



Ordinary Council

Business Paper

date of meeting: Wednesday 19 May 2021

location: Council Chambers
17 Burrawan Street
Port Macquarie

time: 5:30pm

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

- ★ Sustainability
- ★ Excellence in Service Delivery
- ★ Consultation and Communication
- ★ Openness and Accountability
- ★ Community Advocacy

Community Themes

- ★ Leadership and Governance
- ★ Your Community Life
- ★ Your Business and Industry
- ★ Your Natural and Built Environment

Ordinary Council Meeting

Wednesday 19 May 2021

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.....	28
07	Mayoral Minute	
	07.01 Ferry Fees and Charges.....	32
08	Confidential Correspondence to Ordinary Council Meeting.....	34
09	Leadership and Governance.....	35
	09.01 Status of Reports From Council Resolutions.....	36
	09.02 Mayoral Discretionary Fund Allocations - 8 April to 5 May 2021	45
	09.03 Remote Access to Council Meetings	47
	09.04 2021-2022 Councillor and Mayoral Fees.....	49
	09.05 Legal Fees	53
	09.06 2017-2022 Delivery Program and 2020-2021 Operational Plan - Progress Report as at 31 March 2021	55
	09.07 Policy Review - Debt Recovery Policy.....	93
	09.08 Policy Review - Loans to Incorporated Sporting Bodies & Incorporated Community Groups Policy	95
	09.09 Quarterly Budget Review Statement - March 2021	97
	09.10 Monthly Budget Review - April 2021.....	106
	09.11 Investments - April 2021	111
	09.12 Progress of the Sustainability Framework, Climate Change Policy, Climate Change Strategy and Action Plan.....	116
	09.13 Development Activity And Assessment System Performance	121
10	Your Community Life	127
	10.01 2020-2021 Round 2 Community Grant Program for Endorsement.....	128
	10.02 Recommended Items from the Mayor's Sporting Fund Sub- Committee - April 2021	133
	10.03 Draft Cultural Plan.....	134
	10.04 Tidal Pool at Oxley Beach Port Macquarie	137
	10.05 Port Macquarie Aquatic Facility	139

10.06	Policy Reviews - Beach Driving and Dogs in Public Open Spaces	144
10.07	Naming of a Road at Laurieton	148
11	Your Business and Industry	151
11.01	Economic Development Strategy 2017-2021: Six Monthly Report on Progress.....	152
12	Your Natural and Built Environment	156
12.01	Petition - Koala Habitat within the Fantasy Glades Development D2019/934	157
12.02	Developments, Public Place & Events Waste Minimisation and Management Policy - Post Implementation Review	159
12.03	Ferry Operations	166
12.04	Sewage Issues in Bonny Hills Area	172
12.05	Water Supply Policy 2021 - Outcome of Public Exhibition	177
12.06	Draft Port Macquarie-Hastings Local Housing Strategy 2021-2041	180
12.07	DA2020 - 457.1 Multi Dwelling Housing and Strata Subdivision at Lot 14 DP1219811, No 91 The Ruins Way, Port Macquarie.....	189
12.08	Membership of the Sustainability Advisory Sub Committee	192
12.09	Port Macquarie Town Centre Master Plan Sub-Committee Strategic Planning Workshop Outcomes	196
12.10	Revised Planning Proposal PP2014 - 14.1: Land at the Intersection of Houston Mitchell Drive and Ocean Drive Bonny Hills - Post Exhibition - Consideration of Submissions APPLICANT: King and Campbell Pty Ltd OWNER: S J Mifsud	198
13	Items To Be Dealt With By Exception	
14	Confidential Matters	
	Motion to move into Confidential Session	211
14.01	Sale of Surplus Land - 178 Nancy Bird Walton Drive Kew	
14.02	Request for Tender T-18-18 Provision of Hire Services - Contract Plant, Ancillary Equipment and Plant Operators	
14.03	T-21-10 Tree Maintenance and Management Services	

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

1. That the Minutes of the Ordinary Council Meeting held on 21 April 2021 be confirmed.
2. That the Minutes of the Extraordinary Council Meeting held on 3 May 2021 be confirmed.

PRESENT

Members:

Councillor Peta Pinson (Mayor)
Councillor Lisa Intemann (Deputy Mayor)
Councillor Rob Turner
Councillor Sharon Griffiths
Councillor Peter Alley
Councillor Geoff Hawkins

Other Attendees:

Chief Executive Officer (Dr Clare Allen)
Director Corporate Performance (Rebecca Olsen)
Director Development and Environment (Melissa Watkins)
Director Infrastructure (Dan Bylsma)
Director Strategy and Growth (Jeffery Sharp)
Group Manager Governance (Michael Ferguson)
Governance and Legal Officer (Kirsty Callander)
Governance Support Officer (Bronwyn Lyon)

The meeting opened at 5:30pm.

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 LOCAL GOVERNMENT PRAYER

Pastor Mark Minturn from the Coastside Church and President of the Port Macquarie Ministers Association delivered the Local Government Prayer.

03 APOLOGIES

Nil.

04 CONFIRMATION OF MINUTES

RESOLVED: Hawkins/Intemann

3. That the Minutes of the Ordinary Council Meeting held on 17 March 2021 be confirmed.
4. That the Minutes of the Extraordinary Council Meeting held on 24 March 2021 be confirmed.
5. That the Minutes of the Extraordinary Council Meeting held on 31 March 2021 be confirmed.

CARRIED: 6/0
FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

05 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

06.01 DRAFT LOCAL FLOOD WARNING EMERGENCY ACTION PLAN

RESOLVED: Pinson

That Council:

1. Request the Chief Executive Officer draft a Local Flood Warning Emergency Action Plan.
2. Include in the Terms of Reference:
 - a) Inclusion of river monitoring systems.
 - b) Flood depth indicators.
 - c) Local communication warnings via Radio, FaceBook and various data bases.
 - d) Clearly identify roles and responsibilities between Local, State and Federal Governments.
3. Request the Chief Executive Officer provide a briefing to Councillors on the draft report by 30 June 2021.

CARRIED: 6/0
FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

06.02 PETITION - KING CREEK ROAD AND OXLEY HIGHWAY INTERSECTION

RESOLVED: Hawkins/Griffiths

That the requests to speak for Item 06.02 from Dr Murtaza Ahmed and Margot Pickering be acceded to.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

Dr Ahmed addressed Council in relation to safety concerns at the King Creek Road and Oxley Highway intersection and answered questions from Councillors.

Ms Pickering addressed Council in relation to the upgrade of the Oxley Highway and King Creek intersection and answered questions from Councillors.

The Mayor tabled the Petition received by residents regarding the King Creek Road and Oxley Highway intersection.

RESOLVED: Pinson

That Council:

1. Note the petition received by residents regarding the King Creek Road and Oxley Highway intersection.
2. Request the Chief Executive Officer to write to the Hon Leslie Williams MP (Member for Port Macquarie), the Hon Melinda Pavey MP (Member for Oxley) and the Hon Paul Toole (Minister for Transport and Roads) as a matter of urgency raising the safety concerns of the King Creek Road and Oxley Highway Intersection and requesting urgent safety upgrades to this intersection and advice as to current plans and timing of these works.
3. Write to the organisers of the petition outlining Council's actions.
4. Noting the impact of the recent flood disaster, request the Chief Executive Officer to write to the Hon. Leslie Williams MP (Member for Port Macquarie) and the Hon. Paul Toole (Minister for Transport and Roads) requesting an extension to the current exhibition period for the Oxley Highway Intersection Upgrade Plans by 2 weeks to 21 May 2021, to allow the community sufficient time to review and respond to the exhibited plans.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

06.03 EXTENSION OF WAIVING OF FEES FOR FERRY SERVICES

RESOLVED: Pinson

That Council:

1. Note the resolution of Council dated 31 March 2021 regarding the waiving of fees associated with the use of the ferry service until 30 April 2021.
2. Extend the waiving of the fees and charges associated with the use of Council's ferry services until the Hibbard ferry is reintroduced back into service.
3. Credit any pre-purchased passes for ferry use over this period in the new pass purchase cycle.
4. Continue to record ferry usage data during this period for the purposes of future consideration of extension to ferry hours.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

07 CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING

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

08 PUBLIC FORUM – MATTERS NOT ON THE AGENDA

The Mayor advised of requests to speak in the Public Forum - Matters Not On The Agenda from:

1. Mr Lee Wood, Hello Sailor in relation to S94 Contributions - Small Local Businesses.

RESOLVED: Intemann/Griffiths

That the above requests to speak in the Public Forum - Matters Not On The Agenda be acceded to.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

08.01 S94 CONTRIBUTIONS - SMALL LOCAL BUSINESSES

Mr Lee Wood, Hello Sailor, addressed Council in relation to S94 Contributions - Small Local Businesses and answered questions from Councillors.

09 PUBLIC FORUM – MATTERS ON THE AGENDA

The Mayor advised of requests to speak in the Public Forum - Matters On The Agenda from:

Mr Mervyn Bourke, Sport Association Representative - Item 11.03
Mr Michael Parsons, Football Mid North Coast - Item 11.03
Mr Terrance Stafford, King and Campbell Pty Ltd - Item 13.04

RESOLVED: Intemann/Turner

That the above requests to speak in the Public Forum - Matters On The Agenda be acceded to.

CARRIED: 6/0
FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

SUSPENSION OF STANDING ORDERS

RESOLVED: Intemann/Turner

That Standing Orders be suspended to allow Items 11.03 and 13.04 to be brought forward and considered next.

CARRIED: 6/0
FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

11.03 PRIORITISATION OF SPORTING INFRASTRUCTURE PROJECTS

Mr Mervyn Bourke, Cricket Association Representative, addressed Council in opposition of the recommendation and answered questions from Councillors.

Mr Michael Parsons, Chairman of Football Mid North Coast, addressed Council in support of the recommendation and answered questions from Councillors.

RESOLVED: Pinson/Griffiths

That Council:

1. Note the information contained within this report.
 2. Endorse the Port Macquarie Aquatic Facility as a major strategic infrastructure project and as such, pursue progression of this project as a standalone item and as an urgent priority to seek external funding for the project noting the risk of failure of the existing facility.
 3. Endorse the Hastings Regional Sporting Fields as a major strategic infrastructure project and as such, pursue progression of this project as a
-

- standalone item and seek 100% external funding for the construction of the project.
4. Prioritise the delivery of the Thrumster Sporting Fields and Rainbow Beach Sports Fields in this respective order to meet capacity and growth demands within the LGA.
 5. Investigate and seek funding from external revenue sources to support the collected \$7.11 contributions in funding the sporting infrastructure projects noting the above prioritisation order.
 6. Continue to investigate and seek funding from external revenue sources to implement facility improvements at the Port Macquarie Regional Stadium to ensure it remains a premier sporting venue within the LGA.
 7. Reflect the above prioritisation of sporting infrastructure projects when the annual Recreation Action Plan review is undertaken and reported to the July meeting of Council.
 8. Request the Chief Executive Officer ensure engagement is undertaken with all stakeholders of the four abovementioned projects.

CARRIED: 5/1

FOR: Alley, Griffiths, Intemann, Pinson and Turner

AGAINST: Hawkins

13.04 DA2020 - 715 - RESIDENTIAL FLAT BUILDING WITH STRATA SUBDIVISION INCLUDING CLAUSE 4.6 VARIATION TO CLAUSE 4.4 (FLOOR SPACE RATIO) UNDER PORT MACQUARIE-HASTINGS LOCAL ENVIRONMENTAL PLAN 2011 LOT 1 AND LOT 2 DP 758852, NO. 26-28 WILLIAM STREET, PORT MACQUARIE

Mr Terrance Stafford, King and Campbell Pty Ltd, address Council in support of the recommendation and answered questions from Councillors.

RESOLVED: Turner/Hawkins

That DA2020 - 715 for a residential flat building with strata subdivision including Clause 4.6 variation to Clause 4.4 (floor space ratio) at Lots 1 & 2, DP SEC 65 DP758852, No. 26-28 William Street, Port Macquarie, be determined by granting consent subject to the recommended conditions.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

SUSPENSION OF STANDING ORDERS

RESOLVED: Alley/Intemann

That Standing Orders be suspended to allow Item 10.05, 10.06, 10.12, 10.13, 11.02, 13.01, 13.02, 13.05, 13.06 not in the block to be brought forward and considered next.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

10.05 POLICY REVIEW - FRAUD AND CORRUPTION PREVENTION POLICY

RESOLVED: Intemann/Hawkins

That Council adopt the draft Fraud and Corruption Prevention Policy and Plan.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

10.06 CODE OF MEETING PRACTICE

Councillor Hawkins left the meeting, the time being 7:07pm.

Councillor Hawkins returned to the meeting, the time being 7:08pm.

RESOLVED: Intemann/Alley

That Council adopt the draft Code of Meeting Practice.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

10.12 COMMUNITY POLL - FLUORIDE

MOTION

MOVED: Intemann/Pinson

That Council:

1. Note the resolution from the Ordinary Council Meeting of 15 July 2020 for Council to conduct a Community Poll in conjunction with the next Local Government elections, scheduled for 4 September 2021, to read "Yes or No: Would you prefer that Council stop adding fluoride (hydrofluorosilicic acid) to the public water supply?"
2. Note that the proposed Community Poll is expected to cost in the order of \$60,000-\$65,000, and is non-compulsory and non-binding, and only includes residents who are on the electoral roll.
3. Note that the average annual cost to Council for adding fluoride to the public water supply is approximately \$280,000.
4. Advise the NSW Electoral Commission that Port Macquarie-Hastings Council will hold a Community Poll as identified in clause 1 above.
5. Pursuant to clause 3 of the resolution from the Ordinary Council Meeting of 17 February 2021:
 - a) Receive and note the report provided to this April Ordinary Council agenda item, on options for improving upon a Community Poll for determining community opinion on local water fluoridation;
 - b) Request the Chief Executive Officer to finalise, by 31 May 2021, the information sheet to provide Yes and No arguments for the Poll question as referred to in clause 1 above;
 - c) Request the Chief Executive Officer to ensure that clear information is provided on the PMHC website regarding local water fluoridation and the Community Poll.
6. Authorise the Chief Executive Officer to expend up to a maximum of \$90,000 to:
 - a) Conduct the Community Poll;
 - b) Produce the information sheet and website information referred to in clause 5b) and 5c) above;
 - c) Using a variety of methods, promote the Community Poll, and promote and distribute the A4 information sheet, and
 - d) Provide local schools and educational establishments with the information sheet and details of the Community Poll, with a request that consideration be given to engaging students in discussion on the information sheet and Community Poll.

AMENDMENT

MOVED: Turner/Hawkins

That Council:

1. Notes that irrespective of the result of any poll, Council will have no choice but to continue to fluoridate the town water supply as mandated by NSW Health.

2. Acknowledges that due to point 1 above, the proposed fluoride poll will be a significant waste of \$90,000 of the community's money.
3. Resolve not to proceed with any poll.
4. Request the Chief Executive Officer allocate the \$90,000 to provide additional community support in our current flood recovery crisis.

THE AMENDMENT WAS PUT AND WAS LOST

EQUAL: 3/3
FOR: Alley, Hawkins and Turner
AGAINST: Griffiths, Intemann and Pinson
CASTING VOTE: AGAINST
LOST

AMENDMENT

MOVED: Alley/Turner

That Council:

1. Note the resolution from the Ordinary Council Meeting of 15 July 2020 for Council to conduct a Community Poll in conjunction with the next Local Government elections, scheduled for 4 September 2021 to read "Yes or No: Would you prefer that Council stop adding fluoride (hydrofluorosilicic acid) to the public water supply?"

2. Note the resolution from the Ordinary Council Meeting of 17 February 2021 that states:

That Council:

1. Note the resolution from the Ordinary Council Meeting of 15 July 2020 for Council to conduct a Community Poll in conjunction with the next Local Government elections, scheduled for 4 September 2021 to read "Yes or No: Would you prefer that Council stop adding fluoride (hydrofluorosilicic acid) to the public water supply?"
 2. Note that the proposed Community Poll is expected to cost in the order of \$60,000, and is non-compulsory and non-binding, and only includes residents who are on the electoral roll.
 3. Request the Chief Executive Officer to advise Councillors by April 2021 on possible options, with approximate cost, for ways to determine community opinion on local water fluoridation which would be superior to or add weight to the 4 September 2021 Community Poll. For example by also engaging residents not on the electoral roll and young people, and/or by not being associated with the September 2021 council elections.
 4. Note that the Hon Shelley Hancock, Minister for Local Government, has expressed concern about Council holding the Community Poll.
 5. Request the Chief Executive Officer to write to Minister Hancock outlining local concerns about water fluoridation and requesting her advice on how Council might have those concerns addressed.
 6. Request the Chief Executive Officer to commence arranging for an information sheet to both inform the community on local water fluoridation, and provide Yes and No arguments as referred to in point 1 above.
3. Note the possible engagement options available as requested in accordance with item 3 of the resolution of 17 February 2021 as detailed in this report.

4. Request the Chief Executive Officer to conduct qualitative workshop and forums plus a quantitative survey.

THE AMENDMENT WAS PUT AND LOST

LOST: 2/4

FOR: Alley and Turner

AGAINST: Griffiths, Hawkins, Intemann and Pinson

THE MOTION WAS PUT AND CARRIED

RESOLVED: Intemann/Pinson

That Council:

1. Note the resolution from the Ordinary Council Meeting of 15 July 2020 for Council to conduct a Community Poll in conjunction with the next Local Government elections, scheduled for 4 September 2021, to read "Yes or No: Would you prefer that Council stop adding fluoride (hydrofluorosilicic acid) to the public water supply?"
2. Note that the proposed Community Poll is expected to cost in the order of \$60,000-\$65,000, and is non-compulsory and non-binding, and only includes residents who are on the electoral roll.
3. Note that the average annual cost to Council for adding fluoride to the public water supply is approximately \$280,000.
4. Advise the NSW Electoral Commission that Port Macquarie-Hastings Council will hold a Community Poll as identified in clause 1 above.
5. Pursuant to clause 3 of the resolution from the Ordinary Council Meeting of 17 February 2021:
 - d) Receive and note the report provided to this April Ordinary Council agenda item, on options for improving upon a Community Poll for determining community opinion on local water fluoridation;
 - e) Request the Chief Executive Officer to finalise, by 31 May 2021, the information sheet to provide Yes and No arguments for the Poll question as referred to in clause 1 above;
 - f) Request the Chief Executive Officer to ensure that clear information is provided on the PMHC website regarding local water fluoridation and the Community Poll.
6. Authorise the Chief Executive Officer to expend up to a maximum of \$90,000 to:
 - e) Conduct the Community Poll;
 - f) Produce the information sheet and website information referred to in clause 5b) and 5c) above;
 - g) Using a variety of methods, promote the Community Poll, and promote and distribute the A4 information sheet, and
 - h) Provide local schools and educational establishments with the information sheet and details of the Community Poll, with a request that consideration be given to engaging students in discussion on the information sheet and Community Poll.

EQUAL: 3/3

FOR: Griffiths, Intemann and Pinson

AGAINST: Alley, Hawkins and Turner

CASTING VOTE: FOR
CARRIED

10.13 MEDIA CONTACT WITH COUNCILLORS

RESOLVED: Hawkins/Intemann

That Council note:

1. The current Port Macquarie-Hastings Council Media Relations Policy.
2. The media Relations Policy does not apply to media representatives or organisations – it applies only to Council Officials.
3. Any media representative or organisation may contact Councillors to seek their views on any matter at any time.
4. As per Clause 2.2.1 of the Port Macquarie-Hastings Council Media Relations Policy, Council Officials are not precluded from using media to make comment as a private citizen on issues that personally affect them. However, they must make it clear that they are commenting as a private citizen and not as a Council Official. It is important that Council Officials do not provide personal comments that can be misconstrued as representing an official Council position.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

11.02 DISASTER RECOVERY COMMITTEE UPDATE

RESOLVED: Intemann/Griffiths

That Council:

1. Note the establishment of the Port Macquarie-Hastings Council Recovery Committee.
2. Note the terms of reference and membership of the PMHC Recovery Committee and its sub committees.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

13.01 PETITION - FLOOD GATES AT NORTH HAVEN

RESOLVED: Pinson/Griffiths

That Council:

1. Note the petition received by residents at North Haven regarding the flood gates at North Haven.
2. Write to the organisers of the petition, outlining Council's maintenance actions in relation to the North Haven flood gates and how they form part of the Stormwater Hotspot register managed by Council.
3. Note that the Draft 2021-2022 Operational Plan includes development of a North Haven Stormwater Management Plan, which broadly aims to assess the North Haven urban catchment and exiting systems to devise conceptual solutions to address flooding.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

13.02 RECOMMENDED ITEM FROM COAST ESTUARY AND FLOODPLAIN ADVISORY SUB COMMITTEE - NORTH BROTHER LOCAL CATCHMENTS FLOOD STUDY - DRAFT FLOODPLAIN RISK MANAGEMENT STUDY AND PLAN (FRMSP)

RESOLVED: Pinson/Intemann

That Council:

1. Place the North Brother Local Catchments Flood Study - Draft Floodplain Risk Management Study and Plan on public exhibition for a period not less than 28 days.
2. Receive a further report detailing the submissions received from the public during the exhibition period at a future Ordinary Council Meeting post engagement.
3. Noting the current community recovery from the recent March flood event postpone any engagement until September 2021.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

**13.05 STATE ENVIRONMENTAL PLANNING POLICY KOALA HABITAT
PROTECTION 2021**

RESOLVED: Intemann/Turner

That Council:

1. Note that Council will be required to implement the Koala Habitat Protection SEPP 2020 and 2021 as it applies to the Port Macquarie-Hastings Local Government Area.
2. Request the Chief Executive Officer to provide an update to Council regarding any future updates to the relevant codes or SEPPs.
3. Request the Chief Executive Officer to write to the Hon Leslie Williams MP (Member for Port Macquarie) and the Hon Rob Stokes MP (Minister for Planning and Public Spaces) and urge consideration for rural lands on the North Coast to be included within Koala Habitat Protection SEPP 2021 and for private native forestry (forestry) be retained in Council's Local Environmental Plan as a landuse that is permitted with consent or prohibited in the identified zones.
4. Note that Koala populations are in serious decline due to various known risks, but especially habitat loss, and that protection of the species will be untenable unless strong controls requiring development consent are maintained in place across all landscapes, including rural lands. Further, that removal of enforceable controls over rural lands is to abandon crucial protections for this iconic species and individual Koalas.

CARRIED: 5/1

FOR: Alley, Hawkins, Intemann, Pinson and Turner

AGAINST: Griffiths

**13.06 LAKE CATHIE - ILLAROO ROAD REVETMENT WALL - REPORT ON
COMMUNITY ENGAGEMENT OUTCOMES**

MOTION

MOVED: Pinson/Griffiths

That Council:

1. Note the submissions and summary of feedback contained in the Illaroo Road Revetment Wall - Engagement Report March 2021.
2. Note that a further report will be brought back to Council outlining the coastal protection options available for Illaroo Road.
3. In conjunction with further consideration of the Illaroo Road Revetment Wall project and consideration of any other protection measures, Council seek community feedback in respect of their priorities for coastal protection, and their preference for the proposed rock revetment wall or some other form of hazard reduction measure to address the coastal erosion.
4. Request the Chief Executive Officer to write to the Hon. Leslie Williams MP, Member for Port Macquarie, advising of Council's decision to date.

AMENDMENT

MOVED: Turner/Hawkins

That Council:

1. Note the submissions and summary of feedback contained in the Illaroo Road Revetment Wall - Engagement Report March 2021.
2. Note that a further report will be brought back to Council outlining the coastal protection options available for Illaroo Road.
3. Request the Chief Executive Officer to write to Leslie Williams Member for Port Macquarie seeking advice regarding any available government funding for coastal protection works at Illaroo Road.

LOST: 2/4

FOR: Alley and Hawkins

AGAINST: Griffiths, Intemann, Pinson and Turner

AMENDMENT

MOVED: Intemann/Turner

That Council:

1. Note the submissions and summary of feedback contained in the Illaroo Road Revetment Wall - Engagement Report March 2021.
2. Request the Chief Executive Officer to review the problem and possible solutions and ensure consultation with the community to identify preferred actions.
3. Note that a further report will be brought back to Council outlining the coastal protection options available for Illaroo Road.
4. Request the Chief Executive Officer to liaise with the Hon Leslie Williams MP (Member for Port Macquarie), regarding actions to date and possible available government funding for coastal protection works at Illaroo Road.

