



PORT MACQUARIE-HASTINGS
COUNCIL



Ordinary Council

Business Paper

date of meeting: Thursday 15 May 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 15 May 2025

Items of Business

Item	Subject	Page
01	Acknowledgement of Country	1
02	Remote Attendance at Meeting.....	1
03	Local Government Prayer	1
04	Apologies.....	1
05	Confirmation of Minutes	1
06	Disclosures of Interest.....	31
07	Mayoral Minute	
08	Confidential Correspondence to Ordinary Council Meeting.....	35
09	Items To Be Dealt With By Exception	
10	Leadership and Governance	36
10.01	Mayoral Discretionary Fund Allocations - 3 to 30 April 2025.....	37
10.02	Status of Reports From Council Resolutions.....	38
10.03	Disclosure of Interest Return - Designated Persons	48
10.04	2025-2026 Councillor and Mayoral Fees.....	50
10.05	2024-2025 Quarterly Budget Review Statement and Operational Plan Status Report as at 31 March 2025	55
10.06	Investments and Loans - April 2025	65
10.07	Monthly Budget Review - April 2025.....	75
10.08	Community Engagement Strategy Update	78
10.09	Development Activity and Assessment System Performance.....	82
10.10	Draft Asset Management Plans - Public Exhibition	88
10.11	Contracts Awarded Under S377 Local Government ACT	97
11	Your Community Life	99
11.01	Petition - Request Council to Develop a Domestic Violence Policy	100
11.02	Petition - Council to establish a formal Biodiversity Committee	103
11.03	Petition - Request that Council Establish a Climate Change and Resilience Advisory Committee	106
11.04	Findlay Park Master Plan - Post Public Exhibition.....	109
12	Your Business and Industry	
	Nil	
13	Your Natural and Built Environment	115
13.01	PP2024.10.1 - Planning Proposal Assessment Report Highway Services Site Oxley Highway, Sancroix	

	Applicant - Barr Planning Landowner Portcrox Pty Ltd	116
13.02	Lake Cathie Natural Resource Management Monthly Update Report	132
13.03	Land Acquisition - 109 Burrawan Forest Drive, Lake Innes	138
13.04	Road Naming - Council Public Road Kew	140
13.05	Policy Review - Control of Burning - Post Public Exhibition	142
13.06	Policy Review - Wastewater Services Policy Post Public Exhibition	145
13.07	Policy Review - Water Supply Services Policy Post Public Exhibition	149
13.08	Policy Review - Liquid Trade Waste Policy - Amendments to Adopted Policy	154
13.09	Stormwater Strategic Action Plan	157
13.10	Port Macquarie - Hastings Walking and Cycling Plan - May 2025 - Post Public Exhibition	166
14	Confidential Matters	
	Motion to move into Confidential Session	175
14.01	Progress Report - Strategic Land Purchase for Future Infrastructure Provision	

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 17 April 2025 be confirmed.

PRESENT

Members:

Mayor Adam Roberts
Councillor Lauren Edwards
Councillor Mark Hornshaw
Councillor Lisa Intemann
Councillor Chris Kirkman
Councillor Nik Lipovac
Councillor Danielle Maltman
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)
Acting Director Community Utilities (Cameron Hawkins)
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 on line.

02 REMOTE ATTENDANCE AT MEETING

RESOLVED: Sheppard/Tubman

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

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts,
Sheppard and Tubman
AGAINST: Nil

03 LOCAL GOVERNMENT PRAYER

Reverend Daniel Berris from the St Thomas Anglican Church delivered the Local Government Prayer.

04 APOLOGIES

Nil.

05 CONFIRMATION OF MINUTES

RESOLVED: Lipovac/Sheppard

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

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts,
Sheppard and Tubman
AGAINST: Nil

06 DISCLOSURES OF INTEREST

Acting Chief Executive Officer Robert Fish declared a Pecuniary interest in Item 07.01 Mayoral Minute Recruitment of the General Manager/Chief Executive Officer. The reason being is that Mr Fish is listed within the recommendation of the Mayoral Minute to act in the role of Chief Executive Officer until the position is filled, and if resolved that he be remunerated for performing the role. Mr Fish may also seek to apply for the position when advertised. Mr Fish intends to leave the meeting and be out of sight during consideration of this item.

Mayor Adam Roberts declared a Non-Pecuniary - Significant interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that one of the applicants in the matter, Danielle Maltman, made a reportable political donation to a campaign group he led in the 2024 NSW Local Government Election. Mayor Roberts intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Nik Lipovac declared a Non-Pecuniary - Less than Significant interest in Item 10.08 Draft Integrated Planning and Reporting Documents - Public Exhibition. The reason being the report in the agenda mentions an amount of \$600 of Radio Advertising that Council will spend to run a campaign commencing on 22 April

2025 on the radio Station he works at being CRUZE FM 93.5, previously known as Radio 531. It specifically mentions "Niko's Station" in the report which is incorrect as Cr Lipovac is an employee of the radio station and not an owner. Councillor Lipovac 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 Nik Lipovac declared a Non-Pecuniary - Less than Significant interest in Item 11.08 Friends of Camden Head Lookout Volunteer's Group. The reason being that Jon Bailey who is a volunteer of the Friends of Camden Head, ran on Councillor Lipovac's Group Ticket at the NSW Local Government Elections conducted in September 2024. Councillor Lipovac 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 Chris Kirkman declared a Non-Pecuniary - Significant interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that one of the applicants in the matter, Danielle Maltman, made a reportable political donation to a campaign group he was involved with in the 2024 NSW Local Government Election. Councillor Kirkman intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Danielle Maltman declared a Pecuniary interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that Councillor Maltman is an applicant and part owner of the land subject of the development application. Councillor Maltman intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Danielle Maltman declared a Non-Pecuniary - Less than Significant interest in Item 13.07 Lake Cathie Natural Resource Management Monthly Update Report. The reason being that Councillor Maltman is a non-financial life member and former President of the community organisation Revive Lake Cathie Incorporated. Councillor Maltman intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence her decision making in the matter.

Councillor Hamish Tubman declared a Pecuniary interest in Item 12.01 Draft Airport Master Plan - Prior To Public Exhibition. The reason being is that Councillor Tubman owns a property and resides in the area that is affected by aircraft noise relating to the Port Macquarie Airport. Councillor Tubman intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Hamish Tubman declared a Pecuniary, interest in Item 13.02 Sovereign Hills Planning Agreement Assessment Report Applicant Lewis Developments Pty Ltd as Trustee for the Lewis Development Trust Landowner PM Land Pty Ltd. The reason being is that a member of his immediate family is employed by Lewis Land Group. Councillor Tubman intends to leave the meeting, be out of sight and take no part in consideration of this item.

07 MAYORAL MINUTES

PROCEDURAL MOTION

RESOLVED: Intemann/Sheppard

The Ordinary Council Meeting be adjourned.

CARRIED: 7/2

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

The meeting adjourned at 2.13pm

The meeting recommenced at 2.16pm

07.01 RECRUITMENT OF THE GENERAL MANAGER / CHIEF EXECUTIVE OFFICER

Acting Chief Executive Officer Robert Fish declared a Pecuniary - Significant interest in this item. The reason being is that Mr Fish is listed withing the recommendation of the Mayoral Minute to act in the role of Chief Executive Officer until the position is filled, and if resolved that he be remunerated for performing the role. Mr Fish may also seek to apply for the position when advertised. Mr Fish left the meeting, was out of sight and took no part in consideration of this item.

MOTION

MOVED: Roberts

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,
 - Stephen Coates (ARIC Chairman) - Independent
 - Mark Anderson Local Government NSW Consultant - Independent
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. Determination of a shortlist of candidates for initial round of face-to-face interviews.

-
- e. Conducting initial round of face-to-face interviews.
 - f. Determination of a Shortlist of candidates for final round interviews.
 5. Determine that the recruitment company consultant assist/facilitate candidates with the members of the General Manager/CEO Recruitment Selection Panel and the process as required but plays no role in shortlisting of candidates.
 6. Authorise the Selection Panel to confirm final interviews for the short-listed candidates to be conducted with all Councillors to be invited to attend the final round of interviews.
 7. That an Extraordinary Council meeting to be held within 10 working days of the final recruitment report being completed to appoint a successful candidate to the position of General Manager.
 8. Ensure that all Councillors be kept informed of decisions at all key stages throughout the process and be provided opportunity for input through Councillor representatives.

AMENDMENT

MOVED: Edwards/Intemann

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, Councillor Rachel Sheppard, Councillor Nik Lipovac 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. Determination of a shortlist of candidates for initial round of face-to-face interviews.
 - e. Conducting initial round of face-to-face interviews.
 - f. Determination of a Shortlist of candidates for final round interviews.
5. Determine that the recruitment company consultant assist/facilitate candidates with the members of the General Manager/CEO Recruitment Selection Panel and the process as required but plays no role in shortlisting of candidates.
6. Authorise the Selection Panel to confirm final interviews for the short-listed candidates to be conducted with all Councillors to be invited to attend the final round of interviews.
7. That an Extraordinary Council meeting to be held within 10 working days of the final recruitment report being completed to appoint a successful candidate to the position of General Manager.
8. Ensure that all Councillors be kept informed of decisions at all key stages throughout the process and be provided opportunity for input through Councillor representatives.

CARRIED: 5/4

FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman

AGAINST: Hornshaw, Kirkman, Maltman and Roberts

THE AMENDMENT ON BEING PUT WAS CARRIED

THE AMENDMENT BECAME THE MOTION

THE MOTION ON BEING PUT WAS CARRIED

RESOLVED: Edwards/Intemann

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, Councillor Rachel Sheppard, Councillor Nik Lipovac 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. Determination of a shortlist of candidates for initial round of face-to-face interviews.**
 - e. Conducting initial round of face-to-face interviews.**
 - f. Determination of a Shortlist of candidates for final round interviews.**
- 5. Determine that the recruitment company consultant assist/facilitate candidates with the members of the General Manager/CEO Recruitment Selection Panel and the process as required but plays no role in shortlisting of candidates.**
- 6. Authorise the Selection Panel to confirm final interviews for the short-listed candidates to be conducted with all Councillors to be invited to attend the final round of interviews.**
- 7. That an Extraordinary Council meeting to be held within 10 working days of the final recruitment report being completed to appoint a successful candidate to the position of General Manager.**
- 8. Ensure that all Councillors be kept informed of decisions at all key stages throughout the process and be provided opportunity for input through Councillor representatives.**

CARRIED: 9/0

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

AGAINST: Nil

08 CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING

Nil

09 ITEMS TO BE DEALT WITH BY EXCEPTION

RESOLVED: Roberts/Maltman

That Items 10.02, 10.03, 10.04, 10.05, 10.07, 10.11, 10.12, 10.13, 10.14, 11.02, 11.06, 11.07, 11.11, 13.04, 13.06 and 13.08 be considered as a block resolution.

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

RESOLVED: Intemann/Edwards

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

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

10.02 2025 LOCAL GOVERNMENT NSW RURAL AND REGIONAL SUMMIT - MAYORAL ATTENDANCE

RESOLVED: Intemann/Edwards

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.

10.03 2025 NATIONAL GENERAL ASSEMBLY (NGA) - ELECTED MEMBER ATTENDANCE

RESOLVED: Intemann/Edwards

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.
-

10.04 POLICY REVIEW - MAYORAL DISCRETIONARY FUND POLICY

RESOLVED: Intemann/Edwards

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.
-

10.05 MAYORAL DISCRETIONARY FUND ALLOCATIONS - 6 MARCH TO 2 APRIL 2025

RESOLVED: Intemann/Edwards

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

10.07 STATUS OF REPORTS FROM COUNCIL RESOLUTIONS

RESOLVED: Intemann/Edwards

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

10.11 DRAFT REDUCTION OR WAIVER OF COUNCIL FEES AND CHARGES POLICY

RESOLVED: Intemann/Edwards

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.
-

10.12 MONTHLY BUDGET REVIEW - MARCH 2025

RESOLVED: Intemann/Edwards

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.**
-

10.13 INVESTMENTS AND LOANS - MARCH 2025

RESOLVED: Intemann/Edwards

That Council note the Investment and Loans Report for March 2025.

10.14 STRATEGY REVIEW - DRAFT PROCUREMENT STRATEGY - POST PUBLIC EXHIBITION

RESOLVED: Intemann/Edwards

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.**
-

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

RESOLVED: Intemann/Edwards

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.
-

11.06 MAJOR EVENTS GRANTS 2025 - ROUND 2

RESOLVED: Intemann/Edwards

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

11.07 COMMUNITY GRANTS PROGRAM 2024-2025 - FUNDING ROUND 2

RESOLVED: Intemann/Edwards

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

11.11 RECOMMENDED ITEMS FROM THE MARCH 2025 MEETING OF THE PORT MACQUARIE-HASTINGS SPORTING FUND

RESOLVED: Intemann/Edwards

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**
-

13.04 POLICY REVIEW - DEVELOPMENT CONTRIBUTIONS ASSESSMENT POLICY - POST EXHIBITION REPORT

RESOLVED: Intemann/Edwards

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.**
-

13.06 CAMDEN HAVEN RIVER AND LAKES SYSTEM FLOOD STUDY 2025

RESOLVED: Intemann/Edwards

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.**
-

**13.08 LAND ACQUISITION FROM FORESTRY CORPORATION OF NSW -
WATER SUPPLY AND WASTE INFRASTRUCTURE - COWARRA AND
CAIRNCROSS STATE FORESTS**

RESOLVED: Intemann/Edwards

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.**

SUSPENSION OF STANDING ORDERS

RESOLVED: Roberts /Intemann

That Standing Orders be suspended to allow Item 11.08 and 13.02 not in the block be brought forward and considered next.

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

11.08 FRIENDS OF CAMDEN HEAD LOOKOUT (PILOT STATION) UPDATE

Councillor Nik Lipovac declared a Non-Pecuniary - Less than Significant interest in this item. The reason being that Jon Bailey who is a volunteer of the Friends of Camden Head, ran on Councillor Lipovac's Group Ticket at the NSW Local Government Elections conducted in September 2024. Councillor Lipovac remained in the meeting, participated and voted in the matter as this perceived conflict did not influence his decision making in the matter.

RESOLVED: Intemann/Lipovac

That Council:

- 1. Note the update on current activities with the pending establishment of the Friends of Camden Head Lookout.**
- 2. Note that the relevant Master Plan is as adopted at Item 13.01 Ordinary Council meeting of 14 November 2024.**
- 3. Request that a copy of the draft Memorandum of Understanding with the Friends of Camden Head Lookout be provided to Councillors for feedback prior to endorsement.**
- 4. Maintain the bi-monthly update reporting on this matter.**

CARRIED: 9/0

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

AGAINST: Nil

13.02 SOVEREIGN HILLS PLANNING AGREEMENT ASSESSMENT REPORT
APPLICANT: LEWIS DEVELOPMENTS PTY LTD AS TRUSTEE FOR
THE LEWIS DEVELOPMENTS TRUST
LANDOWNER: PM LAND PTY LTD

Councillor Hamish Tubman declared a Pecuniary, Significant interest in this item. The reason being that a member of his immediate family is employed by Lewis Land Group. Councillor Tubman took no part in the consideration or voting, left the meeting and was out of site for consideration of this matter.

RESOLVED: Lipovac/Sheppard

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.**

CARRIED: 8/0

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

AGAINST: Nil

10.01 DELEGATION OF AUTHORITY TO THE GENERAL MANAGER

RESOLVED: Sheppard/Roberts

That Council:

- 1. Note the information contained within the report.**
- 2. Defer the review of the Delegations of Authority to the General Manager to allow councillors opportunity to convene and consider delegations in greater detail prior to a further report to be considered at the July 2025**

Ordinary Meeting of Council.

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.**

CARRIED: 9/0

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

AGAINST: Nil

Item 10.02 2025 Local Government NSW Rural and Regional Summit - Mayoral Attendance, has been addressed previously within the meeting.

Item 10.03 2025 National General Assembly (NGA) - Elected Member Attendance, has been addressed previously within the meeting.

Item 10.04 Policy Review - Mayoral Discretionary Fund Policy, has been addressed previously within the meeting.

Item 10.05 Mayoral Discretionary Fund Allocations - 6 March to 2 April 2025, has been addressed previously within the meeting.

10.06 COUNCILLOR INDUCTION PROGRAM FINAL REPORT

RESOLVED: Intemann/Roberts

That Council note the information contained within this report.

CARRIED: 9/0

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

AGAINST: Nil

Item 10.07 Status of Reports From Council Resolutions, has been addressed previously within the meeting.

10.08 DRAFT INTEGRATED PLANNING AND REPORTING DOCUMENTS - PUBLIC EXHIBITION

Councillor Nik Lipovac declared a Non-Pecuniary - Less than Significant interest in this item, the reason being the report in the agenda mentions an amount of \$600 of Radio Advertising that Council will spend to run a campaign commencing on 22 April 2025 on the radio Station he works at being CRUZE FM 93.5, previously known as Radio 531. It specifically mentions "Niko's Station" in the report which is incorrect as Cr Lipovac is an employee of the radio station and not an owner. Councillor Lipovac 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/Sheppard

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 (Attachment 1) subject to the following amendments to pages 16-19, relating to the section on “Challenges and Opportunities”:**
 - separate the “financial challenges” from “communications and leadership.”**
 - include a standalone short commentary on Council’s financial challenges/opportunities.**
 - b. The draft Delivery Program 2025-2029 including the draft Operational Plan 2025-2026 (Attachment 2) subject to the following changes:**
 - inclusion of the ‘challenges and opportunities’ pages from the draft CSP immediately before pages 14-16.**
 - inclusion of the following additional priorities into the “Councillor four-year strategic priority” section: (a) financial management as a standalone priority, and (b) governance and transparency to be inserted into the existing QBL section of strategic priorities.**
 - c. The draft Resourcing Strategy 2025-2035 (Attachment 3)**
- 2. As part of the engagement undertaken during the exhibition period, engage with the community on the alternative proposal to utilise a component of the available rate yield to maintain current service levels for parks and stormwater maintenance that have previously been partially funded via available reserves as outlined within the ‘Draft Budget 2025-2026 Fees and Charges, Revenue Policy and Rating Maps Document for Public Exhibition’ agenda item.**
- 3. 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.**
- 4. Note that the draft Asset Management 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 Management Plans for not less than 14 days.**
- 5. 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), and that this will incorporate item 2 above.**

CARRIED: 9/0

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

AGAINST: Nil

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

RESOLVED: Roberts/Sheppard

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 engagement with the community will occur on the alternative proposal to utilise the available rate yield to maintain current service levels for parks and stormwater maintenance that have previously been partially funded via reserve funding (that is no longer available) as outlined within this report, determined as part of item 2 of the resolution of the 'Draft Integrated Planning and Reporting Documents - Public Exhibition' agenda item.**
- 4. Note that to bring into effect item 3 across the duration of the Long-Term Financial Plan would require utilisation of 20% of the available rate yield in 2025-2026 and a further 31% of the available rate yield in 2026-2027, resulting in an additional allocation of \$0.9 million in the 2025-2026 budget and a further \$1.4 million in 2026-2027.**
- 5. 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.**
- 6. Request that work continue on the validation and risk assessment of unfunded and underfunded services and budget initiatives with a Councillor workshop on the progress to be delivered before the end of November 2025 which may consider options for further uptake of the available rate yield.**

CARRIED: 9/0

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

AGAINST: Nil

10.10 DRAFT BUDGET DEVELOPMENT POLICY

RESOLVED: Edwards/Roberts

That Council:

- 1. Include the following additional subclause under, Parameters for Development of Council's Budget:**
"Council staff will engage Councillors early in the budget development process by conducting a Strategic Budget Development Workshop each year in early November and Councillor input will be sought and require submission by the end of November each year."
- 2. Adopt the Budget Development Policy.**

CARRIED: 9/0

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

AGAINST: Nil

Item 10.11 Draft Reduction or Waiver of Council Fees and Charges Policy has been addressed previously within the meeting.

Item 10.12 Monthly Budget Review - March 2025, has been addressed previously within the meeting.

Item 10.13 Investments and Loans - March 2025, has been addressed previously within the meeting.

Item 10.14 Strategy Review - Draft Procurement Strategy - Post Public Exhibition, has been addressed previously within the meeting.

10.15 CUSTOMER SATISFACTION SURVEY ACTION PLAN

RESOLVED: Sheppard/Roberts

That Council

- 1. Note the Customer Satisfaction Survey Action Plan.**
- 2. Noting that the Action Plan includes significant focus on communications, request that a revised Communications Policy be presented to Council in July 2025.**

CARRIED: 9/0

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

AGAINST: Nil

10.16 QUADRUPLE BOTTOM LINE - POST BRIEFING REPORT

RESOLVED: Intemann/Roberts

That Council

- 1. Note the 20 February 2025 Ordinary Council Meeting Quadruple Bottom Line report.**
- 2. Note the additional information provided in the report, including across-the-board responsibility to ensure visibility over reasons for decisions.**
- 3. Note that the Councillor Briefing conducted on 27 March 2025, included details on the importance of strategic decision-making considering all issues.**

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

Councillor Sheppard left the meeting, the time being 04:11pm.

Deputy Mayor Edwards left the meeting, the time being 04:11pm.

Councillor Sheppard returned to the meeting, the time being 04:12pm.

Deputy Mayor Edwards returned to the meeting, the time being 04:14pm.

11.01 POLICY REVIEW - PUBLIC ART POLICY - POST EXHIBITION

RESOLVED: Intemann/Roberts

That Council:

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

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

Item 11.02 Policy Review - Private Memorials and Commemorative Naming in Parks and Reserves Policy - Post Exhibition, has been addressed previously within the meeting.

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

RESOLVED: Lipovac/Sheppard

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**

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

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

RESOLVED: Lipovac/Edwards

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.**

CARRIED: 9/0
FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman
AGAINST: Nil

11.05 TUFFINS LANE FIELD DRAINAGE INVESTIGATION

RESOLVED: Roberts/Kirkman

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.**
- 3. Write to the Local Member for Port Macquarie, Mr Rob Dwyer MP, to request assistance with funding support for this project.**

CARRIED: 6/3

FOR: Edwards, Kirkman, Lipovac, Maltman, Roberts and Tubman

AGAINST: Hornshaw, Intemann and Sheppard

Item 11.06 Major Events Grants 2025 - Round 2, has been addressed previously within the meeting.

Item 11.07 Community Grants Program 2024-2025 - Funding Round 2, has been addressed previously within the meeting.

Item 11.08 Friends of Camden Head Lookout (Pilot Station) Update, has been addressed previously within the meeting.

11.09 HASTINGS YOUTH VOICE REVIEW

RESOLVED: Tubman/Sheppard

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 establishment of a “Meet your Councillors” forum with Hastings Youth Voice.**
 - 4. Endorse the development of a co-design “meet your councillor” program for future consideration and potential funding.**
 - 5. Support the creation of a youth-led social media working group, supported and moderated by Council staff, to improve youth-targeted communication.**
 - 6. Note that a six-monthly staff-prepared update on Hastings Youth Voice membership and outcomes will be maintained as part of Council’s reporting cycle.**
-

CARRIED: 5/4

FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman

AGAINST: Hornshaw, Kirkman, Maltman and Roberts

11.10 INVESTIGATING A SPORTING VENUE SPONSORSHIP PROGRAM

RESOLVED: Lipovac/Sheppard

That Council

- 1. Note the information contained within the report.**
- 2. Engage with the Sports Council to seek feedback on Sporting Venue Sponsorship options.**
- 3. Receive a further report following feedback from the Sports Council and give further consideration to the matter of Sporting Venue Sponsorship.**

CARRIED: 9/0

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

AGAINST: Nil

Item 11.11 Recommended Items from the March 2025 Meeting of the Port Macquarie-Hastings Sporting Fund, has been addressed previously within the meeting.

12.01 DRAFT AIRPORT MASTER PLAN - PRIOR TO EXHIBITION

Councillor Hamish Tubman declared a Pecuniary interest in this item. The reason being is that Councillor Tubman owns a property and resides in the area that is affected by aircraft noise relating to the Port Macquarie Airport. Councillor Tubman left the meeting, was out of sight and took no part in consideration of this item.

RESOLVED: Intemann/Edwards

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.**

CARRIED: 8/0

FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, and Sheppard

AGAINST: Nil

Councillor Lipovac left the meeting, the time being 05:20pm.

Councillor Maltman left the meeting, the time being 05.20pm

Councillor Kirkman left the meeting, the time being 05.20pm

PROCEDURAL MOTION

RESOLVED: Sheppard/Intemann

The Ordinary Council Meeting be adjourned.

CARRIED: 6/0

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

The meeting adjourned at 5.21pm

The meeting recommenced at 5.26pm

Councillor Lipovac returned to the meeting, the time being 05:26pm.

Councillor Maltman returned to the meeting, the time being 05:26pm.

Councillor Kirkman returned to the meeting, the time being 05:26pm.

Mayor Adam Roberts vacated the chair and left the room for the following item.

Deputy Mayor Lauren Edwards assumed the chair.

13.01 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

Councillor Danielle Maltman declared a Pecuniary interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that Councillor Maltman is an applicant and part owner of the land subject of the development application. Councillor Maltman left the meeting, was out of sight and took no part in consideration of this item.

Mayor Adam Roberts declared a Non-Pecuniary - Significant interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that one of the applicants in the matter, Danielle Maltman, made a reportable political donation to a campaign group he led in the 2024 Local Government Election. Mayor Roberts left the meeting, was out of sight and took no part in consideration of this item.

Councillor Chris Kirkman declared a Non-Pecuniary - Significant interest in Item 13.01 - DA 2025-34.1 - Change of Use to Dual Occupancy and Strata Title Subdivision, 159 Lake Road, Port Macquarie. The reason being is that one of the applicants in the matter, Danielle Maltman, made a reportable political donation to a campaign group he was involved with in the 2024 Local Government Election. Councillor Kirkman left the meeting, was out of sight and took no part in consideration of this item.

RESOLVED: Sheppard/Hornshaw

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.

CARRIED: 6/0
FOR: Edwards, Hornshaw, Intemann, Lipovac, Sheppard and Tubman
AGAINST: Nil

Mayor Adam Roberts returned to the meeting and re-assumed the chair.

Item 13.02 Sovereign Hills Planning Agreement Assessment Report
Applicant: Lewis Developments Pty Ltd as trustee for the Lewis Developments Trust
Landowner: PM Land Pty Ltd, has been addressed previously within the meeting.

**13.03 POST EXHIBITION REPORT - DRAFT PORT MACQUARIE-HASTINGS
LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN 2025**

RESOLVED: Lipovac/Edwards

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.**

CARRIED: 9/0
*FOR: Edwards, Hornshaw, Intemann, Kirkman, Lipovac, Maltman, Roberts,
Sheppard and Tubman*
AGAINST: Nil

Councillor Hornshaw left the meeting, the time being 05:34pm.

Item 13.04 Policy Review - Development Contributions Assessment Policy - Post Exhibition Report, has been addressed previously within the meeting.

13.05 POLICY REVIEW - FLOOD POLICY

RESOLVED: Edwards/Tubman

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.**

CARRIED: 8/0

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

AGAINST: Nil

Item 13.06 Camden Haven River and Lakes System Flood Study 2025, has been addressed previously within the meeting.

13.07 LAKE CATHIE NATURAL RESOURCES MANAGEMENT MONTHLY UPDATE REPORT

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

RESOLVED: Maltman/Intemann

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.

CARRIED: 8/0

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

AGAINST: Nil

Item 13.08 Land Acquisition from Forestry Corporation of NSW - Water Supply and Waste Infrastructure - Cowarra and Cairncross State Forests, has been addressed previously within the meeting.

13.09 PROPOSED CHANGES TO FEES AND CHARGES FOR ACCEPTANCE OF BRICKS AND CONCRETE - POST EXHIBITION REPORT

RESOLVED: Intemann/Roberts

That Council:

- 1. Adopt the fee of \$100.00 (GST inclusive) per tonne of uncontaminated 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.

CARRIED: 8/0

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

AGAINST: Nil

13.10 WASTE DIVERSION INFORMATION REPORT

RESOLVED: Edwards/Intemann

That Council note the information regarding diversion of waste from landfill via circular economy waste collection streams.

CARRIED: 8/0

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

AGAINST: Nil

CONFIDENTIAL SESSION

RESOLVED: Edwards/Maltman

- 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 2025.003 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.

