



Minutes

19 June 2025

Ordinary Council

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 2.02pm.

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: Roberts/Intemann

That Council accede to the request of Councillor Sheppard 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

Captain Peter Gott from the Salvation Army delivered the Local Government Prayer.

04 Apologies

Nil.

05 Confirmation of Minutes

Resolved: Lipovac/Hornshaw

That the Minutes of the Ordinary Council Meeting held on 15 May 2025 be confirmed.

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

06 Disclosures of Interest

Councillor Lipovac declared a Non-Pecuniary - Less than Significant interest in Item 11.04 Draft Integrated Planning and Reporting Documents - Post Exhibition. The reason being is that both CRUZE FM and Radio 531 are mentioned in the Operational Plan of this agenda as a part of a wide range of media options recently used to run advertisements on behalf of Council. Although Councillor Lipovac is an employee of this business, the campaign expenditure was relatively minor, totalling \$660. 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 Tubman declared a Pecuniary interest in Item 13.12 Scoping Proposal - LEP Housekeeping Amendments 2025. The reason being is that Councillor Tubman is in the process of purchasing Rural zoned land and this item includes a proposed amendment to Council's LEP that relates to secondary dwellings in the rural zone. Councillor Tubman intends to leave the meeting, be out of sight and take no part in consideration of this item.

Councillor Hornshaw declared a Non-Pecuniary - Less than Significant interest in Item 13.12 Scoping Proposal - LEP Housekeeping Amendments 2025. The reason being is that Councillor Hornshaw is the owner of, and resides on Rural zoned land. Cr Hornshaw noted that any future changes to the Local Environmental Plan provisions relating to the rural zones impact all owners of rural zoned land. Councillor Hornshaw intends to remain in the meeting, participate and vote in the matter as this perceived conflict will not influence his decision making in the matter.

Councillor Maltman declared a Non-Pecuniary - Less than Significant interest in Item 13.13 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 Lipovac declared a Non-Pecuniary - Less than Significant interest in Item 13.14 Friends of Camden Head Lookout (Pilot Station) update. The reason being that Jon Bailey who is listed as one of the volunteers seeking endorsement, ran on Councillor Lipovac's Group Ticket at the Local Government Election 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.

Acting Chief Executive Officer Robert Fish declared a Pecuniary interest in Item 12.01 Hastings River Flood Study Extension. The reason being is that Acting CEO Fish owns a property within the flood Planning area, and flood modelling impacts on the property may vary pending the outcome of the exhibition and adoption of the study. Director Fish intends to leave the meeting during consideration of this item.

07.01 May 2025 Natural Disaster Flood Event

Resolved: Roberts

That Council:

1. Note its thanks, appreciation and contribution of the Port Macquarie-Hastings Council staff who worked tirelessly for our community during the escalation/management of the May 2025 natural disaster flood emergency and the recovery/clean-up operations.
2. Note its thanks, appreciation and contribution of the front line emergency agency responders, in particular the NSW State Emergency Service the combat agency for flooding events, and organisations who worked tirelessly during the May 2025 natural disaster flood event and to those organisations represented at the Emergency Operations Centre, including the NSW Police Force, NSW Ambulance Service, Fire and Rescue NSW, NSW Rural Fire Service, NSW State Emergency Service, NSW Marine Rescue, Surf Life Saving MNC Branch, Transport for NSW, NSW Maritime, NSW Reconstruction Authority, Department of Communities and Justice, Mid North Coast Local Health District, NSW Public Works, Essential Energy, Local Land Services, NSW Department of Primary Industries and Regional Development, Birpai Local Aboriginal Land Council, Telecommunications, Busways, the Resupply Planning Team, Kempsey Shire Council and Nambucca Valley Council.
3. Note its thanks and appreciation to our local community for coming together in this latest natural disaster flood event to assist those in need during the emergency and the recovery clean-up.
4. Note its thanks to the NSW Government and Australian Government for their immediate response and support in declaring a Natural Disaster and the subsequent deployment of resources and community support during and after the May 2025 weather event.

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/Intemann

That Items 10.02, 11.01, 11.02, 11.07, 11.10, 11.12, 11.13, 11.14, 11.15, 11.16, 13.02, 13.03, 13.05, 13.07, 13.09, 13.11 and 13.16 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 Mayoral Discretionary Fund Allocations - 1 May to 4 June 2025

Resolved: Intemann/Edwards

That Council note the Mayoral Discretionary Fund allocations for the period 1 May to 4 June 2025.