THE AMENDMENT WAS PUT AND CARRIED

CARRIED: 4/2

FOR: Alley, Hawkins, Intemann and Turner

AGAINST: Griffiths and Pinson

THE AMENDMENT BECOMES THE MOTION

RESOLVED: Turner/Hawkins

That the motion be put.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

THE MOTION AND WAS PUT AND CARRIED

RESOLVED: Intemann/Turner

That Council:

1. Note the submissions and summary of feedback contained in the Illaroo Road Revetment Wall - Engagement Report March 2021.
2. Request the Chief Executive Officer to review the problem and possible solutions and ensure consultation with the community to identify preferred actions.
3. Note that a further report will be brought back to Council outlining the coastal protection options available for Illaroo Road.
4. Request the Chief Executive Officer to liaise with the Hon. Leslie Williams MP, Member for Port Macquarie, regarding actions to date and possible available government funding for coastal protection works at Illaroo Road.

CARRIED: 4/2

FOR: Alley, Hawkins, Intemann and Turner

AGAINST: Griffiths and Pinson

14 ITEMS TO BE DEALT WITH BY EXCEPTION

RESOLVED: Intemann/Hawkins

That Items 10.01, 10.02, 10.03, 10.04, 10.07, 10.08, 10.09, 10.10, 10.11, 11.01, 13.03 be considered as a block resolution.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

RESOLVED: Alley/Griffiths

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

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

10.01 STATUS OF REPORTS FROM COUNCIL RESOLUTIONS

BLOCK RESOLVED: Alley/Griffiths

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

10.02 MAYORAL DISCRETIONARY FUND ALLOCATIONS - 4 MARCH TO 7 APRIL 2021

BLOCK RESOLVED: Alley/Griffiths

That Council note that there were no Mayoral Discretionary Fund allocations for the period 4 March to 7 April 2021 inclusive.

10.03 2021 DESTINATION & VISITOR ECONOMY CONFERENCE

BLOCK RESOLVED: Alley/Griffiths

That Councillor Rob Turner be granted permission to attend Day 2 of the 2021 Destination and Visitor Economy Conference in Port Macquarie on 27 May 2021.

10.04 DISCLOSURE OF INTEREST RETURN

BLOCK RESOLVED: Alley/Griffiths

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

1. Chief Executive Officer.
2. Project Manager.

Item 10.05 Policy Review - Fraud and Corruption Prevention Policy, has been addressed previously within the meeting.

Item 10.06 Code of Meeting Practice, has been addressed previously within the meeting.

10.07 MEMORANDUM OF UNDERSTANDING WITH NORFOLK ISLAND REGIONAL COUNCIL

BLOCK RESOLVED: Alley/Griffiths

That Council:

1. Note the information provided within this report.
2. Note that the Memorandum of Understanding between Port Macquarie-Hastings Council and Norfolk Island Regional Council has concluded.

10.08 POLICY REVIEW - PUBLIC INTEREST DISCLOSURE INTERNAL REPORTING POLICY

BLOCK RESOLVED: Alley/Griffiths

That Council adopt the draft Public Interest Disclosure Internal Reporting Policy.

10.09 ADDITIONAL RELIEF MEASURES FOR FLOOD AND STORM IMPACTED RESIDENTS

BLOCK RESOLVED: Alley/Griffiths

That Council waive the following fees and charges, in relation to owners of properties and local businesses which have been damaged or destroyed in the March 2021 Flood and Storm Emergency:

1. Fees to install or construct a sewerage management facility under section 68 on a flood impacted property.
2. New Owners Administration Fee for flood impacted properties with settlement dates between 1 February 2021 and 30 April 2021.

10.10 MONTHLY BUDGET REVIEW - MARCH 2021

BLOCK RESOLVED: Alley/Griffiths

That Council:

1. Adopt the adjustments in the "March 2021 Adjustments" section of the Monthly Budget Review – March 2021 report and associated attachment.
2. Amend the 2020-2021 Operational Plan to include all budget adjustments approved in this report.

10.11 INVESTMENTS - MARCH 2021

BLOCK RESOLVED: Alley/Griffiths

That Council note the Investment Report for the month of March 2021.

Item 10.12 Community Poll - Fluoride, has been addressed previously within the meeting.

Item 10.13 Media Contact with Councillors, has been addressed previously within the meeting.

11.01 RECOMMENDED ITEMS FROM THE MAYOR'S SPORTING FUND SUB-COMMITTEE - APRIL 2021

BLOCK RESOLVED: Alley/Griffiths

That Council, pursuant to Section 356 of the Local Government Act 1993, grant financial assistance from the Mayor's Sporting Fund as follows:

1. Keira Johnson, Matt Olsen and Andrew Olsen each receive \$350.00 to assist with the expenses they will incur travelling to and competing at the Australian Junior Beach Volleyball Championships in Coolangatta, Queensland. They have been selected as members of the NSW Under 18's Youth Beach Phoenix Program (previously known as the Junior Beach State Volleyball Team Program).
2. Maddison Drewitt receive \$500 to assist with the expenses she will incur travelling to and competing at the Australian National Hockey Championships in Launceston, Tasmania. Maddison has been selected as a member of the NSW Under 18's Women's Field State Hockey Team.

Item 11.02 Disaster Recovery Committee Update, has been addressed previously within the meeting.

Item 11.03 Prioritisation of Sporting Infrastructure Projects, has been addressed previously within the meeting.

Item 13.01 Petition - Flood Gates at North Haven, has been addressed previously within the meeting.

Item 13.02 Recommended Item from Coast Estuary and Floodplain Advisory Sub Committee - North Brother Local Catchments Flood Study - DRAFT Floodplain Risk Management Study and Plan (FRMSP), has been addressed previously within the meeting.

13.03 DA2018 - 353.3 MODIFICATION TO COMMERCIAL PREMISES AND TOURIST AND VISITOR ACCOMMODATION INCLUDING CLAUSE 4.6 VARIATION TO CLAUSE 4.3 (HEIGHT OF BUILDINGS) AND CLAUSE 4.4 (FLOOR SPACE RATIO) OF PORT MACQUARIE-HASTINGS LOCAL ENVIRONMENTAL PLAN 2011 AT LOT 123 DP 1219042, CLARENCE STREET, PORT MACQUARIE

BLOCK RESOLVED: Alley/Griffiths

That modification to DA2018 - 353.3 for a Commercial Premises and Tourist and Visitor Accommodation including clause 4.6 variation to clause 4.3 (Height of Buildings) and clause 4.4 (Floor Space Ratio) of Port Macquarie-Hastings Local Environmental Plan 2011 at Lot 123, DP 1219042, Clarence Street, Port Macquarie, be determined by granting consent subject to the recommended conditions.

Item 13.04 DA2020 - 715 - Residential Flat Building with Strata Subdivision including Clause 4.6 Variation to Clause 4.4 (Floor Space Ratio) Under Port Macquarie-Hastings Local Environmental Plan 2011 LOT 1 and LOT 2 DP 758852, NO. 26-28 William Street, Port M, has been addressed previously within the meeting.

Item 13.05 State Environmental Planning Policy Koala Habitat Protection 2021, has been addressed previously within the meeting.

Item 13.06 Lake Cathie - Illaroo Road Revetment Wall - Report on Community Engagement Outcomes, has been addressed previously within the meeting.

CONFIDENTIAL SESSION

RESOLVED: Griffiths/Intemann

1. That pursuant to section 10A subsections 2 and 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 15.01 T-20-41 Kew Main Street Upgrade

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: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

15.01 T-20-41 KEW MAIN STREET UPGRADE

RESOLVED: Hawkins/Turner

That Council:

1. In accordance with the Local Government (General) Regulations 2005 clause 178(1)(b) and 178(3)(e), decline to accept any of the tenders submitted for Request for Tender T-20-41 Kew Main Street Upgrade and enter into negotiations with any tenderer that submitted a tender or any person in response to Request for Tender T-20-41, with a view to entering into a contract for the Kew Main Street Upgrade.
2. Pursuant to clause 178(4)(a) and (b) of the Local Government Regulations 2005 decline to invite fresh tenders or applications for the reasons that there was a lack of competitive tenders from the market and it is considered that the sole submission received does not represent value for money.
3. Further consider the sole tender submission of Green Construction and Management Pty Ltd to ensure the submitted tender is in accordance with the tender request as required in the Local Government (General) Regulations 2005 clause 178(2).
4. Subject to successful negotiation with the tenderer, the Chief Executive Officer shall accept the tender of the successful tenderer, under existing delegation to the Chief Executive Officer and present a further report to a future meeting of Council on completion of the negotiation process for Council's information.

-
5. Maintain the confidentiality of the documents and considerations in respect of Request for Tender T-20-41.

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

RESOLVED: Griffiths/Turner

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

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

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

The meeting closed at 9:31pm.

.....
Peta Pinson
Mayor

PRESENT

Members:

Councillor Peta Pinson (Mayor)
Councillor Lisa Intemann (Deputy Mayor)
Councillor Rob Turner
Councillor Sharon Griffiths (by remote means)
Councillor Geoff Hawkins

Other Attendees:

Chief Executive Officer (Dr Clare Allen)
Director Corporate Performance (Rebecca Olsen)
Director Development and Environment (Melissa Watkins)
Director Infrastructure (Dan Bylsma)
Director Strategy and Growth (Jeffery Sharp)
Group Manager Governance (Michael Ferguson)
Governance and Legal Officer (Kirsty Callander)

The meeting opened at 9.30am

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.

REMOTE ATTENDANCE AT MEETING

RESOLVED: Intemann/Turner

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

CARRIED: 5/0
FOR: Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

02 APOLOGIES

RESOLVED: Intemann/Turner

That the apology received from Councillor Peter Alley be accepted.

CARRIED: 5/0
FOR: Griffiths, Hawkins, Intemann, Pinson and Turner
AGAINST: Nil

03 DISCLOSURES OF INTEREST

There were no disclosures of interest presented.

04 Leadership and Governance

05.01 NOTICE OF MOTION - 2021 IRONMAN EVENT

The Mayor tabled correspondence received from Laurieton United Services Club and Club Northhaven.

MOTION

MOVED: Pinson/Griffiths

That Council:

1. Note that the proposed date to conduct the Port Macquarie Ironman Australia and 70.3 event is Sunday 5 September 2021.
2. Note that this date is also the date for a number of events including Father's Day, local rugby league and football (soccer) finals or grand finals (unconfirmed at this time) and the NSW Local Government election is also held that weekend on 4 September 2021.
3. That the Chief Executive Officer be requested to negotiate with the organisers of the Port Macquarie Ironman Australia and 70.3 event to determine an alternative suitable date to conduct the Ironman events.

AMENDMENT

MOVED: Turner/ Hawkins

That Council:

1. Notes:

- a) The long and successful tri-partite relationship between Ironman Australia, Destination NSW, and Port Macquarie-Hastings Council.
 - b) That by mutual agreement, Ironman did not proceed in 2020 due to the COVID-19 pandemic.
 - c) That by mutual agreement, Ironman did not proceed on Sunday 2 May 2021 (yesterday) due to the impacts of the recent floods on our community.
 - d) That the Chief Executive Officer has delegated authority on behalf of Council to negotiate dates for Ironman each year.
 - e) The significant, highly valuable role that volunteers play in the successful running of the Ironman event and that such volunteers, and the competitors, require reasonable advance certainty of the event date and their likely role in it.
 - f) The substantial economic value of the event to many businesses in our Local Government Area and the damage that would inevitably be caused to such businesses if the event were cancelled again (especially in the current COVID-19/Post Flood environment).
 - g) The submission tabled by Ironman Australia.
2. Notes that in consideration of many relevant and mitigating factors on behalf of the whole community, the re-scheduled date for Ironman in 2021 has been set down for Sunday 5 September 2021.
 3. Request the Chief Executive Officer continue to work collaboratively with Ironman Australia on all aspects of delivering this year's event and recognise that if no other suitable date is found by 5pm Monday 3 May 2021, Ironman will proceed as scheduled Sunday 5 September 2021.

THE AMENDMENT WAS PUT AND WAS CARRIED

CARRIED: 3/2
FOR: Hawkins, Intemann and Turner
AGAINST: Griffiths and Pinson

THE AMENDMENT NOW BECOMES THE MOTION

AMENDMENT

MOVED: Pinson/Griffiths

That Council:

1. Notes:
 - a) The long and successful tri-partite relationship between Ironman Australia, Destination NSW, and Port Macquarie-Hastings Council.
 - b) That by mutual agreement, Ironman did not proceed in 2020 due to the COVID-19 pandemic.
 - c) That by mutual agreement, Ironman did not proceed on Sunday 2 May 2021 (yesterday) due to the impacts of the recent floods on our community.
 - d) That the Chief Executive Officer has delegated authority on behalf of Council to negotiate dates for Ironman each year.
 - e) The significant, highly valuable role that volunteers play in the successful running of the Ironman event and that such volunteers, and the competitors, require reasonable advance certainty of the

- event date and their likely role in it.
- f) The substantial economic value of the event to many businesses in our Local Government Area and the damage that would inevitably be caused to such businesses if the event were cancelled again (especially in the current COVID-19/Post Flood environment).
 - g) The submission tabled by Ironman Australia.
2. Notes that in consideration of many relevant and mitigating factors on behalf of the whole community, the re-scheduled date for Ironman in 2021 has been set down for Sunday 5 September 2021.
3. Request the CEO to urgently negotiate with Ironman Australia representatives on a more suitable date excluding 5 September 2021 and conclude those negotiations by 5pm Monday 3 May 2021 and advise Councillors of the outcome of those negotiations.

THE AMENDMENT WAS PUT AND WAS LOST**LOST: 2/3****FOR: Griffiths and Pinson****AGAINST: Hawkins, Intemann and Turner****MOTION****RESOLVED: Turner/ Hawkins**

That Council:

- 1. Notes:
 - a) The long and successful tri-partite relationship between Ironman Australia, Destination NSW, and Port Macquarie-Hastings Council.
 - b) That by mutual agreement, Ironman did not proceed in 2020 due to the COVID-19 pandemic.
 - c) That by mutual agreement, Ironman did not proceed on Sunday 2 May 2021 (yesterday) due to the impacts of the recent floods on our community.
 - d) That the Chief Executive Officer has delegated authority on behalf of Council to negotiate dates for Ironman each year.
 - e) The significant, highly valuable role that volunteers play in the successful running of the Ironman event and that such volunteers, and the competitors, require reasonable advance certainty of the event date and their likely role in it.
 - f) The substantial economic value of the event to many businesses in our Local Government Area and the damage that would inevitably be caused to such businesses if the event were cancelled again (especially in the current COVID-19/Post Flood environment).
 - g) The submission tabled by Ironman Australia.
- 2. Notes that in consideration of many relevant and mitigating factors on behalf of the whole community, the re-scheduled date for Ironman in 2021 has been set down for Sunday 5 September 2021.
- 3. Request the Chief Executive Officer continue to work collaboratively with Ironman Australia on all aspects of delivering this year's event and recognise that if no other suitable date is found by 5pm Monday 3 May 2021, Ironman will proceed as scheduled Sunday 5 September 2021.

THE MOTION WAS PUT AND WAS CARRIED

CARRIED: 3/2
FOR: Hawkins, Intemann and Turner
AGAINST: Griffiths and Pinson

- 06 Your Business and Industry - Nil**
- 07 Your Natural and Built Environment - Nil**
- 08 Confidential Matters - Nil**

The meeting closed at 10.15am

.....
Peta Pinson
Mayor

Item: 06
Subject: DISCLOSURES OF INTEREST

RECOMMENDATION

That Disclosures of Interest be presented

DISCLOSURE OF INTEREST DECLARATION

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

(Refer to next page and the Code of Conduct)

Pecuniary Interest

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

Non-Pecuniary

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

Managing non-pecuniary conflicts of interest

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

SPECIAL DISCLOSURE OF PECUNIARY INTEREST DECLARATION

This form must be completed using block letters or typed.

If there is insufficient space for all the information you are required to disclose, you must attach an appendix which is to be properly identified and signed by you.

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

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

Councillor's Signature: **Date:**

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

Last Updated: 3 June 2019

Important Information

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

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

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

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

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

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

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

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

Item: 07.01

Subject: MAYORAL MINUTE - FERRY FEES AND CHARGES

Mayor, Peta Pinson

RECOMMENDATION

That Council:

1. Note the resolution of Council dated 21 April 2021 regarding the waiving of fees associated with the use of the ferry service until the Hibbard Ferry is reintroduced back into service.
2. Reinstate the fees and charges associated with the use of Council's ferry services for motorists without a resident concession sticker or annual pass.
3. Continue to waive fees for motorists holding a resident concession sticker or annual pass until 30 June 2021.

Discussion

At the Ordinary Council Meeting held on 21 April 2021, Council resolved:

06.03 EXTENSION OF WAIVING OF FEES FOR FERRY SERVICES

RESOLVED: Pinson

That Council:

1. *Note the resolution of Council dated 31 March 2021 regarding the waiving of fees associated with the use of the ferry service until 30 April 2021.*
2. *Extend the waiving of the fees and charges associated with the use of Council's ferry services until the Hibbard ferry is reintroduced back into service.*
3. *Credit any pre-purchased passes for ferry use over this period in the new pass purchase cycle.*
4. *Continue to record ferry usage data during this period for the purposes of future consideration of extension to ferry hours.*

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

The waiving of fees was determined in response to the March 2021 flood disaster to assist North Shore residents in recovery activities, including debris removal and rebuilding and to provide financial assistance during this time.

Data monitoring indicates that ferry use by the broader community has increased in response to the waiving of fees. Unfortunately, this has resulted in extended queuing times for North Shore residents returning home in the afternoon.

Attachments

Nil

Item: 08**Subject: CONFIDENTIAL CORRESPONDENCE TO ORDINARY COUNCIL MEETING****Presented by: Chief Executive Officer, Dr Clare Allen**

Alignment with Delivery Program

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

RECOMMENDATION

That Council determine that the attachments to Item Numbers 09.05, 09.09 and 10.01 be considered as confidential, in accordance with Section 11(3) of the Local Government Act.

Discussion

The following confidential attachments have been submitted to the Ordinary Council Meeting:

Item No: 09.05
Subject: Legal Fees
Attachment Description: Legal matters greater than \$10,000 2020/2021 Financial Year
Confidential Reason: Relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it (*Local Government Act 1993 - Section 10A(2)(d)(i)*).

Item No: 09.09
Subject: Quarterly Budget Review Statement - March 2021
Attachment Description: March 2021 Quarterly Budget Review - Consultancy Engagements
Confidential Reason: Relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting for proposes to conduct business. (*Local Government Act 1993 - Section 10A(2)(c)*).

Item No: 10.01
Subject: 2020-2021 Round 2 Community Grant Program For Endorsement
Attachment Description: 1. Community Grants Assessment
2. Recovery and Resilience Grant Assessment
3. CCAT Grant Assessment
Confidential Reason: Relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. (*Local Government Act 1993 - Section 10A(2)(d)(i)*).

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: 09.01

Subject: STATUS OF REPORTS FROM COUNCIL RESOLUTIONS

Presented by: Chief Executive Officer, Dr Clare Allen

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

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Lake Cathie - Illaroo Road Revetment Wall - Report on community engagement outcomes and future recommended steps	12/08/2020 Item 15.03	Community consultation ends March / April	DDE	Mar-21	Reported in Apr-21. Complete.
Developments, Public Place & Events Waste Minimisation and Management Policy - impacts, fees, feedback	03/06/2020 Item 13.01		DCP		May-21
Naming of Roads in Laurieton	15/07/2020 Item 11.02	A new proposed name has been identified. Notify for public comment in April.	DDE	Sep-20 Nov-20 Mar-21 Apr-21	May-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
PMHC Sustainability Advisory Sub-Committee - Membership	18/11/2020 Item 10.17	Recruitment will start in March.	DDE	Mar-21	May-21
Sewage Issues in Bonny Hills	17/02/2021 Item 06.01		DI		May-21
Water Supply Policy 2021	17/02/2021 Item 10.19		DI		May-21
Ferry Services	17/02/2021 Item 13.04	Delayed due to workload redirected to flood event recovery efforts	DI	Apr-21	May-21
Progress of the Sustainability Framework, Climate Change Policy, Climate Change Strategy and Action Plan	17/03/2021 Item 10.09		DSG		May-21
Tidal Pool at Oxley Beach, Port Macquarie	17/03/2021 Item 13.02	Delayed due to workload redirected to flood event recovery efforts	DSG	Apr-21	May-21
Trialling Of Parklets In The Port Macquarie Town Centre	16/05/18 Item 10.02	Council is still working the relevant approvals - current occupations October 2021.	DDE	Aug-20	Jun-21
Classification as "Operational" Land - 52 John Oxley Drive, Port Macquarie - post exhibition.	20/06/18 Item 14.05	On hold as per CEO advice	SG	Mar-20 Nov-20 Mar-21 Apr-21	Jun-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
Council owned lots at North Shore - Progress of Sale	19/09/18 Item 09.24)	Council is currently in the process of obtaining DA's for the individual lots, prior to sale - this will provide assurance to future purchasers that the lots can be built on.	SG	Dec-19 Feb-20 Sep-20 Mar-21 Apr-21	Jun-21
Draft s9.11 Airport Business Park Roads Contribution Plan	20/05/2020 Item 13.05	The development of a new Contributions Plan will be incorporated in the program for review of Council developer contributions framework.	DDE	Dec-20	Jun-21
Footpaving of Roads Policy - Review	01/07/2020 Item 13.01	To be considered in conjunction with development of the Regional Integrated Transport Strategy (RITS)	DDE	Dec-20	Jun-21
Land classification - Lot 1 DP 545926 1 Commerce Street, Wauchope - post exhibition	23/09/2020 Item 15.03	On public exhibition	DSG	Mar-21 Apr-21	Jun-21
Establishment of a "Fly Neighbourly Agreement"	21/10/2020 Item 12.01	Stakeholder engagement continuing, including local aircraft operators and statutory	DCP	Feb-21 Apr-21	Jun-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
		authorities (eg CASA)			
Sustainability and Climate Change Strategy - adaptation initiatives	09/12/2020 Item 13.06		DDE		Jun-21
Key intersections for upgrade - costs and prioritisations	09/12/2020 Item 13.01	Delayed due to workload redirected to flood event recovery efforts	DI	Apr-21	Jun-21
Mid North Coast Joint Organisation	09/12/2020 Item 10.03	Awaiting MNCJO March meeting minutes	CEO	Mar-21 Apr-21 May-21	Jun-21
Bonny Hills Reserves Draft Master Plan - post exhibition	09/12/2020 Item 11.02	Delayed due to workload redirected to flood event recovery efforts	DDE	Apr-21 May-21	Jun-21
2021-2022 IP&R Documents - post exhibition	17/03/2021 Item 10.06		DCP		Jun-21
Relief Measures for Flood and Storm Impacted Residents - Update Report	24/03/2021 Item 04.01		DCP		Jun-21
PP2011 - 9.3: Revised Planning Proposal Request - South Blackwood Street, Port Macquarie - response from DPIE	17/03/2021 Item 13.06		DDE		Jun-21
Aboriginal Advisory Group Membership	17/03/2021 Item 11.02		DSG		Jun-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
T-20-41 Kew Main Street Upgrade	21/04/2021 Item 15.01		DI		Jun-21
Proposed sale and closure of Granny Bell Lane, North Haven - post exhibition	17/03/2021 Item 13.05	28 day exhibition period delayed due to workload redirected to flood event	DI	May-21	Jun-21
Coastal Protection Options - Illaroo Road, Lake Cathie	21/04/2021 Item 13.06		DDE		Jun-21
Planning Proposal (PP2017-11.1) The Chimneys, Homedale Road, Kew	17/06/2020 Item 13.03	Awaiting further supporting documentation from the proponent.	DDE	Sep-20 Oct-20 Mar-21 May-21	Jul-21
Biodiversity Investigations and Stewardship Sites	23/09/2020 Item 15.07	Awaiting consultant's report.	DDE	Mar-21 May-21	Jul-21
Traffic Network	17/03/2021 Item 13.01		DI		Jul-21
Land acquisition for future parallel taxiway at Port Macquarie Airport - post exhibition	12/08/2020 Item 12.05	Awaiting Ministers response to our application made in October 2020. Notification periods are lengthy and a report to Council would not be possible before August.	DDE	Dec-20 Mar-21	Aug-21
Bushfire Disaster Recovery Funding	17/02/2021 Item 10.17		DSG		Aug-21
COVID19 Recovery and Stimulus Projects	17/02/2021 Item 12.02		DSG		Aug-21

