood resilience and environmental outcomes in NSW estuaries. DPRID and Council staff identified a suitable priority site off Limeburner's Creek, upstream of the Shoreline Drive Bridge. The site is approximately 180m long and contains a failing rock revetment wall. DPRID is funding a project to repair and replace the failing rock revetment wall which will stop further erosion at the site and improve water quality to the surrounding area which is utilised by oyster growers.

Design works have been completed and environmental approvals and Crown Licenses being progressed. Council staff are providing project management support in both the planning and implementation stages of the project. The project is expected to be completed by mid-2025 and result in improved water quality outcomes for the Hastings estuary and the oyster industry.

North Haven Foreshore Stabilisation Works

DPIRD is also undertaking riverbank restoration works at Riverview Reserve North Haven as part of its bank stabilisation program designed to mitigate flood damage

and improve flood and environmental resilience in NSW estuaries. Council staff identified the foreshore along Riverview Reserve as a priority area to undertake these works and prepared a concept master plan. This project will progress the preparation of detailed designs that introduce best practice, including living shoreline elements, into the erosion mitigation design. As the site is heavily utilised for public recreation, a detailed design that incorporates increased opportunities for biodiversity and complex habitat, while facilitating public access and recreational use is required. Realm has been engaged by DPIRD to undertake the detailed design. DPIRD are funding the project, while Council staff are providing project management support, technical advice and some in-kind services, including site survey.

Realm are currently working with DPIRD and Council staff to incorporate final comments into the design. Following completion of design, funding confirmation will be sought from DPIRD and approvals progressed. The project is expected to be completed by mid-2025, subject to available funding from DPIRD which is linked to federal grants.

Hastings River - Little Rawdon Island bank stabilisation & mangrove offsets

The Coast and Estuary team is assisting Infrastructure Delivery to find a suitable site for 500m² of mangrove offsets arising from the recently completed stage of the Beach-to-Beach project. The Bank and Riparian Condition Assessment project was used to find suitable candidate sites. DPIRD Fisheries was involved in assessing suitable sites and a potential location on Little Rawdon Island was selected. Council staff are coordinating a site inspection with NSW Soil Conservation Service and the landowner to discuss options for delivery.

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 DPIRD Fisheries Marine Estate Management Strategy Sea Country lead for NSW to develop a Sea Country Action Plan for incorporation into Council's CMP.

A working group meeting was held on March 20 to present draft Actions for a Sea Country Action Plan. Good feedback was received and further engagement with community will continue and with those working group members unable to attend.

Council staff are preparing an Expression of Interest (EOI) for the community to develop mapping, collect stories, and create artworks relating to Sea Country for use in educational signage, throughout the CMP documentation, and to record important cultural heritage for future generations. Some delays to this process due to sorry business have occurred.

Options

This report is provided for information purposes only.

Community Engagement and Internal Consultation

This report is provided for information purposes only.

Planning and Policy Implications

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

Financial and Economic Implications

There are no financial or economic implications in relation to this report specifically.
An updated budget status of current adopted projects is provided below.

Project	Grant Funding (\$)	Council Contribution (\$)	Total Estimated Project Cost (\$)
Current Projects			
Water Quality Improvement Strategy	200,001	100,000	300,001
Coastal Hazard Assessment & Coastal Vulnerability Assessment	108,000	54,000	162,000
Lake Cathie Entrance Management Strategy	82,800	85,950	168,750
TOTAL	390,801	239,950	630,751

Attachments

Nil

Item: 13.08

Subject: LAND ACQUISITION FROM FORESTRY CORPORATION OF NSW -
WATER SUPPLY AND WASTE INFRASTRUCTURE - COWARRA
AND CAIRNCROSS STATE FORESTS