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

CARRIED: 8/0

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

AGAINST: Nil

RESOLVED: Lipovac/Kirkman

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

CARRIED: 8/0

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

AGAINST: Nil

14.01 2025.003 PROCUREMENT OF AIRPORT CHECK BAG SCREENING UNIT

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 for the procurement of an airport checked baggage screening unit due to the Department of Home Affairs restricting the purchase of said screening unit from a single supplier as outlined in the Aviation Security Screening Equipment List, issued in December 2024.
 2. Engage with the specified supplier to procure a checked baggage screening unit, including an initial five-year servicing agreement, with the option to extend the latter for an additional four-years at Council's discretion, for the total estimated cost as shown in the report.
 3. Maintain the confidentiality of the consideration in respect of the procurement for the airport checked baggage screening unit outlined in this report.
-

CARRIED: 8/0

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

AGAINST: Nil

14.02 2025.111 AWS WHOLE OF GOVERNMENT AGREEMENT 3.0

RESOLVED: Edwards/Tubman

That Council:

1. In accordance with the extenuating circumstances provision under section 55(3)(i) of the Local Government Act 1993, resolve not to invite tenders for the provision of Amazon Web Services (AWS), as a satisfactory outcome would not be achieved due to the limited availability of direct vendors offering Whole-of-Government Agreement (WoGA) pricing.
2. Approve entering into a direct arrangement with Amazon Web Services Australia Pty Ltd for the provision of AWS services under the AWS Whole-of-Government Agreement 3.0, at an estimated annual cost of \$220,000 per annum for three years, commencing May 2025, with an option to renew for a further three years at Council's discretion.
3. Maintain confidentiality of the procurement matter outlined in this report.

CARRIED: 8/0

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

AGAINST: Nil

14.03 2025.108 OPENTEXT CONTENT MANAGER LICENCES

RESOLVED: Tubman/Sheppard

That Council:

1. In accordance with section 55(3)(i) of the Local Government Act 1993, resolve not to invite tenders for the renewal of OpenText Content Manager Select subscription licences, as a satisfactory outcome would not be achieved due to:
 - the proprietary nature of the software and licensing constraints;
 - the lack of price competitiveness due to OpenText's partner protection pricing model; and
 - evidence that switching suppliers would likely result in higher costs and increased administrative overhead.
 2. Approve the renewal of Council's subscription for OpenText Content Manager Select licences with authorised OpenText reseller Information Proficiency Pty Ltd for a period of three years commencing 1 June 2025.
-

3. Maintain confidentiality of the procurement matter outlined in this report.

CARRIED: 8/0

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

AGAINST: Nil

14.04 2024.103 MARIA RIVER ROAD UPGRADE - CONSTRUCTION

RESOLVED: Lipovac/Sheppard

That Council:

1. In accordance with section 168(4)(a) of the Local Government (General) Regulation 2021, extend an invitation to the following applicants from the Expressions of Interest process for the Maria River Road Upgrade project to participate in early tender involvement and potentially the subsequent second stage of selective tendering process:
CMC Pty Ltd
Daracon Group Pty Ltd
Ditchfield Pty Ltd, and
Eire Construction Pty Ltd
2. Note that the Chief Executive Officer will be exercising the delegation under s.377 of the Local Government Act 1993 and that the outcome will be presented to a future meeting of Council.
3. Maintain the confidentiality of the documents and consideration in respect of Expression of Interest RFx 2024.103.

CARRIED: 8/0

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

AGAINST: Nil

RESOLVED: Roberts/Sheppard

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

CARRIED: 8/0

FOR: Edwards, Intemann, Kirkman, Lipovac, Maltman, 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 5.53pm

.....
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: 08

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

Presented by: Chief Executive Officer, Dr Clare Allen

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: MAYORAL DISCRETIONARY FUND ALLOCATIONS - 3 TO 30
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 3 to 30 April 2025 inclusive.

Executive Summary

To advise of the Mayoral Discretionary Fund allocations for the period 3 to 30 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.

Attachments

Nil

Item: 10.02**Subject: STATUS OF REPORTS FROM COUNCIL RESOLUTIONS****Presented by: Business and Performance, Keith Hentschke**

Alignment with Delivery Program

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

RECOMMENDATION

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

Discussion

JUNE 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Draft Budget 2025-2026 Fees and Charges, Revenue and Rating Maps	17/04/2025 Item 10.09	Workshop before end of November 2025	A report to Council following public exhibition	DBP	Jun-25	
Hastings River Flood Study Extension	12/12/2024 Item 13.04		A report tabled to June 2025 Ordinary Council Meeting	DCI	Jun-25	
Mayoral Discretionary Fund Policy	17/04/2025 Item 10.04		A report to Council following public exhibition	DBP	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	
Review: Audit, Risk and Improvement Committee	15/08/2024 Item 10.10		Delayed due to unavailability of some independent ARIC members to comment on draft report. Draft report is due to Council by 9 May 2025 and is expected to be reported to Council in June 2025.	DBP	Dec-24	Mar-25 Apr-25 May-25



JULY 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Customer Satisfaction Survey Action Plan	17/04/2025 Item 10.15		Revised Communication's Policy be presented to Council July 2025	DCPE	Jul-25	
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	
Delegation of Authority to the General Manager	17/04/2025 10.01		Further report to be considered at the July 2025	DBP	Jul-25	
Port Macquarie Airport - Pilot Training and Aircraft Noise - Fly Neighbourly Agreement Trial 12 Month Review	18/07/2024 Item 12.01		A future report following the additional 12 month extension	DBP	Jul-25	
AUGUST 2025 REPORTS						
Draft Recreation and Open Space Action Plan and Sporting Infrastructure Priorities	18/04/2024 Item 11.03		A report to Council following public exhibition	DCPE		
Flood Policy	17/04/2025 Item 13.05		A report to Council following public exhibition	DCI	Aug-25	
T-22-10 Inlet Odour Management Works	21/09/2023 Item 14.02		This report will be provided in the Contracts Awarded Under Delegation by Chief Executive Officer	DCU		
Workshop - Future IP&R and other Council reporting enhancements planned for 2025-2026	20/2/2025 Item 10.25	Aug-25	Not yet scheduled	DCPE		

SEPTEMBER 2025 REPORTS						
OCTOBER 2025 REPORTS						
NOVEMBER 2025 REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Budget Development Policy	17/04/2025 Item 10.10	Workshop yearly in November		DBP		
DECEMBER 2025 REPORTS						
FEBRUARY 2026 REPORTS						
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						
Administering 2028 Local Government Election	NA		NA	GMG	NA	NA

JULY 2027 REPORTS						
Councillor Numbers for 2028 Local Government Election	NA		NA	GMG	NA	NA
FUTURE 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		Due diligence ongoing. Options for sale of land will be prepared for Council in due course. A broader property update briefing is proposed for July.	DBP		Nov-23 Mar-24 May-24 Jul-24 Dec-24 Nov-24 Feb-25 Apr-25 May-25
Biodiversity and Land Acquisition for offsets update	20/04/2023 Item 14.02		There is not a single funding approach for these acquisitions as the approach will depend on the size and value of the land and the related project. Accordingly, no date has been provided for a future report at this stage as we have not identified land that we have been able to proceed with.	DCPE		
Camden Haven River and Lakes System Flood Study 2025	17/04/2025 Item 13.06		A report to Council following public exhibition	DCI		
Draft Airport Master Plan	17/04/2025 Item 12.01		A report to Council following public exhibition	DBP		
Draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025	17/04/2025 Item 13.01		A report to Council following public exhibition	DBP		

FUTURE REPORT						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Development Contributions Assessment Policy Post Public Exhibition	17/04/2025 Item 13.04		A report to Council following public exhibition	DCPE		
Draft Findlay Park Master Plan	20/02/2025 Item 11.01		A future report to be tabled at Ordinary Council Meeting	DCPE		
Draft Reduction or Waiver of Council Fees and Charges Policy	17/04/2025 Item 10.11		A report to Council following public exhibition	DBP		
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		
Investigating a Sporting Venue Sponsorship Program	17/04/2025 Item 11.10		Receive a further report following feedback from Sports Council	DCPE		
Integrated Planning and Reporting Documents	17/04/2025 Item 10.08		A report to Council following public exhibition	DCPE		
Maria River Road Upgrade	17/04/2025 Item 14.04		Following CEO exercising the delegation under s.377 the outcomes be provided to a future council Meeting	DCI		

FUTURE REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
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		
Sovereign Hills Planning Agreement Assessment Report	17/04/2025 Item 13.02		A report to Council following public exhibition	DCPE		
Tacking Point Lighthouse Construction of Accessible Walkway	20/06/2024 Item 14.04		Further report to be presented after contract awarded	DCPE		
Policy Review - Beach Driving	20/03/2025 Item 11.04		A further report to council following public exhibition on submissions received.	DCPE		
Draft Places to Play Plans	20/03/2025 Item 11.05		A further report to council following public exhibition on submissions received.	DCPE		
FUTURE REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for Report
Policy Review - Dogs in Public Spaces	20/03/2025 Item 12.01		A further report to council following public exhibition on submissions received.	DCPE		

FUTURE REPORTS						
Report	Date and Item of Resolution	Councillor Briefing	Status	Reporting Officer	Due Date from Council resolution	Previous Anticipated Date/s for 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		

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

CYCLIC Reports	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Annual Drinking Water and Recycled Water Reports	DCU	Annually	Aug		Proposed reviewed draft August 2025.
Budget Development Policy 17/04/2025 Item 10.10	DBP	Annual Workshop	Nov	DBP	
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		
Friends of Camden Head Lookout Bimonthly report on progress of group, development and preliminary works and progress toward the longer term of works (Item 11.01 18/07/2024)	DCPE	Bimonthly	Sep, Nov, Feb, April, Jun and Aug.		
Community Inclusion Plan - Update of Tasks, Measures and Actions	DCPE	Biannual	Feb, Aug		
Glasshouse Strategic Plan Update	DBP	Biannual	Feb, Aug		
Legal Fees - Update Report (19/09/18 - Item 09.16)	CEO	Biannual	Feb, Aug		
2022-2026 Delivery Program – Six Monthly Progress	DBP	Biannual	Feb, Aug		
Hastings Youth Voice Review - Six Monthly Progress	DCPE	Biannual	Apr, Oct		
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 and Quarterly Budget Review combined report	DBP	Quarterly	May, Nov (other 2 quarters reported with DP 6 monthly progress report)		
Quarterly Budget Review Statement	DBP	Quarterly	Feb, May, Aug, Nov		



CYCLIC Reports	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
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		Now August 2025 waiting external consultants report
Draft Delivery Program (Incl Draft OP and Fees and Charges)	DBP	Annually	Jun		
Draft Resourcing Strategy (FP)	DBP	Annually	Jun		
Community Strategic Plan (following Council Election)	DCPE	4 Years	Jun		
Draft Community Engagement Strategy (Following Council Election)	DCPE	4 Years	Jun		
Council Policy - Status	CEO	Annually	Jul		
UGMS - Annual Progress Report on Implementation and Status of Actions (20/06/18 - Item 12.07)	DCPE	Annually	Jul		
Local Preference Policy Outcomes	DBP	Annually	Aug		
Cultural Plan 2021 - 2025: Implementation and evaluation of actions undertaken (04/08/2021 - Item 10.01)	DCPE	Annually	Aug		
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		

CYCLIC Reports	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
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: 10.03**Subject: DISCLOSURE OF INTEREST RETURN - DESIGNATED PERSONS****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 Disclosure of Interest returns for the following positions.

- 1. Community Infrastructure - Senior Transport Engineer**
- 2. Community Utilities - Telemetry Instrument Technical Officer**
- 3. Community Utilities - Process Manager**
- 4. Community Utilities - Water and Sewer Compliance Officer**

Executive Summary

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

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

Discussion

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

- Senior Transport Engineer
- Telemetry Instrument Technical Officer
- Process Manager
- Water and Sewer Compliance Officer

Clause 4.23A to 4.23D of Council's Code of Conduct require circumstances to be reported to Council where a staff member has failed to submit a return within the required timeframes following multiple reminders or if a return has been submitted with visibly incomplete information. I can confirm that no such instances have occurred with regard to the subject returns.

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

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

Options

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

Community Engagement and Internal ConsultationInternal Consultation

- Group Manager Governance.
- Acting Chief Executive Officer.

Planning and Policy Implications

There are no planning or policy implications.

Financial and Economic Implications

There are no financial or economic implications.

Attachments

Nil

Item: 10.04

Subject: 2025-2026 COUNCILLOR AND MAYORAL FEES

Presented by: Business and Performance, Keith Hentschke

Alignment with Delivery Program

1.2.1 Provide effective leadership that supports the community.

RECOMMENDATION

That, in relation to Councillor remuneration for the 2025-2026 financial year, Council:

- 1. Pursuant to the provisions of section 248(2) of the Local Government Act 1993, Council set the annual fee payable to a Councillor for the financial year commencing 1 July 2025 to be \$27,860.**
- 2. Pursuant to the provisions of section 249(3) of the Local Government Act 1993, Council set the annual fee payable to the Mayor for the financial year commencing 1 July 2025 to be \$96,660 (this amount includes the fee payable to a Councillor).**
- 3. Make superannuation contribution payments for Councillors, in addition to the annual fees, with the amount of the payment to be the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the Councillors were employees of the Council.**
- 4. Note that individual Councillors may opt out of receiving superannuation contribution payments or opt to receive reduced payments.**

Executive Summary

The Local Government Remuneration Tribunal released its determination in relation to its 2025 annual review for the payment of fees to Councillors and Mayors dated 17 April 2025.

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

The Tribunal has determined that the band of fees for a Regional Centre Council for 2025-2026 are:

Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Regional Centre	\$15,830	\$27,860	\$32,940	\$68,800

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

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

Discussion

The Local Government Remuneration Tribunal released its determination in relation to its 2025 annual review for the payment of fees to Councillors and Mayors dated 17 April 2025.

The full 2025 Determination from the Tribunal is at Attachment 1.

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

The Tribunal has determined that there be a 3% increase to Mayoral and Councillor fees for the 2025-2026 financial year, with effect from 1 July 2025.

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

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

Other features may include:

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

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

Other Councils that have been categorised as Regional Centres include:

Regional Centre (22)

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

The 2025 revised table of fees, including all categories for non-metropolitan Councils, are shown below:

General Purpose Councils - Non-Metropolitan**Councillor/Member Annual Fee (\$) effective 1 July 2025**

Category	Minimum	Maximum
Major Regional City	21,120	36,690
Major Strategic Area	21,120	36,690
Regional Strategic Area	21,120	34,820
Regional Centre	15,830	27,860
Regional Rural	10,530	23,220
Rural Large	10,530	18,890
Rural	10,530	13,930

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2025

Category	Minimum	Maximum
Major Regional City	44,840	114,300
Major Strategic Area	44,840	114,300
Regional Strategic Area	44,840	101,470
Regional Centre	32,940	68,800
Regional Rural	22,420	50,680
Rural Large	16,820	40,530
Rural	11,210	30,390

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

Should Council resolve to make superannuation contribution payments for its Councillors, the amount of the payment is to be the amount the Council would have been required to contribute under the Commonwealth Superannuation Guarantee (Administration) Act 1992 as superannuation if the Councillors were employees of the council. As of the first payment period commencing after 1 July 2025, the superannuation guarantee rate will be 12%.

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

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

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

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

The approximate cost to Council for superannuation payments to Councillors, should Council resolve to adopt the maximum fees payable to Councillors and the superannuation contributions being made to Councillors is accepted by all Councillors is \$38,345.

Options

Council must determine the Councillor Fee for the 2025-2026 financial year within the relevant band of the 2025 Local Government Remuneration Tribunal determination.

Councillor Fee \$15,830 - \$27,860

Council must determine the Mayoral Fee for the 2025-2026 financial year within the relevant band of the 2025 Local Government Remuneration Tribunal determination.

Mayoral Fee \$32,940 - \$68,800

Community Engagement & Internal Consultation

Internal Consultation

- Chief Executive Officer
- Group Manager Governance

Planning & Policy Implications

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

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

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

Financial & Economic Implications2025-2026 Budget Allocations:

The 2025-2026 draft budget provides provision for:

- | | |
|---------------------|-----------------|
| • Councillor Fees - | \$251,320 |
| • Mayoral Fee - | <u>\$70,040</u> |
| | \$321,360 |
| • Superannuation | \$36,874 |

The approximate cost to Council for superannuation payments to Councillors, should Council resolve to adopt the maximum fees payable to Councillors and the superannuation contributions being made to Councillors is accepted by all Councillors is \$38,345

Attachments

1.  2025 Annual Determination LGRT

Item: 10.05

**Subject: 2024-2025 QUARTERLY BUDGET REVIEW STATEMENT AND
OPERATIONAL PLAN STATUS REPORT AS AT 31 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. Note the Quarterly Budget Review Statements as at 31 March 2025.**
- 2. Note the 2024-2025 Operational Plan Third Quarter Status Report as at 31 March 2025.**

Executive Summary

The Quarterly Budget Review Statement (QBRS) is a statutory report prepared in compliance with Sections 202 and 203 of the Local Government (General) Regulation 2021. It aligns with the Integrated Planning and Reporting Guidelines, ensuring that estimated income and expenditure outlined in the Operational Plan's revenue policy are monitored and updated. The QBRS provides a snapshot of actual financial performance, revises projections for the remainder of the year, and facilitates necessary budget adjustments on a quarterly basis. This process enhances transparency and keeps councillors, and the community informed about progress against both the original and revised budgets.

To strengthen the connection between financial management and corporate strategy, this report consolidates the Quarterly Budget Review Statement and the 2024–2025 Operational Plan Third Quarter Status Report (as of 31 March 2025), which were previously presented separately.

Key Points

The Original 2023-2024 Operational Plan established 265 Actions of these:

- 223 Actions have been identified as On Track (199 Actions) or Completed (24 Actions).
- 9 Actions have been identified as Off Track.
- 13 Actions have been Postponed for delivery in future years by resolution of Council.
- 20 Actions have been Council approved Action Deferred / Not Progressing
- An additional 88 Actions/Projects have been added to 2024-2025 Operational Plan reporting through either 2023/24 Carry-overs and Monthly Budget Review process adjustments through the 2024/25 year, with 85 Actions either Completed or On Track

Discussion**Quarterly Budget Review Statement**

The Quarterly Budget Review Statement provides a summary of the Council's financial position at the end of the first, second, and third quarters of the financial year. It serves as a key mechanism for keeping councillors and the community informed about the Council's progress against its adopted budget.

While regulations mandate the preparation of quarterly revised estimates of income and expenditure through the QBRS, Port Macquarie-Hastings Council proactively adopts budget variations monthly to ensure greater financial responsiveness.

Attachment 1 – March 2025 Quarterly Budget Review Statement includes the mandated components of the Quarterly Budget Review Statement as prescribed by the NSW Local Government Code of Accounting Practice and Financial Reporting. It also provides commentary on significant variances and financial impacts.

Confidential Attachment 2 – March 2025 Quarterly Budget Review – Consultancy Engagements contains information that, if disclosed, could confer a commercial advantage on a party with whom the Council is conducting or proposing to conduct business, in accordance with Section 10A(2)(c) of the Local Government Act 1993.

While regulations mandate the preparation of quarterly revised estimates of income and expenditure through the Quarterly Budget Review Statement, Port Macquarie-Hastings Council implements budget variations monthly to ensure greater financial flexibility and responsiveness.

Summary of Year to Date Results to 31 March 2025

	YTD Actuals (\$000)	YTD Budget (\$000)	YTD Actuals as a % of Budget	Projected Year End (\$000)
Total Income	201,080	194,028	103.6%	280,086
Total Expenses (Operating)	151,263	159,485	94.8%	222,037
Operating Result before Capital - Surplus/(Deficit)	25,117	19,262	130.4%	(13,873)
Capital Expenditure	90,895	107,981	84.2%	174,745

(Table data extracted from Attachment 1 - March 2025 Quarterly Budget Review Statement)

The projected year end operating result before capital (deficit of \$13.87m) remains consistent with the original budget. This will be monitored closely throughout the remainder of the financial year.

Total Income is tracking slightly above budget (103.6%). This is primarily due to capital grants and contributions tracking at 162% of year to date of budget offset somewhat by operating grants tracking at 56.4% of budget. These variances represent a timing issue between the budget phasing of revenue and when grant contributions are received. Investment returns are also tracking 99% above year-to-date budget because of interest rates remaining higher for longer than anticipated in the budget.

Operating expenditure remains below the year-to-date (YTD) budget (94.8%), largely due to lower-than-budgeted employee costs, and material and contract expenses also tracking below budgeted levels. The continuation of this trend will depend on the spending profile of several large maintenance programs over the remainder of the year, which will be closely monitored in the final quarter.

Capital expenditure is also significantly below the YTD budget (84.2%) by \$17 million. The lower than budget performance partially reflects the underspend of off-track capital projects. The lower capital spend is also influenced by the timing of contractor payments, which are expected to increase in the latter months and align with budget levels by the end of the year.

Budget variations and carry-overs adopted throughout the financial year have generally not had a material impact on most of the forecasted T-Corp ratios in the original budget. However, the projected Operating Performance Ratio, Unrestricted Current Ratio, and rates outstanding are projected to deteriorate slightly and will be continually monitored over the final quarter.

Statement by Responsible Accounting Officer

Below is a statement made by Council's Responsible Accounting Officer made in pursuant to section 203(2) of the Regulations:

Responsible Accounting Officer Statement

It is my opinion that the Quarterly Budget Review Statement for Port Macquarie-Hastings Council for the quarter ended 31 March 2025 indicates that Council's projected financial position at 30 June 2025 will be less than satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

The operating deficit will be addressed through ongoing review with budget managers to identify potential savings, as well as the development and implementation of a formal improvement plan.



Rod Archer

March 31, 2025

Responsible Accounting Officer - Port Macquarie-Hastings Council

2024-2025 Operational Plan Status Report

This status report represents third quarter progress of the 2024-2025 operational year and provides details to inform both Council and the community on progress of Actions/Projects contained within the 2024-2025 Operational Plan.

Delivery against the 2024-2025 Operational Plan to date is 97%.

Reporting for the 2024-2025 Operational Plan continues as per the Action/Project status categories and definitions contained within the following table.

Status		When to Report this status
✓	Completed	The Action/Project has met the Performance Measurement criteria detailed in the Operational Plan.
●	Progressing as Scheduled	The Action/Project is continuing to progress and is expected to meet the Performance Measurement criteria and timeline detailed in the Operational Plan.
●	Council approved Action Deferred / Not Progressing	The Action/Project has been deferred to outer years, or the Project will not continue. There has been a Council Resolution to: <ul style="list-style-type: none"> • defer or cease the Action/Project via a Council Report • inclusion in outer year's adopted Operational Plans • or as an approved budget carry forward request or other adjustment via a Council Report.
●	Actions Postponed by Council	The Action/Project has been deferred or postponed beyond the four year view of the Deliver Program, and in some cases beyond the view of the Long Term Financial Plan.
●	Off Track	The Action/Project will not meet the Performance Measurement criteria detailed in the Operational Plan.

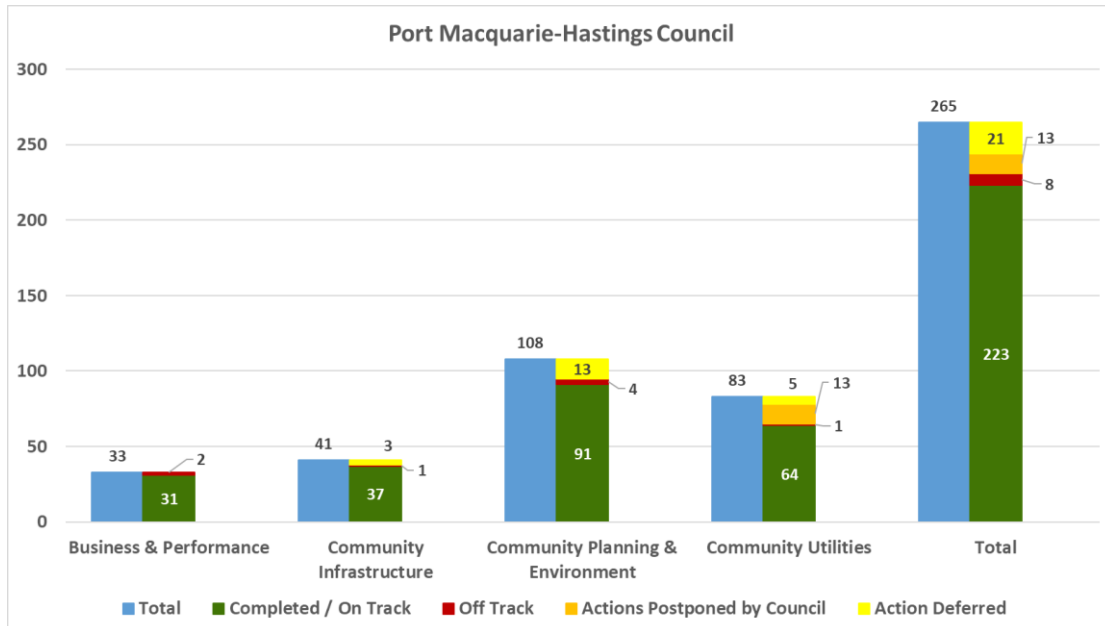
The Delivery rate of 97% is calculated by dividing the number of Completed/On Track Actions and Projects (223) by the total number of Actions/Projects (265), excluding those that have been Deferred or Postponed (34).

Attachment 3 – 2024–2025 Operational Plan Quarterly Progress Report for the quarter ending 31 March 2025 provides a detailed summary of outcomes achieved for each Operational Plan Action for the year to date.

Attachment 4 – 2024–2025 Operational Plan Quarterly Exception Report for the quarter ending 31 March 2025 details Actions that have been identified as Off Track for the year to date.

Attachment 5 – 2024–2025 Operational Plan Quarterly Exception (Actions Postponed) Report for the quarter ending 31 March 2025 provides a detailed breakdown of the Actions that have been postponed for the year to date.

For this report, Operational Plan outcomes have been categorised by directorate. The accompanying table provides a breakdown of the number of actions and their status to 31 March 2025.



2024-25 Operational Plan Summary of Action/Project Progress

Port Macquarie-Hastings Council	Total	Completed / On Track	Deferred/ Postponed	Off Track	Delivery %
Business & Performance	33	31	0	2	94%
Community Infrastructure	41	37	3	1	97%
Community Planning & Environment	108	91	13	4	96%
Community Utilities	83	64	18	1	98%
Total	265	223	34	8	97%

Delivery Status of Significant Projects

At the Ordinary Meeting on 16 November 2023, Council requested that Quarterly Operational Plan Status Reports, along with additional commentary, be provided for key projects. This request was made in recognition of the Thrumster Wastewater Treatment Plant and the Water Treatment/Filtration Plant at Cowarra Dam – Pre-Construction as State Significant Infrastructure Projects.

WAW 02 Wastewater Treatment Plant (WWTP) - Thrumster Wastewater Treatment Scheme

The Thrumster Wastewater Scheme supports the significant residential growth in the western region of Port Macquarie, encompassing Thrumster and Sancrox. The scheme aims to meet the growing demand for wastewater services, while minimising environmental impacts and promoting community health and safety. The scheme has received State Significant Infrastructure (SSI) status, highlighting its importance to regional growth.

The scheme includes the construction of a new wastewater treatment plant (WWTP), new pipelines for improved connectivity, and other essential infrastructure such as a water recycling plant in Thrumster.

The Performance Measure contained in the 2024-25 Operational Plan is Environmental Impact Statement approved; Phase 1 of delivery procurement complete with early contractor involvement commenced.

2024-2025 Operational Plan Status as at 31 March 2025

Council Approved Action Deferred.

Deferral of this action was approved at the Ordinary Council Meeting on February 2025 Item No 10.05 and February Monthly Budget Review Item 10.07 and will be scheduled in the 2026-2027 Operational Plan.

The delivery of this multi-year project is ongoing. Based on the current project program, with minor delays in finalising the Environmental Impact Statement (EIS).

Early Tenderers involvement is completed. Tender Documentations are prepared for release in April 2025 and submission of Returnable Schedules by Tenderers is expected in Aug and Award of detail Design and Construction in the 3rd Quarter of 2025, pending affordability and obtaining the EIS approval.

Responses to the Agencies advice and comments, objections, and supports from the community are prepared for submission in April 2025.

Amendment Reports of the EIS is prepared for submission by the end of April 2025.

WAS 04 Water Network Planning - Cowarra Water Scheme

The Cowarra Water Supply Scheme including a new water treatment plant (WTP), clear water reservoir and trunk main to service the water reticulation systems of Sancrox, Thrumster, Port Macquarie and Camden Haven regions.

The project aims to deliver reliable filtered water for the growing population of Port Macquarie-Hastings. The Cowarra Water Supply Scheme strives to guarantee a sustainable and high-quality water supply. With an estimated current population of 86,400 projected to grow by 16.5% to approximately 100,700 by 2041, the scheme is specifically designed to provide reliable filtered water, ensuring the wellbeing of our residents well into the future.

The Performance Measure contained in the 2024-25 Operational Plan is Construction contractor engaged and detailed design of the Cowarra Water Scheme commenced.

2024-2025 Operational Plan Status as at 31 March 2025.

On Track.

Response to Agencies advice and comments by the community was submitted in February 2025.

Amendment Report for EIS is prepared for submission in April 2025.

Early tenderer involvement was completed, and the Request for Tender released in February. The Evaluation of the tenderers' submissions by Jun 2025 and Award by July - August 2025.