Report	Date & Item of Resolution	Status	Reporting Officer	Previous Anticipated Date/s for Report	Current Anticipated Date for Report
North Brother Local Catchments Flood Study - Draft Floodplain Risk Management Study and Plan - post exhibition	21/04/2021 Item 13.02		DI		Nov-21
Biodiversity Certification Assessment and Strategy - Port Macquarie Airport and Surrounding Land - viability and implications of the options for securing the required Blackbutt Tallowood dry grassy open forest and Koala habitat credits, prior to the clearing that creates the demand for those credits.	10/08/16 Item 12.01		DDE		2021 (estimate)
Tuffins Lane Sporting Fields - Terms of Agreement	14/12/16 Item 06.02	Awaiting Catholic Parish advice	CEO	Oct-18 Mar-19 Apr-19 Jul-19 Dec-19 Jun-20	TBA
Fernbank Creek and Sancrox Planning Investigation - Gateway Determination	17/03/2021 Item 13.08		DDE		TBA

Cyclic Reports

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Mayoral Discretionary Fund Allocations	CEO	Monthly	Every		
Monthly Financial Update	DCP	Monthly	Every (except July)		
Investments	DCP	Monthly	Every		
Recommendations by the Mayor's Sporting Fund Sub-Committee	DSG	Monthly	Every		
Legal Fees - Update Report (19/09/18 - Item 09.16)	DCP	Quarterly	Feb, May, Aug, Nov		
Development Activity and Assessment System Performance	DDE	Quarterly	May, Aug, Nov, Feb		
Port Macquarie Health and Education Precinct - Update Report (06/05/2020 - Item 13.03)	DSG	Quarterly	Aug, Nov, Feb, May	No Feb or May update report	As per resolution 18/11/2020 Item 13.01
Operational Plan – Quarterly Progress	DCP	Quarterly	Nov, May (other 2 quarters reported with DP 6 monthly progress report)		
Grant Application Status Report (21/08/19 - Item 11.02)	DSG	Biannual	Feb, Aug		
Glasshouse Strategic Plan Update	DCP	Biannual	Feb, Aug		
Delivery Program – Six Monthly Progress	DCP	Biannual	Feb, Sep		
Long Term Energy Strategy – Progress	DDE	Biannual	May, Nov	Jun-21	Awaiting further information on power purchasing agreement
Economic Development Strategy - Progress (20/11/2013 - Item 10.03)	DSG	Biannual	May, Nov		
Update on Site Specific Planning Proposal Requests	DDE	Biannual	Jun, Dec		

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Management of Flying-Fox Colony in Kooloonbung Creek Nature Reserve - Biannual Progress Report (18/03/20 - Item 13.07)	DDE	Biannual	Jul, February		
Local Strategic Planning Statement (19/02/2020 - Item 10.22)	DSG	Biannual	Aug, Feb	May 21 Jun 21	Awaiting CSP feedback and adoption
Mayoral and Councillor Fees (Setting of)	DCP	Annually	May		
Port Macquarie-Hastings Destination Management Plan 2020-2024 (20/05/2020 - Item 12.01)	DSG	Annually	Jun		
Council Policy - Status	DCP	Annually	Jul		
Recreation Action Plan – Status	DDE	Annually	Jul		
UGMS - Annual Progress Report on Implementation and Status of Actions (20/06/18 - Item 12.07)	DDE	Annually	Jul		
Local Preference Policy Outcomes	DCP	Annually	Aug		
Annual Report of the Activities of the Mayor's Sporting Fund	DSG	Annually	Sep		
Council Meeting Dates	DCP	Annually	Sep		
Creation of Office - Deputy Mayor	DCP	Annually	Sep		
Audit Committee Annual Report	DCP	Annually	Sep		
Annual Report of Disability Discrimination Act Action Plan	DSG	Annually	Sep		
Legislative Compliance Register	DCP	Annually	Sep		
Cultural Plan 2018 - 2021 - Implementation Progress Report (19/09/18 - Item 10.02)	DSG	Annually	Sep		
Koala Recovery Strategy Annual Report (19/09/18 - Item 12.05)	DDE	Annually	Sep		
Annual Disclosure of Interest Returns	DCP	Annually	Oct		
Council's Annual Report	DCP	Annually	Nov		

Report	Reporting Officer	Reporting Cycle	Month	Altered Report Date	Reason for Altered Date
Update Report - Impact of cost shifting for the previous financial year including any additional categories of cost-shifting that have been identified (21/10/15 - Item 09.04)	DCP	Annually	Nov		
Performance of Property Investment Portfolio (20/11/19 - Item 10.17)	DDE	Annually	Nov		
Code of Conduct Complaints Annual Report	DCP	Annually	Dec		

Attachments

Nil

Item: 09.02

Subject: MAYORAL DISCRETIONARY FUND ALLOCATIONS - 8 APRIL TO 5 MAY 2021

Presented by: Chief Executive Officer, Dr Clare Allen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the Mayoral Discretionary Fund allocations for the period 8 April to 5 May 2021 inclusive.

Executive Summary

To advise of the Mayoral Discretionary Fund allocations for the period 8 April to 5 May 2021.

Discussion

The following allocations have been made by the Mayor from the Mayoral Discretionary Fund during this reporting period:

6 x ANZAC Day Wreaths for ceremonies throughout Local Govt Area	\$480.00
Donation of Glasshouse Vouchers to Bonny Hills Beach Hotel Fundraiser for flood affected residents on 09/05/21	\$200.00
1 x Floral Bouquet for Greg Laird OAM on his retirement as President of the PMQ RSL Sub-Branch	\$92.00
Donation of Glasshouse Vouchers to Rotary Club of PMQ Sunrise for 2021 Big Dig Fundraiser on 1/05/21	\$200.00
Donation to Light up Glasshouse Orange to recognise SES Volunteers on WOW Day on 19/05/21	\$165.00
	\$1,137.00

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.

The allocations made during this reporting period are funded from the Mayoral Discretionary Fund as included in the 2020-2021 Operational budget.

Attachments

Nil

Item: 09.03**Subject: REMOTE ACCESS TO COUNCIL MEETINGS****Presented by: Chief Executive Officer, Dr Clare Allen**

Alignment with Delivery Program

1.3.1 Provide effective leadership and equity.

RECOMMENDATION**That Council:**

- 1. Permit Councillors to attend Council meetings by audio-visual means subject to approval of individual requests under approved circumstances until 31 December 2021.**
- 2. Consider and resolve the outcome of each application on its merits subject to the conditions of providing remote access to Councillors.**
- 3. Not unreasonably withhold approval for Councillors to attend Council meetings by audio-visual means within the approved conditions.**
- 4. Adopt the conditions of approving remote access to Council meetings as included in Attachment 1 to this report.**

Executive Summary

The Office of Local Government has recently amended the Local Government (General) Regulation 2005 temporarily exempting councils from complying with the requirement under their codes of meeting practice for Councillors to be personally present at meetings to participate in them. This amendment expires on 31 December 2021. The amended Regulation will allow councils to permit Councillors to attend meetings remotely by audio-visual link.

The Office of Local Government has provided suggested conditions of allowing Councillors to attend meetings remotely. Several minor amendments have been made to these suggestions and a draft "Conditions for attendance by Councillors at meetings by audio-visual link" is attached as Attachment 1.

Discussion

During the early stages of the COVID-19 pandemic, the Office of Local Government implemented changes that allowed Council to hold its Council meetings virtually without the need to attend in person. This change ended on 25 March 2021 and the Office of Local Government have recently amended the Local Government (General) Regulation 2005 temporarily exempting councils from complying with the requirement under their codes of meeting practice for councillors to be personally present at meetings to participate in them. This amendment expires on 31 December 2021.

The amended Regulation will allow councils to permit Councillors to attend meetings remotely by audio-visual link. It is noted that the Office of Local

Government has recently called for submissions to a consultation paper titled "Remote Attendance by Councillors at Council Meetings" where consideration is being given to permanently allow this audio-visual link to attend Council meetings under certain circumstances. It is expected that the outcomes of the consultation and proposed future ability to access Council meeting remotely will be known by late 2021.

The Office of Local Government have provided suggested conditions of allowing Councillors to attend meetings remotely as part of their circular 21-02 titled "Temporary exemption from the requirement for councillors to attend meetings in person" dated 1 April 2021. Several minor amendments have been made to these suggestions and a draft "Conditions for attendance by Councillors at meetings by audio-visual link" is attached as Attachment 1. The minor amendments include:

- Point 3 - requests must be made in writing at least **two (2)** business days before a meeting. The suggested conditions from the Office of Local Government suggested that the notice should be in line with a notice of motion being seven (7) business days which it was felt was unreasonable.
- Point 5 - it is suggested that no more than two (2) Councillors should be permitted to attend remotely at any one meeting.
- Point 6 - it is suggested to add that Council not unreasonably withhold the granting of permission within these conditions.
- Point 8 - it is suggested to insert that permission may be refused if these conditions have not been complied with previously.

It is recommended that Council agree in principle to allow Councillors to remotely access Council meetings in accordance with the attached conditions.

Options

Council may:

- resolve to accept the recommendations as provided
- resolve to proceed in some other way
- resolve not to proceed in this way

Community Engagement and Internal Consultation

There has been no community engagement or internal consultation with respect to this matter.

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.  Conditions for attendance by Councillors at meetings by audio-visual link

Item: 09.04

Subject: 2021-2022 COUNCILLOR AND MAYORAL FEES

Presented by: Chief Executive Officer, Dr Clare Allen

Alignment with Delivery Program

1.2.1 Provide effective leadership that supports the community.

RECOMMENDATION

That, in relation to Councillor remuneration for the 2021-2022 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 2021 to be \$24,810.**
- 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 2021 to be \$86,090 (this amount includes the fee payable to a Councillor).**

Executive Summary

The Local Government Remuneration Tribunal on 23 April 2021 released its determination in relation to its 2021 annual review for the payment of fees to Councillors and Mayors.

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 2021-2022 are:

Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Regional Centre	\$14,100	\$24,810	\$29,330	\$61,280

* 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

On 23 April 2021, the Local Government Remuneration Tribunal (the Tribunal) made its determination in relation to its 2021 Annual Review for the payment of fees to

Councillors and Mayors. The review focused on the determination of annual fees to be paid in each of the categories to councillors and mayors.

The full 2021 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 2% increase to mayoral and councillor fees for the 2021/2022 financial year, with effect from 1 July 2021.

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 (24)	
Albury	Mid-Coast
Armidale	Orange
Ballina	Port Macquarie-Hastings
Bathurst	Port Stephens
Blue Mountains	Queanbeyan-Palerang
Cessnock	Shellharbour
Clarence Valley	Shoalhaven
Coffs Harbour	Tamworth
Dubbo	Tweed
Hawkesbury	Wagga Wagga
Lismore	Wingecarribee
Maitland	Wollondilly

The 2021 revised table of fees, including all categories, are shown below:

Category		Councillor/Member Annual Fee (\$) effective 1 July 2021		Mayor/Chairperson Additional Fee* (\$) effective 1 July 2021	
		Minimum	Maximum	Minimum	Maximum
General Purpose Councils - Metropolitan	Principal CBD	28,190	41,340	172,480	226,960
	Major CBD	18,800	34,820	39,940	112,520
	Metropolitan Large	18,800	31,020	39,940	90,370
	Metropolitan Medium	14,100	26,310	29,950	69,900
	Metropolitan Small	9,370	20,690	19,970	45,110
General Purpose Councils - Non-Metropolitan	Major Regional City	18,800	32,680	39,940	101,800
	Major Strategic Area	18,800	32,680	39,940	101,800
	Regional Strategic Area	18,800	31,020	39,940	90,370
	Regional Centre	14,100	24,810	29,330	61,280
	Regional Rural	9,370	20,690	19,970	45,140
	Rural	9,370	12,400	9,980	27,060
County Councils	Water	1,860	10,340	4,000	16,990
	Other	1,860	6,180	4,000	11,280

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

Options

Council must determine the Councillor Fee for the 2021-2022 financial year within the relevant band of the 2021 Local Government Remuneration Tribunal determination.

Councillor Fee \$14,100 - \$24,810

Council must determine the Mayoral Fee for the 2021-2022 financial year within the relevant band of the 2021 Local Government Remuneration Tribunal determination.

Mayoral Fee \$29,330 - \$61,280

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 Implications2021-2022 Budget Allocations:

The 2021-2022 budget provides provision for:

• Councillor Fees -	\$200,396
• Mayoral Fee -	<u>\$86,932</u>
	\$287,328

Attachments

1.  2021 Annual Determination LGRT

Item: 09.05

Subject: LEGAL FEES

Presented by: Chief Executive Officer, Dr Clare Allen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the information in the Legal Fees report.

Executive Summary

At the July 2018 Ordinary Council meeting, Council resolved for a report to be provided to the September 2018 Ordinary Council meeting listing a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2017-2018 financial year. As a result of the September 2018 Ordinary Council meeting, Council requested an updated report to be provided each quarter.

Attached is a confidential file that provides this information relating to a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2020-2021 financial year as at the end of April 2021.

Discussion

At the July 2018 Ordinary Council meeting, Council resolved:

1. *Note the information contained within the Question from Previous Meeting - Enforcement of Unlawful Activity Policy report.*
2. *Request the General Manager undertake a review of the Regulatory Enforcement Policy in relation to its adequacy for assessing the cost benefits of taking enforcement action, prior to such action taking place.*
3. *Request the General Manager report back to a future meeting of Council as soon as practicable on the findings of the review referred to in 2) above.*
4. *Request the General Manager provide a report to the September 2018 Council meeting listing a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2017-2018 financial year.*

A report was then provided to the September Ordinary Council meeting that relates to point 4 of the resolution above. As a result, at the September 2018 Ordinary Council meeting, Council resolved:

That Council:

- 1. Note the information in the Legal Fees report.*
- 2. Request the General Manager to provide an updated report quarterly to Council.*

Attached is a confidential file that provides the information that relates to point 2 of the resolution above. This includes a breakdown of legal fees on a case by case basis for matters costing more than \$10,000 in the 2020-2021 financial year as at the end of April 2021.

The attachment titled "Legal matters greater than \$10,000 2020/2021 Financial Year" is confidential as it contains information that relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it (*Local Government Act 1993* - Section 10A(2)(d)(i)).

Options

Council can resolve to request further information.

Community Engagement and Internal Consultation

Internal Consultation

- Chief Executive Officer
- Director Corporate 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. Confidential - Legal matters greater than \$10,000 2020/2021 Financial Year (Confidential)

Item: 09.06

Subject: 2017-2022 DELIVERY PROGRAM AND 2020-2021 OPERATIONAL PLAN - PROGRESS REPORT AS AT 31 MARCH 2021

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

1.1.4 Provide easy to understand and accessible community reporting.

RECOMMENDATION

That Council note the 2017-2022 Delivery Program and 2020-2021 Operational Plan - Progress Report as at 31 March 2021.

Executive Summary

The 2020-2021 Operational Plan is a sub plan of the adopted 2017-2022 Delivery Program. The Delivery Program is designed as the single point of reference for all key activities to be undertaken during a term of Council. The Operational Plan details the individual actions, projects and activities Council will undertake in the financial year to meet the commitments made in the Delivery Program.

Progress reports to Council and the community provide a central point of information on the progress of all actions set out in the 2020-2021 Operational Plan. The overview section in this report provides an overall statistical snapshot of the 2020-2021 Operational Plan performance by Community Theme.

Six monthly progress reports on the Delivery Program are a legislated requirement of the NSW Government's Integrated Planning and Reporting Framework. Meeting targets in the annual Operational Plan contributes to the overall achievement of the objectives outlined in the 2017-2022 Delivery Program.

Attachment A to this report details each Operational Plan action, activity or project that is currently experiencing delays and is reported as behind.

Attachment B to this report, provides full details on all Operational Plan line items with concise and accurate commentary on progress and status for each. It also outlines the links from the Community Strategic Plan, Delivery Program objective and Operational Plan action, activity and/or project that is being delivered.

All capital works projects are incorporated into the body of the Operational Plan and linked directly to a Delivery Program objective and as such, progress updates of each item are reported on individually. A number of projects may have design and construction elements and therefore can span across multiple years for delivery.

At the 12 August 2020 Ordinary Council Meeting, Council adopted a number of projects in addition to the 2020-2021 Operational Plan as part of the COVID-19

Recovery and Stimulus Project. This document was an addendum to the 2020-2021 Operational Plan and Budget which was adopted in June 2020. These projects were identified as key to supporting the region in its recovery and helping to stimulate the economy. The funding of these projects was a combination of Federal Government funding, *Local Roads and Community Infrastructure Program* and also Councils *COVID-19 Relief Reserve funding*.

COVID-19 Recovery and Stimulus Projects were informed by engagement with Council's COVID-19 Recovery Working Group, priorities identified in recently developed Community Plans and priorities identified via other community engagement and feedback.

Each COVID-19 Recovery project is detailed in the attachment to this report, outlining commentary on progress and status. This report provides a central point of reference for Councillors and the community to view progress of these projects.

Discussion

Overview - Delivery Program

The Delivery Program outlines the Councillors' commitment to the Port Macquarie-Hastings community during their term of office. Objectives in the Delivery Program represent what the Council aims to deliver and serves as a guide for Council's Executive and staff when developing the annual Operational Plan.

A number of statutory deadlines were modified as per the *Office of Local Government Circular A700190* dated 1 May 2020 which indicated that existing four year Delivery Programs would apply for a further 12 months, maintaining the key themes and any activities not yet completed. Thus, the Delivery Program that was adopted in June 2020, was amended to a five year Delivery Program 2017-2022 (revised 2020).

In a broad context, the Delivery Program enables Council to deliver the community's aspirations for the future. These aspirations are described in the Towards 2030 Community Strategic Plan. The Delivery Program objectives are categorised under the following Community Themes:

- Theme 1 – Leadership and Governance
- Theme 2 – Your Community Life
- Theme 3 – Your Business and Industry
- Theme 4 – Your Natural and Built Environment

Each of the themes in the Delivery Program describes what the expected result will be if the overall objectives are achieved and the intended outcomes.

Overview - Operational Plan

Each Operational Plan action, enables the objectives to be achieved and supports delivery of the vision and goals outlined in the Community Strategic Plan.

The 2020-2021 Operational Plan contains 527 performance measures and are associated directly to Operational Plan actions, which now also includes COVID-19 Recovery Projects. As at 31 March 2021, 91% (482) are on target for delivery and

9% (45) are reported as behind. The table below provides a summary of the total number of performance measures and status by Community Theme and COVID Recovery Projects.

2020-2021 Operational Plan Summary of Performance Measures by Theme				
Community Theme	Total No	On target/ Achieved	Behind	Overall Delivery (%)
Leadership and Governance	93	89	4	96%
Your Community	113	108	5	96%
Your Business and Industry	21	20	1	95%
Your Natural and Built Environment	251	219	32	87%
COVID Recovery Projects - Addendum to the 2020-2021 Operational Plan	49	46	3	94%
Total	527	482	45	91%

The table below is comparative review of historical data on Operational Plan performance and provides information outlining year on year progress against the adopted 2020-2021 Operational Plan.

Table 1: OP Performance Measures - Comparative Data

Historical Comparative Review of Operational Plan Performance Measures																
	TOTAL				ON TARGET/ ACHIEVED				BEHIND				OVERALL DELIVERY Percentage (%)			
	17/18	18/19	19/20	20/21	17/18	18/19	19/20	20/21	17/18	18/19	19/20	20/21	17/18	18/19	19/20	20/21
1Q - July - Sept	318	337	375	521	301	321	329	492	17	16	46	29	95%	95%	95%	94%
2Q - Oct - Dec	320	345	375	527	293	321	329	505	27	24	46	22	92%	93%	92%	96%
3Q - Jan - Mar	320	350	375	527	282	279	321	482	38	42	54	45	88%	88%	86%	91%
4Q - Apr - Jun	320	350	375		279	296	300		41	54	75		87%	85%	80%	

Snapshot of Projects

Laurieton, Camden Haven and Surrounds

- Vince Inmon Sporting Fields Sports Facility upgrade - planning has commenced with designs commenced in the third quarter;
- Vince Inmon Sporting Fields Amenities upgrade - project complete;
- Playground replacement - Bonny Hills Community Hall Reserve planning has engagement, concept plan commenced and construction scheduled for the fourth quarter;
- Lake Cathie Foreshore Reserve - Master plan implementation - Construction of Skate Facility was completed in April 2021;
- Rainbow Beach Sports Fields has had design of sports fields underway with designs expected to be completed May 2021 and construction commencing in the 2021-2022 financial year;

- Rainbow Beach Reserve - Reserve upgrade has had project planning commenced with scope to be defined. Works to be completed in last quarter of 2020-2021;
- Completion of Aboriginal Archaeological investigations to undertake preparatory work for the new stormwater system at Illaroo Road has had Aboriginal Heritage works complete. Removal of Asbestos from the site to be undertaken as part of stormwater construction works in quarters 1 and 2 of 2021-2022 financial year;
- Design and construction for Black Swan Terrace stormwater detention facility - has had project plans endorsed and design engagement ongoing during this reporting period. This will be a multi-year project due to land acquisition requirements;
- Kew Sewer Treatment Plant (STP) upgrades have progressed to the detailed designs and investigation phase;
- Camden Haven waste water treatment membrane replacements has project plan approved, tender scope and project management engagement and request for quote being developed 2020-2021 financial year with replacement to commence in 2021-2022;
- Beach to Beach shared path project at Camden Haven has had the final section of D9 path installation complete;
- Lorne Road Sealing investigations and concept design - has project planning ongoing with survey and concept design well progressed. Concept design completion expected by the end of financial year 2020-2021 although professional resourcing has been impacted by flooding event;
- School to Schools share pathway project for detailed design and planning approvals for highest priority sections has had project planning commenced;
- Kew Main Street upgrade has the detailed design phase nearing completion, with multiple rounds of community engagement undertaken. Construction works expected to commence in May 2021 and completion expected in the first quarter of 2021-2022.

Port Macquarie

- Amendments to the Local Environment Plan (LEP), enabling the development of a business park near the Port Macquarie Airport was published on the NSW Legislation website on 10 September 2020. Development Control Plan provisions commenced on the same date as publication of the LEP amendment;
- Undertaking the Public Amenities program has included completion of Pilot Beach amenities in December 2020 and Blair Park amenities has installation programmed for March 2021 after consultation has been undertaken;
- Port Macquarie Regional Sports Stadium upgrade has planning commenced;
- Playground equipment replacement program including John Dick Reserve, Port Macquarie has construction scheduled for fourth quarter 2020-2021;
- The recreational walkway replacement program is underway across the local government area as follows:
 - Town Beach to Town Beach North Replacement Pathways - has project planning and environmental approvals commenced with works to be completed in fourth quarter;
 - Kooloonbung Creek boardwalk replacement has planning, environmental approvals and procurement complete and works to be completed in the fourth quarter;

- North Haven to Bonny Hills walkway project planning and environmental approvals commenced with works to be completed in fourth quarter;
- Sandhurst Reserve has project planning, environmental approvals and procurement complete with works to be completed in the third quarter, however works delayed due to contractor availability/prioritisation of other works;
- Blair reserve works complete;
- Harry's Lookout works complete.
- Town Green West Reserve upgrade had construction works completed in December 2020 ahead of the summer holiday season;
- Port Macquarie Pool project has been delayed due to extensive community consultation that was undertaken to determine the preferred location of the Pool. A contract for the first design stage of the project (strategic design and business case) has been awarded to expert architectural consultants Coop Studios in December 2020. This is a multi year project;
- Port Macquarie Airport Parallel Taxiway Stage 1 and General Aviation (GA) pavement renewal to finalise the detailed design is continuing. Environmental impact assessment and Development Application submitted for assessment in March 2021.
- Operating and maintaining Port Macquarie Airport in accordance with regulatory, safety and security requirements is ongoing. New security screening equipment installed and operational in February 2021;
- Thrumster reclaimed water interim supply - Rising Main to Thrumster Reservoir - Booster Pumping Station and Interim Reservoir has construction underway and continuing into 2020-2021 and are due for completion in quarter 1/quarter 2 of 2021-2022 financial year;
- Inlet replacement work for Port Macquarie Sewerage Treatment Plant is ongoing;
- Port Macquarie Sewer rising main construction was completed December 2020;
- Preconstruction works for the upgrade of Lake Innes Sewerage Pump Station #71 has project initiation and planning commenced. Design phase is ongoing;
- Pedestrian Refuge - Horton Street - Clarence Street and William Street - Detailed Design and Construction has been deferred from the 2020-2021 Operational Plan;
- Gordon Street upgrade, road resurfacing, stormwater flood mitigation and water main renewal works has construction commenced in early April 2021 underway;
- Boundary Street upgrade - Detailed design contract awarded, with design works progressing;
- Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows will have the project steering group, which includes Transport for NSW as co project sponsor, focusing on the initial development of the construction tender documentation;
- Thrumster Sports Fields detailed design and approvals has the tender awarded and detailed design engagement continuing into 2020-2021.