11.01 Status Of Reports From Council Resolutions

Resolved: Intemann/Edwards

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

11.02 Monthly Budget Review - May 2025

Resolved: Intemann/Edwards

That Council:

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

11.07 2023-2024 Dividend for Tax Equivalents - Water Fund and Sewer Fund

Resolved: Intemann/Edwards

That Council:

- 1. Endorse the recognition of tax-equivalent dividend payments totalling \$449,000 for the 2023–2024 financial year, comprising:**
 - \$199,000 from the Water Fund; and**

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- \$250,000 from the Sewer Fund,
as reported in the audited 2023–2024 Special Purpose Financial Statements.
2. Determine that the tax-equivalent dividends will be retained as restricted funds within their respective Water and Sewer Funds in the 2024–2025 financial year.
 3. Acknowledge compliance with Section 409 of the Local Government Act 1993 and the NSW Government’s Guidelines for Council Dividend Payments for Water Supply or Sewerage Services in relation to tax-equivalent dividend payments.
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11.10 Audit, Risk and Improvement Committee Four-Year Strategic Work Plan and Four-Year Strategic Internal Audit Plan

Resolved: Intemann/Edwards

That Council:

1. Adopt the Audit Risk and Improvement Committee four-year Strategic Work Plan.
 2. Adopt the Audit Risk and Improvement Committee four-year Strategic Internal Audit Plan.
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11.12 Draft Code of Meeting Practice

Resolved: Intemann/Edwards

That Council:

1. Pursuant to section 361(3) of the Local Government Act 1993, place on public exhibition the draft Code of Meeting Practice as attached as Attachment 1 for a period of not less than 28 days.
 2. Pursuant to section 361(4) of the Local Government Act 1993, accept submissions on the draft Code of Meeting Practice, for a period of not less than 42 days.
 3. Note that a further report will be presented at a future meeting of Council, detailing the submissions received during the exhibition period.
 4. Conduct a comprehensive review of its Code of Meeting Practice following the release of the updated Model Code of Meeting Practice by the Office of Local Government.
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11.13 Policy Review - Investment Policy

Resolved: Intemann/Edwards

That Council:

1. Endorse the Draft Investment Policy for the purpose of public exhibition.
2. Place the draft Investment Policy on public exhibition for a period of 28 days, in accordance with Council's Community Engagement Strategy.
3. Receive a further report at the conclusion of the exhibition period, detailing any submissions received and recommending a final Investment Policy for adoption.

11.14 Policy Review - Councillor Expenses and Facilities Policy

Resolved: Intemann/Edwards

That Council:

1. Pursuant to Section 253 of the Local Government Act 1993, place on public exhibition the draft Councillor Expenses and Facilities Policy for a period of not less than 28 days.
2. Note that a further report will be tabled at the August 2025 meeting of Council, detailing the submissions received from the public during the exhibition period.

11.15 Policy Review - Mayoral Discretionary Fund Policy - Post Public Exhibition

Resolved: Intemann/Edwards

That Council:

1. Adopt the Mayoral Discretionary Fund Policy.
2. Thank those who made a submission and advise of Council's determination in this matter.

11.16 Policy Review - Pensioner Concession Rebates Policy

Resolved: Intemann/Edwards

That Council:

1. Endorse the Draft Pensioner Concession Rebates Policy for the purpose of public exhibition.
2. Place the draft Pensioner Concession Rebates Policy on public exhibition for a period of 28 days, in accordance with Council's Community Engagement Strategy.

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3. Receive a further report at the conclusion of the exhibition period, detailing any submissions received and recommending a final Pensioner Concession Rebates Policy for adoption.
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13.02 Draft Community Engagement Policy

Resolved: Intemann/Edwards

That Council:

1. Note the information contained within this report relating to the review of the Community Engagement Policy.
 2. Endorse the updated Community Engagement Policy for public exhibition for a period of not less than 28 days.
 3. Note that Council will receive a further report at future Ordinary Council meeting outlining community feedback received during the public exhibition period.
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13.03 Community Engagement Plan - Sports Field User Pay Model.

Resolved: Intemann/Edwards

That Council note the information contained in this report.

13.05 Policy Review - Development Contributions Assessment Policy - Post Public Exhibition

Resolved: Intemann/Edwards

That Council:

1. Rescind the Development Contributions Assessment Policy upon commencement of the Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025.
 2. Adopt the Development Servicing Plan Administration Procedure (Attachment 4) to take effect on 1 July 2025.
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13.07 Policy Review - Volunteering

Resolved: Intemann/Edwards

That Council:

1. **Note the information contained within this report regarding the review of the Volunteer Policy.**
 2. **Endorse the revised draft Volunteer Policy for public exhibition for a period of not less than 28 days.**
 3. **Note that a further report at a future Ordinary Council meeting outlining community feedback received during the public exhibition period.**
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13.09 Policy Review - Beach Driving Policy - Post Public Exhibition