Construction and Commissioning is expected to be by 2028. On Schedule.

The delivery of this multi-year project is ongoing. Based on the current project program, with minor delays in finalising the Environmental Impact Statement (EIS) Response to Submissions Report, and associated budget phasing a budget carry forward of construction funding is required.

TPT 12 Ocean Drive Duplication - Construction Phase

The duplication of Ocean Drive is a large-scale, major priority project that is key to building a sophisticated road network for our region.

Completed.

This performance measure was achieved in December 2024.

Arch extensions and associated retaining walls are complete with a major traffic switch implemented in December 2024. Pedestrian access through the two arch underpasses was reopened in conjunction with this traffic switch.

Southbound carriageway construction has commenced in December 2024 with the project on track for completion late 2025.

2023-2024 Carry Overs and 2024-2025 Monthly Budget Adjustments

In addition to the 265 actions adopted in the 2024–2025 Operational Plan, Council has approved 86 additional actions/projects. The total value of these additional actions/projects is \$24.2 million.

Across the combined budget reviews and 2023–2024 Operational Plan carry-overs, 82 Actions are either On Track or Complete, with 4 Actions Off Track as follows:

LIB 04 Library Services - Public Infrastructure Grant

Off Track.

Refurbishment of the Wauchope Library amenities as part of the Infrastructure Grant is underway with planning, design and procurement commenced.

Construction is expected to commence in quarter 4 of the 2024/25 year subject to contractor availability.

This is a grant funded program and will continue into 2025/26.

NRM 24 Koala Habitat Mapping

Off Track.

Procurement process completed and letter of award issued in March 2025. The Action will commence in the 2024/25 year with funds requested for carryover to the 2025/26 Financial Year given the scope and scale of project.

S 10 Betterment of Wauchope Wastewater Treatment Plant (Wauchope WwTP - Effluent Ponds Embankment Stabilization)

Off Track.

Construction of the embankment stabilisation is underway with a specialist contractor engaged. Completing the complex geotechnical designs by the construction contractor has delayed the physical commencement of the construction works. This project is multi-year delivery, and as construction works will not be to the stage as outlined in the performance measure, the measure is shown as off track. A minor delay in delivery can be managed within operations.

S 11 Port Macquarie WwTP

Off Track.

Construction works have commenced on site by the external contractor Aquatec. Contractor performance against the program will be monitored to ensure contractual delivery timeframes are achieved noting the contractor was delayed from the original program. Contractor completion is forecast for October 2025

Attachment 6 – 2023-24 Carry Overs and Monthly Budget Reviews Status Report for the quarter ending 31 March 2025 provides a detailed summary of additional Actions reported against the 2024-25 Operational Plan.

Options

Council may adopt the recommendation or amend as required.

The Quarterly Budget Review Statement is a statutory report prepared in accordance with sections 202 and 203 of the Local Government (General) Regulation 2021 ('Regulations'). The consideration of the 2024-2025 Operational Plan Quarterly Progress Report Quarter ended 31 March 2025 in conjunction with the Quarterly

Budget Review Statement aligns with the principles of the Integrated Planning and Reporting guidelines.

Community Engagement & Internal Consultation

Internal consultation was undertaken with:

- Chief Executive Officer, Directors, Executive and Group Managers.
- All staff reporting against the 2024-2025 Operational Plan.
- Chief Financial Officer.
- Corporate Reporting.

Planning & Policy Implications

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

Financial & Economic Implications

As indicated in the Quarterly Review Budget Statement, the projected operating result for Council on a consolidated basis, as at 31 March 2025, is a deficit of \$13.87m. As at 31 March 2025 there was a cash balanced budget for 2024-2025.

This report has no direct financial implications. Quarterly Budget Review Statements align with the reporting period referenced in this report.



Despite maintaining a balanced budget position, several factors continue to impact the operating deficit, including:





- Rate Peg restrictions: Council's primary revenue stream—rates and annual charges—is capped each year by the Independent Pricing and Regulatory Tribunal (IPART). This limits revenue growth while service delivery demands increase due to population growth. In recent years, costs have risen faster than revenue generation.
- Economic and external pressures: Global economic conditions and domestic events, such as natural disasters, have led to higher material and resource costs and supply chain disruptions, resulting in significant cost escalations.
- Increased maintenance expenditure: Council has strategically increased funding for core infrastructure maintenance, including roads, drainage, and parks.
- Cost shifting: The transfer of financial responsibility from other levels of government continues to add pressure on Council's budget.

As highlighted during the development of the Operational Plan and original budget, the immediate impact of these challenges has been partially offset by the strategic use of internal reserves. While a negative operating result is manageable in the short term, ensuring Council's long-term financial sustainability remains a key priority.

To address this, Council will continue to focus on improving the General Fund operating result, particularly through the Improvement Plan.

Attachments

1.  March 2025 Quarterly Budget Review Statement
2.  March 2025 Quarterly Budget Review - Consultancy Engagements

3.  2024–2025 Operational Plan Quarterly Progress Report for the quarter ending 31 March 2025
4.  2024–2025 Operational Plan Quarterly Exception Report for the quarter ending 31 March 2025
5.  2024–2025 Operational Plan Quarterly Exception (Actions Postponed) Report for the quarter ending 31 March 2025
6.  2023-2024 Carry Overs and Monthly Budget Reviews Status Report for the quarter ending 31 March 2025

Item: 10.06**Subject: INVESTMENTS AND LOANS - APRIL 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 April 2025.

Executive Summary

This report outlines the status of Council's investments under section 625 of the Local Government Act 1993 as at 30 April 2025. The information presented confirms that Council is investing in accordance with legislative requirements, its adopted Investment Policy, and the overarching investment strategy, which prioritises capital preservation while seeking to maximise returns.

Loan borrowings are regulated by the Local Government Act 1993 (NSW), the Local Government (General) Regulation 2021, and require approval from the Minister for Local Government.

Key points in support of this report are as follows:

- Council's investment portfolio complied with all legislative and policy requirements throughout April 2025 and for the financial year to date.
- Investment income has exceeded the year-to-date budget by \$2,984,160. Council continues to monitor economic indicators closely, with the possibility of a further interest rate cut in May.
- For the financial year to date, Council's investment portfolio (excluding cash holdings) achieved a return of 2.90% (annualised 3.51%), slightly below the benchmark AusBond Bank Bill Index return of 3.69% (annualised 4.46%).
- This slight underperformance is primarily attributed to a lag in returns from legacy term deposits initiated during a low interest rate environment.
- Council's loans portfolio continues to benefit from historically low average borrowing costs, resulting in a favourable net exposure to interest rates when compared to current market rates.

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.

Attachment 1 - Port Macquarie-Hastings Council Investment Report provides a detailed summary of performance and movements in Council's loan portfolio. Benchmarking undertaken by Council's investment advisor advises that Port Macquarie-Hastings Council continues to rank among the strongest performing councils in New South Wales in terms of long-term investment performance (over five years).

Council's proactive and strategic approach to portfolio management—specifically, maintaining a slightly longer duration positioning—has proven effective in protecting interest income, particularly during periods of market volatility such as the COVID-19 pandemic.

This strategy has delivered consistent benefits to Council in recent years, and there is confidence that maintaining a disciplined long-term approach will continue to enhance portfolio performance going forward.

Attachment 2 - Port Macquarie-Hastings Council Portfolio Valuation provides a valuation and detailed analysis of Council's investment portfolio's performance for April 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 30 April 2025 is provided below.

	Amount \$	% of total
Externally Restricted		
Water Fund	157,964,326	42.7%
Water Reserve	91,031,583	24.6%
Developer Contributions	66,932,742	18.1%
Sewer Fund	54,088,826	14.6%
Sewer Reserve	27,729,732	7.5%
Developer Contributions	26,359,094	7.1%
Waste Fund	25,240,875	6.8%
General Fund	131,651,013	35.6%
General Reserves	44,384,268	12.0%
Developer Contributions	87,266,745	23.6%
Total externally restricted	368,945,040	99.8%
Internally Restricted		
General Fund	789,048	0.2%
Total internally restricted	789,048	0.2%
Total investments	369,734,088	100%

The decline in General Fund internally restricted assets is the result of Council's strategic borrowing timeline minimising interest and other borrowing costs. This is discussed in more detail under the heading Loan Portfolio below.

The draft 2025-2035 Resourcing Strategy, encompassing the Long Term Financial Plan projects that Water and Sewer investments - totalling \$212 million (57% of total investments) - will be largely exhausted 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:

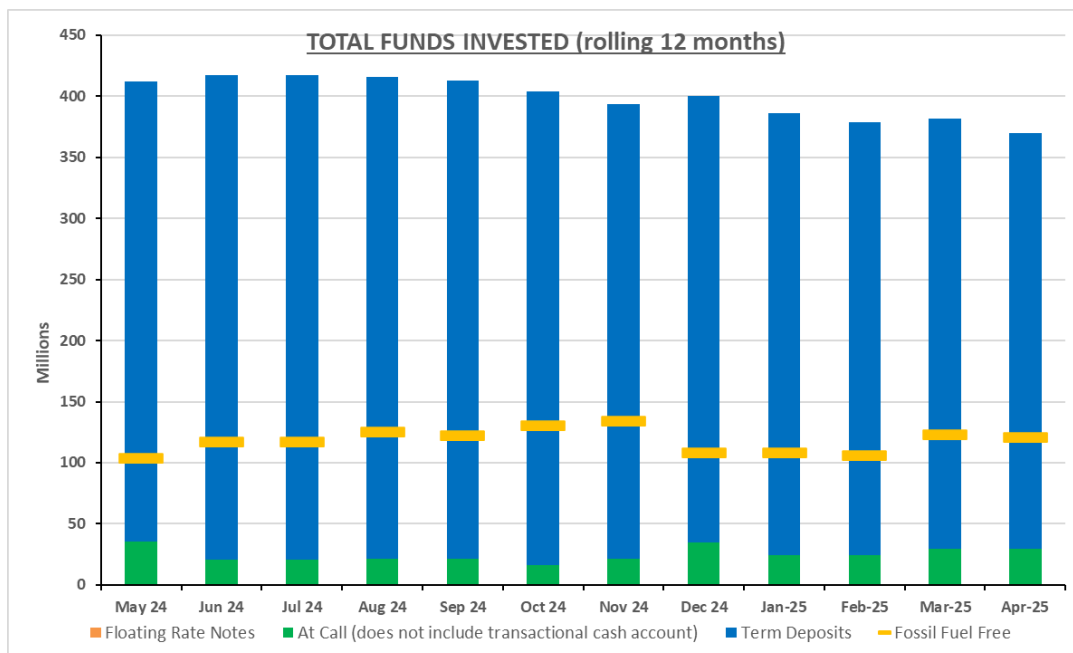
- **Developer Contributions:**
\$87.3 million (23% of total investments) is restricted to funding growth-related infrastructure in accordance with adopted plans. These funds cannot be used for existing infrastructure or projects outside the approved plans.
- **Unexpended Grants:**
\$34.3 million (9% 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.

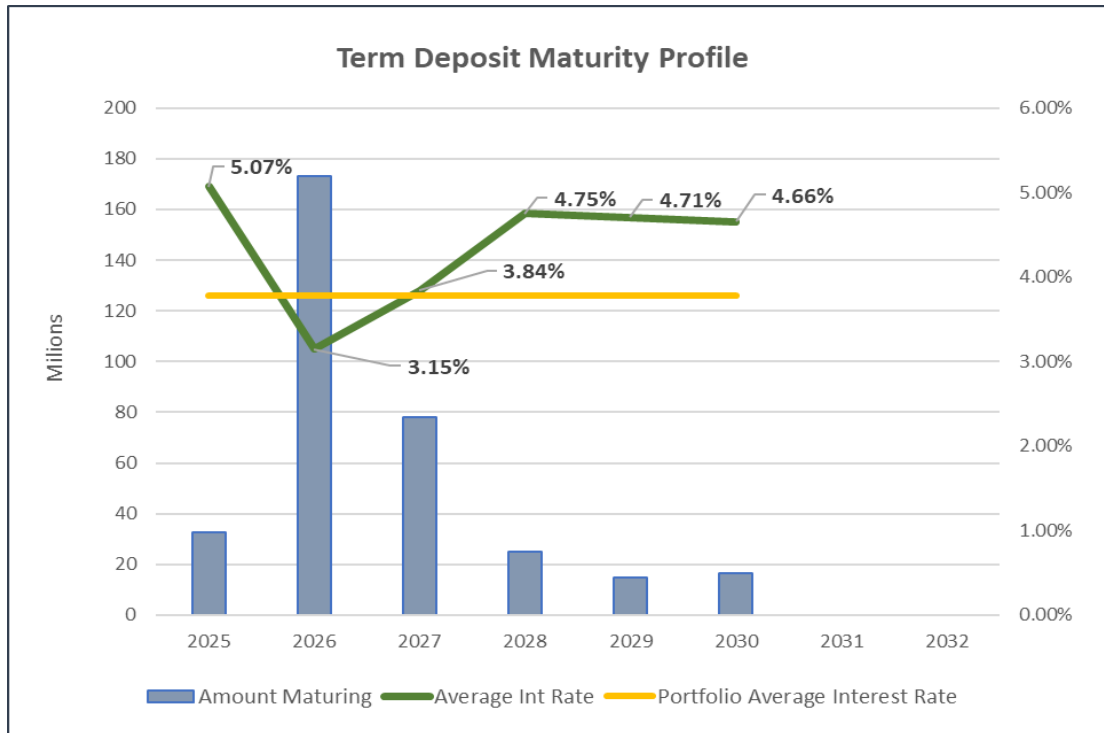
Details of investment movements during April 2025 are outlined below.

Activity	Institution	Rate	Term	Amount \$	Funds Fossil Fuel
Matured	Auswide	4.55%	2yr	4,000,000	No
Matured	Suncorp	5.72%	1yr	5,000,000	Yes
Matured	Hume	4.70%	2yr	3,000,000	No
Matured	NAB	5.30%	1yr	5,000,000	Yes
Withdrawal	Westpac	4.60%	On Demand	0	Yes
Total Matured				17,000,000	
Deposit	Westpac	4.60%	On Demand	0	Yes
Invested	SBI	4.55%	2yr	5,000,000	No
Total New Investments				5,000,000	
Net Investment Movement being the difference in Principal invested at end of month & excluding Investment Earnings				-12,000,000	

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 April 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 01/07/2024	Purchases since 01/07/2024	Amount invested at 29/04/2025	Amount invested at 29/04/2025
Yes	37,076,760	34%	248,734,088	67%
No	72,000,000	66%	121,000,000	33%
	109,076,760		369,734,088	

Council has not resolved to divest from its current investment holdings with fossil fuel exposure, as doing so could adversely affect portfolio credit quality, ratings, and interest income forecasts. However, within ministerial and policy guidelines, Council will continue to prioritise newly issued fossil fuel-free investments where they align with Council's risk and return objectives.

Over time, it remains Council's intention to transition to a more balanced portfolio with reduced fossil fuel exposure, where it is financially prudent to do so.

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 30 April 2025 and the portfolio performance against benchmark (bank bill Index).

Item	Performance
Interest for the Month (\$)	992,777
Interest YTD (\$)	11,919,817
% of Annual Budget Rec'd	109%
Portfolio Performance FYTD Actual (%)	2.90%
AusBond Bank Bill Index FYTD Actual (%)	3.69%
Performance Compared to Bank Bill Index (%)	-0.79%

Economic Analysis – April 2025

Domestic Economic Conditions

The Reserve Bank of Australia (RBA) has maintained the official cash rate at its current level, as anticipated by financial markets. In the accompanying statement, the RBA did not signal an imminent rate cut, although the Governor acknowledged downside risks to the domestic and global economies.

Retail sales rose modestly by 0.2% in February 2025, following a 0.3% gain in January 2025, with food retailing being the main driver of growth. Housing market activity also showed signs of modest recovery, with national dwelling prices increasing by 0.4% in March 2025, continuing the upward trend from February 2025's 0.3% rise after a period of minor declines.

However, consumer sentiment weakened, with the Westpac-Melbourne Institute index recording a 6.0% decline in April 2025. This fall followed a 4.0% rise in March 2025 and was likely influenced by geopolitical developments, particularly the trade-related announcements from the United States, which unsettled global markets.

The RBA's most recent Financial Stability Review reaffirmed the resilience of the domestic banking sector. Australian deposit-taking institutions continue to exhibit strong balance sheets, and the risk of widespread financial stress remains low. Most households remain in sound financial positions, with very few mortgage holders in negative equity. This limits potential losses for lenders in the event of default and

underpins the sector's capacity to continue supporting economic activity through the provision of credit. Business insolvencies have largely been confined to small enterprises with minimal debt, thereby limiting spill-over effects on employment, household incomes, and financial institutions.

Global Economic Conditions

Volatility characterised international financial markets in early April 2025, largely due to escalating trade tensions following tariff announcements from the United States government. Equity markets declined but partially recovered toward month-end on optimism surrounding potential trade negotiations after a 90-day moratorium was announced.

In the United States, consumer price inflation came in weaker than expected in March 2025. Headline inflation fell by 0.1% for the month, bringing the annual rate to 2.4%. More notably, the core inflation figure, which excludes food and energy, undershot expectations, rising just 0.1% for the month. These figures reinforce expectations of subdued inflation and potential policy easing by the Federal Reserve.

Canada also reported weaker-than-expected inflation, with the annual rate falling to 2.3% from 2.6%. The Bank of Canada kept its policy rate steady at 2.75%. In the United Kingdom, the unemployment rate remained unchanged at 4.4%, while wage growth remained robust, though consumer price inflation slightly undershot expectations.

In Europe, the Eurozone's inflation figures were largely in line with forecasts. The European Central Bank reduced its deposit rate by 25 basis points to 2.25%, marking its sixth consecutive cut, and removed language suggesting monetary policy was restrictive.

In Asia, China's economy posted stronger-than-expected growth in the first quarter, with gross domestic product rising by 5.4% year-on-year. Industrial production and retail sales also showed strong gains. In New Zealand, the Reserve Bank cut its policy rate by 25 basis points to 3.50% under its new interim governor, as broadly anticipated.

The International Monetary Fund revised down its global growth forecast for 2025 to 2.8% from 3.3%, citing geopolitical uncertainties and tightening financial conditions. The United States growth forecast was downgraded to 1.8% from 2.7%, with the Fund assigning a 40% probability to a potential U.S. recession.

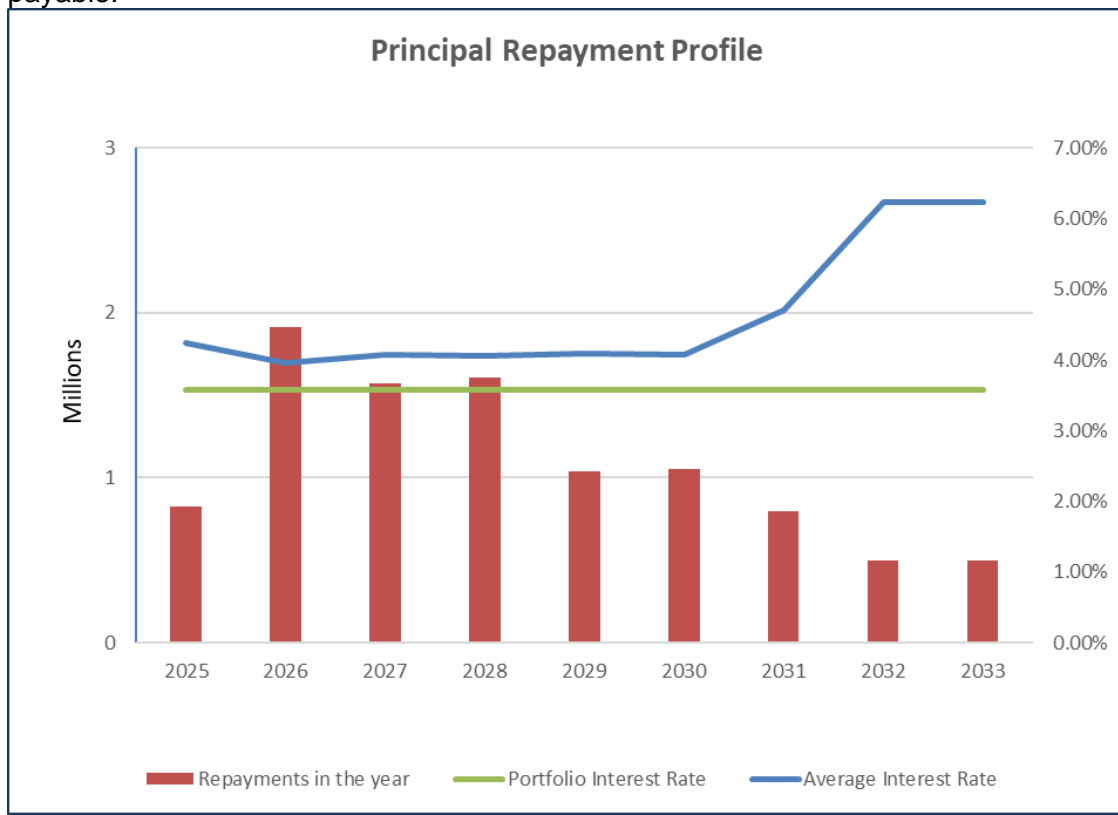
In summary, domestic economic conditions—particularly Australia's financial system and housing market—remain stable and resilient, even as global economic volatility and geopolitical risks (such as trade tensions and shifting inflation trends) introduce uncertainty. The analysis underscores that while international and domestic headwinds exist (e.g., inflation fluctuations, potential recession risks, and trade conflicts), financial institutions remain strong, policy responses are measured, and Australia continues to show steady, though cautious, economic performance.

Loan Portfolio

The following table presents the loan balances, repayments and monthly interest expense as of 30 April 2025 for the 2024-2025 financial year.

Fund	Amount Borrowed	Outstanding Balance	Weighted Average Interest Rate	Accrued Interest for Month	Remaining Repayments FYTD
General	66,144,755	9,544,201	4.36%	34,194	925,403
Waste	1,500,000	258,923	3.44%	732	89,291
Total	67,644,755	9,803,124		34,926	1,014,694

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		992,777
Loan Interest Expense		(34,926)
Net Interest Income for the Month		957,851
Investments Vs Borrowings		
Total Current Investment Balance		369,734,088
Total Current Loan Balance		(9,803,124)
Net Position		359,930,964

At current interest rates, Council can invest funds at around 4.55%. 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.

Borrowings Update and Strategic Funding Approach

At its Ordinary Meeting held on 20 June 2024, Council considered a report titled 2024–2025 Operational Plan – Results of Public Exhibition (Item 10.09) and resolved, in part, to approve the following borrowings:

Project	Approved Borrowing (\$)
Gordon Street Upgrade	180,710
Hastings River Drive – Upgrade	250,000
John Oxley Drive – Upgrade	500,000
Kindee Bridge – Critical Maintenance	1,000,000
Lake Road – Upgrade	750,000
Lorne Road Upgrade	3,600,000
North Brother Catchment Flood Mitigation Measures	150,000
Ocean Drive	41,500,000
Rehabilitation of High Priority Bridges	1,000,000
Thrumster Wastewater Treatment Plant Scheme	8,600,000
Westport (Buller Street) Flood Mitigation Works	1,829,000

The total approved borrowings from this resolution amount to \$59,359,710. However, changes in project delivery timelines and the receipt of grant funding—specifically for the Hastings River Drive upgrade—have reduced the immediate requirement for some of these borrowings.

Previously, at its Ordinary Meeting held on 15 June 2023, Council considered a report titled 2023–2024 Operational Plan – Integrated Planning and Reporting (Item 10.05) and resolved to approve the following borrowings:

Project	Approved Borrowing (\$)
Stormwater and Flood Mitigation Upgrades	2,000,000
Footpath and Signalisation Upgrades	750,000
Additional Investment in Road Resealing	4,000,000
Limeburner's Bridge Upgrade	200,000
Settlement Shores Canal Replenishment	500,000
Ocean Drive Duplication	25,000,000

The total approved borrowings under this resolution were \$32,450,000. However, due to delays in project delivery and the timing of grant funding for the Ocean Drive Duplication project, none of these borrowings have yet been drawn.

Council continues to apply a prudent and strategic approach to borrowings, carefully timing the drawdown of approved funds to minimise interest costs and optimise financial outcomes. In line with this strategy, Council has recently accepted a quotation from the New South Wales Treasury Corporation (T-Corp) to borrow a total of \$50,710,710, which comprises the following loan components:

Project	Borrowings (\$)
Gordon Street Upgrade	180,710
Lorne Road Upgrade	3,600,000
North Brother Catchment flood mitigation measures	150,000
Ocean Drive	41,500,000
Rehabilitation of High Priority Bridges	200,000
Thrumster WWTP Scheme	2,000,000
West Port (Buller Street) Flood mitigation works	260,000
Additional Investment in Road Resealing	2,820,000

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 2021* and Council's Investment Policy.

Rod Archer
Responsible Accounting Officer

Attachments

1.  Port Macquarie-Hastings Council Investment Report - 30 April 2025
2.  Port Macquarie-Hastings Council Portfolio Valuation - 30 April 2025
3.  Port Macquarie-Hastings Council Loan Repayments - 2024/25 Financial Year

Item: 10.07

Subject: MONTHLY BUDGET REVIEW - APRIL 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 April 2025 Adjustments section of the Monthly Budget Review – April 2025 report and associated attachment.**
2. **Amend the 2024-2025 Operational Plan to include all budget adjustments approved in this report.**

Executive Summary

Council, for the 2024-2025 financial year, adopted a balanced budget. The adjustments proposed in this report continue to result in a balanced budget as of April 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
April Review	Balanced	\$0
Revised Budget position as at 30 April 2025	Balanced	\$0

Discussion

Monthly Budget Review – April 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.

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	2,524	91,684	(8,806)	82,878
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)	(5,428)	(65,346)	(81)	(65,427)
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	(3,275)	55,675	(8,887)	46,788
Restricted Asset Movements						
Transfer from Restricted Assets	105,532	7,315	(45,893)	66,954	8,927	75,881
Transfer to Restricted Assets	(62,827)		0	(62,827)		(62,827)
Net Revenues (Used in)/Provided by in Restricted Assets	42,705	7,315	(45,893)	4,127	8,927	13,054
Property, Plant and Equipment Movements						
Purchase of Assets	(205,452)	(10,962)	49,168	(167,246)	(40)	(167,286)
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)	49,168	(175,246)	(40)	(175,286)
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.

April 2025 Budget Adjustments

Attachment 1 – April 2025 Budget Review provides details of requested budget movements and aligns with the Forecast Budget Statement for the Year Ending 30 June 2025 table detailed above.

Grants and Contributions

A total of \$95,000 in grants and contributions was recognised in April 2025, including:

- Joint Procurement Support Program – \$55,000
- Country Passenger Transport Infrastructure Grants Scheme – \$40,000

Reserve Movements

Reserve transfers were required during the month for the following:

- Ocean Drive Duplication – \$8,900,806
- Waste Education Initiatives – \$25,500

Other Budget Adjustments

Additional accounting entries and project reallocations were made, with no impact on Council's overall budget position.

Options

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

Community Engagement and Internal Consultation

Engagement occurs with Senior Leadership Team and budget managers.

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 the 2024-2025 financial year was a balanced budget. As at 30 April 2025 this position remains a balanced budget and this position is considered acceptable

Rod Archer

Responsible Accounting Officer - Port Macquarie-Hastings Council".

Attachments

1.  April 2025 Budget Review

Item: 10.08

Subject: COMMUNITY ENGAGEMENT STRATEGY UPDATE

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

1.1.3 Engage with the community on impacts and changes to services.

RECOMMENDATION

That Council note the update on the development of the Community Engagement Strategy and engagement planning.

Executive Summary

At the March 2025 Ordinary Council Meeting, Council considered a report on the draft Community Engagement Strategy and proposed Engagement Plan. At that time, staff had prepared updated documents to guide Council's engagement practices, with a strong focus on clarity, transparency, and best practice aligned with IAP2 principles. Council subsequently resolved to seek further work to be undertaken to specifically address how underrepresented groups within our community will be identified and engaged.

At the March 2025 Ordinary Council meeting, Council resolved:

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 stakeholders 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.*

In response to this resolution, staff have progressed a number of actions, including testing approaches through the current Integrated Planning and Reporting (IP&R) engagement process, looked at a variety of methods to engage with different segments of the community and developed a plan on a page for reaching underrepresented group. This work has informed refinements to the strategy and tools, ahead of a revised draft being brought back to Council in June 2025 for public exhibition.

A Councillor Briefing was also held on 1 May 2025 in accordance with item 4 of the March resolution to present an update on the approach and gather feedback on emerging directions. The final documents will include a supplementary guide that outlines the identified underrepresented groups and examples of engagement techniques suitable for reaching them in accordance with item 3 of the resolution.

This report provides an update on the additional work being undertaken in respect of the draft Community Engagement Strategy.