Wauchope, Rural and Surrounds

- Lank Bain Sports Ground upgrade has had planning commenced;
- Playground replacement at Narran Park, King Creek has planning, engagement and concept planning commenced. Construction scheduled for commencement in third quarter of 2020-2021;
- Hastings Regional Sporting Complex has detailed design complete under review. Construction planning and associated phasing are under development;
- Cairncross Waste Management Facility (WMF) Expansion / Improvements has detailed designs complete and landfill expansion construction works commenced in January 2021;
- Cairncross Recycling Industrial Zone Improvements - Concrete Processing Facility Establishment Stage 1 has seen the project re-prioritised and removed from the 2020-2021 Operational Plan;
- Construction of a water main between Sancrox Reservoir and Wauchope was completed in November 2020;
- Bago Road Rehabilitation Stage 2 (Milligan's Road to Bluewater Crescent) works complete;
- Pembroke Road, Stoney Creek Bridge detailed design upgrade has project scope of works finalised and design project planning commenced;
- Scrubby Creek Bridge Detailed Design project complete;
- Kindee Bridge Structural Repair work - Stage 2 were completed in October 2020. Bridge replacement optioneering complete. Planning underway for Stage 3 works. Community consultation commenced in February 2021 and continuing into March 2021 regarding future replacement options;
- Kindee Bridge upgrade detailed design has project initiation expected in the last quarter of 2020-2021, however professional resourcing has been impacted during this reporting period due to floods, in turn further delaying this project;
- Bago Road Rehabilitation of Stage 3 - Bluewater Crescent to Cameron Street has detailed designs complete and construction commenced in December 2020 with project on track for completion prior to end of financial year. Wet weather and flooding have impacted the completion of this project during this reporting period;
- Bril Bril Road Sealing investigations and concept design has project planning delayed due to COVID and other grant funded priority projects. Project design phase expected to continue into 2021-2022 financial year;
- Design and construction of the Pappinbarra Bridge Replacement has project initiation and design planning complete. Tender for the detailed design awarded in November 2020. Design phase is continuing. The construction phase of this project is expected to commence in 2021-2022 financial year.

Summary of Highlights

The information below demonstrates Council's achievements to date and highlights 'how we know we are progressing' against the set objectives outlined in the Delivery Program 2017-2022. Statistics and comments are categorised under Community Theme, Council Service and Delivery Program Objective.

Theme 1 – Leadership and Governance*What are we trying to achieve?*

A collaborative community that works together and uses opportunities for community participation in decision making that is defined as ethically, socially and environmentally responsible.

What will the result be?

- 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 do we know we are progressing?

- Improving levels of community participation at community engagement activities;
- Ongoing Council participation in regional Local Government initiatives;
- Council financial management that is communicated to the community.

Table 2: Leadership and Governance

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	93	89	4	96%
2Q - Oct – Dec 2020	93	90	3	97%
3Q - Jan – Mar 2021	93	89	4	96%
4Q - Apr – Jun 2021				

Council Service: Community

Delivery Program Objective: 1.1.1 Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive

- A number of engagement activities on a range of topics have been undertaken and a summary is as follows:
 - Pop-up - Bonny Hills Reserves Master Plan 30 Jan 2021: 60 participants;
 - Zoom Meeting: 17 attendees;
 - Community Council Action Team meetings (CCAT) - Beechwood and Comboyne;
 - Face-to-face meetings: 244 participants:
 - Illaroo Road Community Meetings 18/2/2021 & 23/2/2021 - 181 participants;
 - Laurieton Town Centre Master Plan - 14 participants;
 - CSP Business & Chamber Meeting - 39 participants;
 - CSP Ambassadors 10 participants
 - Engage PMH - 621 members;
 - ConnectPMH (Instagram): 1166 member;
 - Letters: 3263 sent out on various projects.

Delivery Program Objective: 1.1.2 Support community involvement in decision making through education around Council matters and services

- Community Strategic Plan Development:
 - Undertaken engagement for the past 15 months with the community to assist in developing our Think 2050 Community Strategic Plan;
 - Undertook a number of focus group discussions with the local Business Community with 38 attendees on 2 March 2021 where we tested the vision and themes and sought their input in the future priorities;
 - Met with our Community Ambassadors on 16 March 2021 to discuss the visions, themes and priorities;
 - The Engagement report is now being finalised and the development of the CSP will be undertaken and draft reported to the May 2021 meeting.
- Community Planning Program:
 - There are two outstanding Community Plans that need to be finalised - Wauchope and the North Shore;
 - The plans have proven invaluable when determining community priorities and for getting grants throughout the past nine months;
 - The Community Council Action Teams (CCATs) are also invaluable through the recent disaster as a touch point for the community and Council to connect;
 - Engagement Officers liaise with CCATs on a regular basis and are project based. Meetings to be organised by end of May 2021 to review status of current adopted Community Plans and any revisions/updates required;
 - Community Grants opportunity established for CCATs to apply for funding to deliver community-led Community Plan Actions;
 - Community Plans and summary of actions have been provided to Group Managers for commentary and consideration for inclusion in the Operational Plan. Work will continue with the CCATs to prioritise actions for future works.

Delivery Program Objective: 1.1.3 Engage with the community on impacts and changes to services

- Development of the Community Engagement Program has work continuing, with a policy review scheduled for May 2021.

Council Service: Strategy

Delivery Program Objective: 1.3.4 Manage our workforce to deliver community outcomes

- The acquisition of 1 Commerce Street Wauchope was endorsed by Council at the Ordinary Council meeting held on 23 September 2020. The sale was completed on 6 April 2021. A strategic depot working group has been established for a holistic review of Council's depots.

Delivery Program Objective: 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

- The Partridge Creek residential development planning is advanced through the project plan;
- Emily Avenue residential development planning - DA for residential subdivision was approved at the Ordinary Council Meeting on 20 May 2020, subject to planning and development conditions;
- The constraints of the Kangaroo Park development are being reviewed. The review will determine the priority of development of Kangaroo Park to Council and the community. The 2021 Port Macquarie-Hastings flood has impacted on this site and the execution of the review.

Council Service: People, Safety and Performance

Delivery Program Objective: 1.1.4 Provide easy to understand and accessible community reporting

- A six monthly Delivery Program and Operational Plan Progress Report ending 31 December 2020, was presented to the 17 February Council meeting;
- the Draft 2021-2022 Operational Plan is scheduled to be presented at the 16 June 2021 Council meeting. The planning phase continues throughout the last quarter and is ongoing.

Council Service: Customer Experience and Communications

Delivery Program Objective: 1.1.5 Develop an effective and coordinated community focused Communications Strategy

- The delivery of an ongoing multi-channel communications approach continues online and offline, delivering regular updates and information to the broader community on Council plans, decisions and key brand messages;
- The website received a total of 92,636 visits, 45% of this traffic was during the recent flood events 19 - 31 March 2021. By implementing social listening across community social groups, this informed the planned digital content, resulting in an increase of the overall digital engagement rate and social following with PMHC Facebook followers growing 20% this quarter. This is double the usual growth rate. Our average community reach rate increased by 58.7%, to over 12,000 people per post.

Council Service: Governance

Delivery Program Objective: 1.1.6 Continue to promote access by the community to Councillors

- The Councillor Development program is being managed as needs are identified in line with the adopted policy. This will be reviewed prior to and then again following the September 2021 local government elections;
- The Take the Council to the Community program - the March 2021 Wauchope meeting was unable to be held due to COVID restrictions.

Delivery Program Objective: 1.3.2 Build trust and improve Council's reputation through transparency, good decision making and living Council's Values

- The 2019-2020 Legislative Compliance Register review was presented to the Audit, Risk and Improvement Committee in August 2020 and then adopted at the September 2020 Ordinary Council Meeting;
- The annual report on Code of Conduct complaints was adopted by Council at the December 2020 Ordinary Meeting and submitted to the Office of Local Government before the due date;

- The 2019-2020 Government Information Public Access (GIPA) annual report was provided to the Information Privacy Commission (IPC) in line with required timeframes;
- The annual Disclosure of Interest Returns was presented to the October 2020 Ordinary Council Meeting, with subsequent reports also presented to November and December 2020 Ordinary Council Meetings;
- Biannual Public Interest Disclosure reporting for January to June 2020 period was submitted to the NSW Ombudsman in line with legislative requirements;
- The 2019-2020 Public Interest Disclosure Annual Report was submitted to the NSW Ombudsman's Office in line with required timeframes.

Delivery Program Objective: 1.3.3 Ensure there is appropriate management of risk to mitigate impact for Council and the community

- The 2020-2021 Insurance Risk Management Action Plan has been developed and is reported on a quarterly basis;
- An exercise has been undertaken to review the Risk Culture for Councils' insurers, and a Safety Audit has been conducted with outcomes currently under review;
- A review of Director delegations has been undertaken;
- Formal Government Information (Public Access) Act (GIPA) - all requests managed within the legislative time frames for the January to March 2021 reporting period;
- Elections to be held 4 September 2021. Pre-election planning has commenced.

Council Service: General Manager's Office

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

- Local Business Chamber Meetings for 2021 with the Mayor and Senior Staff have been scheduled. Meetings held with all three Chambers of Commerce in this reporting period;
- Meetings convened for Mayor and Senior Staff with State and Federal Members. The Mayor and CEO meet with our Local Members on as required needs basis. CEO met with Hon Leslie Williams MP 02/02/21. Mayor & CEO met with Leslie Williams and Minister Hancock on 04/02/21. CEO met with Pat Conaghan MP on 11/02/21. CEO and staff attended Media event with Hon Melinda Pavey MP on 25/02/21. Mayor, CEO and staff met with Dr David Gillespie MP on 04/03/21. During flood emergency crisis, phone call to Mayor & CEO from Governor General of Australia on 22/03/21; visit by the Prime Minister Morrison and Premier Berejiklian on 26/03/21.

Delivery Program Objective: 1.3.1 Provide effective leadership and equity

- Mid North Coast Joint Organisation (MNCJO) - the CEO and Director Strategy & Growth attended MNC JO Meeting and Bluett Awards presentation in Bellingen on 16/02/21. The Mayor and CEO attended MNC JO Meeting held in the Port Macquarie-Hastings Council Function Room on 12/03/21. The CEO also attended the GMAC Meeting on 19/02/21;
- The CEO attended the most recent Regional Cities Meeting (virtually) on 25 March 2021. The Mayor was an apology due to the flood emergency clean-up;

- Bushfire Disaster - Ongoing community support led by Strategy & Growth Division and Council's Community Recovery Officer. Flood Disaster late March 2021 - Council has established a range of services and initiatives to assist flood-affected residents and businesses, including financial assistance with the waiving of a range of Council fees; establishment of flood outreach centres to provide information, emotional and financial support from a range of charities, Service NSW and Insurance Council of Australia; clean-up assistance.

Council Service: Economic Development

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

- Proactively seeking grant funding from other levels of government and seen 17 grant applications submitted, requesting approximately \$24.5million in grant funding. Applications included the Local Roads and Community Infrastructure Round 2, Crown Reserves Improvement Fund and Bushfire Local Economic Recovery Grants Programs.

Council Service: People and Culture

Delivery Program Objective: 1.3.4 Manage our workforce to deliver community outcomes

- Workforce Management Strategy 2017-2021 are progressing including engagement, attraction, retention and Equity & Diversity actions. Highlights include: Formal review of 2020 new starter, turnover and recruitment; Establishment structure was set-up in quarter three; Process mapping of all People, Safety & Performance processes in preparation for a new Human Resource Information System (HRIS):
 - The Workforce Planning program will be expanded across all teams in Q4;
 - Policy and procedures review and update is progressing in response to the 2019 audit;
- A Work, Health and Safety Strategy framework as part of a safety management system was developed and presented to the Senior Leadership Team to drive awareness, accountability and direction:
 - Policies and procedures review and update is progressing in response to the 2019 Audit;
 - Vault roll out of the Incident Management module has been completed;
- The Learning and Development Strategy actions are progressing. The focus for Q3 was on compliance training to comply with safety and legislation;
- Other highlights for the quarter included: Three (3) new Apprentices and four (4) new Trainees commenced; 31 Water and Sewer employees commenced Certificate III in Water Operations; L&D Newsletter issued to all employees promoting learning and development opportunities; Plans are progressing to deliver resilience training across all divisions in Q4.

Delivery Program Objective: 1.3.5 Build an engaged workforce

- Work is continuing on combining the existing Organisational Development Strategy with the existing Learning and Development Strategy to create a central People and Culture Development document;

- Decision was made by Executive to postpone the 2021 Employee Engagement Days due to uncertainty around COVID restrictions. Alternate options for Employee Engagement are being considered;
- The Employee Engagement Process (EEP) has seen a roadshow delivered to people leaders across the organisation. Part I (Clarifying) and Part II (Setting Performance Targets and Development Goals) has been completed. Part III of Roadshow (Managing Performance through the EEP) is in development and will be delivered by the People and Culture Business Partners over the next 6 months;
- Decision was made by Executive to postpone the usual Gallup Q12 survey for Feb 2021 and to review the survey platform with a view to selecting a different tool. The aim is to conduct an all staff Employee Engagement survey in June/July 2021.

Council Service: Digital Technology

Delivery Program Objective: 1.4.1 Provide efficient technology and inclusive digital systems that are easy to use and easy to access

- Digital Technology projects and roadmap program is on target;
- Renewal of Council's technology infrastructure to provide secure and responsive information communication technology has the renewal program on track for 2020-2021 financial year.

Council Service: Business Improvement Office

Delivery Program Objective: 1.4.2 Deliver agreed services at the agreed service level at best value

- Finalisation of identified service reviews are continuing, including the Development Application Internal Referral review and review of On Call Management.

Council Service: Customer Interactions

Delivery Program Objective: 1.4.3 Deliver a customer focused service that provides the community a consistent experience of Council

- Two cross organisational customer improvement programs have been identified as part of the Customer Experience Project. The online beach permits trial is now live and over 70 permits have been sold at end of Q3. NSW Planning Portal commenced 1 January 2021;
- A report on Customer Experience improvement activities was presented to the October 2020 Ordinary Council Meeting. Progress will be reported to Council in Q4;
- Development of a new Digital Communications Strategy will be presented in Q4 2020-21;
- The website continues to be the single source of truth across all our digital channels. The website upgrade project is still ongoing, utilising a mix of focus groups and current website data to inform design and content decisions.

Council Service: Financial Management

Delivery Program Objective: 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

- The 2019-2020 audited financial statements were lodged with the Office of Local Government by the required deadline;
- The Quarterly Budget Review Statement for the quarter ended 31 March 2021 will be presented to the May 2021 Council meeting;

- Investment return has exceeded the benchmark for each month in isolation and the financial year to date;
- Investment reports have been presented to Council within the required timeframes;
- The Draft 2021-2022 annual budget has been completed, tabled to Council and is currently on exhibition;
- Preparation of the 2021-2022 budget preparation is underway and on track for the budget to be adopted by June 2021;
- Monthly financial reports have been presented to Council as required.

Delivery Program Objective: 1.5.2 Use procurement, tendering, purchasing and contract management approaches that are transparent and equitable

- The Procurement Strategy action items are underway;
- Contracts awarded over \$150,000 have been captured as required.

Council Service: Infrastructure Planning

Delivery Program Objective: 1.5.1 Manage Council's financial assets and provide accurate, timely and reliable information

- The revaluation for Transport assets was accepted by Auditors with audit sign-off received with an unqualified audit opinion and Council was able to lodge the financial statements with the Office of Local Government in November;
- Implementation of the Asset Designed as Constructed automated process system has been deferred with funding being allocated in the draft 2021-2022.

Council Service: Commercial Business Units – Glasshouse

Delivery Program Objective: 1.5.3 Develop, manage and maintain Council Business Units through effective commercial management

- The Glasshouse presented biannual reports to Council in August 2020 and February 2021;
- The 2020-2022 Glasshouse Strategic Plan was adopted by Council in July 2020.

Council Service: Recreation, Property and Buildings

Delivery Program Objective: 1.5.3 Develop, manage and maintain Council Business Units through effective commercial management

- Statutory property projects that include land matters are progressing as required;
- Council's lease and licence portfolio currently has 171 Commercial Leases, 74 Community Leases and 84 Leases PMHC as Lessee.

Theme 2 – Your Community Life

What are we trying to achieve?

A healthy, inclusive and vibrant community

What will the result be?

- 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 do we know we are progressing?

- Community facilities are established that encourage social activities and interactions;
- Community safety initiatives are recognised and supported;
- Open spaces, recreational and community facilities are provided for a range of social, health and wellbeing activities;
- The community is supported through a range of programs based on social issues;
- A range of community activities, programs and events are supported and implemented.

Table 3: Your Community Life

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On Target/Achieved	Behind	Overall %
1Q - July – Sept 2020	113	107	6	95%
2Q - Oct – Dec 2020	113	110	3	97%
3Q - Jan – Mar 2021	113	108	5	96%
4Q - Apr – Jun 2021				

Council Service: Sports and Recreation

Delivery Program Objective: 2.1.1 Support Community Safety initiatives

- Lifeguard patrols are continuing at Town and Flynn's Beach across the reporting period;
- The lifeguard education program commenced in term 4 in schools across our LGA. Due to COVID restrictions, the program was delivered via a mix of in classroom and online platforms with in excess of 2,500 students participating in the program.

Council Service: Emergency Management

Delivery Program Objective: 2.1.2 Advocate for, support and coordinate emergency services

- Working with Emergency Service units is ongoing as required. LEMO chairing fortnightly Summer Safe Covid-19 LEMC updates. LEMC meeting and flood exercise held in Q2.

Council Service: Compliance

Delivery Program Objective: 2.1.3 Conduct regulatory and educational activities, which safeguard public and environmental health, and ensures compliance with planning and building standards

- Monitoring and managing issues to ensure compliance: Activities include:
 - Building certificate applications assessed;
 - Food permit inspections;
 - Fire safety inspections;
 - Skin penetration premises inspections;
 - Regulated cooling and heating system inspections;

- On-site sewerage management system inspections;
- Private swimming pool compliance certificate applications assessed;
- Public pools and spa inspections;
- Customer requests relating to public health investigated;
- Underground and Petroleum Storage System inspections.
- Monitoring and managing ranger and law enforcement services to ensure compliance relating to parking, beach patrols, illegal signage, sale of goods on roads, building site sediment control and companion animals is ongoing.

Council Service: Commercial Business Units - Environmental Testing

Delivery Program Objective: 2.1.3 Conduct regulatory and educational activities, which safeguard public and environmental health, and ensures compliance with planning and building standards

- Sampling, analysis and reporting of operational and regulatory requests at the Laboratory are being undertaken. 96.1% of finalised reports met the required service standard. All reports for urgent request and non-compliant results were met within the agreed service standard;
- National Association of Testing Authority corporate accreditation maintained.

Council Service: Community

Delivery Program Objective: 2.2.1 Support and advocate for all community sectors

- Discussions are under way with Headspace Youth Group and the Youth hub on how we can utilise them to help with getting a youth voice within Council;
- Zamplify Youth Week event planned at Regional Stadium and includes bands, obstacle course, food trucks and a movie;
- The Community Grants Program - Round two grants were open in early March. These were initially to close on 31 March, however due to the recent flooding disaster these have been extended to the 28 April and will be reported to the May Council meeting.

Delivery Program Objective: 2.3.1 Ensure access to community facilities and activities: including access to natural environment

- Team continues to deliver actions in Disability Inclusion Action Plan (DIAP). Planning for a new DIAP 2021 - 2024 is underway;
- The team continues to work on the Community Inclusion Plan to meet the needs of the community. Projects that have been reviewed this quarter include the Town Green West Play Space and Town Beach Playspace. We have also undertaken procurement for the Log Wharf Master Plan;
- Discussions are being held with Recreation, Property & Building Services to potentially lease out Council owned halls that are currently being managed by Section 355 committees.

Delivery Program Objective: 2.3.5 Plan and deliver innovative Library Services which cater for new technology and growing population

- Continued delivery of online events, as well as resumption of in-house programs. Introduction of new 'Science Kit' collection;
- Increase in membership from 32,700 (Dec 2020) to 32,705 (Mar 2021);
- The Library Strategic Plan was adopted by Council. We have applied for a library grant to introduce interim services to Sovereign Hills and Lake Cathie, until planning for future libraries can be determined. Library hours being reviewed after impacts of COVID19;

- Community Library Van purchased and fitted out to provide services such as Library outreach, arts and cultural program and community engagement. New mobile services introduced at Sovereign Hills and Lake Cathie.

Delivery Program Objective: 2.3.6 Support a range of inclusive community activities and programs

- Community Inclusion Plan - Implementation actions underway including:
 - Planning for community events in 2021;
 - Updated volunteering procedures;
 - The Community Inclusion Committee has been established;
 - Aboriginal Advisory Group has been endorsed at the March Council meeting with EOIs to be advertised in late April 2021.
- Community Inclusion Plan - Review is currently underway;
- Hamilton Green Enhancement Project - Car park refurbishments have been completed to reduce flooding in the car park;
- Supporting Community Drug and Alcohol Team (CDAT) to undertake the work in the community;
- Anzac Centenary Local Grants Program - Working with the Rollands Plains and Telegraph Point communities to develop memorials at their community Halls. The timing of final development may be impacted due to the recent floods.

Delivery Program Objective: 2.4.1 Work with the community to identify and address community needs, to inform Council processes, services and projects

- Graffiti Blaster Program - Reviewing Council's Graffiti Policy and identifying how we can have an organisational approach. Call for new volunteers and potential partnership to tackle the issue;
- Youth involvement in Council - Discussions are under way with Headspace Youth Group and the Youth hub on how we can utilise them to help with getting a youth voice within Council:
 - Zampify Youth Week event planned at Regional Stadium and includes bands, obstacle course, food trucks and a movie this was scheduled for Youth Week 2021 (April) unfortunately due to the weather we have postponed due to flood. Plans underway to reschedule this event to the July school holidays;
- Supporting and developing a connected community:
 - Due to COVID, we reduced and then restricted volunteering. We continue to support other volunteer groups such as Mrs York's Garden, Beach to Beach and Creek to Creek. A focus on volunteering will be reviewed in light of the recent disaster where so many of the community are keen to assist.;
 - Community Directory is up and running and is being utilised regularly for e-newsletters;
 - Planning is underway to revise the volunteering program;
- Supporting and developing a diverse community:
 - Planning for National Sorry Day, Reconciliation Week, and NAIDOC is underway;
 - All the planning for Senior's Week has been done and we were ready to celebrate with the community however due to the recent flood event, we have decided to postpone the Senior's Week Activities until

- May 2021 to enable the community to recover before bringing them back together;
- The Community Inclusion Committee held its first meeting in late February 2021;
 - A report went to the February 2021 Ordinary Council Meeting where it was resolved to adopt the charter and call for Expressions of Interest for the Aboriginal Advisory Group. A further report will go to the June 2021 Ordinary Council Meeting;
 - Planning and development of a virtual Senior's Expo is complete. Tai Chi and morning tea events in Port Macquarie, Laurieton & Wauchope are also planned. These were originally planned for Seniors Week (April) however have been postponed till May due to the Flood event.
- Supporting and developing a resilient community:
 - Planning is in place to support our community in events for Senior's Week, Youth Week and NAIDOC week;
 - We continue to work with key groups and our COVID Wellbeing Group to support our community including the PMH Cares initiative. The Community Inclusion Committee held their first meeting in February 2021 and will work together to identify ways to support marginalised communities;
 - Key engagement has been undertaken to inform our new Housing Strategy.
 - Supporting and developing a liveable community:
 - The team continues to work on the Community Inclusion Plan to meet the needs of the community. The projects that have been reviewed this quarter include the Town Green West Play Space and Town Beach Playspace. We have also undertaken procurement for the Log Wharf Master Plan. The team is also continuing to work with community groups to support the design and development of the Creek to Creek pathway, Beach to Beach Pathway and working on pathway connections from the Community Plans;
 - The team is working with our community on both the Community Plans and actions within the plans to create a more liveable place.
 - Implement Council's Working Together Framework:
 - The Education team continues to work to the Education Framework and the annual plan. A focus this quarter has been on: Integrated Water Cycle Management - Water needs and stormwater run off issues, recycled water Roads and the statutory messages around double demerits, Shared paths, Waste - Batteries Blitz, Reduce food waste, Natural Resources - Lake Cathie;
 - The Education Framework has been developed to support the development of a holistic education program. A new Schools education approach is being developed that will be a more holistic offering than in the past. This is scheduled for term 3 and 4;
 - Projects and campaigns that have commenced or are in the planning phases include: Roads - Little Blue Dinosaur, Speed on Country Roads, Double Demerits, Road Safety Week and Shared pathways Water - Interactive map for IWCM, Recycled water Scheme - check with Paddy, Cowarra Dam, Early Childhood Port Macquarie Community Preschool Waste- Battery Recycling, Drop off for Free, Food waste campaign, Construction & demolition waste, planning

phase for Litter and Plastic Free July Natural Resources - provide support for Illaroo Road Revetment wall, Animal Shelter branding and Customer Service pack.