Resolved: Intemann/Edwards

That Council:

1. **Note the submissions and feedback received relating to the review of the Beach Driving Policy during the public exhibition period.**
 2. **Adopt the revised Beach Driving Policy.**
 3. **Thank people who provided feedback during the review of the Beach Driving Policy and advise them of Council determination.**
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13.11 Update on Site Specific Planning Proposal Requests Bi-Annual Report

Resolved: Intemann/Edwards

That Council:

1. **Note the status of Site Specific Planning Proposal requests detailed in this report.**
 2. **Receive a further update report in December 2025 regarding the progress of Site Specific Planning Proposal requests.**
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13.16 Recommended Items from the May 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 \$750.00 to Sienna Furney to compete at the Australian Little Athletics Championships between the 24 and 28 April 2025 in Adelaide.**
 2. **Payment of \$250.00 to Cameron McLean-Prosser to compete at the NSWCHS Championships Boys Football between the 2 and 4 June 2025 in Sydney.**
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3. **Payment of \$250.00 to Jack Wilson to compete at the Rugby Union State Championships between the 6 and 9 June 2025 in Maitland.**
 4. **Payment of \$750.00 to Tobias Toohey to compete at the 2025 Hockey National Championships between the 4 and 12 July 2025 in Perth.**
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10.01 May 2025 Flood Event - Response, Immediate Relief and Recovery Overview

Resolved: Roberts/Intemann

That Council:

1. **Note the information provided in this report regarding the management of the May 2025 flood event within the Port Macquarie-Hastings local government area and the ongoing recovery efforts.**
2. **Note the provisions included in Council's Rates and Charges Hardship Assistance Policy for property owners who have had a house, facility or outbuilding determined to be destroyed or damaged by the responsible government agency as a result of a natural disaster.**
3. **Commencing 24 May 2025 until 30 June 2025, waive all waste disposal fees and charges at Waste Transfer Stations and the Cairncross Waste Management Facility for local government area residents and businesses disposing of flood-damaged waste, where verified by inspection at the point of entry by Council waste staff.**
4. **Note that flood-damaged waste from residential and business properties impacted by flooding has been collected from the kerbside and removed at no charge, as outlined in this report.**
5. **Waive the fees and charges associated with the use of Council's vehicular ferry services until 30 June 2025 as outlined within this report.**
6. **Waive all rebuilding and reconstruction fees and charges for flood impacted properties that have been damaged or destroyed as determined by the responsible government agency, with the exception of State imposed statutory fees, related to:**
 - a) **Development Applications**
 - b) **Complying Development Certificates**
 - c) **Construction Certificates**
 - d) **Section 68 applications (including plumbing and drainage)**
 - e) **Onsite Sewer Management System applications**
 - f) **Section 138 Road Opening permits for properties damaged or destroyed as a result of the May 2025 flood event, where permissible under legislation.**
7. **Waive the additional fees and charges as detailed in this report, in relation to owners of properties and local businesses which have been damaged or destroyed during the flooding event as determined by the responsible government agency, including:**
 - a) **Interest on rates and charges.**

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- b) Direct debit dishonour fees.
 - c) Fees for food shop inspections.
 - d) Fees for public health inspections.
 - e) Animal impound and maintenance fees
 - f) Fees to alter an existing sewerage management facility under section 68.
 - g) Road Occupation fees under Section 138 for clean-up purposes.

8. **Extend the above Rates and Charges provisions to non-residential property owners.**

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

Item 10.02 Mayoral Discretionary Fund Allocations - 1 May to 4 June 2025, has been addressed previously within the meeting.

Item 11.01 Status Of Reports From Council Resolutions, has been addressed previously within the meeting.

Item 11.02 Monthly Budget Review - May 2025, has been addressed previously within the meeting.

11.03 Investments and Loans - May 2025

Resolved: Intemann/Tubman

That Council note the Investment and Loans report for May 2025.