Presented by: Community Utilities, Cameron Hawkins

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. Acquire approximately 6.52ha of land from Forestry Corporation of NSW within the Cowarra and Cairncross State Forests required for the construction of the Cowarra Water Supply Scheme, to cover existing water supply infrastructure, and for a new weighbridge construction at the Cairncross Waste Management Facility as detailed in the body of this report.**
- 2. Agree to an in-principle, estimated compensation of \$336,147 to Forestry Corporation of NSW to acquire the identified land noting that this may be subject to minor changes based on final boundary surveys.**
- 3. Note the proposed compensation includes a timber purchase agreement reduction of \$102,286 from Forestry Corporation of NSW to harvest timber from Council's Cairncross hardwood plantation across land required for future landfill expansion.**
- 4. Delegate to the Chief Executive Officer the authority to execute all documents in relation to the acquisition of the subject land.**
- 5. Note that Council will cover the Forestry Corporation of NSW's reasonable legal costs of preparing and executing the required documents at an upper estimate of \$40,000.**

Executive Summary

Council has finalised negotiations with Forestry Corporation of NSW (FCNSW) for the required land acquisitions to support the delivery of the new Cowarra Water Treatment Plant and Clear Water Reservoir to the south of Cowarra Dam. The negotiations, undertaken over several years, determined that a land area of approximately 6.52 hectares will be acquired by Council for an estimated compensation amount of \$336,147. The land acquired covers not only the areas for the new infrastructure, but also other existing water supply infrastructure that is currently on State Forest land within the Cowarra State Forest.

As part of the negotiations, Council offered FCNSW access to Council's hardwood plantation within the Cairncross Waste Management Facility that covers the area

identified for future landfill construction. The selective harvest of approximately 33% of the timber within the identified areas was valued at \$102,286.00, which has been deducted from the overall acquisition costs. Access to this plantation timber at Cairncross facilitated the acquisition of approximately 3000m² of land from the Cairncross State Forest for the construction of a new larger weighbridge facility at the entrance to the Cairncross Waste Management site.

It is recommended that Council enter into a pre-acquisition agreement with FCNSW to facilitate the delivery of the new Cowarra Water Treatment Plant and Clear Water Reservoir with the acquisition finalised based on areas determined by survey following construction of the assets.

Discussion

Council is delivering the Cowarra Water Supply Scheme, which includes the construction of a new Water Treatment Plant and Clear Water Reservoir to the south of Cowarra Dam within the Cowarra State Forest and as such, requires the revocation and acquisition of State Forest land. Council staff have been negotiating with Forestry Corporation of NSW (FCNSW) for several years regarding the required land acquisitions and associated compensation payable.

During the negotiations, it was identified that the process of acquiring State Forest land for the Cowarra Water Supply Scheme project provided an opportunity to formalise land ownership over other existing water supply infrastructure (some existing since the 1970's) within the Cowarra State Forest. These areas include the Sancrox Reservoir on Guulabaa Way, the Spencer's Cutting Water Booster Pump Station on the Oxley Highway and the old Sancrox Reservoir site.

The key areas of acquisition required for the Cowarra Water Supply Scheme to the south of Cowarra Dam are identified in the map below. The blue shaded areas indicated the land to be acquired with the orange shaded area being the Asset Protection Zone easement around the new Water Treatment Plant. The APZ area will remain as State Forest, however there will be an easement in favour of Council to manage the area to ensure the required level of bushfire protection is maintained. The small brown hatched areas indicate construction compound sites that will be leased for the during of the construction phase. Maps showing the other areas to be acquired, including the Cairncross State Forest site are included in the letter at Attachment 1.