Council Service: Recreation, Property and Buildings

Delivery Program Objective: 2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

- The overall Sporting Facility Renewals program is on target as follows:
 - Vince Inmon Sporting Fields: Multi Year project Planning commenced, design commenced in third quarter of 2021;
 - Vince Inmon Sporting Fields Amenities: Project complete Lank Bain Sports Ground: Project complete;
 - Port Macquarie Regional Sports Stadium: Planning commenced;
 - Sporting Infrastructure Renewals: Planning commenced;
 - Charlie Watt Lighting & Drainage: Project complete;
 - Oxley Oval Lighting Project complete;
 - Blackbutt Park Project complete;
 - Kendall Sports Ground Project complete;
- Regional Master Planning for recreational facilities include:
 - Bonny Hills Reserves Master Planning is ongoing, Bonny Hills Reserves Master Planning is ongoing, second round of community engagement complete. Target to complete fourth quarter.

Delivery Program Objective: 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

- Maintenance program for parks, reserves, sporting fields and beaches across the local government area includes:
 - Mowing parks and reserves across the LGA;
 - Sports field preparation and maintenance of summer sports field user groups;
 - Mowing of all cemeteries - also for Easter - garden maintenance in the Port Macquarie CBD area including pruning, weed treatment and mulching;
 - Formal inspection of all playgrounds with required maintenance and repairs;
 - Cleaning of bin hides and bubblers across the local government area;
 - Storm damage and clean up following extensive rainfall and storms during March, including removal of significant flood debris at the majority of our beaches and several high profile reserves;
- Scheduled and reactive maintenance programs of all Council-owned buildings is ongoing;
- Building rectification works undertaken in line with Council Asset Management plans;
- All four aquatic facilities are open to the public and are being monitored in accordance with the contractual requirements. All facilities are continuing to operate in accordance with NSW Government COVID-19 restrictions;
- Park furniture renewals, including the donated seat program has project planning commenced with works scheduled for delivery in May/June 2021;
- The overall Playground Replacement program replacement is on target as follows:

- Bonny Hills Community Hall Reserve Design complete. Construction scheduled for fourth quarter of 20/21;
- John Dick Reserve Design complete. Construction scheduled for fourth quarter of 20/21;
- Narran Park King Creek Design complete. Construction scheduled for fourth quarter of 20/21;
- Rocks Ferry Reserve Project complete;
- Blair Reserve Project complete;
- Town Beach Park Project has been delayed due to scope of work modification. Further design and possible engagement required. Expected completion date by 30/6/2021;
- Recreational walkway replacement program - Project planning and environmental approvals commenced with works to be completed in fourth quarter.
 - Kooloonbung Creek Boardwalk Replacement - Construction underway with works to be completed in fourth quarter;
 - North Haven to Bonny Hills Walkway - Construction underway with works to be completed in fourth quarter;
 - Sandhurst Reserve - Project planning, environmental approvals and procurement complete with works to be completed in fourth quarter (works delayed due to Contractor availability / prioritisation of other works);
 - Blair Reserve - Complete;
 - Harry's Lookout - Complete;
- The Maintenance Program for boat ramps, wharves and jetties is ongoing in accordance with approved maintenance and schedule;
- The Maintenance Program for beaches is ongoing including:
 - Beach accesses maintained and cleaned as required;
 - Detailed beach grooming undertaken at all high profile beaches ahead of the school holiday period;
 - Repairs at Lighthouse beach 4 wheel drive access during March due to Storm Damage;
 - Comprehensive removal of flood debris from Town Beach, Oxley Beach, Flynn's, Rocky, Nobby, Shelly, Lighthouse, Rainbow, North Haven, Pilot and Washhouse beaches was also undertaken during March due to extensive flooding in the LGA. This saw 100's of tonnes of debris removed and taken away to waste facilities;
 - Signs inspected, repaired and replaced as required;
- Thrumster Sports Fields detailed design and approvals - This is a multi-year project initiated in 2017-2018 financial year. Detailed design engagement has been awarded during this reporting period. Design engagement is expected to then continue into the 2020-2021 financial year;
- Pilot Beach Amenities - Completed and are operational as of 23/12/20.
 - Blair Park Amenities - consultation is required prior to ordering these amenities, installation has been programmed for March 2021.

Delivery Program Objective: 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

- Port Macquarie Coastal Walk upgrade works are complete. Sections included Charlie Uptin Walk, Doctors Walk and Kennys Walk;

- Googik Track construction of the shared walkway/cycleway - Stage 2 has planning finalisation underway for the connection between Lake Cathie and Elkor Grove with works scheduled for delivery by June 2021;
- Town Centre Master Plan improvements:
 - Foreshore Walkway priority projects. Detailed design complete;
 - Environmental and Crown Land Approvals target for completion fourth quarter;
 - Gordon Street underpass now completed;
- Port Macquarie Pool design finalisation This project has been delayed due to extensive community consultation that was undertaken to determine the preferred location of the Pool. A contract for the first design stage of the project (strategic design and business case) has been awarded to expert architectural consultants Coop Studios in Dec 2020. This is a multi year project;
- Lake Cathie Foreshore Reserve - Master Plan implementation - Construction of Skate Facility - Design and construct tender was awarded to Convic Pty Ltd. Design and construction to be completed in April 2021. All funds will be expended within the 20/21 FY;
- Rainbow Beach Sports Fields - Design of the sports fields underway by outsourced consultancy. Design is expected to be completed May 2021 with construction commencing 2021-2022FY;
- Red Ochre Park has construction is complete
- Ruins Way Park has procurement complete and construction commencing January 2021;
- Rainbow Beach Reserve - Project planning commenced with scope to be defined. Works to be completed in last quarter;
- Camden Haven Surf Club Building - Project delayed in commencement due to resourcing. Awaiting update of user requirements guide by Camden Haven Surf Life Saving Club (CHSLSC). RFQ to appoint consultant has been prepared and will be advertised following consultation with CHSLSC. Project completion expected 31 December 2021;
- Town Green West Reserve upgrades - Construction works completed in Dec 2020 ahead of the summer holiday season;
- Accessible Ramp and Viewing Platform at Tacking Point Lighthouse has project planning commenced and targeting completion June 2021;
- Jabiru Reserve fish cleaning table is on target;
- Port Macquarie Town Signs installed. Town and Village signage for this financial year has been completed. Additional wording "Birpai Country" will be added to the large entrance signs in the next two months.

Council Service: Cultural Development

Delivery Program Objective: 2.5.1 Support cultural activities within the community

- Implementation of actions from the Cultural Plan:
 - Public Art audit and maintenance report complete. Artworks are prioritised for maintenance and planning underway to source suppliers and schedule works. This has been impacted by the floods limiting available resources and suppliers;
 - The Draft Cultural Plan 2021 - 2024 will go to the May 2021 Council meeting for review and then public exhibition;

- The Glasshouse Regional Gallery has presented the following exhibitions as per the annual visual arts program: Saltwater Freshwater Arts 2021 David Martin - Port Macquarie 200 National Art Part 1;
- The Glasshouse Performing Arts Program operates each calendar year and the 2021 program was launched on 26 March, with the first event scheduled on 22 April. The theatre capacity increased from 75% to 100% on 29 March 2021, as per the latest Public Health Order;
- Final round of Heritage Grants currently open;
- Port Macquarie's Bicentenary event is on track to be delivered between 10-18 April 2021. The program incorporates the launch of the permanent light/sound installation 'Wakulda' on the facade of the Historic Port Macquarie Courthouse by the Governor of NSW, an Open Artists' Studio Weekend involving 20 local artists and over 40 Satellite Events registered activities throughout the event period, a visit by Sydney Harbour Tall Ship, Coral Trekker, acting as a floating classroom for delivery of TAFE General Purpose Hand Course for local students, and a Community Art Exhibition attracting 68 submissions for display in the Glasshouse Regional Gallery;
- Art Walk - the Cultural Steering Group support a return for a single night event focused in the PMQ CBD. Friday 1 October 2021 identified as the key event date, with extended satellite activities between 2-4 October (Long Weekend). Save The Date is scheduled for public issue by end of April 2021.

Theme 3 – Your Business and Industry

What are we trying to achieve?

The Port Macquarie-Hastings region is a successful place that has vibrant, diversified and resilient regional economy for people to live, learn, work, play and invest

What will the result be?

- A strong economy that fosters a culture supportive of business and ensures economic development of the region;
- Townships, villages and business precincts that are vibrant commercial, tourism, recreational and/or community hubs;
- A region that attracts investment;
- Partnerships that maximise economic return and create an efficient and effective business environment;

How do we know we are progressing?

- There is growth and development of new industries and business;
- Tourism and major events contribute to increased economic activity;
- There are greater opportunities for investment across the region;
- Council is recognised for its role in fostering partnerships that contribute to business and industry growth.

Table 4: Your Business and Industry

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	20	19	1	95%
2Q - Oct – Dec 2020	21	20	1	95%
3Q - Jan – Mar 2021	21	20	1	95%
4Q - Apr – Jun 2021				

Council Service: Economic Development

Delivery Program Objective: 3.1.1 Assist the growth of local business and industry, ensuring this is a central consideration of Council activities

- Actions from the Economic Development Strategy implemented, with twice-yearly report to Council adopted in November 2020;
- Phase 1 of the development of a new Economic Development Strategy completed with Economic Development Discussion Paper released. Community Engagement Sessions planned for 28-30 April 2021, with draft Economic Development Strategy to be presented to Council in late 2021.

Delivery Program Objective: 3.1.3 Implement Major Events Strategy

- Work on priority objectives in the event action plan are progressing. This includes a focus on planning to increase brand exposure and recognition through new events with different markets and longer lasting reach than traditionally targeted (such as The Camper Trailer of the Year Showcase and online music event Dark Alley Sessions). Community events on Australia Day were supported through a grant program keeping numbers within COVID restrictions. A new one stop shop online form for ANZAC closures and ceremonies launched;
- Council supported 7 major events during Jan - March 2021 quarter. These events resulted in a combined economic impact of over \$9.6 million for our community. One of these events was the Junior NSW Touch State Cup Northern Conference which is generally our second largest event of the year. This year there were reduced teams and 1 parent per playing child allowed at the State Cup due to COVID restrictions. The Event Sponsorship Program has recently awarded 5 event grants for events being held in the second half of 2020. Liaison with event owners (currently sponsored/in receipt of grants) is ongoing to ensure oversight of contract deliverables and changes in COVID restrictions understood.

Delivery Program Objective: 3.1.4 Implement the Destination Management Plan

- The Sydney February campaign ran from 1 - 28 Feb 2021. Overall traffic increased 121% YOY with an increase in 7% traffic that can be attributed to the inclusion of a significant Outdoor presence in Sydney. Ongoing Industry communications increased in response to the flood. Ongoing Destination PR Program delivery - highlights include Canberra Times promoting the Fly Pelican flights;
- Visits to the destination website for the first quarter show an increase of 46.82% year on year. This represents an increase in users from 279,665 for the FY 2019-20 to 410,609 for the FY 2020-21;
- Council has finalised the RFQ and awarded the contract to the Destination Marketing Store. The Reference Panel has been formed and held their first meeting. Desktop analysis and consultation planning is underway;
- Public Art audit up to date with maintenance to be undertaken shortly on prioritised sites for 2021-2022.

Delivery Program Objective: 3.4.3 Encourage innovation that will support our growth as a regional city including smart community technology

- Smart Community Roadmap adopted by Council in October 2020. Consideration of integration opportunities into strategies and projects across the organisation is underway.

Council Service: Development Assessment

Delivery Program Objective 3.1.2 Optimise the use of appropriately zoned land for business uses

- The amended Local Environment Plan (LEP) enabling the development of a business park near the Port Macquarie Airport was published on the NSW Legislation website on 10 September 2020. The Development Control Plan (DCP) provisions, which aim to coordinate high quality and integrated development across the Business Park, commenced on the same date as publication of the LEP amendment;
- Report on the status of site specific Planning Proposal requests to amend the Local Environmental Plan was presented to Council in December 2020. Next report to Council anticipated in June 2021.

Council Service: Commercial Business Units - Airport

Delivery Program Objective: 3.3.1 Develop, manage and maintain Port Macquarie Airport as a key component of the regional transport network and continue to grow the airport's contribution to the regional economy

- Parallel Taxiway - Final design continuing. Environmental Impact Assessment (EIS) and DA submitted for assessment in March 2021. Airport Weather Station (AWS) relocated in October 2020. Biodiversity Certification Agreement - implementation continuing post approval. Australian Government Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act) Referral - approved November 2020. Airport Business and Technology Park - Local Environmental Plan (LEP) rezoning and Development Control Plan (DCP) approved in September 2020;
- Biodiversity Certification Agreement - implementation continuing post approval;
- Operating and maintaining the Port Macquarie Airport in accordance with regulatory and safety requirements:
 - All inspections carried out in accordance with regulatory requirements;
 - Hangar maintenance undertaken as required;
 - Airport Operations Manual and Transport Security Program updated progressively throughout the year as required;
 - December deadline extended due to COVID-19. New security screening equipment installed and operational in February 2021;
- The Port Macquarie-Hastings Local Environmental Plan (Amendment No.56) relating to Council's Airport and Thrumster lands and adjoining private property, commenced 10 September 2020.

Theme 4 – Your Natural and Built Environment

What are we trying to achieve?

A connected, sustainable, accessible community and environment that is protected now, and into the future.

What will the result be?

- 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 to 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 do we know we are progressing?

- We have water, waste, and sewer systems that are efficient, maintained and environmentally compliant;
- Consideration, is given to climate change impacts and potential mitigation;
- Programs are implemented to support, the condition of the natural environment;
- The road and transport network is well planned and maintained;
- The transport network, recreational facilities, and open spaces, reflect community priorities;
- Coordinated urban development is, well planned to meet projected population growth;
- We successfully preserve local flora and fauna;
- Renewable energy options are promoted.

Table 5: Your Natural and Built Environment

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	246	228	18	93%
2Q - Oct – Dec 2020	251	236	15	94%
3Q - Jan – Mar 2021	251	219	32	87%
4Q - Apr – Jun 2021				

Council Service: Water Supply

Delivery Program Objective: 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

- Construction planning for the Sancrox Reservoir to Area 13 - The design phase for this project is complete however; the project has been placed on hold pending a development application for a new service centre. These works are now expected to be complete in 2021-2022;
- Installation of new water supply services to residential and business premises to cater for new development is ongoing;
- Thrumster reclaimed water interim supply - Construction continuing via contract, works to continue into 2020/21 and are due for completion in Q1/Q2 2021-2022 FY including interim recycled water reservoir and interconnection mains;
- Construction of a water main between Sancrox Reservoir and Wauchope was completed in November 2020;
- Designs for the Water Treatment/Filtration Plant at Cowarra Dam - Project on track - Scoping study for the works has been finalised by Public Works with a peer review by Hunter H2O currently underway. Next stage of the project

expected to be a concept design and environmental approvals pathway assessment which will span across multiple financial years;

- Preconstruction work for the Trunk Main from Bonny Hills to Kew (Area 12) Reservoir - Project initiation and planning works continued during this reporting period. The design phase of this project will continue into 2020-21 financial year;
- Marbuk motorised water main valve relocation - Contractors quoting for works;
- Water Supervisory Control and Data Acquisition System (SCADA) replacement has planning underway with specifications nearing completion;
- Preconstruction works for Granite Street Reservoir rehabilitation currently under review. This action is pending completion of OP action 4.1.1.26 and may need to be deferred to outer years;
- Preconstruction works for Widderson Street Reservoir roof replacement has project planning works underway;
- Telemetry Microwave link replacement - Government contract supplier estimates to be supplied to complete project charter;
- Installation of Baffles within Reservoirs to ensure chlorination contact time for disinfection has preliminary works underway including request for quotations;
- Wauchope Water Treatment Plant upgrade. The project is on track for construction completion in late 2020 whereby the throughput capacity of the Wauchope Water Treatment plant will be effectively tripled in capacity.

Delivery Program Objective: 4.1.2 Develop and implement annual maintenance and preventative works program for water supply assets

- Renewal of water asset for live water mains, water meters and switchboards are being carried out as required;
- Replacement of Water Treatment Plant electrical and mechanical assets has a range of projects underway.

Delivery Program Objective: 4.8.1 Ensure all Council operations comply with environmental standards and regulations

- Operating and maintaining water treatment plants in accordance with adopted maintenance programs is being undertaken;
- Operating the water supply network to ensure public health and safety is being undertaken;
- Operating and maintaining storage dams in accordance within the set guidelines is being undertaken.

Council Service: Sewerage

Delivery Program Objective: 4.1.3 Plan, investigate, design and construct sewerage assets ensuring health, safety, environmental protection and the future growth of the region

- Construction of the Port Macquarie Sewer rising main was completed in December 2020
- Small Towns Sewerage Scheme - This project continues from previous FY's. Ledonne were engaged to undertake the works in August 2018. Construction completion of the Comboyne scheme was completed in early 2021;
- Construction of Area 14 reclaimed Inlet trunk main Bonny Hills complete;
- Port Macquarie Sewer Treatment Plant inlet replacement works are ongoing;

- Integrated Water Cycle Management Strategy - further delays have been incurred due to anomalies and additional reviews required for modelling and proposed scenarios. Expected on track for delivery in Financial Year 21/22;
- Preconstruction works for upgrading Lake Innes Sewerage Pump Station 71 - Project initiation and planning works commenced during this reporting period. The design phase of this project is expected to continue into 2020/21 financial year;
- Wauchope Waste Water Treatment Plant Inlet rationalisation works - this project is programmed to commence in Q4 of 2020/21 FY;
- Bonny Hills Waste Water Treatment Plant Aerator replacement works have preliminary works underway awaiting second quotation;
- Telemetry Radio replacement at Wauchope and Kew has project planning continuing with RFQ documents being completed for release before completion of this quarter;
- Port Macquarie Sewer Pump Station 13 catchment relining works in ongoing;
- Preconstruction works for Port Macquarie Pump Station 21 refurbishment has preliminary works underway;
- Preconstruction works for Camden Haven Pump Station 2 refurbishment - Project initiation and planning works commenced during this reporting period. The design phase of this project is expected to continue into 2020/21 financial year;
- Upgrades for Sewer Pump Station 7,8 and 9 at Kew/Kendall - planning complete;
- Preconstruction works for Port Macquarie Sewerage Pump Station 18 - Project initiation and planning works commenced during this reporting period. The design phase of this project is expected to continue into 2020/21 financial year.

Delivery Program Objective: 4.1.4 Develop and implement annual maintenance and preventative works program for sewerage assets

- Programmed replacement of sewer pumps and electrical switchboards at sewage pump stations - Asset renewal being undertaken as required;
- Programmed replacement of Sewer Treatment Plant electrical and mechanical assets - Projects awaiting resourcing;
- Sewer assets replacement and maintenance programs for sewer rehabilitation and realigning works - Contractors engaged.

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- Installation of Solar Panels at Port Macquarie Sewerage Treatment Plant is pending a design review before installation can be undertaken;
- Installation of Solar Panels at Wauchope Water Treatment Plant has installation ongoing.

Delivery Program Objective: 4.8.1 Ensure all Council operations comply with environmental standards and regulations

- Operating and maintaining sewerage treatment plants in accordance with environmental licences, adopted maintenance programs and safety requirements is being undertaken;
- Operating the sewerage network to ensure public health and safety is being undertaken with all defects identified through waste trade inspections undertaken and complaints/requests dealt with in line with service standards.

Council Service: Stormwater and Drainage

Delivery Program Objective: 4.1.5 Work towards planning, investigation, design, construction of stormwater assets

- Stormwater detention facility designs for Black Swan Terrace - Project plan endorsed and design engagement ongoing during this reporting period. This project is expected to be a multi year project due to land acquisition requirements;
- Stormwater Remediation measures identified in the Westport Stormwater Management Plan including Gordon Street to Buller Street Port Macquarie works - Multi year project. Consultant engaged to undertake detailed stormwater catchment analysis and detailed designs. Designs are progressing well and project is on track;
- Stormwater remediation works at Panorama Drive Bonny Hills - Project completion expected prior to end of financial year.
- Stormwater remediation works at 10 Dilladerry Cres complete.

Delivery Program Objective: 4.1.6 Develop and implement annual maintenance and renewal programs for stormwater assets

- Annual canal maintenance for Settlement Shores and Broadwater canals are ongoing in accordance with the rolling priority program;
- The 2020-2021 Stormwater Renewal is currently in the planning and procurement phase with the program to include the following projects: Stormwater Relining: Alma St, North Haven Short St, Port Macquarie Graham St, Kendall Ocean Dr, North Haven Works could be impacted by the effects of the Flood Disaster;
- Stormwater Maintenance Program - Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road and stormwater risk rating and road hierarchy systems. Works could be impacted by the effects of the Flood Disaster;
- Condition ratings of stormwater assets via CCTV inspections - Works delivered on budget. Works schedule based on inspections and assessment criteria from Council's road and stormwater risk rating and road hierarchy systems. Works could be impacted by the effects of the Flood Disaster;
- Development of Urban Stormwater Catchment Management Plans for 62 sub-catchments - This project has been assigned to relevant officers with preliminary scoping undertaken. Draft project charter has been completed and to be reviewed prior to going to market for engaging an appropriate consultant.

Service: Waste Management

Delivery Program Objective: 4.1.7 Develop and implement effective waste management strategies

- Effective recycling and recovery of domestic and organic waste through the Material Recovery Facility is continuing as required;
- Recovery (recycling) of domestic waste through Material Recovery Facility (MRF) continuing as required;
- Recovery of domestic waste through Organic Recovery Facility (ORF) continuing. Carbon credit data captured as required;
- Waste Transfer Stations operations undertaken in accordance with regulatory requirements. Significant response provided to support the clean up of flood damaged waste across the LGA;
- Illegal dumping and clean-up programs undertaken as required;
- Multi Dwelling Organics Recovery project to be completed by 30 June 2021;
- Better Waste and Recycling" Initiatives - Identified waste education projects continuing;
- Upgrade and expansion approvals for Cairncross Waste Depot - Cairncross landfill expansion construction works commenced in January 2021;
- The 2017-2024 Waste Strategy actions are being delivered as required. The Waste Strategy is expected to be reviewed following the release of the new NSW 20 year Waste Strategy due in 2021;
- Efficient waste collection services delivered as required. Additional services provided in support of clean up of flood damaged waste;
- Waste education and marketing campaigns Waste education campaigns delivered as required in support of Council's Waste Strategy and services.

Council Service: Natural Resource Management

Delivery Program Objective: 4.2.1 Develop and implement Coastal, Estuary, Floodplain, and Bushfire Management Plans

- The annual Bushfire Risk Mitigation program is yet to commence - bids for RFFF funding unable to be undertaken due to extended leave of Bushfire Officer. Operations Coordinator to be tasked in Q4;
- Implementation of the Flying Fox Management Plan is ongoing with actions including:
 - Meetings with community to deliver the subsidy package;
 - Community updates and Council reports up to date - next update July 2021;
 - Subsidy Package offered to 36 residents April 2021;
 - Alternative habitat addressed in community updates and Council Reports;
 - Quarterly census completed February, results on PMHC website. Extra counts also undertaken as part of noise monitoring;
 - Sprinkler system being monitored and maintained;
- Investigation of floodplain mitigation measures and strategies to reduce flood risk in the Hibbard Precinct Catchment Project paused while additional DPIE grant funding is sought. Potential grant funding under a late application for 2021 round is being advised by DPIE;
- Implementation of flood mapping updates associated with Hastings River Flood Study Complete, GIS team has mapped 100 year and Climate Change scenarios;

- Development of environmental program of works to ensure compliance to Airport biocertification is ongoing;
- Investigations of appropriate floodplain mitigation measures and strategies to reduce flood risk in the Wrights and Yarranabee Creeks will commence in the fourth quarter of 2020-2021;
- A draft North Brother Local Catchments Floodplain Risk Management Study and Plan was reported to the February Coast, Estuary and Floodplain Advisory Sub-Committee with an additional referral to DPIE Crown Lands which was completed on 30 March;
- Preparatory work for a new stormwater system at Illaroo Road has been completed;
- Community consultation regarding funding model options for Illaroo revetment wall has been completed with final Engagement Report to the April Council meeting;
- Development of a Coastal Management Program for Lake Cathie. Final Draft Scoping Study approved by Council. Final DPIE approvals to be completed Q4;
- Development of a Sustainability and Climate Change Study has seen a sub-committee formed. Sustainability Coordinator appointed. EOI's out for membership to Sustainability Sub Committee. Strategy due to Council in June.