Discussion

In March 2025, Council considered a draft Community Engagement Strategy and proposed Engagement Plan prepared by staff. While the documents presented a refreshed approach to engagement, Council resolved to defer public exhibition pending further work to clearly outline how Council would engage with underrepresented groups within the Port Macquarie-Hastings community.

The resolution recognised the need for engagement that is inclusive, accessible, and adaptable — ensuring all parts of the community have the opportunity to be heard, particularly those who may face barriers to participation.

Activities Undertaken to Date

To address the resolution, staff have undertaken the following key activities:

- Test and trial: The current IP&R engagement process has served as a test case for new and refined engagement methods, providing practical insights into messaging, outreach, and participation across diverse groups.
- Focus on underrepresented voices: A series of early outreach activities have specifically targeted groups traditionally underrepresented in Council processes, including:
 - Youth engagement through schools, Headspace, and pop-ups
 - Outreach via TAFE, university, and regional markets
 - Direct engagement with culturally and linguistically diverse communities
 - Focused activities in geographically isolated and digitally disconnected areas
- Communications improvements: Diverse platforms have been used to broaden reach, including:
 - Posters in high-traffic local areas (supermarkets, laundromats, GP clinics)
 - Use of local influencers and short video content
 - Social media, YouTube, newsletters, TV and radio promotion
- Internal alignment and leadership: A briefing to the Senior Leadership Team (SLT) was held in April 2025, and a Councillor Briefing on 1 May 2025 provided further input and support for the refined approach.
- Councillor briefing: Provided on 1 May 2025.

Next Steps

A revised draft of the Community Engagement Strategy, proposed Engagement Plan, and supporting Policy are now being finalised. A supplementary guide is also being developed that:

- Clearly identifies key underrepresented groups in the LGA, and
- Provides examples of engagement approaches tailored to each group's needs

These documents will be brought to the Ordinary Council in June 2025 for further consideration and endorsement to proceed to public exhibition. It is proposed that formal engagement on the strategy be undertaken in June/July 2025, to support final adoption of the documents in August 2025.

Options

This is an information report. Council could seek further information if required.

Community Engagement and Internal Consultation

Internal Engagement:

- A briefing was held with Council's Senior Leadership Team (SLT) in April 2025 to discuss the revised engagement strategy, outline key responsibilities, and ensure alignment across teams.
- An internal review of roles, resourcing, and training needs has commenced to strengthen capacity for delivering inclusive engagement across the organisation.
- Feedback loops with key staff involved in current engagement activities (e.g., IP&R and Place Planning) have informed refinements to the draft Strategy and engagement methods.

External Engagement:

- A Councillor Briefing was held on 1 May 2025 to provide an update on progress and seek feedback on the proposed direction of the strategy, particularly regarding the approach to underrepresented community groups.
- Elements of the revised strategy have been piloted through the IP&R engagement process, including targeted outreach to youth, culturally and linguistically diverse communities, and regionally isolated groups.
- A wide range of communication channels and engagement techniques have been tested to increase reach and accessibility, including community pop-ups, online surveys, school forums, posters, newsletters, and social media campaigns.

Further engagement is proposed as part of the public exhibition period for the draft Community Engagement Strategy, Engagement Plan, and supporting Policy in July 2025

Planning and Policy Implications

The revised Community Engagement Strategy and Policy, once adopted, will provide the overarching framework and guiding principles for how Council engages with the community across all planning, policy, and project activities.

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

Financial and Economic Implications

There are no direct financial or economic implications arising from this report.

It is noted, however, that delivering comprehensive, inclusive, and meaningful engagement, particularly with underrepresented groups, requires appropriate resourcing. Staff will continue to monitor and assess resource needs as the revised Community Engagement Strategy is implemented, and any additional requirements will be considered through future budget and operational planning processes.

Attachments

Nil

Item: 10.09

**Subject: DEVELOPMENT ACTIVITY AND ASSESSMENT SYSTEM
PERFORMANCE**

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 note the Development Activity and Assessment System Performance report for the third quarter of 2024-2025.

Executive Summary

This quarterly cyclic report provides a summary of development assessment, building certification and subdivision certification activities for the January to March 2024-2025 quarter. Data on the number of applications and processing times, together with a commentary on development trends is provided for the information of Council.

Comparative data has also been provided from the new NSW Planning Portal 'League Table' to enable comparisons with regional councils across the State. The League Table has been established directly in response to the Minister's Statement of Expectations Order that has been issued to all NSW Councils. A copy of the letter from the Minister and the Statement of Expectations Order was tabled at the July 2024 Ordinary Council meeting (Item 07.02).

Discussion

Table 1 below provides data on the volume of applications received and determined over the third quarter of 2024-2025, the current year to date monthly average, relative to the monthly average of the preceding 2 years.

The monthly average number of Development Applications (DAs) received for the year to date was 72, which is up on the previous year monthly average of 64. There is a significant number of applications in the registration backlog so it is likely that the number of DAs received will remain high for the months ahead. Planning certificates, often considered to be a lead indicator, were up on the previous year monthly average, with the current year to date monthly average of 295 certificates, compared to the previous year monthly average of 285.

Construction Certificate (CC) approvals are slightly below the previous year monthly average. The year to date monthly average number of CCs issued by Council totalled 25, compared to 29 for the previous year monthly average. The year to date monthly

average number of plumbing and drainage applications determined was 73, slightly up from the previous year monthly average of 72.

The year to date monthly average number of building and plumbing inspections was 431 inspections, down from the monthly average of 483 for the previous year.

The data for construction activity suggests an overall downward trend however with DA numbers increasing it is anticipated that an increase in construction related approvals and inspections will follow.

Table 1 - Applications Received and Determined

Applications Received and Determined	2022-23 Monthly Average	2023-24 Monthly Average	2024- 25 TOTAL	2024-25 Monthly Average	Jan-25	Feb-25	Mar-25
Development Application Received	83	64	645	72	68	66	67
Development Application Approved	77	65	619	69	60	76	66
Development Application Refused/Withdrawn/Rejected	4	3	38	4	4	7	1
DA Modifications Received	19	13	113	13	13	11	10
DA Modifications Determined	17	14	120	13	13	18	10
Complying Development Certificates Received (Council)	4	3	21	2	1	3	0
Complying Development Certificates Determined (Council)	3	2	16	2	1	0	2
Complying Development Certificates Determined (Private Certifier)	28	20	136	15	8	19	24
Construction Certificates - Building Work Received (Council)	35	29	227	25	31	22	24
Construction Certificates - Building Work Determined (Council)	34	29	227	25	25	22	30
Construction Certificates - Building Work Determined (Private Certifier)	38	33	238	26	31	52	39
Plumbing & Drainage Received	79	71	710	79	81	71	107
Plumbing & Drainage Determined	84	72	661	73	82	72	107
Subdivision Works Certificates Received	8	2	8	1	1	1	1
Subdivision Works Certificates Determined	6	4	11	1	0	0	2
Subdivision Certificates Received	7	6	49	5	8	4	4
Subdivision Certificates Determined	6	6	47	5	3	4	4
Strata Certificates Received	2	3	35	4	6	3	4
Strata Certificates Determined	2	3	29	3	4	6	3
Roads Act Applications Received	46	44	448	50	54	49	39
Roads Act Applications Determined	46	38	431	48	55	67	33
Planning Certificates Issued	268	285	2657	295	298	294	295
Building Inspections Undertaken	515	483	3880	431	268	424	408
Planning Proposals (received)	0	0	12	1	2	0	1
Building Information Certificates (received)	8	3	71	8	4	12	12
Building Information Certificates (determined)	4	5	76	8	6	16	12

Application processing data and longer-term trends for the various application types is provided in Table 2. For DAs, monthly gross average processing times for the year to date was 86 days, being an increase from the previous year monthly average of 77 days. This increase is largely owing to the increase in applications being received and a number of older applications being determined. The net monthly average time for processing DAs for the year to date was 60 days compared to the previous year net monthly average of 58 days.

The monthly net average processing days for subdivision works certificates for the quarter was 111 days compared the previous year's monthly average of 196 days. Whilst the timeframe is coming down, a number of long-standing applications continue to be finalised, negatively impacting on the average. Difficulties in recruiting development engineering positions has also been a factor in increased processing times.

Net monthly average times for subdivision certificates for the year to date was 57 days, up on the previous year monthly average of 48 days.

Table 2 - Application Processing Times

Processing Days	PMHC 2022-23 Monthly Average	PMHC 2023-24 Monthly Average	PMHC 2024-25 Monthly Average	Jan-25	Feb-25	Mar-25
Development Application						
Net Median Days	53	45	51	58	64	50
Development Application						
Gross Median Days	65	58	60	65	69	56
Development Application						
Net Average Days	63	58	60	60	67	54
Development Application						
Gross Average Days	89	77	86	90	93	74
Complying Development						
Net Average Days	20	29	26	6	28	33
Complying Development						
Gross Average Days	27	47	51	181	28	33
Building Construction Certificate						
Net Average Days	27	38	42	37	26	57
Building Construction Certificate						
Gross Average Days	79	95	98	91	86	93
Plumbing and Drainage						
Net Average Days	53	65	63	59	79	49
Plumbing & Drainage						
Gross Average Days	78	72	67	67	82	49
Subdivision Works Certificates						
Net Average Days	94	196	111	0	0	185
Subdivision Works Certificates						
Gross Average Days	146	373	150	0	0	185
Subdivision and Strata Certificates						
Net Average Days	54	48	56	52	66	71
Subdivision and Strata Certificates						
Gross Average Days	60	69	57	52	70	71
Roads Act						
Net Average Days	38	54	55	37	27	11
Roads Act						
Gross Average Days	51	64	56	37	27	11
Single Dwelling Applications						
Net Average Days		45	44	52	55	46
Single Dwelling Applications						
Gross Average Days		58	52	61	61	51

The NSW Planning Portal now provides a council 'League Table' following release of the Minister's Statement of Expectations Order, enabling performance to be compared and monitored across NSW councils.

The Minister's Order is requiring councils to determine all DAs (i.e. not just those relating to housing) as soon as practical and whichever is the lessor of the Council's previous financial year average, or an average of:

- 115 days from lodgement, from 1 July 2024 to 30 June 2025.
- 105 days from lodgement, from 1 July 2025 to 30 June 2026.
- 95 days from lodgement, from 1 July 2026 to 30 June 2027.
- 85 days from lodgement, from 1 July 2027 onwards.

As discussed in previous quarterly reports, it appears that PMHC is significantly disadvantaged by the performance metrics as the 2023-2024 average number of DA processing days for Council was 77 days, as published on the Department's League Table. The Order would therefore require Council to exceed the previous financial year average, year on year, which is already significantly below the Minister's ultimate 85-day benchmark for 2027. Unfortunately, with an increase in the volume of DAs being received, the 77-day average is unlikely to be reached for 2024-2025 as the current average is 88 days.

Further to the initial Order, Council has received additional advice from the Department in March 2025 (Attachment 1) specifying further criteria for assessing unsatisfactory Council performance. It is understood that all NSW Councils have received a similar letter. The performance criteria is as follows:

1. **Council's current DA Assessment Performance:** Councils with gross end-to-end timeframes of 145 days or greater.
2. **Council's percentage of application assessed:** Council's with 50 per cent or less of their applications meeting the 115 day end-to-end expectation.
3. **Housing target/implied dwelling demand:** Councils with a housing target, or implied dwelling demand greater than 500 during the housing accord period.

The Department has outlined that those Councils who do not meet the criteria will be required to implement a 3-month improvement plan and where performance remains unsatisfactory after 3 months, the Department has advised that the 'Government has a range of powers under both the *Local Government Act 1993* (NSW) and the *Environmental Planning and Assessment Act 1979* (NSW) to compel compliance.' PMHC is currently not at risk of failing the performance criteria.

Within the League Table dashboard, Council has been grouped with 85 regional councils. The average processing time for DAs across all regional councils for the year to date was 96 days. Table 3 below provides a comparison of selected regional coastal councils data from the Portal dashboard for the 2023-2024 year as well as the 2024-2025 year to date average (July to March).

Table 3 - Regional Council Application Performance Data from State Planning Portal

Council	Total DAs determined 2023-2024	Total DAs determined 2024-2025 year to date (July to March)	Gross average assessment time (days) 2023-2024	Gross average assessment time (days) 2024-2025 (July to March)	Total DA development cost 2024-2025 (million)
Regional Council average			100	96	
Port Macquarie-Hastings	797	618	77	88	\$282
Ballina	363	297	183	159	\$226
Byron	354	272	159	110	\$223
Clarence	598	477	117	101	\$166
Coffs Harbour	722	481	95	86	\$184
Kempsey	226	143	109	137	\$36
Mid Coast	1001	692	88	83	\$251
Nambucca	267	162	37	40	\$39
Tweed	642	474	189	155	\$241

There are additional requirements contained within the Order and League Table relating to lodgement times, which is effectively the time to progress an application through the NSW Planning Portal from the applicant's initial submission to the payment of fees and formal 'lodgement'. The order is requiring this process to be undertaken within in an average of 14 days from 1 July 2024 to 30 June 2025 and an average of 7 days from 1 July 2025 to 30 June 2026. The current average lodgement days for Regional Councils is 16 days and PMHC is 14 days. This lodgement process is typically a period where Council affords time for proponents to provide missing information as opposed to rejecting applications outright. The payment of fees is also highly variable and outside the control of Council. The lodgement metric is therefore difficult to consider as one that reflects the performance of Council.

Table 4 below illustrates the total value of works approved for the quarter compared to the preceding 2 years. As evidenced in the data, the value of works is up on the previous year, largely corresponding with the increase in application volume, increasing construction costs and a number of significant applications determined over the quarter. Note the discrepancy with the values in the Department's League Table above appears to relate to applications that have been lodged over the financial year as opposed to Council's figures below that capture applications determined over the financial year.

Table 4 - Value of Works

Estimated value of works for LGA	Total 2022 - 2023	Total 2023 - 2024	Total 2024 - 2025	Jan-25	Feb-25	Mar-25
Development Applications	\$498,575,614	\$406,878,312	\$391,077,478	\$35,043,849	\$40,285,828	\$22,564,294
Complying Development Certificates	\$73,141,331	\$47,242,521	\$27,199,010	\$609,476	\$3,467,073	\$7,167,955
Monthly Total	\$571,716,945	\$454,120,833	\$418,276,488	\$35,653,325	\$43,752,901	\$29,732,249

Options

This is an information report.

Community Engagement and Internal Consultation

Development assessment statistics are discussed internally as the key indicator of system performance.

Planning and Policy Implications

There are no planning or policy impacts.

Financial and Economic Implications

There are a variety of potential financial and economic implications, depending on the approach Council takes in response to the Minister's Order.

Additional resourcing would come at additional cost and will not necessarily be offset by revenue. The general fund would likely be directly impacted if Council was to bolster development assessment resourcing. This financial impact would therefore be likely to directly correspond to whatever additional resourcing level was pursued.

The Minister has indicated that satisfying the milestones of the Order will lead to the potential for councils to access a pool of \$200 million for local infrastructure projects. There are no details on the criteria for the grant scheme at this stage. It could be viewed that the additional resourcing would be offset by the provision of additional local infrastructure for the community, however the bottom line for the general fund would still be impacted. This would also be considered to be a relatively risky approach given that at the time of writing there are no details on the grant scheme.

At this point in time it is proposed to continue to monitor Council's performance on the Department's League Table and provide quarterly updates to Council. Management will engage with the Department on any requests/opportunities as required and when details on the grant scheme are made available.

Attachments

1.  Unsatisfactory Development Assessment Performance Criteria

Item: 10.10

Subject: DRAFT ASSET MANAGEMENT PLANS - PUBLIC EXHIBITION

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 Asset Management Plans (Attachments 1 to 12) for the purpose of public exhibition and place the documents on exhibition for a period of not less than 14 days.**
- 2. Request a further report be presented to Council following the public consultation period to consider adoption of the final Asset Management Plans.**

Executive Summary

This report presents the draft Asset Management Plans (AMPs) for Council's twelve asset classes and seeks Council's endorsement of these plans for public exhibition in accordance with the Integrated Planning and Reporting (IPR) Framework.

The AMPs provide the foundation for long-term, sustainable infrastructure decision-making and support Council's draft Asset Management Strategy (AMS) and draft Long-Term Financial Plan (LTFP) that are currently on public exhibition.

There is a minor variance between the combined financial impact of the twelve AMPs and the financial element of the draft AMS endorsed for public exhibition in April. This is due to more time being available to finalise the draft AMPs and the fact that they are based on a bottom-up analysis of individual asset needs whereas the draft AMP was based on overall requirements which is informed by depreciation.

Following exhibition, the financial elements of the AMS and AMPs will be fully aligned. Likewise, there is ongoing internal review of the costings and budgets associated with the AMPs and our other IP&R documents, including our Operational Plan, Delivery Program and LTFP, and this may see changes between the draft and final documents.

The AMPs will guide renewal programs, service delivery strategies and investment priorities over the next 10 years, and are critical to managing the financial and operational risks associated with Council's \$3.7 billion infrastructure portfolio.

DiscussionDraft AMPs support Council's Draft Resourcing Strategy 2025-2035

Under the NSW *Local Government Act 1993* and Integrated Planning and Reporting (IPR) Framework, councils must prepare and maintain AMPs for infrastructure classes they own and manage. These plans support Council's Draft Resourcing Strategy 2025-2035 and evidence-based decision-making across capital works, service delivery, and financial planning.

The draft AMS currently on public exhibition provides the overarching direction and principles that informed the preparation of the AMPs. Each plan for the twelve asset classes has been developed using:

- the latest available asset condition and lifecycle data
- long-term renewal and maintenance modelling
- growth and service demand forecasts
- financial data from Council's draft 2025–2035 LTFP

The process of preparing the draft AMPs represents a significant step forward in maturity for Council's asset planning capabilities and reflects ongoing improvement through the Asset Management Improvement Project.

Alignment of the AMS and AMPs

Though the draft AMS and draft AMPs have been aligned, they were prepared at different times and with slightly different methodologies. Given the timing of development of these documents, the AMS was developed based on overall asset requirements informed by depreciation. However, when preparing the AMPs, the individual asset needs, funding and gaps were calculated. As such, any identified gaps were limited to those asset classes.

The renewal requirement calculated in the AMS assumed a linear average depreciation whereas the AMPs are based on the phasing from the individual asset needs. A large group of asset renewals in a particular year may see an increased gap above the average, whilst a year with no identified required renewals could also create a demand lower than the average. As such, the expected timing for renewals will also impact the estimated funding gap and create differences between the AMS and AMPs.

Following exhibition, the costs between the AMS and AMPs will be reconciled to ensure they are aligned. Likewise, there is ongoing internal review of the costings and budgets associated with the AMPs and our other IP&R documents, including our Operational Plan, Delivery Program and LTFP and this may see changes between the draft and final documents.

Investment requirements are based on a range of assumptions

Key assumptions underpinning the calculation of investment requirements in the draft AMPs are as follows:

- Renewal demand is based on a mix of condition data, remaining life, and technical judgement. These figures are sensitive to factors such as maintenance levels and climate conditions (e.g. increased wet weather).
- New infrastructure is required to service growth and community needs, though much of it remains unfunded in the LTFP.
- New assets generate future cost implications in the form of higher depreciation and maintenance needs.
- Maintenance modelling is based on ideal service levels, informed by both historical spend and industry benchmarks.

Financial picture

The biggest challenge facing Council over the next ten years is the renewal of our assets. There were substantial asset needs identified in the development of the AMPs and compared against available and proposed funding within our LTFP. The needs were prepared from our asset data, financial valuations, depreciation calculations, risk registers and identified project requirements. Future modelling and scenario analysis are prepared on the general assumptions above and provide a reasonable forecast of our future requirements across our network.

This version of our AMPs will document the current commitments of the Council towards funding levels, LOS, renewal, upgrade and new asset requirements in the long term.

Our asset management needs encapsulate the full lifecycle of assets, and this work is generally broken down into the following types:

- Asset renewals and replacement
- Asset maintenance and operations
- Construction of new and upgrade of existing assets to meet future needs
- Asset disposal

A detailed breakdown of the investment requirement and allocated budget for the Operational Plan (1 year), Delivery Program (4 year) and Resourcing Strategy (10 year) planning horizons is provided in the tables below.

Renewals over the Operational Plan (1 year), Delivery Program (4 year) and Resourcing Strategy (10 year) planning horizons

The immediate needs were identified from the remaining useful lives in our Asset Register following substantial updates to our asset data in recent years. The assets recorded with no remaining useful lives were documented as “overdue”. Plant and Fleet assets were included below however as they are funded by the budgets from the project and maintenance budgets of the other asset classes works are not included in the total.

Secondly, as plant and fleet typically have residual value, the cost below represents the full replacement cost but not representative of the likely cost for changeover, and the lives are based on ideal changeover strategy. As such, the plant and fleet items identified are still likely in functioning order but are suggested for changeover as part of the developed plant replacement strategy.

Total renewal demand for each asset class

Asset Class	Overdue	2025-26 (1 Year)³	Total (4-years)	Total (10-Years)
Airport	\$7,015,768	\$14,336,023	\$18,094,097	\$46,796,013
Aquatics	\$1,463,504	\$2,129,991	\$3,875,012	\$5,999,051
Transport	\$6,088,044	\$6,180,062	\$24,246,457	\$106,504,976
Sewer	\$9,223,230	\$9,742,905	\$20,867,243	\$84,143,664
Water	\$9,919,059	\$15,437,669	\$39,566,503	\$137,505,490
Waste	\$360,086	\$409,180	\$1,937,114	\$5,765,292
Buildings	\$13,522,811	\$14,141,497	\$31,930,224	\$97,605,097
Foreshore	\$0	\$0	\$0	\$0
Glasshouse	\$0	\$401,000	\$540,000	\$540,000
Open Spaces and Cemeteries	\$1,946,069	\$1,950,350	\$15,996,369	\$85,751,393
Stormwater	\$11,541,380	\$11,541,380	\$11,541,380	\$58,800,579
Plant and Fleet	\$45,737,887 ¹	\$46,532,110	\$99,585,145	\$149,330,710
Total	\$61,079,951²	\$122,802,167	\$268,179,544	\$778,742,266
<i>¹Plant and Fleet assets are funded by other income received from other asset classes, with renewal budgets for those classes already encapsulating plant costs.</i>				
<i>²Excludes Plant and Fleet.</i>				

The renewal funding from each asset class and overall identified funding gaps are included in the table below. An average annual demand for both the 4 year and 10 year horizons provides a practical representation of renewal needs and also allows delivery in accordance with Council's available funding and resources.

Summary of renewal funding gaps

AMP	2025-26 (1 Year)³	Total (4-years)	Total (10-Years)
Total Renewal Funding Gap	\$54,311,858⁴	\$78,389,046	\$396,773,045
Average Annual Funding Gap		\$19,597,261	\$39,677,304
<i>³Includes Overdue items</i>			
<i>⁴Sums all funding gaps of each asset class excluding Plant and Fleet</i>			

The average annual funding gap for renewal of our assets over the next four years has been estimated at \$19.6 million. This grows over the ten-year period to \$39.7 million as a large number of assets are identified as requiring renewal in these years. It may be that the asset data is updated and these renewals are not required or can be deferred. It is essential that frequent condition monitoring of our assets is maintained and future needs considered recurrently in our future AMPs.

Maintenance

Our asset maintenance and operations needs have been developed from available asset data, historic practices and forecast growth in our asset base. It factors in an ideal maintenance scenario for our assets, though our maintenance levels are affected by many factors such as weather events, seasonal demands, and our adopted maintenance treatments and LoS.

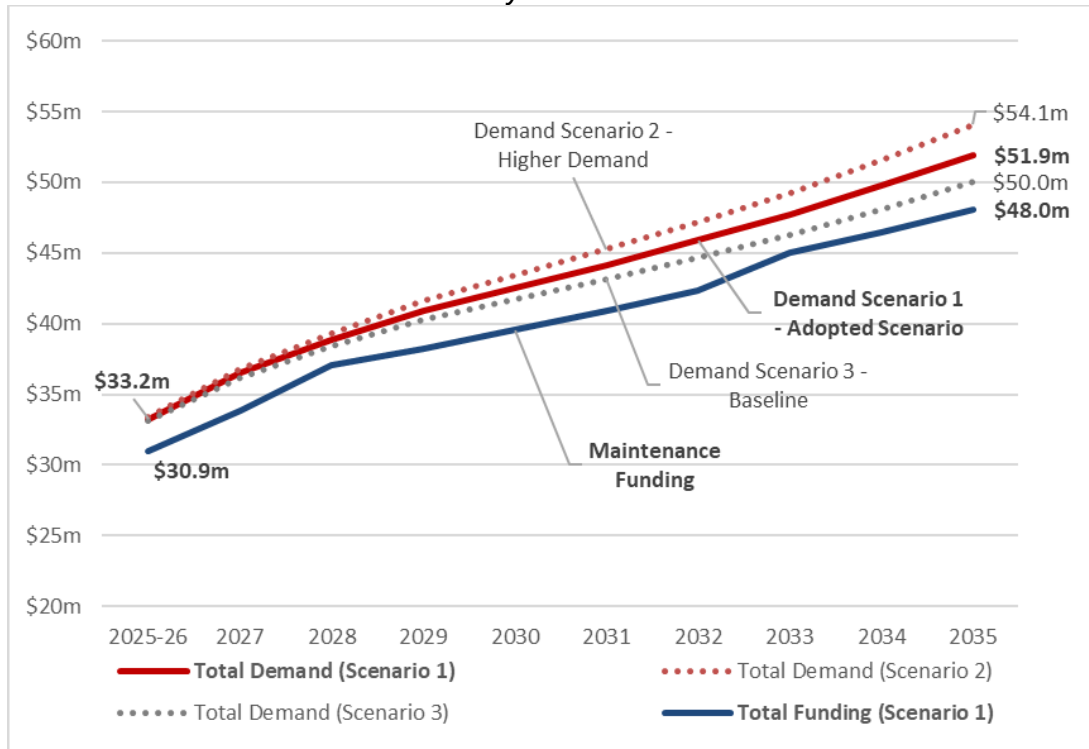
Our maintenance budgets have been prepared on typical funding levels and the scenarios identified earlier. Scenario 1 is our assumed maintenance needs, whilst scenario 2 has been developed based on a higher projected growth in demand. Finally, the scenario 3 has been developed assuming current levels with only growth in the asset base and no increased demand. In our adopted Scenario 1, our identified asset maintenance demand is \$33.2m in 2025-26 and is forecasted to grow to \$51.9m in 2034-35.

Asset maintenance demand (Scenario 1)

AMP	2025-26	4 Year Total	10 Year Total
Airport	\$490,243	\$2,089,056	\$5,862,430
Aquatics	\$287,832	\$1,300,963	\$5,179,367
Transport	\$12,215,777	\$51,559,657	\$143,920,556
Sewer	\$7,649,716	\$38,636,257	\$117,084,019
Water	\$5,243,742	\$24,130,184	\$68,971,701
Waste	\$416,987	\$1,987,188	\$6,408,386
Buildings	\$1,540,977	\$6,883,083	\$20,231,685
Foreshore	\$109,104	\$458,470	\$1,267,944
Glasshouse	\$252,049	\$1,059,146	\$2,929,173
Open Spaces and Cemeteries	\$3,238,526	\$13,927,615	\$38,919,942
Stormwater	\$1,773,212	\$7,451,300	\$20,607,302
Plant and Fleet	\$1,717,878	\$7,556,777	\$22,467,671
Total Demand (Scenario 1)	\$33,218,165	\$149,482,920	\$431,382,506
Total Funding (Scenario 1)	\$30,933,832	\$140,091,996	\$402,392,418
Total Gap (Scenario 1)	\$2,284,332	\$9,390,924	\$28,990,087
Average Annual Gap		\$2,347,731	\$2,899,009

The immediate funding needs are estimated at \$33.2 million for all asset classes, whilst funding is \$30.9m. The funding gap across all assets classes is estimated at approximately \$2.3 million. This forecasted gap across the ten years is approximately \$29.0 million, equating to an average annual gap of \$2.9m. A summary of the various maintenance scenarios modelled has been provided in the figure below.

Asset maintenance scenarios summary



Capital Investment (New Infrastructure)

Capital investment requirements are based on identified new works in our 10-year Works Program. The identified new projects have been developed over many years through detailed planning, studies, and extensive community consultation.