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

11.04 Draft Integrated Planning and Reporting Documents - Post Exhibition

Councillor Lipovac declared a Non-Pecuniary - Less than Significant interest in this item, the reason being is that both CRUZE FM and Radio 531 are mentioned in the Operational Plan of this agenda as a part of a wide range of media options recently used to run advertisements on behalf of Council. Although Councillor Lipovac is an employee of this business, the campaign expenditure was relatively minor, totalling \$660. 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/Intemann

That Council:

1. **Note the submissions received by Council during the public exhibition period as contained in the draft Integrated Planning and Reporting “Our Community, Our Plan” Community Engagement Report (Attachment 1).**
2. **Note Council’s response to community feedback for each of the draft Integrated Planning and Reporting “Our Community, Our Plan” documents (Attachment 2).**
3. **Note the detailed amendments to the exhibited draft Integrated Planning and Reporting “Our Community, Our Plan” documents resulting from community feedback during the public exhibition period (Attachment 3) including the allocation of a portion of the available general rate yield to sustain service levels for parks and stormwater maintenance.**
4. **Note that use of the available rate yield for the purposes of sustaining service levels for parks and stormwater maintenance across the duration of the Long Term Financial Plan 2025-2035, includes 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. **Adopt the following Integrated Planning and Reporting “Our Community, Our Plan” documents:**
 - a) **Community Strategic Plan Imagine2050 (Attachment 4) subject to an amendment to the Liveable and Economic themes to include Arts Mid North Coast as a .key collaborator’**
 - b) **Delivery Program 2025-2029 including the draft Operational Plan 2025-2026 (Attachment 5) subject to an amendment to the 2025-2026 Operational plan/budget to allocate funding for continued membership with Arts Mid north Coast, to be offset by an equivalent reduction in funding for the community grants program.**
 - c) **Resourcing Strategy 2025-2035 (Attachment 6), comprising:**
 - i) **Long Term Financial Plan 2025-2035**
 - ii) **Workforce Management Strategy 2025-2029**
 - iii) **Asset Management Strategy 2025-2035**
6. **In accordance with the NSW Office of Local Government Integrated Planning and Reporting Guidelines for Local Government in NSW September 2021, publish a copy of the adopted Integrated Planning and**

Reporting “Our Community, Our Plan” documents on Council’s website within 28 days of adoption.

7. Thank community members who provided feedback on the draft Integrated Planning and Reporting “Our Community, Our Plan” documents during the public exhibition period.
8. Thank those who made a submission in relation to the draft Integrated Planning and Reporting “Our Community, Our Plan” documents and advise them of Council’s determination of this matter

CARRIED: 8/1

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

AGAINST: Hornshaw

11.05 Draft Asset Management Plans - Post Exhibition

Resolved: Edwards/Intemann

That Council:

1. Note the amendments to the draft Asset Management Plans during the public exhibition period.
2. Note the submission received during the public exhibition period, as contained in the Asset Management Plans Engagement Summary Report June 2025.
3. Thank and advise those who made a submission in relation to the Draft Asset Management Plans of Council’s determination on this matter.
4. Adopt the draft Asset Management Plans.

CARRIED: 9/0

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

AGAINST: Nil

11.06 Making of 2025-2026 Fees and Charges, Revenue Policy, and Rating Maps and Notation of Proposed Budget Adjustments

Resolved: Roberts/Maltman

That Council:

1. Note the financial commentary related to the Draft 2025-2026 Budget and updated 2025-2035 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. Note that the commentary referred to in point 1 and as determined by Council for agenda item 11.04, included the allocation of a portion of the

available general rate yield to sustain service levels for parks and stormwater maintenance within the 2025-2026 financial year, with a further requirement in the 2026-2027 financial year to sustain these services.

3. Note that bringing point 2 into effect across the duration of the Long Term Financial Plan 2025-2035 as adopted by Council for agenda item 11.04, includes 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.
4. Note the amendments to the exhibited 2025-2026 Fees and Charges, 2025-2026 Revenue Policy and 2025-2026 Rating Maps.
5. Adopt the 2025-2026 Fees and Charges (including amendments to reflect statutory fees set by state and Federal Government agencies) and the 2025- 2026 Revenue Policy and the 2025-2026 Rating Maps as attached subject to the reinstatement of the concessional admission fees for the Port Macquarie public swimming pool of \$4.70 and \$4.30 for Kendall, Laurieton, Wauchope public swimming pools for holders of a Blue Pensioner Concession Card or Veteran Affairs Card only.
6. Make the 2025-2026 Rates, Special Rates and Charges as outlined in the attached 2025-2026 Revenue Policy, 2025-2026 Rating Maps and 2025-2026 Fees and Charges document.
7. Approve minor amendments to the draft documents to correct minor clarifications and typographical errors.
8. Set the interest rate on overdue rates and charges at 10.5% from 1 July 2025 to 30 June 2026 in accordance with the Office of Local Government determination
9. Amend the 2026-2026 Budget to include a reduction of the Community Grants program budget to fund the continued membership of Arts Mid North Coast for 2025-2026, as adopted in agenda item 11.04 - Draft Integrated Planning and Reporting Documents - Post Exhibition.

CARRIED: 8/1
FOR: Edwards, Intemann, Kirkman, Lipovac, Maltman, Roberts, Sheppard and

Tubman
AGAINST: Hornshaw

Item 11.07 2023-2024 Dividend for Tax Equivalents - Water Fund and Sewer Fund, has been addressed previously within the meeting.