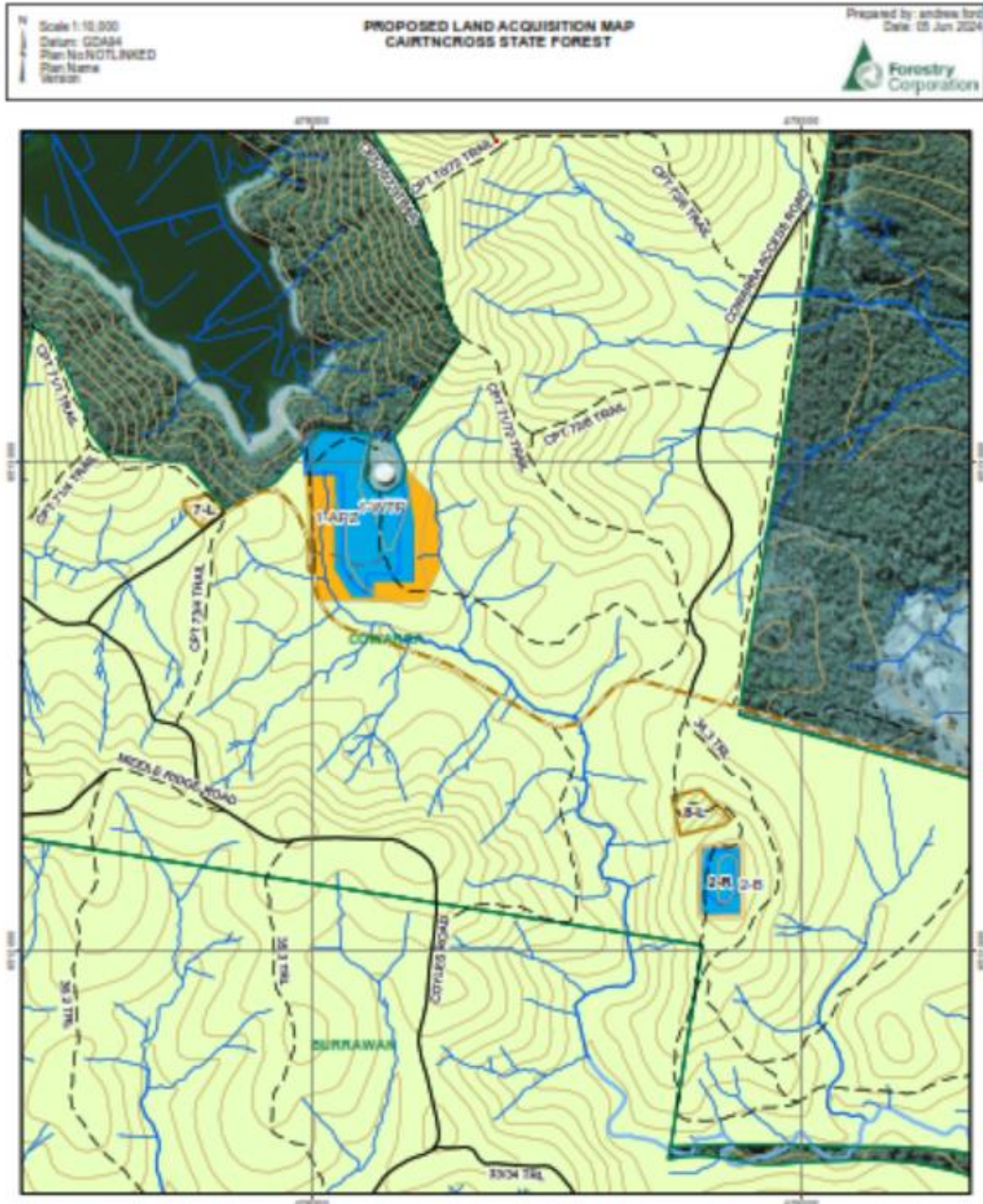


Figure 1: Land proposed to be acquired within the Cowarra State Forest for the new Cowarra Water Treatment Plant (large blue shaded area) and the new Clear Water Reservoir (small blue shaded area). Orange shaded area indicates the proposed Asset Project Zone, managed by Council under an easement, around the Water Treatment Plant. Cowarra Dam can be seen in the top left of the image.

The negotiation also involved FCNSW accessing Council's hardwood plantation at the Cairncross Waste Management Facility, via a timber purchase agreement, to help with regional timber supply quotas. This would be a selective harvest across the plantation of up to 33% of the timber deemed to be mature trees. This facilitated the acquisition of approximately 3000m² of land within the Cairncross State Forest to support the upgrade and expansion of the weighbridge facilities at the entrance to the

Cairncross Waste Management site. The selective harvesting will occur on land identified for future stages of the landfill expansion.

Following the negotiations and FCNSW receiving in-principle agreement from the Minister for Agriculture for revoking the State Forest designation over the required land, Council received the in-principle compensation agreement from FCNSW, included as Attachment 1, on 18 March 2025. The correspondence outlined the required compensation totalling \$336,147. It is noted within the correspondence that 80% would be payable upfront upon executing a pre-acquisition agreement and that the final payment would be based on the final land areas determined at the completion of construction. Any adjustments will be based on the rate per Ha agreed up front with the final area determined by detailed survey once construction has been completed.