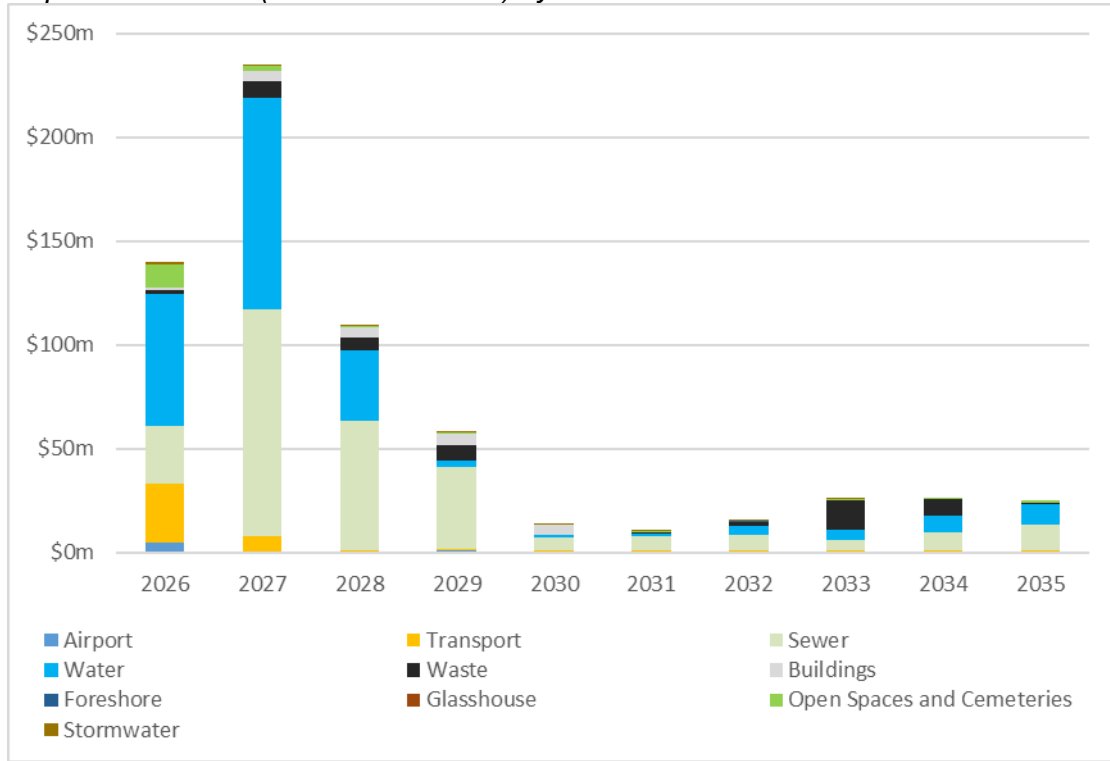
The identified Capital Investment across our asset classes are summarised below. The total capital investment over the next ten years is forecast to be \$630.7 million. The majority (\$515.4 million) is forecast to be delivered over the next four years.

Capital Investment (new infrastructure) by asset class

AMP	Total Allocated Budget (10 Years)
Airport	\$7,092,980
Aquatics	\$0
Transport	\$41,284,744
Sewer	\$287,271,345
Water	\$231,316,551
Waste	\$48,546,718
Buildings	\$21,823,540
Foreshore	\$383,857
Glasshouse	\$771,961
Open Spaces and Cemeteries	\$16,625,567
Stormwater	\$1,712,500
Plant and Fleet	\$1,625,000
Total Allocated Budget (4 Year)	\$543,133,294
Average Annual Budget (4 Year)	\$135,783,323
Total Allocated Budget (10 Year)	\$658,454,762
Average Annual Budget (10 Year)	\$65,845,476

The figure below provides a summary of annual budget allocation.

Capital Investment (new infrastructure) by asset class



Infrastructure Themes and Pressures

- Council has a significant infrastructure delivery program in the short term. This meets identified growth demand but this impacts capacity for medium to long-term renewal whilst simultaneously increasing future renewal needs.
- There is a strategic shift towards prioritising renewal, maintaining current service levels and managing risks in the existing network.
- Funding gaps have been identified between modelled asset needs and current budget provisions across our asset classes.
- These gaps will require additional funding support from State and Federal governments to close sustainably.

Asset Management Improvement

The development of these plans represents the culmination of a major internal body of work, including:

- Detailed review and update of asset registers
- Enhanced condition assessments
- Integration with draft LTFP modelling
- Implementation of refined and realistic budgeting assumptions
- Data improvement and governance enhancements

This work builds on the momentum of Council's Asset Management Improvement Project, which has delivered meaningful progress toward embedding a culture of continuous improvement and asset stewardship.

AMPs are dynamic and evolving documents

While accurate at the time of adoption, their utility lies in their ability to respond to:

- new or amended funding sources
- changes in service demand or growth forecasts
- improved data or modelling insights

Given their combined volume (~400 pages), future updates will be guided by materiality thresholds and embedded in Council's ongoing asset governance framework. Asset owners will own and maintain their respective plans, supported by the Asset Management Coordinator.

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 draft AMPs prior to placing on exhibition, noting this would delay the proposed minimum 14 day exhibition period and potentially impact the ability to adopt the final plans by 30 June 2025.

Community Engagement and Internal Consultation

The draft AMPs will be publicly exhibited in accordance with Council's Community Engagement Strategy. Feedback will be reviewed and incorporated into the final policy where appropriate.

Internal consultation on the AMPs included:

- Directors
- Executive Lead Finance and Commercial Operations
- Chief Information Officer
- Chief Financial Officer
- Group Manager Community Infrastructure Planning & Design
- Group Manager Community Infrastructure and Recreation Operations
- Group Manager Utilities Planning and Design
- Group Manager Utilities Operations
- Group Manager Liveable Communities
- Group Manager Commercial Business Services
- Group Manager Environment and Regulatory Services
- Asset Officers across council
- Asset Management Control Group
- Asset Management Working Group

Planning and Policy Implications

The draft AMPs have been prepared to meet Council's responsibilities under the *Local Government Act 1993* and the IP&R Framework.

Financial and Economic Implications

Financial elements of the AMPs will be included in the Resourcing Strategy 2025-2035. Following exhibition, the costs between the AMS and AMPs will be reconciled to ensure they are aligned. Likewise, there is ongoing internal review of the costings and budgets associated with the AMPs and our other IP&R documents, including our Operational Plan, Delivery Program and LTFP and this may see changes between the draft and final documents.

Attachments

1.  Draft Transport Asset Management Plan 2025-2035
2.  Draft Water Asset Management Plan 2025-2035
3.  Draft Sewerage Asset Management Plan 2025-2035
4.  Draft Stormwater Asset Management Plan 2025-2035
5.  Draft Waste Asset Management Plan 2025-2035
6.  Draft Airport Asset Management Plan 2025-2035
7.  Draft Buildings Asset Management Plan 2025-2035
8.  Draft Glasshouse Asset Management Plan 2025-2035
9.  Draft Aquatic Facilities Asset Management Plan 2025-2035
10.  Draft Open Spaces and Cemeteries Asset Management Plan 2025-2035
11.  Draft Foreshore, Coast and Estuaries, Natural Resources Asset Management Plan 2025-2035
12.  Draft Plant and Fleet Asset Management Plan 2025-2035

Item: 10.11

Subject: **CONTRACTS AWARDED UNDER S377 LOCAL GOVERNMENT ACT**

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 note the contracts awarded under s377 of the Local Government Act 1993 for the period 1 January 2025 to 31 March 2025.

Executive Summary

Attached is an extract of the GIPA Contracts Register published on the website of Council detailing contracts awarded by the Chief Executive Officer under section 377 *Local Government Act 1993* in the period 1 January 2025 to 31 March 2025.

Discussion

Under s377 of the *Local Government Act 1993* (Act), a Council may by resolution delegate to the general manager or any other person specific functions. This includes the function to accept tenders as set out in s178(a) of the *Local Government (General) Regulation 2021* (Regulation) and in accordance with s377(1) of the Act.

Delegate Authority

Under delegated authority the Chief Executive Officer may accept tenders, with the following exceptions that should be referred to Council:

- the limitation legislated in s377(1)(i) of the Act being the acceptance of tenders required under the Act to be invited by the Council (E.G., the acceptance of tenders to provide services currently provided by members of staff of the council)
- a recommendation made under s178(1)(b), s178(3) or s178(4) of the Regulation (e.g. a recommendation to decline tenders and enter into negotiations)
- any tender for a service or project where cost exceeds the adopted budget limit for that service or project, and
- any tender for a service or project which is not in an approved operational plan.

The procurement delegate and/or the Chief Executive Officer will retain discretion to refer to Council for decision any procurement outcome:

- which otherwise falls within the Chief Executive Officer's delegated authority

- which has materially deviated from the approved procurement and evaluation plan
- that has a significant level of public interest in the service
- that is contentious in nature, or
- for any other reason described in the evaluation & recommendation report.

A report is tabled on a quarterly basis detailing contracts that have been awarded by the Chief Executive Officer under s377 of the Act.

Options

This report is provided for information. Council can resolve to request further information.

Community Engagement and Internal Consultation

Internal consultation has been undertaken with the following staff:

- the contract manager / owner
- Contracts Officer
- Group Manager Procurement
- Executive Lead Finance & Commercial Operations, and
- Director Business and Performance.


Planning and Policy Implications

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

Financial and Economic Implications

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

Attachments

1.  Contracts awarded under S377 of the Local Government Act - 1 January 2025 to 31 March 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: PETITION - REQUEST COUNCIL TO DEVELOP A DOMESTIC VIOLENCE POLICY

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.1.1 Support community safety initiatives.

RECOMMENDATION

That Council:

- 1. Note the petition lodged by Leonie McGuire on behalf of the community.**
- 2. Respond to the organiser of the petition with the outcome of Council's consideration in this matter.**

Executive Summary

A petition containing 557 signatures has been received by Council from Leonie McGuire on behalf of the community asking Council to “develop a domestic violence policy, in line with many other Councils in NSW, which will clearly describe our Council's roles and responsibilities in addressing the scourge of domestic violence so prevalent in our local government area. Once developed; to maximise the benefits to our community, the policy must be integrated into a Community Safety Plan for the Port Macquarie-Hastings.”

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.

This report is provided for Council's information.

Discussion

The introduction to the petition states:

“The petition of the residents of the Port Macquarie-Hastings Council brings to the attention of Council, the urgent need for a domestic violence policy to be developed by Council. The effects of domestic violence ripple through our community creating unsafe environments for families, children and vulnerable individuals.”

A copy of petition is attached to the report for information.

In New South Wales (NSW), the Department of Communities and Justice (DCJ) is the primary state agency responsible for addressing domestic and family violence. The DCJ delivers services to support victims, manage offender programs, and

coordinate with other agencies to provide a comprehensive response to domestic and family violence incidents.

The Minister for the Prevention of Domestic Violence and Sexual Assault, oversees the state's initiatives and policies related to domestic and family violence. The Minister works in conjunction with the DCJ to develop and implement programs aimed at prevention, support, and legal responses to domestic and family violence.

Council supports the intent behind initiatives that address domestic and family violence. While our Council currently does not have the dedicated resources to lead a DV-specific programs within our community, we remain committed to supporting local efforts through our community grants program and by advocating alongside service providers and regional partners.

Council recognises its role in prevention through education, community connection, and supporting safe, inclusive spaces. We will continue to amplify the work of local organisations doing vital frontline work in this space and look for ways to strengthen partnerships where we can have the most meaningful impact.

As part of our current review of the Community Inclusion Plan, we will be considering how Council can better support prevention and response to domestic and family violence within our broader inclusion and wellbeing framework

Options

Council has the option to note the petition or provide a response to the request for a domestic violence policy to be developed.

Community Engagement and Internal Consultation

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

Internal discussion has occurred between:

- Acting Chief Executive Officer
- Director of Community, Planning and Environment
- Group Manager Liveable Communities

Planning and Policy Implications

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

Should Council resolve to develop a domestic violence policy, this would need to be developed, a draft adopted for public exhibition; submissions received and a formal report back to Council for adoption.

Financial and Economic Implications

There are no financial or economic implications in relation to this report however, should Council resolve to develop a domestic violence policy, there would be costs incurred to develop the policy and advertise the draft policy for submissions and

undertake any subsequent projects. Noting that there is very limited operational budgets for Community Inclusion Activities.

The development of a Policy is not currently identified as an action in the Operational Plan or the draft 2025-2026 Operational Plan or budget.

Attachments

1.  Petition - Request to Council to Develop a Domestic Violence Policy - Leonie McGuire

Item: 11.02

Subject: PETITION - COUNCIL TO ESTABLISH A FORMAL BIODIVERSITY COMMITTEE

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.4.1 Work with the community to identify and address community needs, to inform Council processes, services and projects.

RECOMMENDATION

That Council:

- 1. Note the petition lodged by Les Mitchell on behalf of members of the community.**
- 2. Respond to the organiser of the petition with Council's position in respect of this matter.**

Executive Summary

Council has received a petition containing 498 signatures from Les Mitchell requesting:

"That Council establish a formal Biodiversity Committee to assist Council in ensuring that biodiversity conservation is a priority consideration in all of Council's decision making affecting our local environment."

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. This report is provided for Council's information.

Discussion

The introduction to the petition received by Council states the following:

"Port Macquarie Hastings is recognised as having high biodiversity values as stated in many of Council's Policy documents, including its Community Strategic Plan, Biodiversity Management Strategy and Environmental Sustainability Strategy. We believe that residents who are actively committed to maintaining the local government area's biodiversity values should have the opportunity to work closely with Council to achieve the highest level of biodiversity conservation in our local government area."

A copy of the petition is attached to the report (Attachment 1).

Council staff are currently preparing a Biodiversity Management Policy for Council's future consideration that will guide decision making for Council and include key principles covering partnerships, advocacy, project delivery and regulation.

It should also be noted that Council's Environmental Sustainability Strategy, adopted March 2025, included a range of collaborative strategic actions to address natural areas, waterways and biodiversity.

1.1 Identify, protect and encourage restoration of natural areas and biodiversity corridors which support threatened ecological communities and species.

1.2 Protect and improve the health of our coastline, waterways, aquatic habitats and riparian areas

1.3 Integrate land use planning to manage growth sustainably and protect areas of high environmental value.

Based on this approach it is not considered that the establishment of a dedicated biodiversity committee is warranted at this time.

Options

The following options are available to Council:

1. Note the petition as recommended or
2. Note the petition and seek further information regarding the establishment of a Biodiversity Committee.

Community Engagement and Internal Consultation

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

Internal consultation has occurred between:

- Acting Chief Executive Officer,
- Director of Community, Planning and Environment, and
- Group Manager Environment & Regulatory Services and relevant Council staff within that Group.

Planning and Policy Implications

There are no planning or policy implications in relation to this Report.

It should be noted however, should Council resolve to implement a Biodiversity Committee, a Charter would need to be developed and adopted, Expression of

Interests for membership to the Committee advertised and formal adoption by Council at a future meeting.

Financial and Economic Implications

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

However, should Council resolve to implement a Biodiversity Committee, there would be costs incurred in the development of the Committee, including advertising for membership etc and subsequently with the ongoing operation of the committee. Funding to cover these costs would need to be determined by Council.

Attachments

1.  Petition - Council to establish a formal Biodiversity Committee - Les Mitchell

Item: 11.03

Subject: PETITION - REQUEST THAT COUNCIL ESTABLISH A CLIMATE CHANGE AND RESILIENCE ADVISORY COMMITTEE

Presented by: Community, Planning and Environment, Melissa Watkins

Alignment with Delivery Program

2.4.1 Work with the community to identify and address community needs, to inform Council processes, services and projects.

RECOMMENDATION

That Council:

- 1. Note the petition lodged by Lynda McNeill on behalf of members of the community.**
- 2. Respond to the organiser of the petition with Council's position in respect of this matter.**

Executive Summary

Council has received a petition containing 263 signatures from Lynda McNeill requesting:

"That Council establish a Climate Change and Resilience Advisory Committee to assist Council in implementing the Climate Change Response Policy, sharing their expertise, and providing useful information and advice."

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. This report is provided for Council's information.

Discussion

The introduction to the petition received by Council states the following:

"Climate change is real, it is happening now, and it poses a threat to our health, safety, economy and quality of life. Responding to climate change is an essential element of Council's approach to sustainability, including intergenerational equity, community wellbeing, safety and resilience. For this reason, Council has adopted the Climate Change Response Policy ('the Policy')."

The Policy highlights the importance of local government in reducing carbon emissions and adapting to climate change impacts. However, Council cannot achieve this on its own, it needs broader community and business input and needs to inform residents about the costs of climate change, actions they can take, and the benefits from taking action.

Residents should have the opportunity to work with Council to achieve an effective response to climate change, build resilience and transition to clean energy in response to climate change in our local government area.”

A copy of the petition is attached to the report (Attachment 1).

Council’s Climate Change Response Policy, adopted in December 2022, affirmed Council’s commitment to a range of principles including the following:

4. Collaborative and Capacity-building Approach

Council will work collaboratively with community, agencies, industry, businesses, and all levels of government to build knowledge, develop partnerships, seek and advocate for local, regional, state, and national climate change mitigation and adaptation solutions that are informed by the current knowledge and best available science. Council will build the adaptive capacity and the resilience of Council and its community through active engagement, transparent and proactive communication and education regarding emissions reduction measures and the identification and management of climate related risks.

It should also be noted that Council’s Environmental Sustainability Strategy, adopted March 2025, also included a range of collaborative strategic actions to address environmental change and build community resilience, including:

2.1 Minimise impacts to our environment, infrastructure, life and property from floods, bushfires, storms, erosion and other hazards through planning and design, and education.

2.2 Enhance emergency management planning and response systems to climate-related emergencies from floods, bushfires and extreme weather events.

2.3 Work with other levels of government to grow the community’s capacity and capability to understand and adapt to environmental change.

2.4 Collaborate with local stakeholders and organisations to explore, research and implement sustainable technology

Based on this approach it is not considered that the establishment of a dedicated Climate Change and Resilience Advisory Committee is warranted at this time.

Options

The following options are available to Council:

1. Note the petition as recommended or
2. Note the petition and seek further information regarding the establishment of a Climate Change and Resilience Advisory Committee.

Community Engagement and Internal Consultation

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

Internal consultation has occurred between:

- Acting Chief Executive Officer,
- Director of Community, Planning and Environment, and
- Group Manager Environment & Regulatory Services and relevant Council staff within that Group.

Planning and Policy Implications

There are no planning or policy implications in relation to this Report.

It should be noted however, should Council resolve to implement a Climate Change and Resilience Advisory Committee, a Charter would need to be developed and adopted, Expression of Interests for membership to the Committee advertised and formal adoption by Council at a future meeting.

Financial and Economic Implications

There are no financial or economic implications in relation to this Report.

However, should Council resolve to implement a Climate Change and Resilience Advisory Committee, there would be costs incurred in the development of the Committee, including advertising for membership etc and subsequently with the ongoing operation of the committee. Funding to cover these costs would need to be determined by Council.

Attachments

1.  Petition - Request that Council Establish a Climate Change and Resilience Advisory Committee - Lynda McNeil

Item: 11.04

Subject: FINDLAY PARK MASTER PLAN - POST PUBLIC EXHIBITION

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 within the Findlay Park Master Plan Community Engagement Report - April 2025**
- 2. Adopt the Findlay Park Master Plan**
- 3. Thank submitters and advise them of the outcome of Council's consideration**

Executive Summary

The Findlay Park Master Plan project is identified in the 2024-2025 Operational Plan as part of Council's Delivery Program Strategy L3.2 to plan for community facility, sport, recreation, play, open space and foreshore infrastructure provision and support project delivery.

At the Ordinary Council meeting held on 20 February 2025 (Item 11.01), Council resolved as follows

"That Council:

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

This report provides information on the public exhibition on the Findlay Park Master Plan and recommends adoption of the Master Plan.

Discussion

Findlay Park is a district level sport facility in Port Macquarie, activated primarily by Football (soccer) in the winter sport season and Softball in the summer sport season. The facility is also activated year-round by the neighbouring school, Hastings Secondary College - Westport. To ensure the park's continued development and to optimise use, a Master Plan has been developed. This plan will serve as a strategic framework for the management and enhancement of Findlay Park, addressing community needs and recreational opportunities.

Community EngagementPre-community consultation

To support the creation of the Draft Findlay Park Master Plan a Council/Community co-design workshop was deemed an effective way to gather community input because it values the knowledge and expertise of community members, promotes collaboration and engagement, and fosters a sense of ownership and empowerment. On Wednesday 23 October 2024, Council held a co-design workshop. Five community members attended representing 2 sporting clubs and 2 sporting associations that activate Findlay Park, Port Macquarie. The workshop served as a platform to gather input, discuss ideas, and lay the foundation for a comprehensive Master Plan for Findlay Park's recreational facilities. Following this meeting, the draft Master Plan was developed.

Following the co-design workshop the sporting club and association representatives were further engaged via email in November 2024. Council shared the draft concept plan and sought feedback to assist with the development of the draft plan.

Pre consultation also took place with Hastings Secondary College - Westport through NSW School Infrastructure. In December 2024 NSW Schools Infrastructure shared the concept Plan with the principal at Hastings Secondary College Westport. The school provided feedback in February 2025 expressing that the access from the school to the sport facility to be wheelchair accessible. The sports field is included on the school's emergency evacuation plan and required to be accessed by several students with mobility issues.

The Findlay Park Master Plan is included as Attachment 1.

Public exhibition

At the Ordinary Council Meeting held on 20 February 2025, Council resolved to place the draft Findlay Park Master Plan on public exhibition.

The plan was subsequently placed on public exhibition from Monday 10 March to Monday 7 April 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 included as Attachment 2.

The consultation results indicate high community interest, with 247 aware visitors, 111 informed visitors, and 9 engaged visitor who provided direct feedback. Additionally, the draft Master Plan document was downloaded 96 times, suggesting some level of further review and consideration by the community.

Feedback highlighted strong community support for the park's upgrade and improved connectivity, with calls for new cycleways and footpaths linking Findlay Park to local schools, parks, and pedestrian corridors. Concerns were raised around insufficient parking, poor field drainage, and the need for inclusive, modern change facilities. Suggestions also included extending the use of the park for summer sports, enhancing spectator facilities, and improving lighting and field layout to reduce game interference.

The Master Plan is widely supported and viewed as a critical opportunity to enhance community access, safety, and participation in sport and recreation.

Key feedback themes are summarised below:

General Support

- There is strong community support for upgrading Findlay Park to enhance its role as a key local sports and recreational facility.
- The Master Plan is broadly considered promising, well-designed, and responsive to community needs.

Connectivity and Access

- Cycleway/Footpath Connectivity: Residents suggested linking Findlay Park with Dixie Park, nearby schools, and the coastal path using safer cycleways or footpaths, including potential tunnels or bridges to manage traffic.
- Tree Corridor Footpath: Community members requested formalising the western tree corridor footpath, heavily used by soccer families.
- Tally results indicate limited support for new footpaths: 1 x Footpath to Hastings Secondary College, 1 x North footpath, and 2 x South footpath.
- Additional suggestions included extending the northwest concrete path to create a full circuit and establishing a walkway from Hastings River Drive to Findlay Park.

Parking and Traffic Concerns

- The proposed 31-space carpark (9 tally votes) is considered insufficient by the community.
- Drop-off zones (4 votes) were deemed unnecessary by several respondents.
- Concerns were raised about parking being too close to fields, posing safety risks.
- Suggestions included:
 - Expanding parking (e.g., using 45-degree parking on Findlay Avenue).
 - Purchasing the adjacent western carpark for overflow.
 - Installing a pedestrian crossing on Findlay Avenue.
 - Avoiding tree planting near footpaths to protect turf quality.
 - Managing overflow parking along Hastings River Drive during busy times.

Field Layout and Facilities

- Field drainage is a key concern. Community feedback and 6 tally votes for field upgrades highlight the need to raise lower-lying areas to prevent flooding.
- Better field spacing, especially on the western side, was requested to avoid interference during matches.
- Lighting upgrades should include softball fields to enable night games.
- Additional suggestions:
 - Install smaller soccer goals for junior players.
 - Maintain surrounding vegetation to prevent equipment loss and improve safety.

Water and Amenities

- The amenities building received the highest tally (9 votes), signalling its high community priority.
- Strong demand for modern, inclusive change rooms, particularly to support increased female participation.

- Drinking fountains (6 tally votes) were supported, with a specific call to install additional refill stations on the southern side and improve visibility (especially in the western area).
- A request was made to extend toilet opening hours to accommodate evening training sessions.

Inclusive and Expanded Use

- Community members suggested broadening park use to include summer sports such as cricket and field hockey and installing outdoor gym equipment.
- Emphasis was placed on ensuring the park remains inclusive across all age groups, avoiding over-prioritisation of senior players.
- A lawn terrace and 3 votes for tiered seating were noted, with a design suggestion to use sandstone for tiered seating and add spectator shed overhangs for weather protection.

Support from Governing Sporting Bodies

- Northern NSW Football (NNSWF) expressed strong support for the Master Plan, specifically:
 - Prioritising field drainage and surface upgrades.
 - Providing modern, female-friendly amenities.
 - Accommodating the increasing number of female players, particularly at Port Saints FC.

As part of the public exhibition Council requested input from the community regarding prioritising the 6 project areas nominated by the Master Plan. The results assist Council to understand the areas of priority for both planning and delivery of project.

The results are show in the table below.

Priority Item	# of times in top 3
Field Upgrades	8
Amenities Building	7
Carpark	6
Footpath	5
Seating	3
Drinking Fountain	1

The detailed responses to all submissions can be found on page 17-21 of Attachment 2.

Overall, the sport clubs and community welcomed the proposed upgrades for Findlay Park. Minor amendments to the design have been made in response to sport club and community feedback:

- Addition of the proposed connection from Hastings River Drive to Widderson Ave - Proposed as part of Council's Walking and Cycling Review 2025
- Implementation plan amendment to match priorities indicated through community consultation and sport club discussions:

- Priority 1 - Field Upgrades
- Priority 2 - Amenities Building
- Priority 3 - Carpark
- Priority 4 - Footpath
- Priority 5 - Seating
- Priority 6 - Drinking Fountain

These amendments can be found in the final Findlay Park Master Plan, found in Attachment 1.

Internal Consultation

Ongoing Internal Consultation has occurred with;

- Group Manager Liveable Communities
- Manager Spaces and Places
- Recreation and Community Initiatives Coordinator
- Recreation and 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
- Future Asset Officer
- Community Engagement Officer

Options

Council can resolve to:

1. Adopt the Findlay Park Master Plan as presented, which includes minor changes based on feedback provided during the exhibition period, as outlined in this report; or
2. Request modifications be made to the Findlay Park Master Plan; or
3. Not adopt the Findlay Park Master Plan.

This report recommends option 1.

Planning and Policy Implications

The Findlay Park Master Plan identifies several areas of improvement to the facilities. These improvements will undergo further planning and will be considered for

identification in the 10-year Works Program and the Recreation and Open Space Action Plan.

Based on community feedback the projects have been prioritised in the following order:

- Priority 1 - Field Upgrades
- Priority 2 - Amenities Building
- Priority 3 - Carpark
- Priority 4 - Footpath
- Priority 5 - Seating
- Priority 6 - Drinking Fountain

Financial and Economic Implications

No funding is currently available for the delivery of the Master Plan.

Future projects will be identified for delivery from 2025-2026 onward and are subject to priority review and budget endorsement through subsequent Operational Plan development, they will be identified in the 10-year Works Program and the Recreation and Open Space Action Plan.

The planning and delivery of Findlay Park Master Plan is expected to provide a positive economic impact for the Port Macquarie community by contributing to the area being a great place to live and recreate.

Attachments

1.  Findlay Park Master Plan_May 2025
2.  Community Engagement Report - Findlay Park Master Plan

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: PP2024.10.1 - PLANNING PROPOSAL ASSESSMENT REPORT
HIGHWAY SERVICES SITE OXLEY HIGHWAY, SANCROX
APPLICANT - BARR PLANNING
LANDOWNER PORTCROX PTY LTD**

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:

- 1. Endorse the draft Planning Proposal (Attachment 1), to enable rezoning of land associated with the Highway Service Centre under section 3.33 of the Environmental Planning and Assessment Act 1979.**
- 2. Forward the draft Planning Proposal to the NSW Department of Planning Housing and Infrastructure for a Gateway Determination under Section 3.34 of the Environmental Planning & Assessment Act 1979, and request that the Gateway Determination authorise Council to be the local plan-making authority.**
- 3. Delegate authority to the Director Community, Planning and Environment to make any minor updates to the Planning Proposal prior to seeking a Gateway Determination, and/or as a result of the issue of Gateway Determination.**
- 4. Receive a report following the public exhibition period on any submissions received.**

Executive Summary

The purpose of this report is for the Council to consider a Planning Proposal (PP) aimed at rezoning part of Lot 1 DP 1261690 from the RU1 Primary Production zone to the E3 Productivity Support zone. Additionally, the proposal includes amending the Major Land Subdivision (MLS) map to remove a Major Land Subdivision and modifying the Height of Buildings map to establish a control height of 14.5 meters under the Port Macquarie-Hastings Local Environmental Plan (LEP).

This Planning Proposal seeks to enable land uses that will support and complement the development of a highway service centre. Such uses may include warehousing, storage, or hotel/motel accommodation, all of which are permissible within the E3 Productivity Support zone.

The application was prepared by Barr Planning on behalf of the landowners, Portcrox Pty Ltd.

The Planning Proposal has strategic merit, as it aligns with existing plans and strategies. Specifically, it is consistent with Action 16 of the Urban Growth Management Strategy (UGMS) and is identified as an investigation area for employment lands in the North Coast Regional Plan.