Delivery Program Objective: 4.6.1 Develop and implement a range of programs for the environmental management of lands within the local government area

- Strategic Biosecurity (Weed Management) Program to restore and conserve that natural environment is ongoing with actions including:
 - 1434km pathways completed with additional kms to be completed in Q4;
 - 115 urban properties inspections undertaken;
 - 335 high risk site inspection undertaken;
 - Delayed due to adverse weather. 1,061.7 km of roads inspected and treated as high risk pathways;
 - Delayed due to adverse weather. 119 rural/semi-rural property inspections undertaken;
 - 296ha have been inspected and treated for priority weeds.
- Implementation of the Bushland Regeneration Management Program. Staff have been engaged to record sites to be assessed in the comparative Bushland Matrix. Works to commence in Q4;
- Ongoing education and assistance provided to residents, industry and community groups, on Council's tree management requirements within the Port Macquarie-Hastings 2013 Tree Management Development Control Plan;
- A road strike map identifying Koala Road strike hotspots has been produced in line with the Koala Population Recovery Strategy. Additional work to be completed in Q4;
- Work is ongoing to build a Natural Resources asset and maintenance register;
- Partridge Creek Acid Sulphate Soils Wetland Management has seen eight inspections of the weir undertaken with four remaining for Q4;
- Implementation of actions from the Ecological Restoration report is ongoing;
- Wild deer management is ongoing and has included culling of deer at the Port Macquarie Dam on three occasions, removal of 15 deer to date;

- Coastal Vegetation State Environmental Planning Policy mapping has initial works of the audit undertaken and is pending results.

Delivery Program Objective: 4.8.2 Increase community awareness and enable access to the natural environment

- Delivering bushfire preparedness and planning programs to the community is ongoing.

Delivery Program Objective: 4.8.3 Promote Biodiversity Programs

- Implementation of identified actions from the Biodiversity Strategy has included:
 - Management of feral deer;
 - Koala Road Strike mapping complete;
 - Flying Fox Management program undertaken;
- Support work being provided as part of the Koala Recovery Partnership Program relating to research into koala population abundance based on vegetation was undertaken in Q2 with additional work to be completed in Q4.

Council Service: Development Assessment

Delivery Program Objective: 4.3.1 Undertake transparent and efficient development assessment in accordance with relevant legislation

- Development Assessment, Building Certification and Subdivision Certification activities undertaken in accordance with legislation with the number of applications and processing times as follows:
 - 240 Development Applications, average processing time of 51 days;
 - 40 Development Modifications with an average processing time of 36 days;
 - 98 Building Construction Certificates with an average processing time of 11 days;
 - 9 Complying Development Certificates with an average processing time of 29 days;
- No successful legal appeals were recorded in relation to processing errors for development applications from January 2021 to 31 March 2021.

Council Service: Roads, Bridges and Transport

Delivery Program Objective: 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

- Development of the Regional Integrated Transport Strategy is ongoing. It will align and be informed by the Local Strategic Planning Statement;
- Footpath, cycleway and pedestrian works are ongoing including completion of Burrawan and Ackroyd Streets Port Macquarie with the remainder (excluding Gordon and Widderson St) to be completed before the end of the financial year;
- Detailed designs for dual lanes on Lake Road from Jindalee to Fernhill intersections and Chestnut Road to Ocean Drive are complete with construction pending allocation of funding in future years;
- Kindee Bridge structural repairs and bridge replacement optioneering is continuing. Community consultation regarding future replacement options planning underway with engagement commencing in February 2021 and continuing into March 2021;

- Corridor planning - Kendall Road - Ocean Drive - Hastings River Drive. The project has completed Working Paper 1 Site Inspection Report and Working Paper 2 Current Performance. The project is currently progressing Working Paper 3 Future Performance and Working Paper 4 Corridor Design Standards. Remaining work includes the Draft and Final Corridor Strategy;
- The Local Roads Proactive Transport Program is currently in the planning and delivery phase for Road Rehabilitation and Resealing Program has commenced and will be progressively completed until June 2021.
 - The Planning phase (Road resurfacing and rehabilitation) includes:
 - Denham St, Port Macquarie Ballina Cr, Port Macquarie;
 - Herschell St, Port Macquarie;
 - Albert Cct, Port Macquarie;
 - Hay St, Port Macquarie;
 - Hayward St, Port Macquarie;
 - Short St, Port Macquarie;
 - Acacia Ave, Port Macquarie;
 - Karungi Cres, Port Macquarie;
 - Chestnut Rd, Port Macquarie;
 - Highfields Cct, Port Macquarie (dependent on completion of local development);
 - Blackbutt Rd, Port Macquarie (dependent on funding);
 - Pembroke Rd, Pembroke (dependent on resources);
 - The Delivery Phase (Road Resurfacing and Rehabilitation) commenced in January starting and progressively completed until March 2021 including:
 - Belah Rd, Port Macquarie - completed;
 - Jindalee Rd, Port Macquarie - completed;
 - Comboyne Rd, Comboyne (Township to Stennets) - completed;
 - Toorak Ct, Port Macquarie - completed Planning Phase (Road Resealing);
 - Lighthouse Beach Local Streets, Port Macquarie;
 - Greenmeadows Local Streets, Port Macquarie;
 - Bangalay Dr, Port Macquarie Widderson St, Port Macquarie;
 - Comboyne Local Streets, Comboyne (deferred to 2021-2022 due to cold temperature and excessive rain);
 - Kindee Rd, Kindee (deferred to 2021-2022 due to cold temperature and excessive rain);
 - Resealing of Comboyne local roads was deferred due to cold temperature and excessive rain). Works could be impacted by the effects of the flood disaster. This is to be reviewed and advised once known;
- Sealed road network condition survey is underway to be completed in later part of 2020-2021;
- Ocean Drive duplication - Matthew Flinders Drive to Greenmeadows; Ongoing progress and discussion with Transport for NSW(TfNSW) during this reporting period. Initiation of project steering group with TfNSW as co project

sponsor underway with finalisation of a Memorandum of Understanding (MoU);

- Designs and investigations for Gordon Street pavement reconstruction and service relocations has construction planning commencing;
- Installation of new bus shelters across the region as per the Community Passenger Transport Infrastructure Grant Scheme is ongoing and due for completion prior to June 2021;
- Beach to Beach shared path project at Camden Haven has the final section of D9 path installation complete;
- Bago Road rehabilitation (Milligans Road to Blue Water Cres) complete;
- Koala Street upgrade had preliminary concept designs largely completed with final reviews being undertaken;
- Scrubby Creek Bridge has detailed design complete;
- The Transport Network Improvement Planning Project - Options Assessment and Strategic Business Case (including review of Orbital Road Options) has continued in 2021. The project continues to collaborate with TfNSW's Oxley Highway Corridor traffic modelling activities;
- Ocean Drive shared pathway project (Brotherglen Drive to Sirius Drive Lakewood) complete;
- Detailed design and environmental approvals for Boundary Street upgrade has the design contract awarded to local consultant with designs ongoing;
- Bril-Bril Road Sealing investigations and concept design has project design phase progressing;
- School to School shared path project has project planning commenced;
- Gordon Street upgrade - Construction commenced in early April 2021. Project will carry over into 21/22 FY with additional funds to be allocated to allow completion of the project;
- Bago Road rehabilitation - Stage 3 - Bluewater Cres to Cameron Street has construction commenced December 2020 due for completion end of FY;
- Lake Cathie Bridge (Ocean Drive) - Level 3 investigations and durability assessment progressing and project planning underway;
- Limeburners Bridge (Shoreline Drive) - Level 3 investigations and durability assessment progressing and project planning underway;
- Thompson Bridge replacement has construction completed January 2021;
- Detailed traffic analysis of the Sancrox/Thrumster/Fernbank growth area to identify high priority works has a draft project charter developed;
- Slipping of Hibbard Ferry has been delayed due to flooding;
- Bago Road Rehabilitation - Stage 1- finalisation of Milligans Road resurfacing is complete;
- Design and construction of the Pappinbarra Bridge Replacement. The design phase of this project will continue for the remainder of the 2020-2021 financial year. The construction phase of this project is expected to commence in 2021-2022 financial year;
- Review of the Car Parking Strategy has commenced with a Request for Quote for external consultants placed this quarter;
- Bulli Creek Bridge replacement - finalising easements is complete;
- Wauchope CBD Pedestrian Redesign - All Stages. The Wauchope CBD upgrade works are complete and open to the public. This was a multiyear project;

- Captain Cook Bicentennial Drive Rehabilitation. Construction planning near completion during this reporting period. Impacted by flooding and storm events.

Delivery Program Objective: 4.4.2 Develop and implement annual maintenance and renewal programs for transport assets

- The annual unseal road maintenance program including resheeting, grading, drainage and vegetation and rural roadside vegetation clearing is ongoing in accordance with adopted program;
- The annual sealed road maintenance program including resurfacing, jet patching, heavy patching and installation of roadside furnishings is ongoing in accordance with adopted program;
- The annual bridges and culverts maintenance and repair program including inspections, monitoring and bridge repair works is ongoing in accordance with adopted program;
- Reactive maintenance for Koala Food Trees and Koala Fencing on Link Road (Ocean Drive) is ongoing in accordance with adopted program;
- The annual Bridgeworks and Road Rehabilitation Program, that includes regular bridge and geotechnical road pavement tests has investigations and inspections in preparation for future programs;
- Renewal and repair of timber bridges includes the following projects
Planning Phase:
 - Stoney Creek Bridge;
 - Pembroke Rd (bridge destroyed during March Flood Disaster);
 - Cowal Creek Bridge, Cowal Creek Rd (bridge destroyed during March Flood Disaster);
 - Black Creek Bridge, Lorne Logans Crossing Bridge;
 - Kendall (damaged sustained during March Flood Disaster - road closed and likely to wait until major project is initiated);
 - Bril Bril Bridge, Rollands Plains (deferred to 2021-2022 due to delays in procurement, resourcing and Flood response);
 - Roods Bridge, Bellangry (deferred to 2021-2022 due to delays in procurement, resourcing and Flood response);
 - Donkins Flat Bridge, Comboyne (funded externally and will be handled by Project Delivery);
 - Old School Bridge, Herons Creek (funded externally and will be handled by Project Delivery);
 - Kindee Bridge, Kindee - Stage 3 Pile strengthening (deferred to 2021-2022 due to engineering resource constraints.) The bridge reconstruction and major works have already commenced and will be progressively completed until June 2021;
- Delivery Phase:
 - Kindee Bridge, Kindee - Stage 2 complete;
 - Foxes Bridge, Rollands Plains - complete;
 - Flanagans Bridge, Pappinbarra - complete;
 - Tipperary Bridge, Lorne - complete;
 - Thompsons Bridge, Rollands Plains - underway. Works could be impacted by the effects of the Flood Disaster.

Delivery Program Objective: 4.4.3 Develop and implement traffic and road safety programs

- Installation and maintenance of street lights in accordance with identified priorities ongoing.

Council Service: Community

Delivery Program Objective: 4.4.3 Develop and implement traffic and road safety programs

- The annual Road Safety Action Plan has included undertaking road safety campaigns such as:
 - National Road Safety Week (May 16 - 23);
 - Yellow Ribbon Relay - a national event that will visit the Port Macquarie Koala Hospital;
 - Little Blue Dinosaur;
 - Speed on country roads;
 - Shared pathways.

Council Service: Strategy

Delivery Program Objective: 4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development

- Review of the Local Environmental Plan (LEP) and Development Control Plan (DCP) provisions to promote development of the Yippin Creek Urban Release Area has planning proposal progressing and ongoing;
- Planning for the Port Macquarie Health and Education Precinct has the Health and Education Precinct Structure Plan progressing and ongoing;
- The review of the Local Environmental Plan and Development Control Plan provisions to promote appropriate housing choice options. The draft Local Housing Strategy (LHS) is under preparation and anticipated to be presented to Council in Q4 2021. Subject to Council's endorsement, the LHS will then be placed on public exhibition;
- Fernbank Creek/Sancrox support studies has the Structure Plan progressing.

Council Service: Recreation, Property and Buildings

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- Wauchope, Laurieton and Kendall Pools had solar energy systems installed with works completed in July 2020. Performance of these systems can be viewed through Council's Solar Analytics web site.

COVID-19 Recovery Projects: Addendum to the 2020-2021 Operational Plan

Table 6: COVID-19 Recovery Projects

2020-2021 Operational Plan - Summary of Performance Measures				
2020-2021	Total No.	On target/Achieved	Behind	Overall %
1Q - July – Sept 2020	49	49	0	100%
2Q - Oct – Dec 2020	49	49	0	100%
3Q - Jan – Mar 2021	49	46	3	94%
4Q - Apr – Jun 2021				

COVID-19 Recovery Projects adopted by Council on 12 August 2020 were included as an addendum to the 2020-2021 Operational Plan. Progress highlights to date can be seen below and are categorised under Community Themes and Council Services.

[Theme 1 – Leadership and Governance](#)

Council Service: Customer Experience and Communications

Delivery Program Objective: 1.1.5 Develop an effective and coordinated community focused Communications Strategy

- Communication – to community – use of funding/those projects have been added to Operational Plan - COVID-19 RECOVERY. Messaging around recovery from the March 2021 flood event.

Theme 2 – Your Community Life**Council Service: Community**

Delivery Program Objective: 2.1.1 Support community safety initiatives

- Working with Ku-ring-gai Council to develop community workshops in June to support the development of a report and community plan.

Delivery Program Objective: 2.3.6 Support a range of inclusive community activities and programs

- The program for Port Macquarie Hastings (PMH) Cares supporting the Flood Outreach Centres and Community Recovery. This will be an ongoing program.

Delivery Program Objective: 2.5.1 Support cultural activities within the community

- Artwalk. The Cultural Steering Group supports a return for a single night event focused in the PMQ CBD. Friday 1 October identified as the key event date, with extended satellite activities between 2-4 October (Long Weekend). Save The Date is scheduled for public issue by end of April 2021.

Council Service: Economic and Cultural Development

Delivery Program Objective: 2.3.1 Ensure access to community facilities and activities: including access to natural environment

- Project planning has commenced on the Public Spaces Interpretation Strategy and Guidelines.

Council Service: Recreation, Property and Buildings

Delivery Program Objective: 2.3.2 Provide a range of inclusive sporting and recreational opportunities and facilities to encourage a healthy and active lifestyle

- Installation of a multipurpose court at the Laurieton Sports Complex has project planning commenced. Works targeted for completion by June 2021.
- Installation of a sheltered seat area, picnic table and rubbish bins at Kendall Park has construction set to commence in May 2021;
- Increased seating and shade at Charlie Watt Reserve has commenced project construction;
- Creek to Creek Trail development has project planning commence and construction targeted to commence in the fourth quarter.

Delivery Program Objective: 2.3.3 Develop and implement management of operational and maintenance programs for open space, recreational and community facilities

- Wauchope Rotary Youth Hall external repaint of the western side has works completed March 2021;
- Stuarts Park building beautification has works programmed to be completed prior to May 2021;

- Wauchope Stadium cladding replacement has works programmed to be completed prior to May 2021;
- Jubilee Hall external repaint has works completed however building damaged in March flood. Awaiting insurance claim to rectify.

Delivery Program Objective: 2.3.4 Plan, investigate, design and construct open spaces, recreational and community facilities

- North Shore fish cleaning table has community engagement commenced;
- CSU-Googik connection consultancies preliminary investigations and concept designs being prepared. Consultation with adjoining landowners including CSU ongoing;
- Lake Cathie Foreshore Reserve Master Plan Stage 2 works has project planning commence. Targeting completion in the fourth quarter.

Theme 3 – Your Business and Industry

Council Service: Economic and Cultural Development

Delivery Program Objective 3.1.1: Assist the growth of local business and industry, ensuring this is a central consideration of Council activities

- Tourism product and trade market development Stage 2 project underway. Project well progressed, raising awareness of the destination amongst travel trade, hosting families, tactical campaigns and ongoing industry engagement. Currently planning for consumer and tactical campaigns;
- Additional investment in tourism Public Relations and Marketing. The Google DMO Project has been rolled out to industry in the region. The UberMedia COVID Recovery dashboard tracking foot traffic within the region is live;
- Tourism - Visiting Friends and Relatives Program development has project delivery rolling out over the rest of the calendar year;
- Website Food and Wine Trail development has Digital Taste Trails being developed and launched 18/04/21 through an online campaign;
- Reboot, Refresh, Restart COVID-19 pop-ups calendar delivered over October/November 2020 including keynote webinar, pop-up, and a range of collaborative efforts with local service providers. Planning delivery of further initiatives from early 2021;
- Grant writing workshops has project complete with a series of Grant Writing Workshops delivered 16 to 18 February 2021 at Wauchope Senior Citizens Centre, Laurieton United Services Club and Port Macquarie Panthers. The PMHC Grant Finder website was launched in December 2020;
- Arts, Culture and Creative Industries content development and marketing has strategy and concept development work completed. Further development is planned to roll out to the end of the financial year;
- Cultural Industries - Networking and mentoring has project scoping complete;
- Creative and Arts Trails development. The first component of this project is the delivery of the Open Studios Artists weekend in April. Additional development and collateral is in development.

Delivery Program Objective: 3.2.1 Support vibrant commercial, tourism, recreational and or community hubs across the region

- Towns gateway entrance signage strategy has project planning underway. Procurement scheduled for May 2021;

- Port Macquarie Lumiere night time installation. Wakulda will be officially launched as a part of the Bicentenary events program in April 2021;
- Tourism and Cultural development project officer recruitment complete and delivery well progressed;
- Renewing the maps 'Comboyne Plateau' outside the Udder Cow Café and in Pioneer Park has work commenced with the Comboyne community to develop the design and signage requirements.

Delivery Program Objective: 3.4.3 Encourage innovation that will support our growth as a regional city including smart community technology

- CBD Wi-Fi (Wauchope, Laurieton, expand Port) has project plan scoped and being finalised.

Theme 4 – Your Natural and Built Environment

Council Service: Roads, Bridges and Transport

Delivery Program Objective: 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

- Project planning has commenced and construction planned for 2021 for the following footpaths:
 - Footpath (260m) – The Parade: Ocean Street to Surf Club car park;
 - Footpath (180m) – Hill Street: Pioneer Park to Main Street;
 - Footpath (35m) – Watonga Street: Connection to Matthew Flinders Drive;
 - Footpath (120m) – Lake Street: Tunis Street to Seymour Street - Complete;
 - Footpath – Comboyne Street to Graham Street connection at Kendall Services Club - Complete;
 - Footpath (160m) – Parker Street: Wauchope High School to Bain Street - Complete;
 - Footpath (200m) – Rushcutter Way: Moondara Tce to Bangalay Drive - Complete;
 - Footpath (320m) – Major Innes Road: Braeroy Drive to The Ruins Way - Complete;
- Construction of new bus shelters (3 or 4) and landing pads has project planning complete and construction commenced;
- Installation of seating beside Anzac Memorial (Comboyne) has construction complete;
- Laurieton Main Street Master Plan development has seen an inception meeting with Camden Haven Chamber of Commerce in October 2020. The Enquiry by Design is in progress;
- Kendall Bridge - expansion joint rehabilitation has project planning, procurement activities and approvals in progress;
- Hay Street resurfacing is in the detailed planning phase.

Delivery Program Objective: 4.4.3 Develop and implement traffic and road safety programs

- Signage installation on Pappinbarra Road for speed reduction to help protect wildlife and improve road safety has a draft charter developed and works expected to commence in 2021;

- Rural Road Safety Improvements including line marking and signs has a draft project charter developed works expected to commence in 2021.

Council Service: Airport

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- Installation of Solar at Port Macquarie Airport has project planning and design continuing with construction expected in the fourth quarter.

Options

It is a statutory requirement under Integrated Planning and Reporting legislation to report on what has been delivered against the Delivery Program on a six monthly basis.

Community Engagement & Internal Consultation

Internal consultation was undertaken with the:

- Integrated Planning and Reporting Development Officer;
- Chief Executive Officer, Directors, Group Managers and all staff reporting against the annual 2020-2021 Operational Plan.



Planning and Policy Implications

This report is aligned with legislative obligations under the Local Government Act and the requirements of the NSW Integrated Planning and Reporting Framework.

Financial and Economic Implications

There are no direct financial implications from this report. Quarterly budget review statements (QBRs) align with the reporting period referenced in this report.

Attachments

1.  Attachment A - 2020-2021 Operational Plan Exception Report
2.  Attachment B - 2020-2021 Operational Plan Progress Report

Item: 09.07

Subject: POLICY REVIEW - DEBT RECOVERY POLICY

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Place on public exhibition for a minimum of 28 days the revised Debt Recovery Policy.**
- 2. Note that a further report will be considered at the July 2021 meeting of Council, detailing the submissions received from the public during the exhibition period.**

Executive Summary

The Debt Recovery Policy has been reviewed for consideration by Council. This report details changes arising from that review.

Discussion

A review of the Debt Recovery Policy has been conducted. The proposed updated policy can be found as Attachment 1 to this report. The current policy is available on Council's website at:

<https://www.pmhc.nsw.gov.au/files/assets/public/aboutus/publications/registers/code-and-policy-register/debt-recovery-adopted-2017-08-16.pdf>

The review of the policy has resulted in changes as follows:

- Changes to Staff titles.
- Minor grammatical changes.
- Update of Chief Executive Officer's delegation of authority to write off debts to \$5,000 from \$2,500.
- Inclusion of objectives section.
- Inclusion of detail on interest charges.

The last three points above are the most significant.

Inclusion of the policy objectives provides clarification of the purpose of the policy and what it seeks to achieve.

Inclusion of interest charges is for completeness of information only. It is noted that

interest rates and their application are governed by legislation, and there are no changes to current charges under Council's adopted Fees & Charges.

Finally, it is proposed to increase the level at which bad debt write-offs need to be presented to Council for approval. The current threshold of \$2,500, below which amounts can be approved by the Chief Executive Officer, has been in place for some years with no increase. This does not recognise the fact that rates increase each year broadly in line with the rate peg. The threshold is considered low from an operational perspective and in light of financial delegations. By way of comparison, both Kempsey and Coffs Harbour Councils hold this threshold at \$5,000. Amendment of the threshold will remove improve operational impacts associated with this process, without any significant adverse impacts.

Options

Council has the option to not adopt the revised Debt Recovery Policy for exhibition.

Community Engagement and Internal Consultation

Consultation has occurred with:

- Rates & Revenue Co-ordinator;
- The Executive Team.

Planning and Policy Implications

There are no planning implications in relation to this report. This report recommends amending the existing Debt Recovery Policy, in accordance with the Policy for Making of Council Policy.

Financial and Economic Implications

The Debt Recovery Policy can impact levels of outstanding accounts recovered. The proposed amendments are not deemed to have a material impact on current outcomes.

Attachments

1.  Revised Debt Recovery Policy

Item: 09.08

**Subject: POLICY REVIEW - LOANS TO INCORPORATED SPORTING
BODIES & INCORPORATED COMMUNITY GROUPS POLICY**

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council:

- 1. Place on public exhibition for a minimum of 28 days, the Loans to Incorporated Sporting Bodies and Incorporated Community Groups Policy that is proposed for rescission.**
- 2. Note that a further report will be considered at the July 2021 meeting of Council, detailing the submissions received from the public during the exhibition period.**

Executive Summary

The Loans to Incorporated Sporting Bodies & Incorporated Community Groups Policy, (the Policy), has been reviewed and as a result it is proposed that Council consider rescinding this policy.

Discussion

A review of the Policy has been conducted. Refer Attachment 1 for the current approved Policy.

The policy was originally adopted in 2012 in response to a specific situation where financial assistance to cover urgent restoration works was required.

Since this time, the policy has only been utilised once by a Sporting Body who were loaned an amount of \$60k in 2013, of which the current outstanding amount of \$2k due to be paid out by September 2021.

On the basis of the above, given the limited usage of the policy, it is recommended at this point in time to rescind this policy.