The compensation amount comprises: a 2 to 1 land acquisition amount at \$25,000 per hectare (Ha) (the 2:1 requirement was specified by FCNSW based on a precedent established in amendments to Forestry legislation relating to 2 to 1 land off sets for renewable energy land leases); a 4% provision to cover future stamp duty when purchasing replacement land; an allowance to cover new plantation establishment; an allowance to establish access infrastructure on new plantation sites; and an amount to cover lost long term timber value on the acquired land and associated asset protection zones and buffer areas around the subject land. The selective timber harvested from Council's Cairncross hardwood plantation has been valued at \$102,268, with this amount being deducted from the acquisition costs to determine the final compensation amount.

The estimated acquisition areas are:

- Water Treatment Site - 4.5Ha
- Clear Water Reservoir Site - 1.07Ha
- Existing Sancrox Reservoir Site (Guulabaa Way) - 0.42Ha
- Old Sancrox Reservoir Site - 0.18Ha
- Water Booster Pump Station, Spence's Cutting - 0.04Ha
- Cairncross Weighbridge expansion - 0.31Ha

Total Acquisition area - 6.52Ha.

Options

Council has the option to resolve as recommended or request further information. Any delay in finalising the land acquisition is likely to delay the delivery of the Cowarra Water Treatment Plant.

Community Engagement and Internal Consultation

There has been no direct community engagement related to this report.

Community engagement for the Cowarra Water Supply Scheme project has been undertaken as part of the Environmental Impact Statement (EIS). The EIS, which details the need to acquire State Forest land for the project, has been prepared by GHD Pty Ltd and was placed on public exhibition between 3 July 2024 and 30 July 2024.

Extensive engagement has occurred with Forestry Corporation of NSW. Council first communicated with FCNSW in 2018 regarding a proposal for a new Water Treatment Plant to the south of Cowarra Dam as part of the project's Scoping Study. Detailed engagement occurred across 2022 and 2023 during the development of the project's EIS. FCNSW provided written in-principle support for the project and agreement to the proposed acquisitions on 20 September 2023, the letter is included at Attachment 2.

Once the final land areas were agreed, FCNSW prepared and submitted a Ministerial briefing to the Minister for Agriculture in August 2024. Council staff wrote to the Minister for Agriculture, the Hon. Tara Moriarty in October 2024, requesting support for the project - letter from CEO is included at Attachment 3. A response was received from the Minister in January 2025 - letter included at Attachment 4.

Planning and Policy Implications

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





Financial and Economic Implications

The adopted 2024/25 budget for the Cowarra Water Supply is \$10,300,000, which includes a \$500,000 allowance for land matters. Therefore, there is adequate current budget for this land acquisition.

The draft 2025/26 budget includes a \$36,800,000 allocation for the Cowarra Water Supply Scheme project.

There are no economic implications in relation to this report.

Attachments

1.  Letter and associated maps - In-principle Compensation Agreement Cowarra Water Supply Scheme - Forestry Corporation of NSW 2025 03 12
2.  Correspondence - FCNSW to PMHC - In-Principle project support - Acquisition Cowarra State Forest 2023 09 20
3.  Correspondence - CEO Allen to Hon. Tara Moriarty - Cowarra Water Supply Scheme Land Matters - 2024 10 23
4.  Correspondence from the Hon Tara Moriarty MLC re proposed compulsory acquisition of part of Cowarra State Forest 2025 01 30

Item: 13.09

**Subject: PROPOSED CHANGES TO FEES AND CHARGES FOR
ACCEPTANCE OF BRICKS AND CONCRETE - POST EXHIBITION
REPORT**

Presented by: Community Utilities, Cameron Hawkins

Alignment with Delivery Program

4.1.7 Develop and implement effective waste management strategies.

RECOMMENDATION

That Council:

- 1. Adopt the fee of \$100.00 (GST inclusive) per tonne for Bricks / Concrete commencing 12 May 2025.**
- 2. Continue to charge the fee of \$275.50 (GST inclusive) per tonne for loads containing tiles due to the high likelihood of contamination.**
- 3. Note that further consideration will be given to the acceptance of absolutely clean roof tiles and unused tiles at the Bricks / Concrete charge at a future date as determined by the Community Utilities Division, should operational practices enable the acceptance of this material at negligible contamination risk to Council.**

Executive Summary

At the Ordinary Council Meeting held on 20 February 2025, Council resolved to place the proposed changes to processes and fees and charges for acceptance of bricks and concrete on public exhibition.