This report recommends that the Council forward the Planning Proposal (PP) to the Department of Planning, Housing and Infrastructure (DPHI) for a Gateway determination. This will facilitate the rezoning of part of Lot 1 DP 1261690 from RU1 Primary Production to E3 Productivity Support, the removal of a MLS from the MLS map, and the introduction of a height control of 14.5 metres in the Height of Buildings map under the LEP.

Background

Subject Site

The subject site is commonly known as Corner of Oxley and Pacific Hwy, Sancro and legally described as Lot 1 DP1261690.



Figure 1 Locality Map of Subject Site (Source Barr Planning)

The site subject to this application is currently used for rural/agricultural purposes and the site is mostly cleared of vegetation and does not contain any current structures or dwellings.

The subject site has an active development consent for the erection of a highway service centre (see figure below). The consent 10.2019.0945.01 was granted on 7 October 2021.

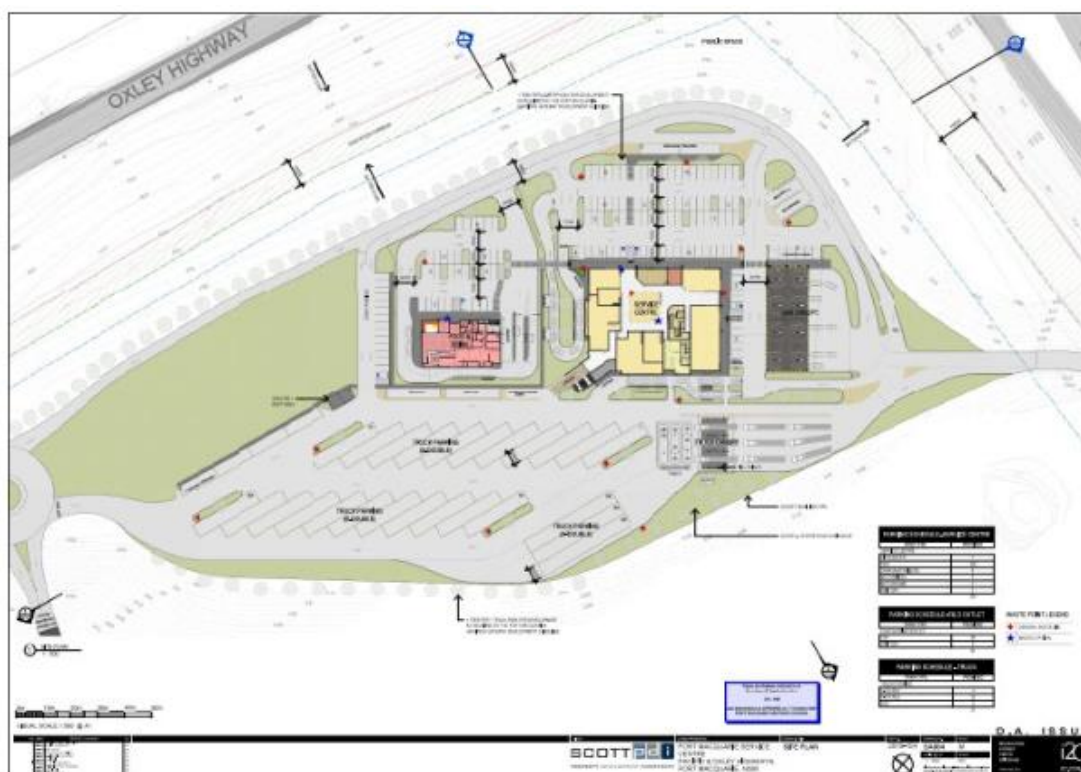


Figure 2 - Approved Highway Service Centre and Layout.

The subject site is currently zoned RU1 Primary Production under the Port Macquarie-Hastings Local Environmental Plan (LEP) 2011. Under schedule 1 of the LEP the site has the following additional permitted uses:

Development for the purposes of a highway service centre and ancillary hotel or motel accommodation is permitted with development consent.

The subject site adjoins rural land to the south and west and is bounded by the Oxley Highway to the north and Pacific Highway to the east.



Figure 3 Aerial Image of Subject Site (Source: Barr Planning)

Planning Proposal

Below is a summary of the Planning Proposal since its lodgement:

Table 1 - Summary of Planning Proposal Since Lodgement

Date	Summary
August 2024	The planning proposal was formally lodged with Council via the NSW planning portal and relevant fees paid.
September - November 2024	The planning proposal was assessed and referred to relevant internal and external agencies for review. Concerns were identified regarding infrastructure, ecology and vegetation management.
December 2024	Additional information was requested regarding biodiversity, Koala Food Trees and transport/traffic impacts.
March 2025	Additional information response was provided by the proponent.
April - May 2025	Additional information provided was reviewed and assessed and it is considered sufficient information has been provided for the planning proposal to be reported to Council for consideration.

Discussion

The subject planning proposal seeks to amend the LEP to:

- Rezone part of the subject site from zone RU1 Primary Production to zone E3 Productivity Support and amend the Land Zoning (LZN) Map accordingly.
- Amend the minimum lot size map for the part being rezoned from 40ha to nil.
- Introducing a height of building control for the land proposed to be zoned E3 Productivity support of 14.5m.

Figure 4 shows the existing and proposed land zoning of the subject site.

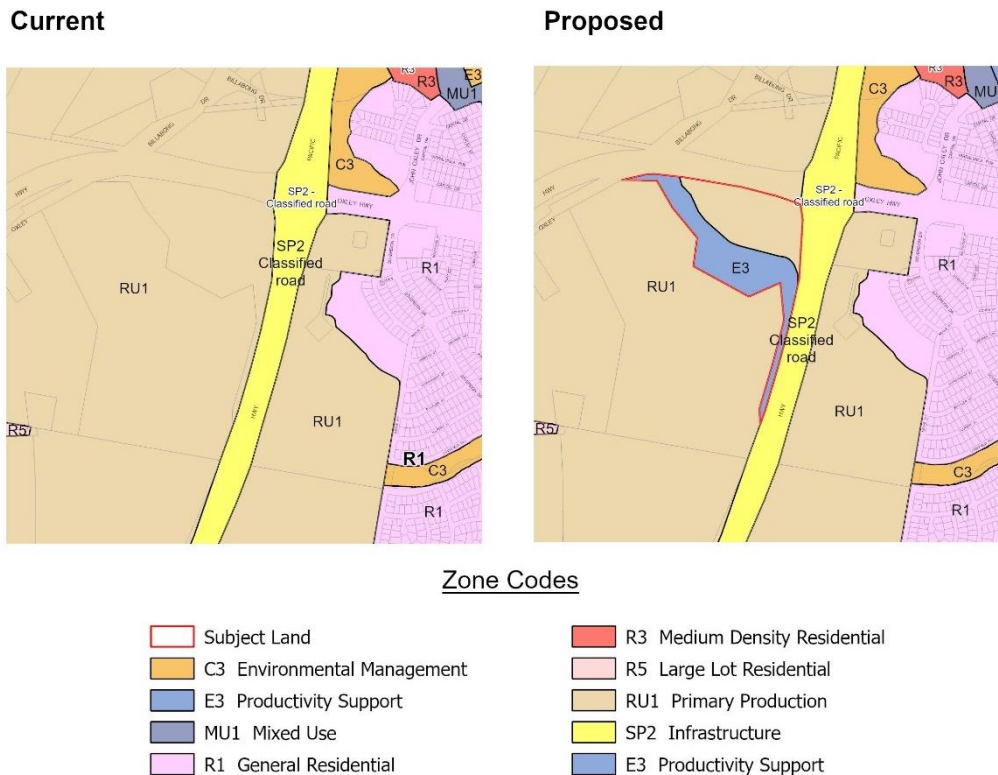


Figure 4: Existing and Proposed zone concept

An assessment of the proposal has been undertaken to inform this determination. As the proposal has strategic merit it is recommended that a Planning Proposal be forwarded to the DPHI for a Gateway Determination.

Consistency with Strategic Planning Framework

North Coast Regional Plan

It is important to note that the North Coast Regional Plan (NCRP) identifies the area for investigation, and the appropriate zoning is dependent on the purpose of the investigation, particularly regarding the suitability of the site for employment zones. The draft planning proposal aims to implement this investigation and indicates that the site is generally suitable for the E3 Productivity Support zone.

Objective 3 of the NCRP is to "Protect regional biodiversity and areas of high environmental value." The proponent has shown that the required offset of 186 Koala Food Trees for the Highway Service Centre can be planted on-site on land that is not affected by the proposed development related to this proposal.

Overall, the proposal is considered generally consistent with the objectives of the North Coast Regional Plan. The site in question is located within the urban growth boundary and is designated as an investigation area for employment zones. Further investigations may be required following the gateway process if the proposal advances to that stage.

Local Strategic Planning Statement

The Council's Local Strategic Planning Statement (LSPS) outlines a vision for strategic planning within the Local Government Area (LGA), along with the planning principles and priorities needed to achieve this vision.

The proposal is generally consistent with the priorities and principles outlined in the LSPS. Below is a summary of the key elements:

- **Environment:** The site is mostly cleared, with significant vegetation primarily located along its edges, making it unlikely that the proposal will impact these areas.
- **Places:** The site is designated as a Gateway Site in the Port Macquarie-Hastings Development Control Plan (DCP). This designation means that any future development will need to adhere to specific requirements regarding urban design, landscaping, and public art.
- **Connections:** The proposal is supported by a transport study and modelling. It aims to enhance the approved Highway Services, which already necessitate a series of road upgrades to improve the efficiency of both the Oxley and Pacific Highways and to reduce traffic congestion. Although these upgrades are currently unfunded, Transport for New South Wales (TfNSW) has expressed interest in exploring funding options, including a potential Voluntary Planning Agreement (VPA) between TfNSW and the proponent, should the proposal advance past the Gateway stage.
- **Economy:** The proposed development is expected to create greater employment opportunities and contribute positively to the regional economy.
- **Infrastructure:** The Planning Proposal is backed by a stormwater management plan, an infrastructure services report, a transport plan, and a traffic study.

Urban Growth Management Plan

The Planning Proposal is consistent with Council's Urban Growth Management Strategy and gives direction effect to action 16 of the UGMS which states:

Planning for the 'gateway sites' at the intersection of the Pacific and Oxley Highways in Port Macquarie.

The Planning Proposal is supported by several detailed investigations that assess the suitability of part of the subject site for establishing a highway service centre on the adjacent land. This aligns with the Council's Urban Growth Management Strategy (UGMS) by satisfying Action 16.

State Environmental Planning Policies

Table 3 below outlines State Environmental Planning Policies (SEPPs) of relevance to the Planning Proposal:

SEPP	Comments/Rationale
Transport and Infrastructure 2021	(d) identifying the environmental assessment category for various types of infrastructure and service developments, including designating certain developments with minimal environmental impact as exempt, and

	<p>(e) outlining the considerations for assessing development adjacent to specific types of infrastructure, and</p> <p>(f) facilitating consultation with relevant public authorities regarding certain developments during the assessment process or before construction begins, and</p> <p>(g) creating opportunities for infrastructure projects to demonstrate good design outcomes.</p> <p>Division 17, Subdivision 2 pertains to development within or adjacent to road corridors and road reserves. Specifically, addresses development that fronts classified roads. The subject site has frontage along two State classified roads: the Oxley Highway and the Pacific Highway. The objectives of this Section are:</p> <p>(a) to ensure that new development does not compromise the effective operation and ongoing functionality of classified roads, and</p> <p>(b) to minimize the potential impact of traffic noise and vehicle emissions on developments adjacent to classified roads.</p> <p>Additionally, the consent authority must ensure that:</p> <p>(a) where practicable and safe, access to the land is provided via a road other than the classified road.</p> <p>Access to the site has been evaluated under DA2019-945.1. The approved development plan permits access from the Pacific Highway via an off-ramp and allows for access to the Oxley Highway. Access to the Oxley Highway will require the construction of a roundabout at the intersection of Oxley Highway and Billabong Drive, as well as the duplication of the southern carriageway of the Oxley Highway.</p> <p>The proposal allows for the potential intensification of land uses on the site, which may increase traffic movements. This has been assessed through sensitivity analysis, and two options are proposed in the transport information provided. Option 1 includes adding an extra lane on the approach to the future Oxley Highway and Billabong Drive roundabout. Option 2 is for Traffic signals at this intersection, which were also modelled and indicated improvements to future traffic flow.</p>
Biodiversity and Conservation 2021	Chapter 3 of this policy pertains to lands zoned as rural (RU1, RU2, RU3). When a planning proposal seeks to rezone land that is identified as potential or core koala habitat, the Minister may require the council to conduct an environmental study of that land.

	<p>To support the Development Application for a highway service centre, a Biodiversity Development Assessment Report (BDAR) has been provided alongside this planning proposal. Additional ecological advice has also been prepared to support the proposal.</p> <p>Once the rezoning is approved, Chapter 4 of the SEPP will apply to the site. A future Development Application (DA) for development on the site will need to address the requirements outlined in Clause 11 pertaining to the development assessment process.</p> <p>The offset plantings associated with 186 Koala Food Trees have been demonstrated to be feasible on the site without compromising the objectives of the planning proposal.</p>
Primary Production 2021	<p>The purpose of this policy is to promote the orderly and economical use and development of rural lands for primary production.</p> <p>The proposal seeks to rezone RU1 Primary Production land to E3 Productivity Support land, effectively eliminating its agricultural function. While this proposal formally reduces the amount of agricultural land, the establishment of the highway service centre has already diminished the land's agricultural viability. Therefore, the proposal does not further impact any viable agricultural land. Instead, it aims to accommodate land uses compatible with the highway service centre and enhance the efficiency of the land in the context of the approved development.</p>
State Environmental Planning Policy (Resilience and Hazards) 2021	<p>Chapter 4: Remediation of Land: The purpose of this chapter is to establish a state-wide planning approach for the remediation of contaminated land. Specifically, this chapter aims to facilitate the cleanup of contaminated sites to reduce the risks posed to human health and the environment.</p> <p>In accordance with Clause 4.6 of the SEPP, a Stage 1 Contaminated Site Assessment (CSA) was conducted by Regional Geotechnical Solutions on 9 January 2018, for the highway service centre. The report concluded that the site is suitable for the proposed industrial/commercial development from a contamination perspective, provided that the recommended actions are implemented.</p> <p>Further assessments have been carried out regarding the land uses permitted with consent under this LEP Amendment Request. An updated Stage 1 CSA report has also been prepared by Regional Geotechnical Solutions and is included under separate cover.</p> <p>The sample analysis reviewed concentrations of the following potential contaminants:</p> <ul style="list-style-type: none"> Polycyclic Aromatic Hydrocarbons (PAH);

	<ul style="list-style-type: none"> • Total Petroleum Hydrocarbons/Total Recoverable Hydrocarbons (TPH/TRH); • Benzene, Toluene, Ethyl-benzene, Xylenes (BTEX); • Organochlorine and organophosphorus pesticides (OC/OPs); • Heavy metals (arsenic, cadmium, chromium, cobalt, copper, lead, mercury, and zinc); and • Asbestos identification in accordance with AS4964. <p>The sample analysis revealed that the concentration of potential contaminants was below the Residential A criterion. As a result, it was concluded that the land is suitable for uses permitted with consent under the E3 Productivity Support zone from a contamination perspective.</p>
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Policy Directions for Plan Making - Ministerial Directions under Section 9.1 of the EP&A Act

All Council's must follow certain directions when preparing Planning Proposals for new and amending LEP's. The relevant applicable Directions are as follows:

- 1.1 Implementation of Regional Plans

The Planning Proposal is considered broadly consistent with the North Coast Regional Plan. However, it is noted no specific protections to the High Environment Value (HEV) land are proposed.

- 3.1 Biodiversity Conservation

The Planning Proposal does identify a small area of HEV land. This HEV area is subject to a development consent which makes provision for this land to be cleared as part of works associated with the highway service centre development.



Figure 5 - Highways Service Centre Vegetation Removal (Source: Wolf Peak)

It is also noted that the existing development consents requires offset planting of 186 Koala Food Trees. The proponent has provided a concept showing all plantings being provided on site.



The Council has considered that the proposed offset planting locations may not be ideal, as many of the trees are situated near major roads. While this concern is acknowledged, it is important to note that the trees being replaced are already close to these roads. Therefore, placing the offset planting in similar locations could be viewed as a positive outcome and on balance the indicative plan is supported.

The site is subject to Development Consent, which includes requirements for upgrading both Oxley and Pacific Highways. These upgrades will involve the removal of Category 1 vegetation within the road reserve. The associated development work aims to reduce the fire hazard to the north and east of the site.

The Strategic Bushfire Assessment has taken the strategic bushfire risks in proximity to the site into account. The assessment identified the primary bushfire hazard to be located west of the site, particularly in the grasslands along the southern boundary. A thorough evaluation against Chapter 4 of the Planning for Bushfire Protection Guidelines has been conducted.

The proposed development plan includes a single loop road with access to and from Oxley Highway. As secondary access is not provided, the report recommends establishing a 10-metre separation easement along proposed lots 2, 3, 10, and 11, along with a future Colorbond fence to manage risks to life and property, in accordance with the Planning for Bushfire Protection Guidelines.

The change in land use zoning includes classifications for Special Fire Protection Purposes (SFPP) under the Rural Fires Act 1997. This type of land use was considered in the technical report, which concluded that SFPP would be limited to the northern proposed lots. A detailed assessment is required at a future stage.

Overall, the site is recognised as bushfire-prone land, with the majority classified as Category 3, while the northwestern corner is classified as Category 1.

As the site is bushfire-prone, the Council must consult with the Commissioner of the NSW Rural Fire Service following the receipt of a Gateway Determination.

4.4 Remediation of Contaminated Land

A Stage 1 Site Contamination Assessment prepared in accordance with the NSW EPA Guidelines for Consultants Reporting on Contaminated Land (2020) accompanies the planning proposal. The assessment concludes that:

Based on the results obtained in this investigation the site is considered suitable for the proposed rezoning to enable land uses permissible with consent under the E3 Productivity Support zone with regard to the presence of soil contamination provided the recommendations and advice of this report are adopted, and site preparation works are conducted in accordance with appropriate site management protocols and legislative requirements. No remediation works are required for future use permissible under the E3 land use zone.

- 7.3 Commercial and Retail Development along the Pacific Highway, North Coast

The proposal to rezone the land to E3 Productivity Support restricts the types of commercial or retail uses allowed. This zoning is designed to accommodate uses that are compatible with the Heavy Services Corridor (HSC), such as light industry or warehousing, thereby promoting efficient land use. The proposed location can effectively utilise both the Oxley Highway and the Pacific Highway for product distribution. Importantly, the proposal does not include access from the Pacific Highway, ensuring it will not impact the highway's function or safety. Additionally, it will not hinder retail and commercial development in town centres, as outlined in the accompanying economic analysis. This future rezoning could also facilitate the

relocation of services for heavy vehicles away from the commercial core, which would help reduce traffic conflicts in the town centre areas.

- 9.2 Rural Lands

The site is designated as future employment land under the NCRP 2041, which aligns with point (c) mentioned earlier. Additionally, the approval of the highway service centre (HSC) under DA2019-945.1 deems the remainder of the land unsuitable for primary agricultural use. Consequently, the impact on agricultural land has been addressed in the LEP amendment that provided the Additional Permitted Use for the HSC, as well as in the Development Application that approved the HSC. Therefore, this rezoning is considered to have minor significance, in accordance with point (d) above. While some inconsistencies exist, there is reasonable justification to support the proposal.

Overall, the Planning Proposal aligns well with the aforementioned Ministerial Directions. Any identified inconsistencies have been deemed justifiable.

Options

Council's options are as follows:

1. **Proceed with the Planning Proposal:** This option includes sending the proposal to the NSW Government's Department of Planning, Housing and Infrastructure for a Gateway determination. If a favourable determination is received, actions regarding the relevant conditions would then be implemented. This is the recommended option as it aligns with Action 16 of the Urban Growth Management Strategy (UGMS) and addresses future community needs for education and employment. OR
2. **Resolve Not to Proceed:** This option suggests discontinuing the Planning Proposal, which would leave the subject land zoned as RU1 Primary Production. If this route is taken, Council staff will inform the proponent of the decision. They may choose to revise their proposal and resubmit it or request a review of the Planning Proposal. OR
3. **Amend the Planning Proposal:** This involves modifying the proposal to reduce the area designated for the proposed E3 Productivity Support Zone. Additionally, some land would be zoned as C3 Environmental Management to protect areas identified as having High Environmental Value (HEV) and to provide suitable space for Koala offset planting. The amendment would create a narrow buffer of C3 Environmental Conservation zoning between the subject site and the rural land to the south and west, facilitating the Koala Food Trees offset planting and aligning better with its purpose. OR

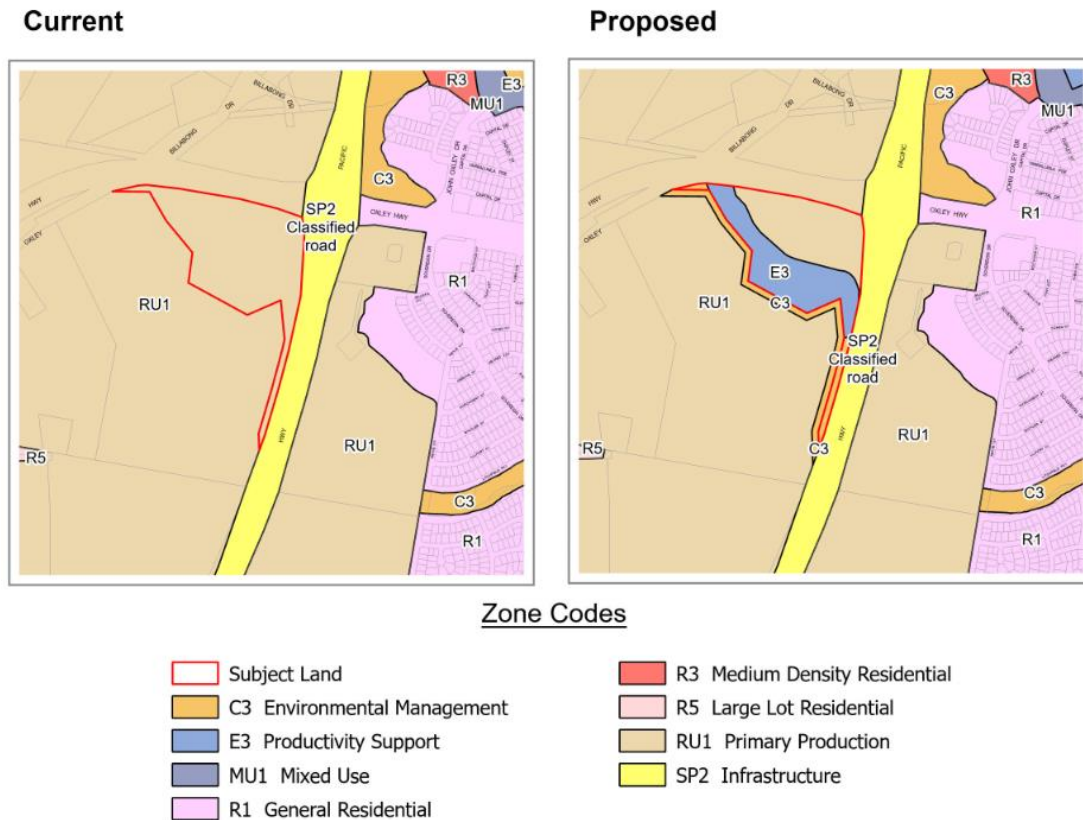


Figure 7 - Indicative Land Zoning Map for Option 3

This report does not recommend option 3 due to concerns regarding potential locations for offset planting. Additionally, the consent allows for alternative options for offset planting, making the use of zone C3 unsuitable for all of this land

Option 1 is the recommendation of this report. The reasons for this recommendation are outlined in this report.

Community Engagement and Internal Consultation

Consultation with RFS and TfNSW has been undertaken and is detailed in the table below. Further government agency and public consultation requirements will be detailed in the Gateway Determination and conducted accordingly.

Agency Advice	Officers' Comment
The NSW RFS has considered the information submitted and subsequently raise no concerns or issues in relation to bush fire.	Noted
TfNSW understand the proposed E3 zoning is intended to enable a range of commercial and retail uses, permissible with consent. Ministerial Direction 7.3 – 'Commercial and Retail Development along the Pacific Highway, North Coast', (Ministerial Direction 7.3) issued by the Minister for Planning under section	The E3 productivity support zone is a strategic opportunity that permits a targeted range of commercial and retail uses. The proponent is committed to establishing operations that effectively complement the existing highway service centre, reinforcing the area's potential for growth. This proposed zone

<p>9.1(2) of the Environmental Planning and Assessment Act 1979, specifies new commercial or retail development must not be established near the Pacific Highway if this proximity would be inconsistent with the objectives of Ministerial Direction 7.3.</p> <p>The amendment document (pages 23 and 76) does not appear to clearly demonstrate consistency with the objectives as land uses permitted under an E3 zone may generate individual trips, which could negatively impact the already strained highway interchange.</p> <p>This could compromise the Pacific Highway's function as an important freight route being the North Coast's primary inter- and intra-regional road traffic route, undermining its efficiency and safety. Council must be satisfied the Planning Proposal supports and reinforces the role of retail and commercial development within established town centres, where such uses can best service the population of the towns and minimise impacts on key transport corridors.</p> <p>2. An appropriate mechanism is provided to ensure the delivery of the required infrastructure by the proponent, as identified in the proposed LEP amendment.</p> <p>3. The Planning Proposal is supported by a strategic design of the proposed transport infrastructure improvements to Oxley Highway / Billabong Drive intersection identified to mitigate the anticipated development, to ensure the road infrastructure is compliant with current design standards (in accordance with Austroads guides and TfNSW supplements) and capable of being constructed within the road reserve (or available land).</p> <p>4. The rationale for including the narrow southern segment of land, which may be required for the Pacific Highway off-ramp construction under DA2019/945, in this planning proposal for rezoning is unclear.</p>	<p>aligns seamlessly with the Council's retail hierarchy and is consistently recognised as a prime investigation area for future employment opportunities.</p> <p>The upgrades outlined alongside the highway service centre and planning proposal promise to deliver substantial long-term enhancements to the efficiency of the road network. By utilising an already approved access point to Oxley Highway, the proposal avoids the need for a new connection, thereby minimising disruption.</p> <p>Moreover, the initiative aims to enable freight operations closely tied to the highway service centre, significantly improving overall operational efficiency. Recognising the potential for increased traffic, the proposal includes provisions for certain high-traffic retail uses, such as hardware stores, to ensure that any possible impacts on the road network are thoroughly accounted for and mitigated.</p> <p>The proponent is also prepared to enter into a state Planning Agreement (PA) to establish robust mechanisms for the essential infrastructure upgrades.</p> <p>Council staff have confirmed, based on productive discussions with Transport for New South Wales (TfNSW), that such an agreement can be pursued following the gateway process.</p> <p>The rationale behind this proposal is to realign the zone boundary with the cadastral boundary, creating a more coherent and efficient framework for future development. This approach not only enhances regulatory clarity but also supports the long-term vision for sustainable growth in the area</p>
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Internal consultations were undertaken in relation to the following matters:

- Traffic and transport
- Biodiversity and ecology
- Water and sewer servicing
- Stormwater

Planning and Policy Implications

There are no further planning or policy implications specifically in relation to this report other than those identified throughout the report and related to a Gateway Determination.

Financial and Economic Implications

A Stage 2 rezoning fee of \$15,000 was paid on 26 August 2024 consistent with Council's Fees and Charges at the time. These fees are designed to cover the cost to Council in assessing and progressing the Planning Proposal.

Conclusion

The request to rezone the subject land is considered to have strategic merit. It is recommended that the planning proposal be forwarded to DPHI for a Gateway Determination.

Attachments

1.  Draft Planning Proposal

Item: 13.02**Subject: LAKE CATHIE NATURAL RESOURCE MANGEMENT 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 April 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). The Coastal Vulnerability Area maps are now being finalised.

A briefing to Councillors about the outcomes and implications of this project is proposed to be provided once the work has been completed.

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. A meeting with RHDHV and key Council stakeholders was held in April to discuss this component of the project. The project is expected to be completed mid-2025.

4. Stage 3 and 4 CMP

Council staff are awaiting the formal announcement of their Coast and Estuary grant application to engage a suitably qualified consultant to assist in preparing the final CMP Stages (Stage 3 and 4). 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.

Staff are now preparing the necessary scope and procurement documents to allow the project to proceed when grants are formally 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.

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 April 2025 Lake Cathie Natural Resource Management Monthly Update Report include:

- An on-water inspection of 10km of riverbank along Cathie Creek and Cowarra Creek was undertaken by Council's Biosecurity Officer. Minor amounts of Groundsel bush were identified in the riparian zone between the Village Trail and Perch Hole. This has been referred to NPWS.