11.08 Improvement Plan 2022-2026 - General Fund Operating Performance

Resolved: Edwards/Tubman

That Council note the progress update on the Improvement Plan 2022–2026, which outlines the continued implementation of initiatives to improve Council’s long-term financial sustainability and operational efficiency.

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

11.09 Write Off Bad Debts - Sundry Debtors

Resolved: Lipovac/Intemann

That Council in accordance with its Debt Recovery Policy, approve the following Sundry Debtor amounts be written off as bad debts, as they are no longer considered recoverable.

- 1. Virgin Australia Airlines – \$210,498.80.**
- 2. JetGo Australia – \$27,253.67**

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

Item 11.10 Audit, Risk and Improvement Committee Four-Year Strategic Work Plan and Four-Year Strategic Internal Audit Plan, has been addressed previously within the meeting.

Councillor Maltman left the meeting, the time being 03:43pm.

Councillor Hornshaw left the meeting, the time being 03:44pm.

Councillor Maltman returned to the meeting, the time being 03:45pm.

Councillor Hornshaw returned to the meeting, the time being 03:46pm.

11.11 Review of Disbanded Council Committees

Resolved: Edwards/Intemann

That Council:

1. Note the information provided in the report.
2. Endorse the principles and guidelines referenced in the report for the establishment of future committees by Council.
3. Request the Chief Executive Officer to develop a draft Port Macquarie-Hastings Council Establishment and Management of Committees Policy on the basis of the principles and guidelines referenced in the report for the establishment of Council committees for consideration by Council at the August 2025 meeting of Council.

CARRIED: 6/3

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

AGAINST: Hornshaw, Kirkman and Maltman

Item 11.12 Draft Code of Meeting Practice, has been addressed previously within the meeting.

Item 11.13 Policy Review - Investment Policy, has been addressed previously within the meeting.

Item 11.14 Policy Review - Councillor Expenses and Facilities Policy, has been addressed previously within the meeting.

Item 11.15 Policy Review - Mayoral Discretionary Fund Policy - Post Public Exhibition, has been addressed previously within the meeting.

Item 11.16 Policy Review - Pensioner Concession Rebates Policy, has been addressed previously within the meeting.

12.01 Hastings River Flood Study Extension

Acting Chief Executive Officer Robert Fish declared a Pecuniary interest in this item, the reason being is that Acting CEO Fish owns a property within the flood Planning area, and flood modelling impacts on the property may vary pending the outcome of the exhibition and adoption of the study. Director Fish left the meeting during consideration of this item.

Resolved: Intemann/Edwards

That Council:

1. Note the deferral of the Hastings River Flood Study Extension report previously scheduled for adoption at the June 2025 Ordinary Council Meeting.

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2. **Receive a further report detailing the submissions received from the public exhibition period and resulting changes to the study.**

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

Councillor Tubman left the meeting, the time being 03:49pm.

Councillor Tubman returned to the meeting, the time being 03:50pm.

13.01 Draft Community Engagement Strategy

Resolved: Sheppard/Intemann

That Council:

1. **Endorse the draft Community Engagement Strategy (Attachment 1) for the purpose of public exhibition.**
2. **Endorse the proposed Engagement Plan to support the public exhibition of the draft Strategy as included as Attachment 3 subject to the following:**
 - a) **The inclusion of an additional key message on "How do you want Council to engage with you?"**
 - b) **The inclusion of a specific question seeking community views on the use of committees as a means of consulting and collaborating on important planning, policy and strategic matters of Council.**
 - c) **The preparation and inclusion in the exhibition material, of a Fact Sheet to assist with informing responses to the question identified in b), based on the information contained in Item 11.11 Review of Disbanded Council Committees from the June 2025 Ordinary Council meeting agenda.**
3. **Place the Community Engagement Strategy on public exhibition for a period of not less than 28 days.**

CARRIED: 5/4
FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman
AGAINST: Hornshaw, Kirkman, Maltman and Roberts

Item 13.02 Draft Community Engagement Policy, has been addressed previously within the meeting.

Item 13.03 Community Engagement Plan - Sports Field User Pay Model., has been addressed previously within the meeting.

13.04 Community Inclusion Plan and Cultural Plan Engagement

Resolved: Edwards/Tubman

That Council endorse the themes outlined in the report to be incorporated into the development of the new Cultural and Community Inclusion plans.

CARRIED: 5/4
FOR: Edwards, Intemann, Lipovac, Sheppard and Tubman
AGAINST: Hornshaw, Kirkman, Maltman and Roberts

Item 13.05 Policy Review - Development Contributions Assessment Policy - Post Public Exhibition, has been addressed previously within the meeting.