Options

Council has the option to not adopt the revised Debt Recovery Policy for exhibition.

Community Engagement and Internal Consultation

Consultation has occurred with:

- Director Corporate Performance;
- Acting Group Manager, Recreation, Property and Buildings; and
- Financial Accounting Manager.

Planning and Policy Implications

There are no planning implications in relation to this report. This report recommends rescinding the existing Policy, in accordance with the Policy for Making of Council Policy.

Financial and Economic Implications

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

Attachments

1.  Current Loans to Incorporated Sporting Bodies and Incorporated Community Groups Policy

Item: 09.09

Subject: QUARTERLY BUDGET REVIEW STATEMENT - MARCH 2021

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

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

RECOMMENDATION

That Council note the Quarterly Budget Review Statement for the March 2021 Quarter.

Executive Summary

This report will detail Council's progress against the original and revised 2020-2021 budget as at the end of the third quarter being 31 March 2021.

Discussion

The Quarterly Budget Review Statement (QBRs) is a statutory report prepared in accordance with sections 202 and 203 of the *Local Government (General) Regulation 2005* ('Regulations').

The QBRs presents a summary of Council's financial position at the end of the first, second and third quarter of the financial year. It is a mechanism whereby the Councillors and the community are informed of Council's progress against its current adopted budget.

Whilst the Regulations require the Council, as a minimum, to prepare quarterly revised estimates of income and expenditure through the QBRs, Port Macquarie-Hastings Council adopts budget variations on a monthly basis.

Attached to this report (Attachment 1) are the mandated components of the QBRs as prescribed in the 'NSW Local Government Code of Accounting Practice and Financial Reporting'. Those components include:

1. Budget Review Income and Expenditure (Consolidated);
2. Budget Review Capital Budget;
3. Budget Review Cash and Investment;
4. Budget Review Key Performance Indicators;
5. Budget Review Contracts and Other expenses; and
6. Statement by the Responsible Accounting Officer.

Also attached is a confidential attachment (Attachment 2) on consultancy engagements as resolved by Council under Item 09.09 Supply of Services to Council on 21 October 2015. This resolution resolved:

1. *To Adopt Option 2 to expand the existing reporting format of the Quarterly Budget Review Statement to include additional categories of consultancy engagements including accounting, audit, legal, planning, architectural, surveying, environmental, IT and HR with individual consultant data to be provided in a confidential attachment.*
2. *Commence the reporting regime from the next Quarterly Budget Review Statement.*

CARRIED: 8/0

FOR: Besseling, Cusato, Hawkins, Intemann, Roberts, Sargeant and Turner

AGAINST: Nil

Confidential Attachment 2 titled "March 2021 Quarterly Budget Review - Consultancy Engagements (Confidential)" relates to information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting for proposes to conduct business. (Local Government Act 1993 - Section 10A(2)(c)).

Budget Progress Commentary

The variances listed below should be read in conjunction with **Attachment 1** (March 2021 Quarterly Budget Review Statement).

March 2021 Flood Response

During the month of March 2021 the Local Government Area was affected by adverse weather conditions resulting in serious flooding to the entire region. This flooding impacted many residents, whose property and/or income sources have been significantly affected. This flooding also caused widespread damage to Council infrastructure and assets, as well Council incurring an array of costs associated with the clean-up.

From a cost perspective, whilst disaster funding status has been granted, Council may still experience flood related costs which are not specifically provided for under such agreements. Therefore, there may be further financial impacts not yet known. Assessment of these financial impacts is ongoing.

There will be a financial impact in relation to the above factors, both in the current financial year and in 2021-2022. Management is finalising estimates of the full cost to Council as well as funding mechanisms for these impacts. As these impacts become clearer in this evolving situation, any adjustments required to the budget will be dealt with through future Monthly Financial Update reports to Council.

Income and Expenses – QBRs Page 1

Rates and Annual Charges

YTD Budget	YTD Actual	Budget Variance	% Received
\$101.598m	\$101.723m	+\$0.125m	100.1%
<i>Rates and Annual Charges are in line with budget.</i>			

User Fees and Charges

YTD Budget	YTD Actual	Budget Variance	% Received
\$27.266m	\$24.300m	-\$2.966m	89.1%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Water User Charges: - \$3.013m - Water Meter Installations: - \$0.541m - Planning Fees: + \$0.420m <p><i>The Water User Charges and Meter Installations budgets are heavily weighted to the first half of the year. Across the full year, these charges are in line with budget.</i></p> <p><i>Planning fees are higher than budgeted due to the level of development drop off associated with COVID-19 being less than expected. A budget adjustment was taken to account in the March Monthly Budget Review and approved at the April Council meeting.</i></p>			

Interest and Investment Income

YTD Budget	YTD Actual	Budget Variance	% Received
\$4.965m	\$4.940m	-\$0.025m	99.5%
<i>Interest and Investment Income is in line with budget.</i>			

Other Revenues

YTD Budget	YTD Actual	Budget Variance	% Received
\$3.376m	\$3.680m	+\$0.304m	109.0%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Rental of Council Facilities: + \$0.160M - Administration Fees: + \$0.109M - Waste Management: + \$0.087M <p><i>Due to the level of uncertainty around COVID-19 impacts at the time of budgeting, an assumption was made that limited rental income of Council facilities would be forthcoming. Rental income in excess of that budgeted has been received and a budget adjustment taken up in the current Monthly Budget Report.</i></p> <p><i>Administration Fees are over-budget due to the receipt of the Safety, Health & Wellbeing Incentive. This is to be transferred to reserve to be spent on particular safety initiatives. Budget adjustment processed in the current Monthly Budget Report.</i></p>			

Operating Grants & Contributions

YTD Budget	YTD Actual	Budget Variance	% Received
\$11.022m	\$10.528m	-\$0.494m	95.5%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Financial Assistance Grant: - \$2.037M - RTA Block Grant: + \$0.383M - Pensioner Rebates: + \$0.497M - Roads & Bridges: + \$0.291M - Public Order & Safety: + \$0.212M <p><i>The variances in Operating Grants and Contributions are all timing related.</i></p>			

Capital Grants & Contributions

YTD Budget	YTD Actual	Budget Variance	% Received
\$15.783m	\$22.348m	+\$6.565m	141.6%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Developer Contributions: +\$2.292M - Parks & Recreation Grants: +\$0.709m - Aerodrome: +\$0.587 - Roads & Bridges: +\$2.977m <p><i>Developer contributions are above budget due to a higher level of activity in the development environment. These will be monitored and restricted at the end of the financial year.</i></p> <p><i>Grants under the Local Roads & Community Infrastructure Grants Round 2 in both Parks & Recreation and Transport have been received in advance.</i></p> <p><i>A grant has been received in advance for the Parallel Taxiway at the Aerodrome.</i></p> <p><i>Grants have been received in advance for Highfields Circuit, Pembroke Rd, and Bago Rd.</i></p>			

Employee Costs

YTD Budget	YTD Actual	Budget Variance	% Expended
\$42.305m	\$36.926m	-\$5.379m	87.3%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Salaries & Wages: -\$4.153m - Travelling: -\$0.204m - Overtime: -\$0.723m - Training: -\$0.284m <p><i>The favourable variation is due to a number of factors including the timing / amount of employee on-cost related journals which are processed at year end, the timing of employees taking leave / public holidays, the fact that one less payroll period has been costed than originally budgeted and costs for project work that were</i></p>			

originally budgeted as salaries and wages, but have subsequently been used for such as capital projects, materials & contracts. In addition, budget adjustments have been taken up in the current monthly report for the Glasshouse which has been impacted by COVID-19 opening hours and resulting demand in this financial year, and Project Delivery, where employees normally operationally costed have been utilised on projects.

Overtime is below budget due to a focus on reviewing and limiting overtime costs where appropriate.

Employee costs also contains an element of training and travel, which in Q3 is below budget due to COVID-19 limitations on such activities. This will continue to be monitored for the remainder of the year.

Borrowing Costs

YTD Budget	YTD Actual	Budget Variance	% Expended
\$1.189m	\$1.385m	-\$0.196m	116.4%
<i>Borrowing Costs are above slightly budget due to timing differences only.</i>			

Materials & Contracts

YTD Budget	YTD Actual	Budget Variance	% Expended
\$32.888m	\$27.433m	-\$5.455m	83.4%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Ferry Management: - \$0.710m - Fleet Management: - \$0.532m - Transport & Traffic: - \$0.504m - Waste Disposal: - \$0.493m - Bushfire Control: - \$0.464m - Natural Resources: - \$0.356m - Asset Capitalisation: - \$1.696m <p><i>The major variance in Ferry Management is due to timing of the slipping of the Hibbard Ferry.</i></p> <p><i>The variance in Fleet Management is due to Plant Recoveries being higher than budgeted and timing of depot maintenance, in addition to fuel, scheduled maintenance and registration and insurance being less than budgeted. This will continue to be monitored and any underspends transferred to reserve at year-end.</i></p> <p><i>The variance in Transport & Traffic relates mainly to budgets that were originally intended to be used operationally but are now being used on capital projects.</i></p> <p><i>The variance in Waste Management is due to the timing of contractor invoicing for Organics, Recycling and Domestic & Commercial Waste.</i></p> <p><i>The variance in Bushfire Control is due mainly to a timing difference in relation to the receipt of Bushfire Disaster Recovery funding.</i></p>			

The variance in Natural Resources is due to timing on various operational projects.

Asset capitalisation reflects changes in planned usage of budgets from operational to capital.

Other small variances exist in Materials and Contracts throughout areas of Council.

Depreciation

YTD Budget	YTD Actual	Budget Variance	% Expended
\$36.883m	\$35.255m	-\$1.628	95.6%
<p><i>Depreciation is under budget in Roads, Bridges & Footpath. This is in part timing related, with Depreciation being less than budgeted due to the level of capitalisations being lower than expected at this time. The main impact of approximately \$1.1m is however due to the impact of the prior year transport revaluation. This resulted in a decrease in asset valuations which has flowed on to lower depreciation in the current year. Depreciation has been adjusted in the current Monthly Budget Review.</i></p>			

Other Expenses

YTD Budget	YTD Actual	Budget Variance	% Expended
\$10.739m	\$9.688m	-\$1.051m	90.2%
<p><i>Major budget variances include:</i></p> <ul style="list-style-type: none"> - Waste Levy: -\$0.797m: - Telephones: - \$0.117m - Electricity: -\$0.096m <p><i>The variance in Waste Levy is timing only, with both the February & March payments being made in April.</i></p> <p><i>Telephones and Electricity variances are also timing related.</i></p>			

Asset Disposal

YTD Budget	YTD Actual	Budget Variance	% Expended
\$0.0m	\$0.0m	+\$0.0m	
<p><i>There is no variance to budget.</i></p>			

Capital Expenditure – QBRs Page 2

YTD Budget	YTD Actual	Budget Variance	% Expended
\$45.868m	\$39.245m	-\$6.623m	85.6%
<p><i>A review of capital projects was undertaken in both November and January, with a rephasing exercise performed in March. A further review is currently in progress.</i></p>			

A number of projects have been delayed by wet weather at the end of Q2 and floods during Q3.

- **Sewer Annual Allocations: -\$1.880m**
 - *Timing of the lid replacement program (\$1m) and sewer relining (\$0.88m). Relining contracts have been let and lid replacement orders issued*
- **Computer Capital Projects & ICT Renewal Program: -\$0.892m**
 - *Timing only. Roadmap of digital projects is on track.*
- **Stormwater Renewal Program: -\$0.443m**
 - *Timing only. Currently in the planning and procurement phase. Works could be impacted by the March flood disaster.*
 -
- **Thrumster Recycled Water Interim Supply Rising Main: -\$0.416**
 - *Timing only. Construction continuing via contract. Due for completion Q2 21/22.*
 -
- **Water Supply Security - Emergency Actions: -\$0.330m**
 - *Timing. On target, with the project split into various sub-projects.*
- **Port Macquarie SPS#13 Catchment Reline: - \$0.324m**
 - *Timing only. On target.*
 -
- **Camden Haven WWTP Membrane Replacement: - \$0.315m**
 - *Behind schedule. Project has been delayed due to wet weather.*
 -
- **Marbuk Motorised Valve Replacement: -\$0.262m**
 - *Variance is timing, contractors quoting for works.*
 -

It is noted that the actual expenditure does not necessarily reflect the amount of funds that have been committed to particular projects through the raising of purchase orders. For capital projects, progress against their budgets may not necessarily reflect their progress in relation to physical completion.

Progress details for particular capital projects can be found in the report "2020-2021 Operational Plan Quarterly Progress Report as at 31 March 2021" which is also on the agenda of the Ordinary Council Meeting for May 2021 and contained within the business paper.

Cash and Investments – QBRs Page 3

The return on Council's investment portfolio for the financial year as at 31 March 2021 was 2.11% which was 2.04% above the benchmark of 0.07%.

Key Performance Ratios – QBRs Page 4

The budget variations and carry-overs that have been adopted throughout the financial year have not had a material impact on a number of the forecasted T-Corp ratios set out in the adopted original budget.

Contracts and Other Expenses – QBRs Page 5-6

There were no unbudgeted contracts entered into during the second quarter of the financial year. There was no expenditure incurred for consultancy or legal expenses that was not budgeted for during this 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 2021 indicates that Council's projected financial position at 30 June 21 will be satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

At the end of each quarter this financial year budget review meetings will be undertaken with all Managers to ensure any budget deficit is addressed.



Nicole Spencer

March 31, 2021

Responsible Accounting Officer - Port Macquarie-Hastings Council

Options

Council may adopt the recommendation or amend as required.

Community Engagement & Internal Consultation

Not applicable


Planning & Policy Implications

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

Financial & Economic Implications

As indicated in the QBRS, the projected operating result for Council on a consolidated basis, as at 30 June 2021, is a surplus of \$0.032m and this result is satisfactory. However, there continues to be a budget deficit for the 2020/21 financial year which will need to be remedied during the remainder of the year through favourable budget variations.

Attachments

1.  March 2021 Quarterly Review Statement
2. Confidential - March 2021 Quarterly Budget Review - Consultancy Engagements (Confidential)

Item: 09.10

Subject: MONTHLY BUDGET REVIEW - APRIL 2021

Presented by: Corporate Performance, Rebecca Olsen

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 2021 Adjustments" section of the Monthly Budget Review – April 2021 report and associated attachment.**
2. **Amend the 2020-2021 Operational Plan to include all budget adjustments approved in this report.**

Executive Summary

This report details monthly budget adjustments recommended to be made for the month of April 2021.

The Council adopted 2020-2021 budget position at the commencement of the financial year was a shortfall of \$676,730. The budget adjustments contained in this report change the position to one of a surplus of \$36,666 at the end of April 2021 as outlined in the below table.

Monthly Budget Review Summary

Original Budget as at 1 July 2020	Shortfall	(\$676,730)
Plus adjustments:		
July Review	Balanced	\$0
August Review	Surplus	\$151,102
September Review	Surplus	\$63,165
October Review	Balanced	\$0
November Review	Balanced	\$0
January Review	Surplus	\$117,330
February Review	Balanced	\$0
March Review	Surplus	\$220,000
April Review	Surplus	\$161,799
Forecast Budget Position for 30 June 2021	Surplus	\$36,666

Discussion

Each month, Council's budgets are reviewed by Group Managers and Directors with any required adjustments reported. The purpose of this report is to provide Council with an up to date view of the current actual financial position in comparison to the original adopted 2020-2021 budget position along with the proposed movement of funds to accommodate any changes.

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

April 2021 Adjustments

The commentary below is to be read in conjunction with the "Forecast Budget Statement for the Year Ended 30 June 2021" on page 4 of this report. Further details on individual transactions are provided in Attachment "April 2021 Budget Review".

April Budget Adjustments

A review of Council's Operations was undertaken in April, resulting in an improvement in Council's Operating Position for the current financial year of \$161,799.

This has come about due to an improvement in the Glasshouse result compared to that budgeted. A conservative budget was adopted for the Glasshouse for 2021/21 given the level of uncertainty around COVID-19. The Glasshouse has surpassed these expectations to date. These adjustments, (\$150k), are in a range of areas, but predominately Salaries and Wages and Venue Hire.

Adjustments have also been taken in Salaries and Wages in Project Delivery, (\$100k), with internal resources who would normally be operationally costed being utilised on projects, resulting in a favourable variance.

This has been somewhat offset, with a budget adjustment to Ferry Fees, (\$80k), resulting from a Council resolution to pause ferry charges in the short-term as part of the Flood Response relief measures.

Other minor adjustments have been taken up in Consultancies, (\$40k) and Bank Charges, (\$30k). The Library per Capita Subsidy Grant has been received which is above that budgeted for, (\$29k).

Additional revenue generated from Beach Permits has been allocated to the Lifeguard contract to cover additional costs above that budgeted, (\$69k).

A \$1.4m depreciation adjustment has been taken up in April to reflect the decrease in depreciation expense being incurred post the revaluation of Roads, Bridges & Footpath assets.

Projects which have been completed under budget have been closed out this month resulting in a transfer back to reserve of approximately \$4m and a reduction in Grant Income of \$105k.

During project reviews, some projects were broken up into separable portions to facilitate budgeting and delivery. This has resulted in the construction element of the Pappinbarra Right Arm Bridge moving to the 2021/22 Financial Year and the Wauchope Water Treatment Plant Chemical Dosing element of the Wauchope Water Treatment Plant augmentation now also moving to 2021/22. This is in line with the current methodology around Works Program development and resulted in adjustments of \$0.8m and \$1.5m respectively.

Further entries outlined in the attachment are accounting entries only and relate to transfers between general ledger accounts. They have no impact on Council's budget position or accounts.

Forecast Budget Statement for the Year Ended 30 June 2021

	2020-21 Original Budget '\$000	Carry Overs '\$000	Approved Adj YTD '\$000	Prior Month Forecast '\$000	Current Month Adj '\$000	2020-21 Full Year Forecast '\$000
Operating Activities Movements						
Income from continuing operations						
Rates and Annual Charges	105,087			105,087		105,087
User Charges and Fees	36,935		(659)	36,276	(80)	36,196
Interest Received	6,490			6,490		6,490
Grants and Contributions	44,517	2,897	3,435	50,849	(884)	49,965
Other Operating Receipts	4,109		407	4,516	9	4,525
Expenses from continuing operations						
Employee Costs	(54,590)		(58)	(54,648)	132	(54,516)
Materials and Contracts	(42,330)	(3,244)	(358)	(45,931)	(59)	(45,990)
Depreciation	(49,177)			(49,177)	1,400	(47,777)
Interest Paid	(2,512)			(2,512)		(2,512)
Other Operating Payments	(15,075)		(63)	(15,138)		(15,138)
Loss on Disposal of Assets	(3,000)		1,500	(1,500)		(1,500)
Operating result from continuing operations	30,454	(347)	4,204	34,312	518	34,830
Restricted Asset Movements						
Transfer from Restricted Assets	68,784	8,411	(10,912)	66,283	(5,449)	60,834
Transfer to Restricted Assets	(52,930)		(6,552)	(59,482)	130	(59,352)
Net Revenues (Used in)/Provided by in Restricted Assets	15,854	8,411	(17,464)	6,801	(5,319)	1,482
Property, Plant and Equipment Movements						
Purchase of Assets	(84,892)	(8,064)	13,811	(79,145)	6,363	(72,782)
Developer Provided Assets	(6,500)			(6,500)		(6,500)
Net Revenues (Used in)/Provided by Property, Plant and Equipment Activity	(91,392)	(8,064)	13,811	(85,645)	6,363	(79,282)
Financing Activities Movements						
Proceeds from Borrowings and Advances	2,700			2,700		2,700
Repayments of Borrowings and Advances	(10,470)			(10,470)		(10,470)
Net Revenues (Used in)/Provided by Financing Activity	(7,770)	0	0	(7,770)	0	(7,770)
Net Result (Incl Depreciation)	(52,854)	0	551	(52,302)	1,562	(50,740)
Add Back: Non Cash Items	52,177			52,177	(1,400)	50,777
Budget Surplus/(Shortfall)	(677)	-	551	(125)	162	37

Note that 'Other Operating Payments' includes items such as electricity, street lighting, insurances, waste levy, emergency services levies.

Options

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

Community Engagement and Internal Consultation

Not applicable.

Planning and Policy Implications

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

Financial and Economic Implications

Attachment 1 to this report contains information of each individual budget adjustment by Division and Section. The budget movements within this report changes the budget position to a surplus of \$36,666.

March 2021 Flood Response

During the month of March 2021 the Local Government Area was affected by adverse weather conditions resulting in serious flooding to the entire region. This flooding impacted many residents, whose property and/or income sources have been significantly affected. As such, Council resolved at the Extra-Ordinary Council meeting held on 24th March 2021 to implement a number of local financial relief measures to support members of the community and local businesses who have been impacted by the floods. These direct assistance measures will inevitably have an impact on Council's financial position, largely in the form of forgone revenue.

This flooding also caused widespread damage to Council infrastructure and assets, as well Council incurring an array of costs associated with the clean-up. This will likely have a significant impact on Council's Operational Plan. From a cost perspective, whilst disaster funding status has been granted, Council may still experience flood related costs which are not specifically provided for under such agreements. Therefore, there may be further financial impacts not yet known.

At the time of writing, flood related costs and committed costs were \$5.126m. Assessment of these financial impacts and ability to be reimbursed under disaster funding and/or insurance is ongoing. As these impacts become clearer in this evolving situation, any adjustments required to the budget will be dealt with through future Monthly Budget Review reports to Council.

Statement by Responsible Accounting Officer

"The adopted original budget result for 2020-2021 was a shortfall of \$676,730. As at 30 April 2021, this position is now a surplus of \$36,666. This position is considered to be a satisfactory result for the year".

Attachments

1.  April 2021 - Monthly Budget Review

Item: 09.11

Subject: INVESTMENTS - APRIL 2021

Presented by: Corporate Performance, Rebecca Olsen

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 Report for the month of April 2021.

Executive Summary

- Total funds invested as at 30 April 2021 is \$338,611,130.
- Interest for the month of April was \$504,114.
- The year-to-date investment income of \$5,442,380 represents 86% of the total annual investment income budget of \$6,321,696.
- Council's total investment portfolio performance for the financial year to date was 2.04% above the benchmark (2.10% against 0.06%), benchmark being the Bank Bill reference rate as at 30 April 2021.

The following outlines the significant points identified in the attached Monthly Report (Attachment 1), as provided by Council's investment advisors:

- Council's portfolio has met compliance requirements and outperformed benchmarks during the month.
- Over the past 12 months, the portfolio has returned +2.16% p.a., outperforming bank bills by 2.09% p.a. and around 11 times the official cash rate. This has been very strong given deposit rates have reached their all-time lows and margins have generally contracted over the past 3 years.
- The RBA's official cash rate will remain unchanged at its emergency level of 0.10% until its objectives of full employment and inflation are reached, with rates to be low for a very long period of time. The RBA Board does not expect the conditions for a rate hike *"to be met until 2024 at the earliest"*.
- The RBA also noted that there have not been any signs of stress in the financial system and that unlike during the Global Financial Crisis, the banks have cash and are well capitalised.
- Given the above, the biggest risk to Council's portfolio continues to be decreasing interest income as interest rates remain low, as opposed to loss of capital.
- With the RBA cutting interest rates in November 2020, the priority should be to lock in any attractive medium-longer dated fixed deposits that may still be available.

- It is recommended to consider increasing the allocation to liquid senior floating rate notes.
- Council's exposure to institutions that fund fossil fuels is 60% of the total portfolio.
- PMHC remains amongst the best performing Councils in the state of NSW where deposits are concerned, earning on average, more than \$2.4m in additional interest income compared to its peers.

Discussion

Council has engaged Imperium Markets to provide both an investment management platform and investment advisory service. This decision was based on the need to provide more rigour and transparency around investment choices and to provide a sound framework to support the need for increased financial sustainability into the future.

The attached investment report and portfolio (Attachment 2) provides detailed information on the performance of Council's investment portfolio.

Overview

Councils (including Port Macquarie-Hastings Council) provide a broad range of services and associated infrastructure to their communities. These services include (but are not limited to) the following:

- Water and Sewer services
- Waste services
- Port Macquarie Airport
- Cemeteries
- Roads and Bridges
- Various Recreation and Cultural facilities

The Port Macquarie-Hastings area is a high growth centre of the North Coast region and is expected to accommodate a significant proportion of regional growth over the next two decades. As a consequence of this growth, Council must not only provide services to the existing community and maintain existing assets, but Council must also plan for future maintenance and capital expenditure on the infrastructure that will be needed to support the community, business and visitors to the area into the future.