The proposed changes were subsequently placed on public exhibition from 26 February 2025 to 27 March 2025.

Nine submissions were received and have been reviewed and considered with the majority supporting the proposed fee change.

It is recommended that the proposed process and fee of \$100.00 (GST inclusive) per tonne for bricks and concrete be adopted.

Discussion

At the Ordinary Council Meeting held on 20 February 2025, Council resolved as follows:

That Council:

- 1. Place the proposed fee of \$100.00 (GST inclusive) per tonne for Bricks / Concrete on public exhibition for 28 days.*
- 2. Note that a report will be presented to the April 2025 Ordinary Council Meeting outlining feedback receiving during the public exhibition period.*

3. *Note that loads containing Tiles will continue to be diverted to landfill due to the high likelihood of contamination and charged at the applicable Mixed Solid Waste fee.*
4. *Note that absolutely clean roof tiles and unused tiles may be accepted at the Bricks / Concrete charge at a future date as determined by the Waste Operations Section, should operational practices enable the acceptance of this material at negligible contamination risk to Council.*

Following the Council resolution on 20 February 2025, the proposed changes to processes and fees and charges for the acceptance of bricks and concrete was exhibited on Council's online engagement hub 'Have Your Say' page for a period of 28 days, from 26 February 2025 to 27 March 2025.

Nine submissions were received during this exhibition period. An Engagement Summary Report for the proposed fee change is provided within Attachment 1.

A summary of the submission received are discussed below:

- 208 page visits to Council's Have Your Say engagement website page;
- 0 engaged visitors;
- 9 submissions completed;

Feedback on the proposed fee change for the acceptance of bricks and concrete has been mixed. Many respondents support the fee reduction, noting that it encourages responsible waste management and recycling by making disposal more affordable and accessible for builders, tradespeople and users.

Several comments highlight the importance of reducing waste to landfills and promoting recycling, with some suggesting that a lower disposal fee would incentivise waste separation.

Two submission expressed concerns about the overall cost of construction and waste disposal, particularly during a cost-of-living crisis. Some individuals expressed dissatisfaction with previous large fee increases and are pleased with the proposed reduction to \$100 per tonne. One person called for expanded services, such as weekend drop-off options, and another suggested that the Council consider storing materials like bricks and concrete for future reuse or resale. A suggestion was made to include clean roof tiles in future budget plans to further reduce landfill waste.

Options

Council has the option to:

1. Adopt the proposed changes to processes and fees and charges for acceptance of bricks and concrete; or
2. Request or make further amendments to the proposed changes, noting this may delay endorsement.

This report recommends Option 1, endorsement of the proposed changes to processes and fees and charges for acceptance of bricks and concrete.

Community Engagement and Internal ConsultationCommunity Engagement

The draft change to processes and fees and charges were placed on public exhibition for a period of 28 days, with nine submissions being received.

Notification of the exhibition of the draft changes was included in Council's Construction Industry Newsletter and email notification was sent directly to those industry partners who attended the Industry Briefing held in October 2024.

Internal Consultation

Internal consultation was undertaken with the following internal stakeholders:

- Director Community Utilities
- Group Manager Utilities Operations
- Waste Manager
- Executive Group

Planning and Policy Implications

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


Financial and Economic Implications

Adopting the proposed recommendation as presented will have a positive benefit to the community by providing a saving of \$175.50 per tonne relating to disposal of bricks and concrete to that currently charged and providing a recyclable resource available to the community.

The proposed fee shall ensure the Waste Fund may cover the processing and operational costs incurred. The processed product that leaves the site as recycled material will receive a refund of the EPA Waste Levy.