13.06 Post Exhibition Report - Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025

Resolved: Edwards/Lipovac

That Council:

- 1. Note the feedback received on the revised draft Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025 during the exhibition period and outlined in the report.**
- 2. Adopted the Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025 as amended.**
- 3. Repeal the relevant contributions plans and the provision of notice of repeal as per clause 215 of the Environmental Planning and Assessment Regulation 2021 effective upon commencement of the Port Macquarie-Hastings Local Infrastructure Contributions Plan 2025 which include:**
 - i. Port Macquarie-Hastings Administration Building Contributions Plan 2007.**
 - ii. Section 94 Administration Levy Contributions Plan 2005**
 - iii. Port Macquarie-Hastings Contributions Plan 1993.**
 - iv. Hastings Section 94 Major Roads Contribution Plan 2006**
 - v. Hastings Section 94 Open Space Contributions Plan 2006**
 - vi. Port Macquarie-Hastings Council Open Space Contributions Plan**
 - vii. 2018 Hastings River Drive Section 94 Contribution Plan for Traffic Facility Works 2006**
 - viii. Innes Peninsula Road Works s94 Contribution Plan, Port Macquarie-Hastings Council,**
 - ix. Kings Creek Contributions Plan Version 2.5.**
 - x. Laurieton Walkway Contributions Plan.**
 - xi. North Haven Neighbourhood Business Precinct Contributions Plan 2006.**
 - xii. The Bains Dairy Contributions Plan 2006.**
 - xiii. Port Macquarie-Hastings Community, Cultural and Emergency Services Development Contributions Plan 2005.**

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- xiv. **Port Macquarie-Hastings Council s94A Levy Contributions Plan 2007.**
 - xv. **S94 Local Roads Contributions Plan - Areas 13, 14 & 15 Port Macquarie-Hastings Council 2014.**
- 4. **Authorise the Director Community, Planning and Environment to make minor changes and alterations prior to publishing on Council website and Planning Portal.**
 - 5. **Advise those community members who provided feedback on the draft Local Infrastructure Contributions Plan of Council's determination.**

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

Item 13.07 Policy Review - Volunteering, has been addressed previously within the meeting.

13.08 Policy Review - Dogs in Public Open Spaces - Post Public Exhibition

Resolved: Edwards/Roberts

That Council:

- 1. **Note the submissions and feedback received relating to the review of the revised Dogs in Public Open Space Policy during the public exhibition period.**
- 2. **Adopt the revised Dogs in Public Open Space Policy.**
- 3. **Thank people who provided feedback during the review of the revised Dogs in Public Open Space Policy and advise them of Council determination.**
- 4. **Request the Chief Executive Officer to develop a Fact Sheet to support the new Policy and to include behavioural expectations and penalties that apply in both Off Leash and On Leash settings.**

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

Item 13.09 Policy Review - Beach Driving Policy - Post Public Exhibition, has been addressed previously within the meeting.

13.10 DA2024 - 749.1 2 Into 3 Lot Subdivision to Create 2 Industrial Lots and a Residue Lot, Vegetation Removal and Associated Infrastructure at Lot 1 DP 729726 and Lot 100 DP 1130726, No 178 Nancy Bird Walton Drive and Ocean Drive, Kew

APPLICANT: PORT MACQUARIE-HASTINGS COUNCIL

Resolved: Intemann/Roberts

That Council determine DA2024 - 749.1 for a 2 into 3 lot Torrens title subdivision to create 2 industrial lots and a residue lot, vegetation removal, and associated infrastructure at Lot 1 DP 729726 and Lot 100 DP 1130726, No. 178 Nancy Bird Walton Drive, Kew and Ocean Drive, Kew, by granting consent subject to the recommended conditions as included in Attachment 1 to this report.

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

Item 13.11 Update on Site Specific Planning Proposal Requests Bi-Annual Report, has been addressed previously within the meeting.

13.12 Scoping Proposal - LEP Housekeeping Amendments 2025

Councillor Tubman declared a Pecuniary interest in this item, the reason being is that Councillor Tubman is in the process of purchasing Rural zoned land and this item includes a proposed amendment to Council's LEP that relates to secondary dwellings in the rural zone. Councillor Tubman left the meeting, was out of sight and took no part in consideration of this item.

Councillor Hornshaw declared a Non-Pecuniary - Less than Significant interest in this item, the reason being is that Councillor Hornshaw is the owner of, and resides on Rural zoned land. Cr Hornshaw noted that any future changes to the Local Environmental Plan provisions relating to the rural zones impact all owners of rural zoned land. Councillor Hornshaw remained in the meeting, participated and voted in the matter as this perceived conflict did not influence his decision making in the matter.