Emergency Erosion Works

Council staff have acquired 120 rock bags, each capable of holding up to 4 tonne of rock. The rock bags are capable of providing short to long term protection to our

coastline and estuaries. The rock bags and rock are being stored at the Koala Street depot. Having this material on hand will allow Council staff to proactively respond to weather events that have the potential to impact Council assets along our coastline and estuary.

Lake Cathie Reserve

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.

Illaroo Road

Council installed rock bags and sand to the upper dune profile along the southern end of Illaroo Road in 2023 after coastal erosion damaged storm water infrastructure and threatened Illaroo Road. In addition, a dredging and sand nourishment event was also undertaken in 2023 to provide additional protection to Illaroo Road. Recent swell events have resulted in the loss of most of the nourished sand along Illaroo Road. The nourished sand placed on the upper dune profile above the rock bags has largely remained intact. Council staff are now progressing environmental approvals to extend rock bag works at the Southern end of Illaroo Road to provide structural protection to Illaroo Road against future storm events.

Riverbank Restoration works

Stage 1 Hastings River Hybrid Shorelines

Rock-It Science have commenced works on the Stage 1 Hastings River Hybrid Shorelines project. The project 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. 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.

Initial site surveys have been completed by Rock-It Science to help inform the detail design. In addition, researcher from the University of Melbourne, with the assistance of Council staff have also completed extensive fieldwork to help inform the design.

Limeburner's Creek Riverbank Restoration Works

DPRID 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 are 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 have completed the Review of Environmental Factors (REF) to undertake the works 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. In April Council staff undertook 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.

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 and 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: 13.03

Subject: LAND ACQUISITION - 109 BURRAWAN FOREST DRIVE, LAKE INNES

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. **Pay compensation in the amount of \$3,000 (ex GST) to the owner of 109 Burrawan Forest Drive, Lake Innes, Lot 6 DP244501, G J Woodbridge for the acquisition of part of Lot 6 DP244501 more particularly described in plan of acquisition as Lot 1 DP1314758**
2. **Pursuant to Section 59 of the *Land Acquisition (Just Terms Compensation) Act 1991*, pay the landowner's property and conveyancing costs.**
3. **On the acquisition of Lot 1 DP1314758 dedicate it as public road pursuant to Section 10 of the *Roads Act 1993*.**

Executive Summary

This report recommends that Council proceed with the acquisition of part of 109 Burrawan Forest Drive, Lake Innes for the purposes of laying an underground water supply main as part of the Northern Arm Trunk Main Project.

Discussion

To cater for the future consumption of water as the Port Macquarie region grows, the provision of additional water supply infrastructure is required. To this end, design is well progressed with the staged rollout of the Northern Arm Trunk Main Project with Stage 1 works scheduled to commence later in 2025.

The acquisition of some private land will be required along the route of the new trunk main. The first of the land acquisitions is at 109 Burrawan Forest Drive, Lake Innes. The general location of the land proposed to be acquired is shown in Attachment 1.

Options

There are no other options available to Council to enable construction of the underground water main to occur at this location.

Community Engagement and Internal Consultation

Council's Engagement Officer and Project Managers have worked with the landowner to secure the land required.

Planning and Policy Implications

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

Financial and Economic Implications



Council is required to offer compensation to the landowner for the acquisition. Council has obtained an independent valuation carried out pursuant to the statutory requirements of the *Land Acquisition (Just Terms Compensation) Act 1991*. Compensation in the amount of \$3,000 (ex GST) was assessed.

A written offer of compensation for the acquisition of 205.1m² being Lot 1 in DP1314758 has been made to and accepted by the landowner subject to Council resolution. The partial land acquisition is shown highlighted in Attachment 2 and is now reported to Council to enable the acquisition to be completed.

The entirety of Lot 1 DP1314758, whilst in the ownership of G J Woodbridge falls 'outside' the existing boundary fence and abuts the Burrawan Forest Drive road formation. Given the current boundary fencing anomaly and that no adjustment will be required to the boundary fence arising from the land acquisition, the inclusion of the acquired land into the public road network is favoured. Inclusion into the road network is achieved by dedicating the acquired land pursuant to Section 10 of the Roads Act 1993.

There is funding currently available in the project budget to meet the land acquisition and conveyancing costs. There are no costs involved in the road dedication.

Attachments

1.  Location of Proposed Land Acquisition
2.  Extent of Land Proposed to be Acquired

Item: 13.04**Subject: ROAD NAMING - COUNCIL PUBLIC ROAD KEW****Presented by: Community, Planning and Environment, Melissa Watkins**

Alignment with Delivery Program

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

RECOMMENDATION**That Council:**

1. **Name the 'No Through Road' section of Ocean Drive, Kew, running north from Ocean Drive between Lake Ridge Drive to the west and Sirius Drive to the east, as Tree Top View.**
2. **Publish a notice in the NSW Government Gazette.**
3. **Advise the residents in writing of the new road name.**

Executive Summary

This report recommends that Council determine to name the 'No Through Road' section of Ocean Drive, Kew, running north from Ocean Drive between Lake Ridge Drive to the west and Sirius Drive to the east, as Tree Top View.

Discussion

On 31 May 2024 a section of Crown Road known as Ocean Drive, Kew, was transferred from Crown Lands to Council as a Council public road. As this section of road is no longer part of Ocean Drive because of the transfer, a new road name is required.

A proposed road name, Tree Top View, was selected as a viable new street name that satisfies the requirements of the NSW Geographical Names Board and the NSW Addressing standards. The proposed name also reflects the area in the road vicinity.

The residences fronting this section of Ocean Drive will also require new street numbers as they were previously allocated Ocean Drive Street numbers.

A letter was sent to all six (6) residents with addresses on this section of Ocean Drive, providing them with background on the road naming process and advising of the proposed new road name and street addresses. No submissions were received from the residents.

A new street sign will be installed at the intersection of Ocean Drive and the newly named Tree Top View.

Options

Council has the option:

1. To adopt the proposed name, Tree Top View; or
2. To request Council staff to investigate an alternate name.

Community Engagement and Internal Consultation

A letter was posted to all six (6) residents with addresses on this section of Ocean Drive, providing them with background on the road naming process and advising of the proposed new road name and street addresses. No submissions were received from the residents.

A public notice was published on Council's website on 5 March 2025 for a period of 28 days.

One (1) submission was received and is summarised in Attachment 2. The submission suggested 2 alternate road names that reflected a plant nursery that was in the vicinity. The alternate road names do not meet the criteria specified by the Geographical Names Board as "Crest" is a type of road and "Pine" is a duplicate sounding road name to another, Pine Hut Road, within the LGA.

When proposing a new road name, uniqueness is the priority. Duplication of similar road names can cause confusion for emergency services, which can delay response times. A name is considered a duplicate if it closely resembles the spelling or pronunciation of an existing name, regardless of road type.

Internal consultation was undertaken with Community Planning & Infrastructure and Digital Technology (GIS) staff.



Planning and Policy Implications

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

Financial and Economic Implications

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

Attachments

1.  Map - Section of Ocean Drive Kew to be Named Tree Top View
2.  Submission

Item: 13.05

Subject: POLICY REVIEW - CONTROL OF BURNING - POST PUBLIC EXHIBITION

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:

- 1. Note that no public submissions were received in response to the public exhibition of the draft Control of Burning Policy.**
- 2. Adopt the Control of Burning Policy as amended.**

Executive Summary

At the Ordinary Council meeting held on 20 March 2025 (Item 13.01), Council resolved as follows:

- 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.*

The draft Control of Burning Policy (draft Policy) was placed on public exhibition from 24 March 2025 to 23 April 2025. No submissions were received from the public. This report recommends adoption of the Control of Burning Policy as amended.

Discussion

The draft Policy provides an avenue for Council to have an overarching approval framework under the Protection of the Environment Operations (Clean Air) Regulation 2022 for a person to burn dead and dry vegetation that was grown on the property in specified land use zones, without having to apply for and obtain individual approvals for each proposed burning event. This removes application costs for residents and streamlines Council's administrative and regulatory processes. In addition, the draft Policy has been updated to provide greater clarity around the purpose of the Policy and its role in providing this approval framework, while also accounting for changes to legislation, reference documents and Fire Danger Ratings.

The current Control of Burning Policy (current Policy) (Attachment 1) has been reviewed and amended to form the draft Policy (draft Policy) (Attachment 2) with the amendments tabulated for ease of viewing (Attachment 3).

The public exhibition period is now complete, having run from 24 March 2025 to 23 April 2025. No submissions were received from the public. On final review, one further amendment was made to clarify wording relating to the specific sizing of a pile of vegetation that can be burned (except below).

Pre-consultation (page 11)

Piles must not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m must not be exceeded.

Post-consultation (page 11)

Piles must not be greater than 2m in length or width and must not be greater than 1.5m high. A maximum height of 0.5m must not be exceeded.

All changes are reflected in Attachment 3.

Options

Council has the option to:

1. Adopt the draft Policy as amended and shown at Attachment 2.

This is the preferred option.

2. Not adopt the draft Policy. If the draft Policy is not adopted, the existing Policy will become out of date and reference superseded legislation, bringing into question the validity of the overarching approval framework, as well as maintaining reference to out-of-date information regarding the RFS and related references.

This not the preferred option.

3. Revoke the existing Policy. If the existing Policy is revoked, any burning of dead and dry vegetation within the LGA in rural zones RU1, RU2, RU3, RU6 and R5 Large Lot Residential will require individual open burning applications to Council for determination unless exempt by legislation, which will increase time and costs to the affected community while increasing the administrative burden to Council.

This not the preferred option.

Community Engagement and Internal Consultation

There was a total of 27 visits to Council's engagement website page during the exhibition period. 11 documents were downloaded or viewed. No submissions were received for the proposed amendments. Council staff have prepared an Engagement Summary Report (Attachment 4) which provides greater detail of engagement action.

In preparing the draft Policy, FRNSW and the RFS were provided with an advanced draft copy to aid in this review and were provided the opportunity to provide comment due to the interrelatedness of the draft Policy with relevant fire control legislation. No recommendations for change were received for the draft Policy.





Planning and Policy Implications

This report recommends the amendment of one (1) current Council Policy.

Financial and Economic Implications

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

Attachments

1.  Control of Burning Policy (Current)
2.  Draft Control of Burning Policy (Proposed)
3.  Table of Amendments to Control of Burning Policy
4.  Engagement Summary Report - Draft Control of Burning Policy

Item: 13.06

**Subject: POLICY REVIEW - WASTEWATER SERVICES POLICY POST
PUBLIC EXHIBITION**

Presented by: Community Utilities, Cameron Hawkins

Alignment with Delivery Program

4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region.

RECOMMENDATION

That Council:

- 1. Note that no relevant submissions were received on the Draft Wastewater Services Policy during the exhibition period.**
- 2. Note that minor amendments, as detailed in this report, were made to the Draft Policy following further internal review to improve readability and provide improved clarity for several sections.**
- 3. Adopt the Wastewater Services Policy.**

Executive Summary

At the Ordinary Council Meeting held on 20 February 2025, Council resolved to place the Wastewater Services Policy on public exhibition. The Policy was updated due to changes in Council specifications and Water Authority Approval requirements.

The purpose of this report is to detail the outcomes of the recent public exhibition period for the Draft Wastewater Services Policy and present the Policy for adoption.

The Draft Wastewater Services Policy was publicly exhibited from 3 March 2025 to 30 March 2025 (28 days). During this period 2 submissions were received, but neither were directly addressing the Policy content. A summary of the engagement is included within the attached Engagement Summary Report.

Following exhibition, additional internal review was conducted, and some minor amendments were made to the Policy, and these are detailed below. The final policy document is attached to this report and the recommendation is that the Draft Wastewater Services Policy be adopted.

Discussion

The Draft Port Macquarie Hastings Council Wastewater Services Policy was considered at the 20 February 2025 Ordinary Council meeting. At this meeting Council resolved:

That Council:

- 1. Adopt the draft Wastewater Services Policy for public exhibition for a period of not less than 28 days.*
- 2. Note that a further report will be tabled at the May 2025 Ordinary Council Meeting, detailing the submissions received from the public during the exhibition period.*

This Policy applies to Council activities, Council staff, anyone interacting with Council wastewater infrastructure, ratepayers and those in the community utilising Council's wastewater services.

During the exhibition period, two submissions were received, but neither was related to the Policy content. Details of these submissions are included in the attached Engagement Summary Report. One submission related to specific education needs and the other with respect to the operation of the Bonny Hills Wastewater Treatment Plant.

Further internal review during the exhibition period also identified that there was an opportunity to provide more detail and improve clarity relating to aspects of the newly implemented Water Authority Approvals. These have been detailed below and are also included in the attached changes document. These amendments do not bring any significant changes to the Policy or its intent.

Changes made following exhibition period:

- Separation and elaboration of dot point in Section 5 under Responsibilities of property owner/inhabitant to provide clarity, page 4

Previous:

- *Not building over Council's trunk mains or property junctions*

New:

- *Not building over Council's trunk mains*
- *Maintaining a one metre clearance of buildings/structures from the property junction arm*
- Change content of paragraph listed under Section 11.9 Easements, page 14

Previous: *All 150mm diameter wastewater mains proposed to be handed over to Council traversing privately owned land, or located on land subject to a subdivision are required to be centrally located, where possible, in a minimum 2.5m wide easement in favour of PMHC with the registration of the land. For any larger mains, easement size and requirements shall be confirmed by Council's Community Utilities Section as part of the Water Supply Authority Approval. A Registered Surveyor shall survey easements and certify the location of pipelines within the easement for all new wastewater Mains proposed to be handed over to Council.*

Council will permit construction of structures within this easement based on protection measures in line with AUS-SPEC requirements being implemented as part of the Water Supply Authority Approval. This does not apply to infrastructure which is located within a dedicated public road reserve or access way.

New: *All 150mm diameter gravity wastewater mains proposed to be handed over to Council traversing privately owned land, or wastewater mains located on land subject to a subdivision are required to be centrally located, in a minimum 2.5m wide easement in favour of Port Macquarie-Hastings Council with the registration of the land. For wastewater rising mains and gravity wastewater mains greater than 150mm diameter, easement size and requirements shall be confirmed by Council's Community Utilities Section as part of the Water Supply Authority Approval. A Registered Surveyor shall survey easements and certify the location of pipelines within the easement for all new Sewer Mains proposed to be handed over to Council.*

Council will permit construction of structures within easements where protection measures in line with AUS-SPEC requirements are implemented in accordance with the Water Supply Authority Approval. Council will not permit construction of structures within easements for wastewater rising mains.

- Amend final paragraph in Section 11.15 to provide greater detail, page 15

Previous: *It is not permitted to build over wastewater junctions or wastewater mains 225mm and larger.*

New: *It is not permitted to build over wastewater mains 225mm and larger, rising mains or within one meter of any property junction arm.*

As noted in the previous Council report, prior to public exhibition the Policy was moved into the current Council template for Policies, which has resulted in some minor changes to layout and section numbering.

Options

Council has the option to:

1. Resolve in line with the recommendation and adopt the Wastewater Services Policy; or
2. Choose not to adopt the Wastewater Services Policy and request further information or amendments.

Community Engagement and Internal Consultation

Engagement has occurred with the development industry relating to the updated approvals process and design and construction specifications updates being introduced.

The Draft Policy was publicly exhibited for 28 days from 3 March 2025 to 30 March 2025.

Regarding the online engagement through Council's Have Your Say website, there were:

- 50 page visits
- 2 online form submissions
- 13 downloads of the Wastewater Services Policy
- 8 downloads of the Summary of changes to Wastewater Services Policy

During the exhibition period, two online submissions were received. Neither submission gave direct feedback on the Policy or its content as outlined previously. The submissions and the responses are outlined within the full engagement report, which is included as an attachment to this report.

Planning and Policy Implications




The adoption of this Policy would align Council's AUS-SPEC specification requirements outlined in the WSAA codes relating to wastewater infrastructure and

assets. The previously adopted Wastewater Services Policy will remain in effect until another is adopted.

Financial and Economic Implications

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

Attachments

1.  Policy
2.  Engagement Summary Report
3.  Policy Changes Summary

Item: 13.07**Subject: POLICY REVIEW - WATER SUPPLY SERVICES POLICY POST
PUBLIC EXHIBITION****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. **Thank the community for their submissions received on the Draft Water Supply Services Policy during the exhibition period.**
2. **Note that minor amendments, as detailed in this report, were made to the Draft Policy following further internal review to improve readability and provide improved clarity for several sections.**
3. **Adopt the Water Supply Services Policy.**

Executive Summary

At the Ordinary Council Meeting held on 20 February 2025, Council resolved to place the Water Supply Services Policy on public exhibition. The Policy was updated due to changes in Council specifications and Water Authority Approval requirements.

The purpose of this report is to detail the outcomes of the recent public exhibition period for the Draft Water Supply Services Policy and present the Policy for adoption.

The Draft Water Supply Services Policy was publicly exhibited from 3 March 2025 to 30 March 2025 (28 days). During this period three submissions were received, with one commenting on the implementation of the policy and its enforcement and two other submissions providing comments not relating to Policy content.

During exhibition additional internal reviews were undertaken resulting in minor amendments to the Policy to provide more clarity on certain requirements. This report recommends that the updated Draft Water Supply Services Policy be adopted. The final policy document is attached to this report.

Discussion

Port Macquarie Hastings Council (Council) most recently adopted the Water Supply Services Policy in 2024.

The Draft Port Macquarie Hastings Council Water Supply Services Policy was considered at the February 2025 Ordinary Council meeting. At this meeting Council resolved:

That Council:

1. *Adopt the draft Water Supply Services Policy for public exhibition for a period of not less than 28 days.*
2. *Note that a further report will be tabled at the May 2025 Ordinary Council Meeting, detailing the submissions received from the public during the exhibition period.*

The Water Supply Services Policy includes information on the water supply schemes in the area, use of these systems, delineation of responsibilities, applicable water fees and charges, requirements for new properties and developments within the LGA, approval requirements for water system augmentations, water conservation measures and water restriction information.

This Policy applies to Council activities, Council staff, anyone interacting with Council water infrastructure, ratepayers and those in the community utilising Council's water services.

During the exhibition period, three submissions were received, one commenting on the implementation of the Policy and encouraging its enforcement, the other two submissions were not directly related to the Policy content. Details of these submissions are included in the attached Engagement Report.

The two submissions not relating to the Policy content made comment on fluoridation of the water supply. Council fluoridates the Port Macquarie-Camden Haven and Wauchope supply systems as required by NSW Government legislation, being the Fluoridation of Public Water Supplies Act 1957 and Fluoridation of Public Water Supplies Regulation 2022.

Further internal review during the exhibition period also identified that there was an opportunity to provide more detail and improve clarity relating to the newly implemented Water Supply Authority Approvals. These have been detailed below and are included (with the earlier changes) in the attached changes document (attachment #3), but the result is not any material change to the Policy intent.

Changes made to the Policy after exhibition period:

- Detail added to Section 11.6 Private water meters, page 17. This provides clearer information around what is required for private water meter reads, including requirements for properties which may not have a foyer area.

Previous: *Under some circumstances PMHC can read private water meters for an applicable fee, as set each year by PMHC through Fees and Charges. Customers can contact Council to request private water meter reads, and the approval of this request is at the discretion of the water billing and Utilities teams. Reading of internal water meters will only be undertaken if the following criteria is met:*

- *The location of internal water meters is in foyer areas, secure and accessible for meter reading, otherwise a remote reading display facility shall be provided by the property owner;*
- *The meters can be easily accessible by PMHC water meter readers; and*

○ *Installation meets the relevant Council and Australian Standards.*
New: *Under some circumstances PMHC can read and administer private water meters for applicable fees, as set each year by PMHC through Fees and Charges. Customers can contact Council to request private water meter reads, and the approval of this request is at the discretion of the water billing and Utilities teams. Requests to read internal water meters will only be considered if the following criteria is met:*

- *The location of internal water meters is in foyer or similar common area, otherwise a remote reading display facility shall be provided by the property owner;*
 - *The meters are easily accessible by PMHC water meter readers;*
 - *Installed meters must be WaterMark certified; and*
 - *Meter installation meets relevant Council and Australian Standards.*
- *Add new Section 13.4 Extended water allowance for vulnerable large families, page 21. This was previously applied but has not been available due to its absence from formal Policy, so is being included to allow provision of this to eligible customers.*

13.4 Extended water allowance for vulnerable large families

To provide assistance in covering the cost of living for large, vulnerable families, Port Macquarie Hastings Council can offer eligible customers an adjustment to increase the allowed water volumes used per year which are charged at the lower (tier 1) water usage rate within their household.

For these customers the tier 1 usage threshold is increased from the 20mm usage threshold of 270 kL per year to the 25mm usage threshold of 422 kL per year (an increase of just over 56%).

To be eligible for consideration for this allowance, all of the following criteria needs to be met:

- *The customer must be the owner or joint owner and reside in the house or strata unit in question*
- *The household must have six or more permanent family occupants who are immediate family members, with a maximum of two [2] primary carers and four [4] or more dependents*
- *Have appropriate water efficient devices fitted throughout the premises*
- *The house or strata unit must be individually metered by a Council owned meter*
- *The customer must hold a Health Care Card issued by Services Australia, and*
- *Participate in an appropriate direct debit arrangement for the payment of their water charges.*

The customer must be able to provide documentary evidence that they meet all of the above criteria and complete a statutory declaration on an annual basis to support their application for this rebate.

Council can also assist in providing information and education on efficient water use.

- *Additional words added to points in section 14.9.1 Criteria relating to variations for unforeseen leaks, page 24, to provide a clearer description of what is required for variations to be considered.*

Previous points:

- *Applications will be considered on a case-by-case basis. An adjustment will only be available if all of the following criteria are met*

- *4. The water service is constructed of material approved by PMHC for domestic use*
- *A leak in the service has occurred which is not readily visible*

New points:

- *Applications will be considered on a case-by-case basis. An adjustment will only be considered if all of the following criteria are met*
- *4. The water service and fittings are constructed of material approved by PMHC for domestic use*
- *A leak or pipe break in the service has occurred in the ground or under a slab which is not readily visible*

As noted in the previous Council report, prior to public exhibition the Policy was moved into the current Council template for Policies, which has resulted in some minor changes to the layout and section numbering.

Options

Council has the option to:

1. Resolve in line with the recommendation and adopt the Water Supply Services Policy; or
2. Choose not to adopt the Water Supply Services Policy and request further information or amendments.

Community Engagement and Internal Consultation

Prior to public exhibition and being brought to Council in February, engagement had occurred with the development industry relating to the updated approvals process and design and construction specifications updates being introduced.

The Draft Policy was publicly exhibited for 28 days from 3 March 2025 to 30 March 2025 inclusive.

Regarding the online engagement through Council's Have Your Say website, there were:

- 57 page visits
- 3 online form submissions
- 14 downloads of the Water Supply Services Policy
- 6 downloads of the Summary of changes to Water Supply Services Policy

During the exhibition period, three online submissions were received: one submission was supportive of the amendments to the policy and the two other submissions have referenced fluoride in the water supply and are requesting fluoridation to be stopped. These submissions didn't refer to Policy content, so no amendment resulted. The full engagement report is included as an attachment (attachment #2) for this report.

Planning and Policy Implications

The adoption of this Policy would align Council's AUS-SPEC specification requirements outlined in the WSAA codes relating to water infrastructure and assets.

The previously adopted Water Supply Services Policy remains in effect until a new version is adopted.

Financial and Economic Implications

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

Attachments

1.  Policy
2.  Engagement Report
3.  Policy Changes Summary

Item: 13.08

**Subject: POLICY REVIEW - LIQUID TRADE WASTE POLICY -
AMENDMENTS TO ADOPTED POLICY**

Presented by: Community Utilities, Cameron Hawkins

Alignment with Delivery Program

4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region.

RECOMMENDATION

That Council:

- 1. Note the minor changes made to the recently adopted Liquid Trade Waste Policy as a result of feedback received from the Department of Climate Change, Energy, Environment and Water**
- 2. Adopt the amended Liquid Trade Waste Policy**

Executive Summary

At the March Ordinary Council meeting on 20 March 2025, Council adopted the Liquid Trade Waste Policy. As per the Liquid Trade Waste guidelines, Council is required to gain endorsement of the Department of Climate Change, Energy, the Environment and Water (DCCEEW) for this Policy. The Policy was submitted to the Department once public exhibition closed, and feedback provided on this took some time so was not received before the Policy was presented to Council for adoption. Minor changes are now required to obtain the required endorsement. There is no material change to the content or intent of the Policy.

Discussion

DCCEEW (formerly DPIE) release Liquid Trade Waste Management Guidelines to be used within Utilities to manage disposal of trade wastes, the most recent version being from 2021. Within these guidelines it states that Council must gain the Department's endorsement of their Liquid Trade Waste Policy.

The Department also provides a model Policy for Council to use to form their own Policy. The model policy was updated in January this year with some minor amendments. When Council's Policy was forwarded for endorsement it was noted that it was not based on the new model Policy so endorsement was not provided.

While the Policy was being reviewed to reflect the new model Policy provided (only minor amendments to content as noted below, as well as updates to Department names etc.) it was also noted that there were some typographical/grammatical errors and some superfluous information. While completing this review the Policy was also moved into the current Council Policy template.

The list below summarises all changes made since the Policy was adopted by Council, except that the transition into Council's Policy format has altered some of the section numbering.

- In section 4.2. Structure of the Policy (p5):
 - Replaced 'National Framework for Wastewater Source Management' with 'Australian Wastewater Quality Management Guidelines' as this document has been updated and renamed
- Addition of dot-point under section 4.2.2.4 (p11)
 - 'Discharge of disposable waste products including those marked as flushable'
- Notes from underneath the tables provided in section 4.2.2.2 have been removed (were explanatory notes for Council)
- Previous section 4 and Appendix F have been removed given the changes made to Wastewater Quality Management Guidelines (as listed above) which have been amended and now directly reference legislation, so these sections are no longer required).
- Removal of previous Appendix B - this appendix listed 'deemed to be approved activities' which are exempt from approval processes and our Policy states that there are no exemptions so this section was not applicable within the LGA and may cause confusion
- Removal of note 11 in Appendix B, section 9.1 (p24) referring to calculation guidance as instructions are provided in the Policy
- Removal of the line 'Followings section describe various trade waste fees and charges and the methodology of calculating them.' from under heading of section 9.2.1 (p26)
- Addition of new Classification A discharger type under section 9.5 (p27) - 'bed and breakfast'

Because of the minor nature of the changes, and the fact that these amendments would have been made prior to adoption by Council if the information had been received within the exhibition period, it is proposed that Council adopt the Policy without the need to re-exhibit the Policy.

Options

Council has the option to adopt the recommendation, or they can choose to:

1. Re-exhibit the Policy to allow the community to provide feedback
2. Request amendments or additional information prior to adopting the Policy.

Community Engagement and Internal Consultation

The Policy has not been put back to public exhibition because there has been no material change to the content, no submissions were made during the recent exhibition period, and the amendments (if received during the exhibition period) would have been made prior to presentation to Council for adoption.

Planning and Policy Implications

The changes made to this Policy have no impact on the requirements or implications of the Policy. The previously adopted Policy remains in force until a new Policy is adopted.

Financial and Economic Implications

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

Attachments

1.  Liquid Trade Waste Policy

Item: 13.09

Subject: STORMWATER STRATEGIC ACTION PLAN

Presented by: Community Infrastructure, Blayne West

Alignment with Delivery Program

4.1.5 Work towards planning, investigation, design, construction of stormwater assets.

RECOMMENDATION

That Council:

- 1. Note the submissions received by Council during the public exhibition period as contained in the Stormwater Strategic Action Plan Community Engagement Report - March 2025 (Attachment 1)**
- 2. Adopt the draft Stormwater Strategic Action Plan 2025 (public-facing document).**
- 3. Advise those who made a submission in relation to the draft Stormwater Strategic Action Plan 2025 (Public-facing document) of Council's determination on this matter.**
- 4. Publish the endorsed Stormwater Strategic Action Plan 2025 (public-facing document) on Council's website.**

Executive Summary

The Port Macquarie-Hastings Council (PMHC) Stormwater Strategic Action Plan (SSAP) provides a strategic framework to effectively manage the Council's \$273 million portfolio of stormwater infrastructure. The purpose of this report is to consider community feedback received during the public exhibition of the SSAP Public Facing Document and seek the Council's adoption of the document.

The SSAP supports the strategic direction set out in the Community Strategic Plan *Imagine2050* responding to community priorities to ensure Council has infrastructure in place that meets the changing need of our growing community that will benefit generations to come and contributes to the community's vision of becoming "the most liveable, sustainable, and innovative place in Australia." It aligns with Council's Infrastructure Strategy 2022-24 and is underpinned by the quadruple bottom line (QBL) and social, environmental and economic sustainability considerations.

The SSAP has been developed in 4 stages in consultation with staff and Council, and prioritises seven strategic objectives:

1. Identify the legislative and regulatory framework that requires the Council to deliver stormwater infrastructure and management.
2. Identify the key strategic documents that guide the Council in decision-making regarding the delivery of Stormwater Infrastructure.