As referenced above, to further enhance processes and procedures additional resourcing shall be required to manage the stockpile area on the ground and to assist with detection. Plans are being formulated for these requirements for consideration of future implementation. This is expected to include a staff member to manage the stockpile areas and inspect loads, plant item to assist with stockpile management and sorting, and a handheld asbestos analyser to support screening.

Attachments

1.  Engagement Report - Proposed Changes to Processes and Fees and Charges for Bricks and Concrete

Item: 13.10

Subject: WASTE DIVERSION INFORMATION REPORT

Presented by: Community Utilities, Cameron Hawkins

Alignment with Delivery Program

4.1.7 Develop and implement effective waste management strategies.

RECOMMENDATION

That Council note the information regarding diversion of waste from landfill via circular economy waste collection streams.

Executive Summary

At the Ordinary Council Meeting held on 20 February 2025, a Notice of Motion was presented requesting that a report be brought back to Council in April 2025, detailing diversion from landfill (if any) via circular economy waste collection streams, for certain waste items. The waste items listed were, soft plastics, textiles, e-waste and other hard to recycle items that are not suitable for the yellow bin.

Council currently diverts textiles (clothing), e-waste and several other hard to recycle items from landfill as detailed in this report. Soft plastics are not currently diverted from landfill via Council managed or provided services.

As identified in the Waste and Resource Recovery Strategy 2024 - 2034, Council is committed to investigating opportunities to recover more difficult to recycle materials such as expanded polystyrene, soft plastics, and solar panels.

Discussion

A Notice of Motion was presented to the Ordinary Council Meeting held on 20 February 2025 by Councillor Edwards where Council resolved to:

1. Note the Waste and Resource Recovery Strategy targets of 'achieve a 60% landfill diversion rate by 2034' and 'reduce self-haul domestic mixed waste (MSW) disposed to landfill by 10% by 2034'.
2. Request the Chief Executive Officer to provide a report to the April 2025 Ordinary Council meeting outlining which of the following waste items, produced by residents of the Port Macquarie-Hastings Local Government Area, currently go to landfill and which, if any, are being diverted away from landfill via circular economy waste collection streams:
 - a. Soft Plastics
 - b. Textiles
 - c. E-waste
 - d. Other hard to recycle items that are not suitable for the yellow bin.

Circular economy

The NSW Government defines a circular economy as:

‘A circular economy values resources by keeping products and materials in use for as long as possible. Maximising the use and value of resources brings major economic, social and environmental benefits. It contributes to innovation, growth and job creation, while reducing our impact on the environment¹.’

The purpose of a circular economy is to create a sustainable system where resources are used more efficiently, waste is minimised, and materials are kept in use for as long as possible.

Waste management practices such as reuse and recycling are important components of the circular economy, but it should be noted that they are part of a much broader system. The circular economy model includes all facets of an economy including manufacturing and product design, procurement, transport and waste management. The scope of this report does not detail other circular economy aspects and is focussed on landfill diversion by recycling programs.

Landfill diversion in the Port Macquarie-Hastings LGA

Soft plastics

An audit conducted in 2021 of domestic kerbside waste from Kempsey and Port Macquarie-Hastings Councils revealed that plastic film (including plastic bags) made up 9% by weight of the general waste stream (red bins). Currently, soft plastics are not accepted in Council's recycling (yellow) bin collection. Council will consider the recovery of soft plastics in kerbside recycling bins during the development of upcoming waste collection and recycling contracts.

Currently, residents may take soft plastics to a participating supermarket (Coles, Woolworths and ALDI) where a soft plastics recycling program is being trialled following the suspension of the REDcycle program in 2022. There are plans for a voluntary, industry-led soft plastics recycling scheme to be established which is being led by the Soft Plastic Stewardship Australia (SPSA), an organisation comprised of supermarkets and other products manufacturers.

MidWaste, a regional waste group comprising of Port Macquarie-Hastings, Kempsey Shire, Nambucca Valley, Bellingen Shire and Coffs Harbour City Councils, is currently investigating a soft plastics 'drop-off' trial with a view to provide more drop off points for residents, such as at waste facilities, and send to a facility for recycling. Council will continue to work with MidWaste on assessing the viability and practicality of this trial.