Resolved: Hornshaw/Kirkman

That Council:

- 1. Endorse the Scoping Proposal (Attachment 1), to facilitate a pre-lodgement meeting with the Department of Planning, Housing and Industry subject to the following:**
 - a) The addition of an amendment to the proposed parameters under Matter 4 of the report relating to secondary dwellings (Clause 2.5) in the Scoping Proposal – LEP Housekeeping Amendments 2025, to consider:**

-
- i. Increasing the maximum permissible distance of a secondary dwelling from the principal dwelling from 200 metres to 300 metres;
 - ii. Increasing the maximum floor area of a secondary dwelling from 120m² or 50% of the principal dwelling, to 120m² or 80% of the principal dwelling, whichever is greater;
- b) The addition of a new Matter 18 - Dual Occupancy development to consider permitting dual occupancies (detached) in rural zones in the Scoping Proposal - LEP Housekeeping Amendments 2025

And request the Acting Chief Executive Officer include these alternative parameters and the additional matter within the scope of the review and assess their potential implications in terms of land use planning, infrastructure, and rural land management.

- c) That the assessment information referred to above be reported to Council prior to any lodgement with the Department.
2. Endorse the preparation of a Council-initiated Planning Proposal for LEP Housekeeping Amendments 2025 under section 3.33 of the Environmental Planning and Assessment Act 1979 on the basis of Item 1.

CARRIED: 6/2

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

13.13 Lake Cathie Natural Resource Management Monthly Update Report

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

Resolved: Maltman/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: 9/0

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

13.14 Friends of Camden Head Lookout (Pilot Station) update

Councillor Lipovac declared a Non-Pecuniary - Less than Significant interest in this item, the reason being that Jon Bailey who is listed as one of the volunteers seeking endorsement, ran on Councillor Lipovac's Group Ticket at the Local Government Election 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.

Motion

Moved: Lipovac/Tubman

That Council note the update on current activities of the Friends of Camden Head Lookout volunteer group.

Amendment

Moved: Intemann/Edwards

That Council:

1. Note the update on current activities of the Friends of Camden Head Lookout volunteer group.
2. Report this matter to the July 2025 Ordinary Council meeting, in addition to the regular bi-monthly report.

LOST: 2/7

FOR: Edwards and Intemann

AGAINST: Hornshaw, Kirkman, Lipovac, Maltman, Roberts, Sheppard and Tubman

The amendment on being put was lost.

Deputy Mayor Edwards left the meeting, the time being 04:49pm.

The motion on being put was carried.

Resolved: Lipovac/Tubman

That Council note the update on current activities of the Friends of Camden Head Lookout volunteer group

CARRIED: 5/3

FOR: Hornshaw, Kirkman, Maltman, Roberts and Tubman

AGAINST: Intemann, Lipovac and Sheppard

Deputy Mayor Edwards returned to the meeting, the time being 04:51pm.

13.15 Notice of Motion - Sports Field Drainage

Motion

Moved: Roberts/Maltman

That Council:

1. Note the correspondence received from the Local Member for Port Macquarie, Mr Robert Dwyer MP, regarding the Tuffins Lane Sporting Precinct.
2. Continue to engage with Mr Robert Dwyer MP on grant funding opportunities to progress the Environmental Impact Statement required to progress the Tuffins Lane sports fields drainage improvements.
3. Initiate a focussed review on sports fields drainage across the Local Government Area as part of the annual review of the Recreational Open Space Action Plan.

Amendment

Moved: Sheppard/Roberts

That Council:

1. Note the correspondence received from the Local Member for Port Macquarie, Mr Robert Dwyer MP, regarding the Tuffins Lane Sporting Precinct.
2. After a review conducted by Council's Legal Counsel, remove the confidential restrictions previously resolved for Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, ensuring redaction of any Confidential information in accordance with Section 10A(2) of the Local Government Act 1993.
3. Provide a copy of the reviewed report, being Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, to State Members for Port Macquarie and Oxley, Federal Members for Lyne and Cowper and place a copy of the report on Council's website for public access.
4. Initiate a focussed review of sports fields drainage across the Local Government Area as part of the Annual Review of the Recreational Open Space Action Plan.

Procedural Motion

Resolved: Sheppard/Roberts

That Council refer this matter to the confidential session of Council noting the confidential nature of a report that will be the subject of a motion/amendment moved with respect to this item.