3. Identify LGA-specific issues (both current and future) that need to be considered when delivering stormwater projects/programs.
4. Complete a gap analysis on the Council's provision of stormwater management projects/programs.
5. Identify key actions/programs to be undertaken to address identified gaps in service delivery to improve the current and future stormwater network.
6. Use a multi-criteria analysis, assess and prioritise the identified key strategic actions into high, medium, and low-priority categories.
7. Nominate projects required to deliver key actions and provide estimates regarding the cost associated with program delivery.

At the Ordinary Council Meeting on 20 February 2025, the Council resolved to place the draft SSAP public-facing document on public exhibition for a period of not less than 28 days.

The draft SSAP was subsequently exhibited for a period of 28 days from 3 March to 31 March 2025. During that time, 4 submissions were received.

In summation, the submissions received requested that the Council prioritise older infrastructure upgrades and improve integration into the Council's annual works program, as well as several locational-specific stormwater issues at Wauchope CBD, Rainbow Beach in Bonny Hills, and Matthew Flinders Drive to Hart Street, Lighthouse Beach.

Subject to endorsement, the SSAP will ensure the Council delivers sustainable, cost-effective stormwater solutions that address the condition and capacity of our network, while responding to community needs now and into the future.

It is recommended that the draft SSAP (public-facing document) be adopted.

Discussion

The Stormwater Strategic Action Plan (SSAP) provides a strategic framework for the management of Council's stormwater infrastructure to ensure it meets the needs of our community and supports a healthy and balanced environment that will benefit generations to come. It contributes to the community's vision set out in the Community Strategic Plan *Imagine2050*, of becoming "the most liveable, sustainable, and innovative place in Australia."

The SSAP aligns with Council's Infrastructure Strategy 2022-24 and Integrated Water Cycle Management (IWCM) Strategy to ensure the actions we deliver through stormwater management are underpinned by the quadruple bottom line (QBL) and social, environmental, economic and leadership sustainability considerations.

The development of the SSAP has been comprehensive, including the development of a SSAP Technical Report, built on input from key stakeholders within the organisation over the past 10+ months.

To facilitate delivery, a consultant (Burchills Engineering Solutions) was appointed in early 2024. Burchills was entrusted with preparing the technical document of the SSAP.

The SSAP has been developed in 4 stages:

Stage	Description	Status
1	Assessment of strategic direction and alignment, and overarching state and federal legislative requirements to understand drivers for stormwater management with the Port Macquarie-Hastings LGA	COMPLETED April 2024
2	Gap analysis of existing action plans and activities against the requirements identified in Stage 1, undertaken in consultation with staff on the internal working group.	COMPLETED April 2024
3	Risk and Opportunities Workshops were undertaken with an internal working group and facilitated by the consultant, based on gap analysis and literature review.	COMPLETED May 2024
	<p>Stages 1-3 culminated with the presentation of the Stormwater Strategic Action Plan Technical Document to Council at the August 2024 Ordinary Council Meeting.</p> <p>At that meeting, Council endorsed an approach that involved the development of:</p> <ul style="list-style-type: none"> a) a Detailed action plan to clearly articulate and sequence the completion of the actions, works and initiatives identified within the technical report, and b) the preparation of a public-facing overview of the Stormwater Strategic Action Plan, designed to communicate the plan's objectives, themes, and rationale, in a 'plain English' format. 	ENDORSED August 2024
4	<p>Following the August 2024 Council Resolution, staff completed the following actions:</p> <p>Action Plans informed by Stages 1-3:</p> <ul style="list-style-type: none"> (a) Detailed Action Plan (internal use) - detailed actions, works and initiatives, into meaningful and project-sized steps, considering the Council's Long Term Financial Plan, financial and resource limitations and priorities. <p>The SSAP Detailed Action Plan identifies 47 strategic actions for effective stormwater management, which, depending on funding, are proposed to address existing stormwater infrastructure challenges.</p> <p>Actions are grouped into distinct projects that will inform PMHC's annual Operational Plans and four-year Delivery Plans, translating strategy into action.</p>	
	<ul style="list-style-type: none"> (b) Community document (public facing) - sets out the plan's objectives, rationale, strategic actions and anticipated benefits with respect to the management 	IN PROGRESS

Stage	Description	Status
	of stormwater infrastructure into the future, presented in a format designed to engage and inform the broader community.	<i>Public Exhibition</i>
	The SSAP Community Facing Document was presented to Council in February 2025, with Council Endorsing the draft Stormwater Strategic Action Plan public facing document to be placed on public exhibition for a period of not less than 28 days.	COMPLETED 31 March 2025.

As noted above, the outcomes of Stages 1-3 of the SSAP were considered at the Ordinary Council Meeting on 15 August 2024, where it was resolved that Council:

1. *Note the report provided on the development of the Stormwater Strategic Action Plan.*
2. *Note the final Stormwater Strategic Action Plan.*
3. *Endorse the next steps to prepare a detailed action plan and community-facing overview of the Plan as outlined in the report.*

Following the recommendations made in August 2024, a detailed SSAP Action Plan for internal use and a draft public-facing version of the plan were prepared as per Stage 4 outlined above.

These plans were presented to Council on 20 February 2025, where it was resolved that the Council:

1. *Note the information in this report regarding the process of developing the Stormwater Strategic Action Plan public-facing document.*
2. *Endorse the draft Stormwater Strategic Action Plan public facing document 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.*

The draft SSAP public facing document was placed on public exhibition for a period of 28 days from 3 March to 31 March 2025, during which the Council received 4 submissions on the draft plan.

The community feedback has highlighted several location-specific concerns, reinforcing the relevance of the SSAP's risk-based and catchment-focused approach.

These can broadly be grouped into the following 'categories':

1. **Local Drainage Maintenance:** stormwater drainage issues between Matthew Flinders Drive and Hart Street, Lighthouse Beach, resulting from a drain being overgrown with weeds.
2. **Infrastructure renewal, planning and prioritisation:** request to update ageing systems and establish a rolling priority list across the local government area to address backlog.

3. **Urban flooding issues to businesses in Wauchope CBD:** need to address drainage issues resulting from heavy rains on the lower side of Cameron Street and High Street/Cameron Street near the roundabout.
4. **Environmental and public health risks in Bonny Hills:** related to stormwater pollution, sewer overflows, and erosion at Rainbow Beach.

A summary of each submission and the Council's response is provided in the Community Engagement and Internal Consultation section of the report below.

The community has generally expressed support for the content and direction of the SSAP, recognising the importance of proactive stormwater management across the local government area. Overall, the feedback affirms the need for strategic planning supported by local insight and confirms that the SSAP is well-positioned to respond to both community expectations and long-standing stormwater challenges.

Options

Council may elect to:

1. Adopt the draft Stormwater Strategic Action Plan 2025 public-facing document.
2. Request further information or determine not to adopt the draft Stormwater Strategic Action Plan public-facing document.

Community Engagement and Internal Consultation

Community consultation

Three briefings were held with Councillors on 6 June 2024, 1 August 2024 and 6 February 2025 in developing the SSAP.

As part of the staged development of the SSAP, a report was presented to the Ordinary Council Meeting on 15 August 2024, providing an overview of the project background, process and technical details of the plan (i.e. Stages 1-3).

At the 20 February 2025 Ordinary Council meeting, Council resolved to place the draft Stormwater Strategic Action Plan public-facing document on public exhibition for a period of not less than 28 days.

The draft SSAP public-facing document was put on exhibition for 28 days between 3 March and 31 March 2025, via Council's "Have Your Say" online engagement portal. The "Have Your Say" online portal activity during the exhibition was as follows:

- Total visits - 50 visits
- Max visitors per day - 10 visits
- Engaged visitors (submissions) - 4
- Informed visitors - 21
- Aware visitors - 50
- Action Plan downloaded - 20 times.

A summary of the submissions and the Council's response is provided below. This is supported by the Draft Strategic Stormwater Action Plan Community Engagement Report March 2025, included at Attachment 1.

Community Feedback	PMHC Response and recommendation
<p>Local Drainage Maintenance issue</p> <p>The stormwater drain that runs from Matthew Flinders Drive to Hart Street, Lighthouse Beach is overgrown and has flattened out over time causing it to overflow easily in heavy rain.</p>	<p>Council acknowledges local concerns about reduced capacity and overgrowth in the drain between Matthew Flinders Drive and Hart Street. The site will be considered for inspection as part of ongoing catchment investigations under the SSAP.</p> <p>In relation to the current specific operational issue raised, a task has been allocated to the Council's operational maintenance team for inspection and maintenance as required.</p> <p>No change to the draft SSAP public-facing document is recommended.</p>
<p>Infrastructure renewal, planning and prioritisation</p> <p>There is a need to inspect old stormwater infrastructure and update as required to reduce the risk of flooding. Establish a priority list across the major 3 areas of the council and put this into the Operational Plan, on an ongoing basis each year, to clear backlogs.</p>	<p>Council acknowledges the need to address aging stormwater infrastructure and supports the idea of a rolling priority list.</p> <p>The SSAP includes a risk-based framework to guide ongoing investment and backlog reduction.</p> <p>No change to the draft SSAP public-facing document is recommended.</p>
<p>Urban flooding in Wauchope CBD</p> <p>Wauchope CBD is in need of drainage action to prevent flooding in heavy rain. The construction of the IGA car park has meant that rainwater runoff in heavy downpours is directed to the Cameron St/Young Street corner (RSL Club) and inundates businesses on the lower side of Cameron Street and on the lower side of High street near the Cameron Street/High Street roundabout.</p>	<p>In response to identified flooding concerns in the Wauchope CBD Council completed a Stormwater Management Plan. The plan which included an investigation of the stormwater catchment servicing Wauchope CBD and surrounding area. The plan has identified existing stormwater risks and a hotspot prioritisation register. From this work Council has been able to prepare concept plans and cost estimates for the improvements required for stormwater management in the CBD and surrounding areas.</p> <p>The works in the plan have been included in the Strategic Stormwater Action Plan as a priority location (among others). At this time funding has not been allocated for the delivery of these projects but the SSAP will be utilised to</p>

Community Feedback	PMHC Response and recommendation
	<p>guide the development of future Operational Plans and Delivery Programs and inform priorities for grant applications (where eligible).</p> <p>No change to the draft SSAP public-facing document is recommended.</p>
<p>Environmental and health risks in Bonny Hills</p> <p>Rainbow Beach in Bonny Hills is experiencing significant erosion and pollution, particularly after heavy rains, which pose health and safety risks to beach users. These issues are caused by direct stormwater flows onto the beach, emergency discharges from the Lake Cathie / Bonny Hills Wastewater Treatment Plant at Duchess Creek, and sewage infrastructure overflows along Saltwater Creek. Both creeks flow into Rainbow Beach, contributing to the pollution. Stormwater is infiltrating the sewage system likely due to illegal residential connections, ageing pipes, and defects. To address this, the council has engaged a contractor, R.A.I.N., to identify illegal connections in the Bonny Hills sewerage system. Unlike Bonny Hills, Port Macquarie Main Beach has a detention trap to manage stormwater flows, reducing pollution. The pollution from stormwater, especially during heavy rains, is a recognised health risk to beachgoers and contributes to beach erosion.</p>	<p>Council acknowledges the community's concerns regarding stormwater pollution, erosion, and overflows impacting Rainbow Beach in Bonny Hills. Water quality is a key priority in the SSAP, with actions in place to complete regional stormwater modelling and undertake catchment-based analysis to identify and prioritise treatment, rehabilitation, and waterway stabilisation works.</p> <p>No change to the draft SSAP public-facing document is recommended.</p>

Internal Consultation

In developing the SSAP, the Community Infrastructure Planning and Design Strategic team has organised and undertaken a series of internal consultation workshops that brought together a diverse group of key stakeholders from within the organisation (i.e. internal working group). Participants included:

- Director, Community Infrastructure
- Group Manager, Community Infrastructure Planning and Design
- Group Manager Development Assessment
- Manager Planning and Design (Strategic)
- Manager Planning and Design (Programs)
- Senior Stormwater Engineer (Strategic)
- Senior Stormwater Engineer (Programs)
- Strategic Projects Manager
- Operations Manager, Transport and Stormwater Network

- Coast and Estuary Coordinator, Environmental and Regulatory Services
- Community Engagement & Communications Coordinator
- Asset Management Coordinator

These workshops fostered collaboration and gathered insights from these varied roles to inform the development of the SSAP.

Planning and Policy Implications



There are no direct planning and policy implications in relation to this report, however the longer-term implementation of the actions of the plan will in many cases lead to the development of new and updated policy, procedure and standards in relation to the way Council and the community manage risks associated with the provision of stormwater drainage infrastructure and services.

Financial and Economic Implications

The SSAP and associated detailed Action Plan will be utilised to guide the development of future Operational Plans and Delivery Programs and inform priorities for grant applications (where eligible) relating to the provision of stormwater investigation, maintenance, renewal and upgrades throughout the LGA in a considered, cost-effective and prioritised manner.

Implementation of the actions and recommendations identified will require funding allocation by the Council with the support of the NSW and Australian Governments, where possible. The SSAP will provide an advocacy platform and will assist with all funding support requests.

Attachments

1.  Stormwater Strategic Action Plan Community Engagement Report -March 2025
2.  Stormwater Strategic Action Plan 2025 (Public-facing Document)

Item: 13.10

Subject: PORT MACQUARIE - HASTINGS WALKING AND CYCLING PLAN -
MAY 2025 - POST PUBLIC EXHIBITION

Presented by: Community Infrastructure, Blayne West

Alignment with Delivery Program

4.4.1 Plan, investigate, design and construct transport assets which address pedestrians, cyclist and vehicular needs to cater for the future growth of the region.

RECOMMENDATION

That Council:

1. **Note the submissions received by Council during the public exhibition period, as contained in the Draft Walking and Cycling Plan Engagement Report March 2025.**
2. **Adopt the draft Walking and Cycling Plan May 2025.**
3. **Advise those who made a submission in relation to the draft Walking and Cycling Review of Council's determination on this matter.**

Executive Summary

The Port Macquarie-Hastings Council (PMHC) Walking and Cycling Active Transport Review has been developed to support delivery of the Integrated Transport Plan (ITP).

The Plan will assist Council in decision making regarding investment in future active transport projects. It has been prepared to align with the Community Strategic Plan *Imagine2050* by contributing to providing a safe and accessible transport network.

The purpose of this report is to consider the community feedback received during the recent public exhibition and to seek the adoption of the Walking and Cycling Active Transport Review (now referred to as the PMHC Walking and Cycling Plan).

The development of the Walking and Cycling Plan over the past 16+ months has been comprehensive, encompassing a gap analysis of the existing network, a review of the Pedestrian Access Mobility Plan (PAMP) and Bike Plan and gathering feedback from multiple community and stakeholder consultations. The review has focused on understanding how people currently use our active transport network and identifying where Council can improve future walking and cycling infrastructure to improve connectivity and safety, aligned to the direction in the ITP.

Through the ITP and Walking and Cycling Plan Council is committed to:

- **Reducing Congestion:** Alleviating congestion in key corridors with infrastructure upgrades and improved transport alternatives.
- **Healthy Streets Vision:** Enhancing streetscapes to improve accessibility, community cohesion, and safety, encouraging diverse transport modes.

- **Active Transport Connections:** Developing cycleways and footpaths for safe, accessible routes between essential locations.
- **Improving Road Safety:** Enhancing road safety with better infrastructure and safer layouts at key areas and intersections
- **Catering for Growth:** Planning and constructing transport infrastructure to support growth and sustainable development.

At the Ordinary Council Meeting on 12 December 2024, the Council resolved to place the draft Walking and Cycling Review on public exhibition for a period of not less than 28 days.

The draft Walking and Cycling Review was subsequently publicly exhibited for a period of 28 days from 24 February to 24 March 2025. During that time, 197 submissions were received via the Have Your Say page and 12 email responses.

This recent engagement as noted above builds upon the initial community engagement undertaken during the development phase between 21 January 2024 and 11 March 2024. The engagement undertaken in 2024 resulted in 334 people responding.

In summation, the feedback from both the 2024 pre-engagement and more recent 2025 public consultation has guided the development of the plan and resulted in expressed support for the direction of the draft Walking and Cycling Plan and the importance of prioritising active infrastructure investment based on connectivity, equity and risk.

In response to submissions received, the draft Plan has been updated to incorporate several additional routes and connections, as well as minor map title and associated text refinements for clarity and consistency.

Subject to endorsement, the Walking and Cycling Plan provides a list of prioritised projects and actions to guide planning and investment in future active transport network improvements. It will provide an advocacy platform and support future funding applications.

Discussion

The Port Macquarie-Hastings Council (PMHC) Walking and Cycling Active Transport Review has been developed to support delivery of the Integrated Transport Plan (ITP) by enabling people to access alternative modes of transport such as walking and cycling.

The plan aligns with the strategic direction of state, regional and local strategies, plans and policies to facilitate better outcomes for the region and our community.

The draft Walking and Cycling Plan has been informed by the following key strategic planning documents:

- NSW Future Transport Strategy
- NSW Active Transport Strategy
- North Coast Regional Plan 2041

- PMHC Regional Integrated Transport Strategy (RITS) and Integrated Transport Plan (ITP)
- PMHC Local Strategic Planning Statement 2040 (LPSS)

In summary, the development of the draft Walking and Cycling Plan has included:

- A comprehensive review of PMHC Pedestrian Access and Mobility Plan (PAMP) and Bike Plan.
- Consideration of the strategic walking and cycling corridors identified in the ITP, namely:
 - Corridors within and between key centres including Oxley Highway to the Health and Education Precinct.
 - Ocean Drive and Pacific Drive corridors between Port Macquarie and Lighthouse Beach.
 - East-west corridors along Koala Street.
 - Coastal shared path through North Haven, Bonny Hills and Lake Cathie.
 - Improved walking and cycling connectivity within Wauchope.
 - Continued development of important corridors in the Camden Haven region including Beach to Beach and Schools to Schools.
- Desk-top review, gaps analysis and site inspection/verification of the existing walking and cycling network for key suburbs including Port Macquarie, Wauchope, Lake Cathie, Bonny Hills, Thrumster, Laurieton, Kew, Kendall, North Haven, Lakewood, West Haven, Telegraph Point, Comboyne, North Shore, and Long Flat to inform network improvement recommendations.
- A Vision Workshop with internal stakeholders in March 2024 to determine a 10+ year vision for walking and cycling in Port Macquarie-Hastings, identifying objectives, strengths and barriers. The vision developed reflected in the draft Plan is “to create a vibrant, sustainable, and connected community where safe and accessible walking and cycling infrastructure empowers people of all ages and abilities, to thrive.”
- Key internal stakeholders review and input at key milestones.
- Pre-engagement community engagement between 21 January 2024 and 11 March 2024, to understand how people currently use our active transport network and gauge the community’s desire for improvements to walking and cycling infrastructure. Across a range of engagement activities a total of 334 people responded.
- Development of a Network Assessment Prioritisation Matrix to help prioritise interventions based on connectivity, equity and risk.

Community Engagement

At the Ordinary Council Meeting on 12 December 2024, the Council resolved to place the draft Walking and Cycling Plan on public exhibition for a period of not less than 28 days. A copy of that resolution is as follows:

13.05 Walking And Cycling Review - For Public Exhibition

That Council:

- 1. Note the information in this report regarding the process of developing the Walking and Cycling Review.*
- 2. Endorse the draft Walking and Cycling Review 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.*

The draft Walking and Cycling Plan was subsequently exhibited for a period of 28 days from 24 February to 24 March 2025.

During the public engagement period, 197 submissions were received via the “Have Your Say” online portal, on addition to 12 email responses.

A summary of the submissions is provided in the Community Engagement and Internal Consultation section of the report below. In response to the submissions received, 21 additional routes and connections have been recommended for inclusion in the final plan.

These additions support the direction of the draft Plan to provide seamless connections from key centres to critical growth areas such as the Health and Education Precinct and extend to surrounding places and villages including Wauchope and our coastal communities.

The draft Walking and Cycling Plan being presented to Council has also been subject to minor map title and associated text refinements for clarity and consistency.

Subject to endorsement, the Walking and Cycling Plan will assist Council in planning and making informed decisions to improve the active transport network across the Port Macquarie-Hastings region, as well as providing an important advocacy platform and to support all future funding applications.

Options

Council may elect to:

1. Adopt the draft Walking and Cycling Plan
2. Request further information or determine not to adopt the draft Walking and Cycling Plan.

Community Engagement and Internal Consultation

Community consultation

As outlined above, extensive community consultation has taken place in the development of the draft Walking and Cycling Plan.

Pre-engagement community engagement held between 21 January 2024 and 11 March 2024, resulted in 334 people responding and providing Council with the information needed to understand how people currently use our active transport network and to gauge the community's desire for improvements to walking and cycling infrastructure.

Pre-engagement community activities included:

- An online engagement survey conducted through Council's Have Your Say website.
- An online spatial mapping tool which allowed the community to record georeferenced issues and ideas.
- Community drop-in sessions, across a wide range of locations.
- Internal consultant workshops.
- Internal engagement; and
- Rapid repair bike workshops.

The pre-engagement feedback informed the preparation of the draft Walking and Cycling Plan which was then present to Council at the Ordinary Council Meeting on 12 December 2024. At this meeting, the Council resolved to place the draft Walking and Cycling Review on public exhibition for a period of not less than 28 days.

The draft Walking and Cycling Plan was subsequently publicly exhibited for a period of 28 days from 24 February to 24 March 2025.

Engagement activities undertaken during the February/March 2025 public exhibition period included two pop-up events at Charles Sturt University (CSU) Orientation Week and Port Central Markets, direct email outreach to previous contributors, and promotion through Council's social media channels.

The engagement also involved the preparation of a 'Have Your Say' page, which included an opportunity for our community to download and view the draft plan and submit comments/feedback online.

A summary of key engagement activity and feedback was as follows:

- Total email reach – 5,020 recipients
- Pop-up event attendees – over 150 combined at CSU and Port Central Markets
- Have your Say - 1,600 page visits - of which 197 were engaged, 563 informed and 1,300 persons were aware of the plan.

The above activities resulted in the following submission:

- "Have Your Say" online portal - 197
- Email - 12

A summary of the submissions and Council's response is provided below and are supported by the Draft Walking and Cycling Plan Engagement Report March 2025 (Attachment 1).

Community Feedback

The community feedback has generally expressed support for the direction of the draft Walking and Cycling Plan and recognised the importance of prioritising active infrastructure investment based on connectivity, equity and risk.

Key Themes and Priorities identified via the public exhibition are defined within the attached Draft Walking and Cycling Plan Engagement Report March 2025. These key themes and Councils response to each are summarised below:

1. **Connectivity & Safety:** There is a strong demand for improved links between key roads and the provisions of safer pathways in high-traffic and residential areas, especially for vulnerable users like children and less confident cyclists.

Council Response: *Connectivity and safety have been embedded as core principles in the strategic network and prioritisation framework. The plan identifies and prioritises improved and safer active transport linkages as requested by our community and identified by technical staff via the review process documented above.*

2. **Community and Cyclist Involvement:** The community seek greater input in infrastructure planning and express frustration over perceived ignored feedback, especially regarding unsafe areas.

Council Response: *The Walking and Cycling Plan is a strategic, high-level document that will guide how Council prioritises future investment based on connectivity, safety, equity, and community feedback. These components and the extensive community consultation undertaken during the development of this plan have shaped the final version of the plan as presented to Council and will continue to inform prioritisation and future funding applications.*

3. **Dangerous Sections & Prioritisation:** Roads such as Koala St and Ocean Drive are identified by the community as hazardous, with calls for safety upgrades, speed reductions, and safer crossings.

Council Response: *The plan takes a strategic approach to assessing safety at the network level, where routes are prioritised based on comparative safety, connectivity, and other criteria. Once a route has been identified through network prioritisation, it will be further broken down into segments where the level of service and safety will be assessed segment by segment to inform future design and delivery. Community feedback has been instrumental in developing the routes identified and the framework utilised to assign priority to each.*

4. **Regional Needs & Key Projects:** Expansion of active transport in areas like Lake Cathie and Kendall is a priority. Key projects referenced include the Beach-to-Beach pathway and new pedestrian footpaths in underserved areas.

Council Response: *The review has sought to provide comprehensive coverage across the entire local government area while giving greater weight to routes that serve the largest number of people. Projects like the Beach-to-Beach pathway (Dunbogan to North Haven) and Schools to Schools connection (Kendall to Kew), which are included in the Plan, reflect this approach by aiming to improve connectivity across key regional centres and underserved areas.*

5. **Health & Economy:** Active transport is linked to improved public health and economic benefits, including tourism growth.

Council Response: Council acknowledges the significant health, social, and economic benefits of active transport. This aligns with the NSW Future Transport Strategy, NSW Active Transport Strategy.

6. **Funding Concerns:** Some community members acknowledged the challenges of limited funding and the complexities of major infrastructure redesigns, raising concerns about the feasibility and timing of delivering projects.

Council Response: Council recognises that funding constraints are a significant factor in delivering active transport infrastructure. The Walking and Cycling Plan provides a strategic framework to help prioritise projects and to align them with available funding opportunities, including state and federal grants, to maximise delivery potential over time.

7. **Additional Issues: Concerns include unsafe e-bike use, lack of accessible public transport, and the need for better signage and education.**

Council Response: Broader concerns will be considered through complementary programs and ongoing stakeholder engagement.

In addition to the above general themes, many submissions identified location-specific new connections and/or needs to expand the walking and cycling network, particularly in areas of growth.

Key locations identified included:

- Koala Street, Ocean Drive, Lake Road, Oxley Highway, Hastings River Drive, Home Street, Camden Head Road, Dunbogan, Lake Cathie, and the Lighthouse Beach area.
- Progressing priority projects such as the pathway between Kendall and Kew and the completion of the Beach-to-Beach route between Dunbogan and Laurieton was also identified as important to the community.

Several submissions also identified routes that had already been identified.

Recommended changes post-exhibition

In response to community feedback to the draft Walking and Cycling Plan, the following minor changes to the draft Walking and Cycling Plan have been implemented to the final version of the plan as attached to this report:

- **Map updates:** 21 route changes have been made to strengthen linkages and minor legend adjustments (see Attachment 3 for details of the specific route changes that have been made to the final version of the plan).
- **Strategic Network section:** Network hierarchy definitions have been clarified to improve community understanding and a "Regional Connectors" class has been added to the network hierarchy.
- **Appendix 1 – Network Prioritisation:** An explanatory text on All Ages and Abilities (AAA) infrastructure has been added to improve community

understanding. Further, the appendix provides clarity around which identified facilities have been prioritised and which will require future prioritisation.

- **Prioritisation tables:** the tables have been updated with minor data and text corrections only.

Further to the above changes, submissions included the request for the following five new routes - Lorne Road, Riverbreeze Estate (Wauchope), Sancrox area, King Creek Road, and a route through mangroves in Settlement Point.

Following internal review and assessment, the abovementioned additional requested routes have not been included based on assessment of the strategic network and priority corridors (connectivity) under the Integrated Transport Plan.

The draft Walking and Cycling Plan presented to Council (Attachment 2) has been amended to incorporate the abovementioned changes.

The community feedback and proposed refinements support the direction of the draft Plan to provide seamless connections from key centres to critical growth areas like the Health and Education Precinct and extend to surrounding places and villages including Wauchope and coastal communities.

Internal consultation

Internal stakeholder review and input has informed the drafting and finalisation of the draft Walking and Cycling Plan. A Vision Workshop with internal stakeholders was held in March 2024 to determine a 10+ year vision for walking and cycling in Port Macquarie-Hastings, identifying objectives, strengths and barriers.

Key internal stakeholders consulted include the Director Community Infrastructure, Community Infrastructure Planning and Design Unit, Community Infrastructure and Recreation Operations, Development Assessment, Liveable Communities and Strategy Unit.

Planning and Policy Implications




There are no direct planning and policy implications in relation to this report. The Walking and Cycling Plan is guided by Council's Integrated Transport Plan and will inform future infrastructure planning crucial guide to improve the active transport network across Port Macquarie-Hastings.

Financial and Economic Implications

The Walking and Cycling Plan will be utilised to guide the development of future Operational Plans and Delivery Programs and inform priorities for grant applications (where eligible).

Implementation of the actions and recommendations identified within the Walking and Cycling Plan will require funding allocation by Council with the support of the NSW and Australian Government where possible. It will provide an advocacy platform and will support all future funding requests.

Attachments

1.  Draft Walking and Cycling Plan Engagement Report March 2025
2.  PMHC Walking and Cycling Plan May 2025
3.  Draft Walking and Cycling Plan Summary of Post Exhibition Changes

Subject: CONFIDENTIAL SESSION

RECOMMENDATION

1. That Council move into Confidential Session to receive and consider the following items:

Item 14.01 Progress Report - Strategic Land Purchase for Future Infrastructure Provision

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.

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.