Soft plastics comprise largely of single use plastics and there are government initiatives to reduce single-use plastics before it needs to be recycled. These include the banning of some single-use plastics in NSW and the Australian Packaging Covenant Organisation's (APCO) planned phasing out of problematic and unnecessary single-use plastic in packaging.

Textiles

An audit conducted in 2021 of domestic kerbside waste from Kempsey and Port Macquarie-Hastings Councils revealed that textiles made up 6% by weight of the general waste stream. The 2025 Weekly Red Bin Trial Bin Audit report noted that 'textiles and homewares were notably common occurrences throughout the auditing process within the general waste stream'. Textiles are not accepted in Council's kerbside recycling bins.

Council currently partners with Willing & Able to recycle clothing and linen in good condition. Port Macquarie-Hastings' residents are able to drop off unwanted clothing and linen at all of Council's waste facilities free of charge. Residents can also request a collection of certain items including clothing, from their homes by Willing & Able. Pick-up requests can be made via Council's WasteInfo App.

E-waste

An audit conducted in 2021 of domestic kerbside waste from Kempsey and Port Macquarie-Hastings Councils revealed that electrical and peripheral items made up 2% by weight of the general waste stream.

Residents can drop off household quantities of e-waste for free at any of Council's waste facilities. However, e-waste can have broad interpretations and Council's existing service is limited to specific items such as televisions, computers, computer accessories and gaming consoles.

There are existing government initiatives such as the National Television and Computer Recycling Scheme and Mobile Muster which address some e-waste products. In addition to these, the Australian Government has committed to develop a mandatory product stewardship scheme to reduce waste from small electrical products and photo-voltaic systems.

Other hard to recycle items that are not suitable for the yellow bin

In addition to e-Waste and textiles as detailed earlier in the report, the following items are not suitable to put in Council's domestic kerbside recycling bins but can be dropped off for free at its waste facilities and some other locations:

- Household oil and motor oil
- Cooking oils
- Fluorescent light globes and tubes
- Fire extinguishers
- Gas cylinders
- Paints and solvents
- Car batteries
- Scrap metal / whitegoods
- Smoke detectors
- X-rays
- Aerosols
- Household batteries
- Embedded batteries including vapes (trial at Port Macquarie Domestic Waste Facility only)
- Mobile Phones (though Mobile Muster)
- Agricultural Chemical Containers (through drumMUSTER)
- Large agricultural bags (trial)

Some examples of other waste programs operated by organisations, local businesses or community groups include:

- Zero Waste Recycling Hub, Hastings Enviro: markets-based event recovering many different items
- Simply Cups: paper & coffee cups
- Terracycle: various packaging including beauty and oral care products
- Pharmacycycle: blister packs
- Recycle Pots: plant pots reuse and recycling

Education

To support the diversion of waste from landfill and promote circular economy initiatives, Council undertakes a number of education campaigns. Some of these include:

- Repair Directory
- A-Z of what goes in which bin
- Drop off for free campaign
- Community and School Tours to Cairncross Waste Management Facility
- Plastic Free July
- Battery Recycling 'Don't bin me!' campaign
- Garage Sale Trail

Options

This report is for information only. Council may resolve to request further information as required.

Community Engagement and Internal Consultation

Internal consultation has taken place with the following stakeholders:

- Acting Director Community Utilities
- Acting Group Manager Community Utilities Planning & Design
- Acting Innovation, Process and Compliance Manager
- Waste and Resource Recovery Officer

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

Subject: CONFIDENTIAL SESSION

RECOMMENDATION

1. That Council move into Confidential Session to receive and consider the following items:
 - Item 14.01 2025.003 Procurement of Airport Check Bag Screening Unit
This item is considered confidential under Section 10A(2)(c) of the Local Government Act 1993, as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - Item 14.02 2025.111 AWS Whole of Government Agreement 3.0
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 2025.108 OpenText Content Manager Licences
This item is considered confidential under Section 10A(2)(c) of the Local Government Act 1993, as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.
 - Item 14.04 2024.103 Maria River Road Upgrade - Construction
This item is considered confidential under Section 10A(2)(d(i)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.
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.