CARRIED: 8/1

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

AGAINST: Maltman

Confidential Session

Resolved: Roberts/Lipovac

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 16.01 Land Acquisition - 84 Bain Street Wauchope

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 16.02 Review into the Effectiveness of the Audit, Risk and Improvement Committee

This item is classed CONFIDENTIAL under Section 10A(2)(d(iii)) of the Local Government Act 1993, which permits the Meeting to be closed to the public for business relating to commercial information of a confidential nature that would, if disclosed, reveal a trade secret.

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: 9/0

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

AGAINST: Nil

Resolved: Edwards/Roberts

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

CARRIED: 9/0

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

AGAINST: Nil

Councillor Tubman left the meeting, the time being 05:04pm.

Councillor Maltman left the meeting, the time being 05:04pm.

Councillor Kirkman left the meeting, the time being 05:04pm.

Procedural Motion

Resolved: Roberts/Lipovac

That the Ordinary Council Meeting be adjourned.

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

The meeting adjourned at 5.05pm

The meeting recommenced at 5.10pm

Councillor Tubman returned to the meeting, the time being 05:10pm.

Councillor Maltman returned to the meeting, the time being 05:10pm.

Councillor Kirkman returned to the meeting, the time being 05:10pm.

13.15 Notice of Motion - Sports Field Drainage

Motion

Moved: Roberts/Maltman

That Council:

1. Note the correspondence received from the Local Member for Port Macquarie, Mr Robert Dwyer MP, regarding the Tuffins Lane Sporting Precinct.
2. Continue to engage with Mr Robert Dwyer MP on grant funding opportunities to progress the Environmental Impact Statement required to progress the Tuffins Lane sports fields drainage improvements.
3. Initiate a focussed review on sports fields drainage across the Local Government Area as part of the annual review of the Recreational Open Space Action Plan.

Amendment

Moved: Sheppard/Roberts

That Council:

1. Note the correspondence received from the Local Member for Port Macquarie, Mr Robert Dwyer MP, regarding the Tuffins Lane Sporting Precinct.
2. After a review conducted by Council's Legal Counsel, remove the confidential restrictions previously resolved for Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, ensuring redaction of any Confidential information in accordance with Section 10A(2) of the Local Government Act 1993.
3. Provide a copy of the reviewed report, being Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, to State Members for Port Macquarie and Oxley, Federal Members for Lyne and Cowper and place a copy of the report on Council's website for

public access, prior to any further advocacy for funding in relation to Tuffins Lane.

4. Initiate a focussed review of sports fields drainage across the Local Government Area as part of the Annual Review of the Recreational Open Space Action Plan.

CARRIED: 9/0

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

AGAINST: Nil

The amendment on being put was carried.

The amendment became the motion.

The motion on being put was carried.

Resolved: Sheppard/Roberts

That Council:

1. **Note the correspondence received from the Local Member for Port Macquarie, Mr Robert Dwyer MP, regarding the Tuffins Lane Sporting Precinct.**
2. **After a review conducted by Council's Legal Counsel, remove the confidential restrictions previously resolved for Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, ensuring redaction of any Confidential information in accordance with Section 10A(2) of the Local Government Act 1993.**
3. **Provide a copy of the reviewed report, being Item 16.02 Potential Purchase of Land in Tuffins Lane, Port Macquarie at the October 2022 Ordinary Council Meeting, to State Members for Port Macquarie and Oxley, Federal Members for Lyne and Cowper and place a copy of the report on Council's website for public access, prior to any further advocacy for funding in relation to Tuffins Lane.**
4. **Initiate a focussed review of sports fields drainage across the Local Government Area as part of the Annual Review of the Recreational Open Space Action Plan.**

CARRIED: 9/0

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

AGAINST: Nil

16.01 Land Acquisition - 84 Bain Street Wauchope

Resolved: Tubman/Lipovac

That Council:

1. Note the information contained within this report, which provides details on the acquisition and settlement of the land.
2. Pursuant to section 59 of the Land Acquisition (Just Terms Compensation) Act 1991, pay the property owners conveyancing costs.
3. Pursuant to section 10 of the Roads Act 1993, dedicate the land as identified in this report as public road.

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

16.02 Review into the Effectiveness of the Audit, Risk and Improvement Committee

Resolved: Intemann/Maltman

That Council:

1. Note the information contained within the review of the effectiveness of the Audit, Risk and Improvement Committee.
2. Request that the Audit, Risk and Improvement Committee consider the findings within the review and include the actions listed in the Internal Audit Actions Register for implementation.
3. Maintain the confidentiality of the documents and consideration in respect of this item.

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

Resolved: Lipovac/Intemann

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

CARRIED: 9/0
FOR: Edwards, Hornshaw, 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 5.35pm.

.....
Adam Roberts
Mayor

UNCONFIRMED