An independent analysis was conducted on Council's financial reserves. The review found:

- The Port Macquarie-Hastings local government area has experienced an unprecedented level of development activity. Whilst this has increased the level of reserves held through developer contributions, councils experiencing a high level of development activity require relatively high levels of reserves in order to adequately cope with the required levels of infrastructure spending.
- Council's reserve levels to be broadly appropriate and reasonable in light of Council's circumstances. In particular, that Council has successfully maintained a prudent buffer to prepare against potential financial risks associated with the predicted high development activity.

The full report is available on Council's website:

<http://www.pmhc.nsw.gov.au/About-Us/What-Council-Does/Corporate-Planning-Reporting-Budgets/Financial-Reports?BestBetMatch=financial%20reserves|cddb291-68a4-4d81-8aee-b3733958e5ca|bd0cff62-3134-4e81-9f7e-de4e65feb428|en-AU>

Current Investments

Council is required to undertake investments in accordance with section 625 of the *Local Government Act 1993*. This report provides details of Council's investments, and certifies that all funds that Council has invested as at 30 April 2021, comply with this Act. All investments have been made in accordance with the Act and Regulations, and Council's Investment Policy.

As at 30 April 2021, the investments held by Council totalled \$338,611,130 and were attributed to the following funds:

General Fund	146,148,966
Waste Fund	18,059,718
Water Fund	119,932,026
Sewer Fund	52,971,363
Sanctuary Springs Fund	46,160
Broadwater	1,452,897
	<hr/>
	338,611,130

Whilst the current level of investments remains high, these largely relate to funds which have legal restrictions (for example water and sewer), or for funds held for specific purposes.

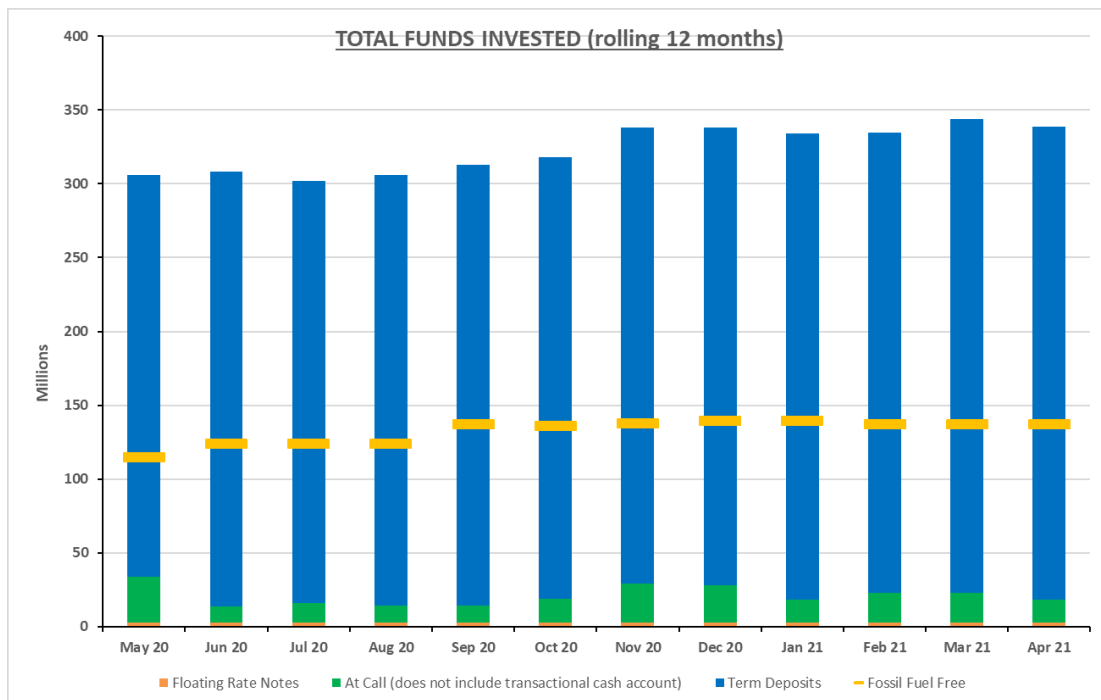
These funds may be spent in the shorter or longer term depending on the required timing of future works. The totals will fluctuate dependent on the status of individual projects.

It is noted that there is a variance between the total investments held as per this report, (\$338,611,130), and total investments held as per Imperium's attached monthly report (\$338,665,247). This is due to the fact that Council's accounting policy treatment means that floating rate notes (FRNs) are held at amortised cost, whereas they are included at fair value in Imperium's report.

In relation to Council's exposure to financial institutions that fund fossil fuels, the following provides a summary:

Financial institutions funding fossil fuels	Purchases since 01/07/20 (\$)	Purchases since 01/07/20 (%)	Amount invested at 30/04/21 (\$)	Amount invested at 30/04/21 (%)
Yes	59,530,000	63.31%	201,611,130	59.54%
No	34,500,000	36.69%	137,000,000	40.46%
	94,030,000		338,611,130	

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



During the month of April, total investments decreased \$5m below the March 2021 figure. This movement comprised a number of individual increases and decreases, however was largely impacted by the payment of \$2.2m for the property settlement for 1 Commerce Street, Wauchope. Other large payments include:

- \$248k for Hibbard Ferry dry dock inspection and maintenance
- \$320k for Sewer mains relining
- \$444k for MGB supply and delivery
- \$586k for February EPA waste levy
- \$122k for Gordon Street upgrade
- \$509k for Cairncross landfill expansion
- \$443k for March EPA waste levy
- \$244k for replacement of damaged culver on Lorne Road

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. The investments placed this month were term deposits. 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

Benchmark and budget levels have been met on a year to date basis. On an annual basis, if benchmark levels are not reached, then this may result in budget cuts in other areas to fund the shortfall.

Council's total investment portfolio performance for the financial year to date is 2.04% above the benchmark (2.10% against 0.06%) and year to-date income is 86% of the total annual budget.

It should be noted that investment income is noted as a gross amount. Section 97(5) of the *Local Government Act 1993* indicates that any security deposit held with Council must be repaid with interest accrued. These security deposits will only relate to bonds held for security to make good damage done to works.



The overall investment income will be adjusted at financial year end by the total interest refunded on repayment of bonds. As Council constantly receives and refunds bonds, it is difficult to accurately determine the quantum of these refunds.

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 2005* and Council's Investment Policy.

Nicole Spencer
Responsible Accounting Officer

Attachments

1.  Port Macquarie-Hastings Council Investment Report - April 2021
2.  Port Macquarie-Hastings Council Valuation Report - April 2021

Item: 09.12

Subject: PROGRESS OF THE SUSTAINABILITY FRAMEWORK, CLIMATE CHANGE POLICY, CLIMATE CHANGE STRATEGY AND ACTION PLAN

Presented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

1.3.1 Provide effective leadership and equity.

RECOMMENDATION

That Council:

- 1. Note the progress on the development of the Sustainability Framework, (including the development of a draft Sustainability Policy).**
- 2. Note the progress on the development of a draft Climate Change Policy.**
- 3. Note that following consultation with the Sustainability Sub-Committee a further report is planned to be tabled at the July 2021 meeting of Council, presenting the draft Sustainability Policy and draft Climate Change Policy.**
- 4. Note the progress on the development of the Climate Change Strategy and Action Plan.**

Executive Summary

Following Council's resolution at the 17 March 2021 Ordinary Council Meeting, work has continued on the development of a Sustainability Framework to enable and drive the integration of sustainability across the areas of Council's responsibility.

A draft Sustainability Policy and Climate Change Policy have been developed by staff and following the endorsement of the membership of the Sustainability Subcommittee (the subject of a separate report to this Council meeting), work will continue to finalise these documents and make progress on the development of the Climate Change Strategy and Action Plan.

Implementation of this suite of integrated documents is key to Council and the community ensuring our response to climate change and sustainability is meaningful and delivers positive outcomes.

Discussion

At the Ordinary Council Meeting held on 17 March 2021, it was resolved:

That Council:

- 1. Acknowledge the contribution of members of the community to the climate change conversation in particular, the Hastings Climate Emergency Alliance (comprising Climate Change Australia – Hastings, Hastings Parents for the*

- Environment, Coastal Warriors Mid North Coast, No Electricity from Forests, Hastings Extinction Rebellion) and the Port Macquarie Sustainability Network.*
2. *Acknowledge the evidence-based science for climate change and the serious threat that climate change poses to our current and future way of life and the Earth's ecosystems, including impacts on health, safety, economic security and quality of life.*
 3. *Note that the Australian Medical Association declared in September 2019 that climate change is a health emergency and will cause: a) higher mortality and morbidity from heat stress. b) injury and mortality from increasingly severe weather events. c) increases in the transmission of vector-borne diseases. d) food insecurity resulting from declines in agricultural outputs. e) a higher incidence of mental ill-health.*
 4. *Note Council's resolution of 21 October 2020, which identified formally recognised risks from climate change, and Council's actions to that date.*
 5. *Acknowledge that a successful response to climate change requires immediate and ongoing cross-sectoral action by government, business and the broader community at all levels.*
 6. *Confirm that Council's response to climate change is an essential element of Council's overall approach and commitment to sustainability, including intergenerational equity, community wellbeing and safety.*
 7. *Acknowledge Council's response to climate change and sustainability needs to be locally focussed and holistic, requiring a structured and coordinated approach across all Council functions.*
 8. *Acknowledge that declaring a climate emergency needs to be supported with strong policy and the supporting commitment and actions to implement it with substance if we are to avoid broad and unprecedented consequences.*
 9. **Request the Chief Executive Officer, as a priority:**
 - a) **Finalise the Sustainability Framework.**
 - b) **Work with the Sustainability Sub-Committee to develop and urgently finalise a Climate Change Policy, Climate Change Strategy and Action Plan, including baseline measures and targets.**
 - c) *Include in these plans a comprehensive community communication and information plan for priority commencement and covering, among other aspects, the costs of unchecked climate change, actions residents can take, and the benefits from action to mitigate the causes and effects of climate change.*
 10. *Recognise and declare that we are now in a Global Climate Emergency, and include in the Port Macquarie-Hastings Climate Change Policy, Strategy and Plan actions to make representations at the Local, State, Federal and even Global level, seeking strong leadership in mitigating the impacts of climate change.*
 11. *Request the Chief Executive Officer write to the Member for Cowper, Patrick Conaghan MP, and the Member for Lyne, David Gillespie MP, urging their support to enact the Climate Change (National Framework for and Mitigation) Bill 2020, on behalf of all residents of the Port Macquarie-Hastings Local Government Area.*
 12. *Receive a report on the progress of Items 9(a) and (b) above to the May 2021 Council Meeting.*

CARRIED: 4/2 FOR: Alley, Hawkins, Intemann and Turner
AGAINST: Griffiths and Pinson

This report relates specifically to Item 9 of the above resolution regarding Council's development of the Sustainability Framework and supporting strategies and action plans as highlighted above.

Quadruple Bottom Line and the Sustainability Framework

As presented to the 17 March Ordinary Council Meeting, the draft Sustainability Framework takes a Quadruple Bottom Line (QBL) approach to addressing sustainability. Under such a Framework, Council will consider and where appropriate address, economic, environmental and social implications in matters concerning the Port Macquarie-Hastings Local Government Area.

At Port Macquarie-Hastings Council, elements of QBL already exist in one form or another. For example, Council addresses the QBL pillars in various strategic documents such as the Community Strategic Plan (CSP). Council's current approach to sustainability however, requires strategic integration, alignment and an embedded comprehensive approach to assessing the sustainability implications of its decisions.

The Sustainability Framework is a way for Council to address sustainability issues in a more complete, systematic and integrated way. The need for this approach has also been elevated by the Council's and the community's responses to climate change.

Since the 17 March Ordinary Council Meeting, work has progressed on the development of the Sustainability Framework and a number of its elements.

The proposed framework is in two parts as shown and described below:



The first part of the framework will articulate Council's commitment to supporting the sustainable future of Port Macquarie-Hastings and how this will be achieved through implementing and promoting sustainable planning, practices, and decision-making.

The second part will identify the way that Council will assess sustainability in its decision-making; the priorities, roles and responsibilities, resources and

timeframes for delivery of key projects, plans and actions that support a sustainable future for Port Macquarie-Hastings.

Progress on each of the elements of the Sustainability Framework is well progressed in draft form.

Climate Change Policy, Climate Change Strategy and Action Plan, including baseline measures and targets.

A draft Climate Change Policy has also been developed by Council staff and will be presented to the newly-formed Sustainability Sub-Committee for discussion and refinement. Following input from the Sustainability Sub-committee the draft Climate Change Policy will be presented to a future Council meeting.

The draft Policy is anticipated to establish Council's commitment to respond effectively to Climate Change and defines Council's role in reducing its carbon emissions; adapting to the projected impacts of climate change and supporting the community to do the same.

In order to meet the proposed report back to Council in July 2021 the drafts of the Sustainability Framework, Climate Change Policy and Climate Change Strategy and Action Plan will need to be prioritised following the formation of the Sustainability Sub Committee. Early and significant engagement and co-design with the Subcommittee is acknowledged as being critical in the early stages of the development and progression of the draft documents.

Additionally, Council staff are developing a Request for Quotations for the development of Council's Carbon Emissions Inventory to serve as a baseline for carbon emissions reporting.

Options

Council can:

1. Proceed in accordance with the recommendations; or
2. Resolve in some other manner.

This report recommends Option 1.

Community Engagement and Internal Consultation

Engagement with the Sustainability Sub-committee on draft documents referred to in this report will take place following the endorsement of the Sub-committee membership.

Planning and Policy Implications

Adoption of the recommendations in this report will result in the development of a Sustainability Framework and a Climate Change Policy, Climate Change Strategy and Action Plan to underpin the Framework. The Sustainability Framework will be incorporated into Council's Planning Framework and will inform future strategies and plans.

Financial and Economic Implications

There are no direct financial and economic implications in relation to this report. Following the adoption of the recommended Climate Change Strategy and Action Plans, it is likely that a redistribution of budget will be required to address the priority actions and will be presented to Council at that time.

Attachments

Nil

Item: 09.13

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

Presented by: Development 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 the Development Activity and Assessment System Performance report for the third quarter of 2020-2021.**
- 2. Note the determination made by staff under Clause 4.6 of the Port Macquarie-Hastings Local Environmental Plan 2011 for the quarter.**

Executive Summary

This report provides a summary of development assessment, building certification and subdivision certification activities for the January to March 2021 quarter. Data on the number of applications and processing times, together with a commentary on development trends is provided for the information of Council.

The report also includes details of determinations made by Council staff under Clause 4.6 of the Port Macquarie-Hastings Local Environmental Plan 2011.

Discussion

1. Development Activity and Assessment System Performance

Table 1 provides data on the volume of applications received and determined over the quarter relative to the yearly average and monthly average of the preceding five years.

The quarter initially saw a reduction in applications with only 39 development applications (DAs) received during January, owing to the Christmas/New Year break, which routinely sees large sectors of the industry taking leave. However, volumes received during February and March have returned to those levels being experienced in the latter half of 2020, with 99 DAs received during February and 116 received in March.

The monthly average number of Development Applications (DAs) received for 2020-2021 to date is 102, compared to a monthly average of 83 in 2019-2020. This continues to be a very positive result given the initial challenges and uncertainties posed by the COVID 19 pandemic. Anecdotal feedback from builders and developers

indicates that the combination of government grants and the new found working-from-home capabilities of many workplaces has contributed to the growth for the Port-Macquarie-Hastings.

A similar increase in the monthly average of DAs received is also evident for Construction Certificates (CCs), plumbing and drainage and Roads Act applications. CCs received during 2020-2021 to date have averaged 50 per month, compared to the 2019-2020 monthly average of 45. The monthly average number of plumbing and drainage applications received is 96, up from a monthly average of 82 in 2019-2020. Roads Act applications are averaging 58 per month, up from a monthly average of 40 in 2019-2020.

This approximate 20-25% increase across core application types, coupled with an average of 440 monthly building/plumbing inspections and 500+ monthly duty planner/surveyor counter enquiries, is resulting in a backlog of work for the development assessment team. Resourcing has been increased through the appointment of a temporary planner, an additional permanent building surveyor and the backfilling of a vacant development engineer role.

Table 1 - Applications Received and Determined

Applications Received and Determined	2015-16 Monthly Average	2016-17 Monthly Average	2017-18 Monthly Average	2018-19 Monthly Average	2019-20 Monthly Average	2020-21 Monthly Average	2020 - 21 TOTAL	Jan-21	Feb-21	Mar-21
Development Application Received	85	89	89	91	83	102	915	39	99	116
Development Application Approved	79	80	86	89	76	89	802	39	98	103
Development Application Refused/Withdrawn/Rejected					4	5	42	4	4	4
DA Modifications Received	17	15	16	16	13	17	153	14	16	12
DA Modifications Determined	15	15	15	15	12	17	153	15	8	17
Complying Development Certificates Received (Council)	7	9	8	9	10	10	92	16	5	7
Complying Development Certificates Determined (Council)	7	16	8	8	7	6	50	4	2	3
Complying Development Certificates Determined (Private Certifier)	21	19	30	21	17	23	204	14	36	21
Construction Certificates - Building Work Received (Council)	41	42	41	45	45	50	446	28	32	38
Construction Certificates - Building Work Determined (Council)	38	38	42	44	44	44	393	12	37	39
Construction Certificates - Building Work Determined (Private Certifier)	29	23	34	39	39	26	234	26	23	22
Plumbing & Drainage Received	80	99	92	82	82	96	865	52	106	83
Plumbing & Drainage Determined	72	87	91	81	81	86	770	70	116	85
Subdivision Works Certificates Received	9	13	13	11	9	9	79	2	12	7
Subdivision Works Certificates Determined	9	8	12	12	8	8	74	5	8	7
Subdivision Certificates Received	11	12	12	8	9	8	70	3	7	11
Subdivision Certificates Determined	10	11	10	8	8	8	74	3	11	5
Strata Certificates Received	2	2	3	5	3	1	5	0	1	0
Strata Certificates Determined	2	2	3	4	4	0	4	0	0	0
Roads Act Applications Received	54	56	52	47	40	58	520	35	66	51
Roads Act Applications Determined	49	49	52	44	35	50	446	39	65	42
Planning Certificates Issued	275	250			245	273	2185	254	304	
Building Inspections Undertaken	407	455	494	484	461	440	3958	307	392	426

Table 2 outlines the estimated value of works per development type approved during the quarter along with the year to date value and value of the preceding 2 years. Whilst the \$180M value of approved development for the year to date is down on the previous year results, the gap is likely to close given the increased volumes of applications being received and the backlog of work having a 'lag' effect on approved value of works.

Table 2 - Estimated Value of Works

Value of Works DA	Jan 21	Feb-21	Mar-21	Total to date 2020 - 2021	Total 2019 - 2020	Total 2018 - 2019
Ancillary DA	697,073	315,407	640,100	5,268,166	\$8,434,377	\$8,630,779
Ancillary CDC	206,140	686,813	622,628	4,222,810	\$4,097,210	\$4,461,919
Commercial DA	3,272,000	2,000	450,000	4,416,800	\$13,497,998	\$50,335,092
Commercial CDC	27,500	0	0	107,500	\$13,189,237	\$1,015,474
Community DA	0	0	0	927,000	\$21,238,702	\$36,258,032
Community CDC	0	0	0	0	\$199,983	\$345,078
Industrial DA	0	750,000	0	3,947,340	\$10,011,278	\$18,414,595
Industrial CDC	0	0	0	0	\$180,000	\$8,187,481
Residential DA	10,738,692	12,733,775	4,887,455	129,792,559	\$280,510,205	\$227,592,925
Residential CDC	370,000	460,000	75,000	14,704,231	\$29,358,521	\$37,815,194
Rural DA		0	0	1,975,000	\$5,557,036	\$9,693,549
Rural CDC		0	0	1,549,000	\$1,214,644	\$1,145,009
Subdivision DA	998,980	989,056	2,756,250	10,480,231	\$7,457,000	\$30,759,000
Tourist DA		3,000	0	3,257,000	\$7,208,831	\$3,395,692
Tourist CDC		0	0	0	0	0
Total	16,310,385	15,940,051	9,431,433	180,647,637	\$402,155,022	\$438,049,819

Application processing data and longer-term trends for the various application types is provided in **Table 3**. For DAs, monthly gross average processing times for 2020-2021 is currently 65 days, which is up on the 61-day average achieved during 2019-2020. This increase in average processing times directly correlates to the increased volume and backlog of work. It is worth noting that PMHC's gross average processing time is still well below the NSW average of 91 days.

Under the Department of Planning's Public Space Legacy Program, one of the requirements for Council to realise \$3 million in grant funding for public open space projects is to achieve a 10% increase in median DA processing times by 30 June 2021 (target of 39 days). The current monthly median average for the year to date is 51 days. The 39-day target is unlikely to be achieved due to the unanticipated 25% increase in DA volumes and the time taken to recruit additional resources. This issue has been communicated to the Department of planning Industry and Environment and the Local Member. Council staff are requesting that the unexpected surge in application volumes is taken into account by the Department in evaluating the grant milestones.

The monthly gross average processing days for works certificates for 2020-2021 (formerly called 'infrastructure construction certificates') was 89 days, compared to 77 days in 2019-2020. Whilst this is an increase in time, this result was adversely affected by a number of long-standing applications determined earlier in the reporting year. The backfilling of a longstanding vacancy in the development engineering team is expected to improve processing times.

Table 3 - Application Processing Times

Application Processing Performance	NSW 2016-17 Monthly Average	PMHC 2016-17 Monthly Average	NSW 2017-18 Monthly Average	PMHC 2017-18 Monthly Average	NSW 2018-19 Monthly Average	PMHC 2018-19 Monthly Average	NSW 2019-20 Monthly Average	PMHC 2019-20 Monthly Average	PMHC 2020-21 Monthly Average	Jan-21	Feb-21	Mar-21
Development Application Net Median Days		31		38		38		37	41	55	56	44
Development Application Gross Median Days	49		50		53		55		51	59	69	67
Development Application Net Average Days		26		46		46		42	47	50	56	48
Development Application Gross Average Days	75	55	79	64	84	64	91	61	65	79	72	73
Complying Development Net Average Days		6		7		7		13	19	43	38	8
Complying Development Gross Average Days		8		7		7		15	21	25	38	9
Building Construction Certificate Net Average Days		9		9		9		9	12	13	12	10
Building Construction Certificate Gross Average Days		9		66		66		66	62	65	108	73
Plumbing and Drainage Net Average Days		15		21		21		18	20	26	28	19
Plumbing & Drainage Gross Average Days		47		52		52		53	61	78	71	57
Subdivision Works Certificates Net Average Days		39		53		53		39	70	63	61	44
Subdivision Works Certificates Gross Average Days		77		109		109		77	89	83	80	63
Subdivision and Strata Certificates Net Average Days		40		49		49		44	48	69	59	47
Subdivision and Strata Certificates Gross Average Days		60		63		63		91	98	215	140	75
Roads Act Net Average Days		19		17		17		13	18	18	32	19
Roads Act Gross Average Days		48		43		43		39	36	38	53	44

2. Applications determined under delegation including Clause 4.6 - Exceptions to Development Standards

Table 4 lists DAs that have been determined during the quarter which have included a Clause 4.6 exception to a development standard under the Port Macquarie Hastings Local Environmental Plan 2011. Senior staff have delegation to determine applications involving a Clause 4.6 objection where the variation is no greater than 10% of the development standard.

Table 4 - Variations to Development Standards

Application	Property	Extent of Variation
DA2020 - 834.1	3 Elizabeth Street, Bonny Hills	7.8%
DA2017 - 1096.2	Lot 1 River Street, Wauchope	2.7%

This information is provided for notation by Council in accordance with the Department of Planning, Industry and Environment Circular PS 08-003.

Options

This is an information report.

Community Engagement and Internal Consultation

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

Ongoing engagement on development activity and process improvement is also undertaken through the Construction Industry Action Group (CIAG) forum.

Planning and Policy Implications

There are no planning or policy impacts.

Financial and Economic Implications

This report does not have direct financial or economic implications. However, monitoring the performance of the development assessment system is an important undertaking given the role of development regulation in the broader economy and the need to minimise costs to business and the community in managing development.

Attachments

Nil

2 Your Community Life

What we are trying to achieve

A healthy, inclusive and vibrant community.

What the result will be

We will have:

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

How we will get there

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

Item: 10.01

**Subject: 2020-2021 ROUND 2 COMMUNITY GRANT PROGRAM FOR
ENDORSEMENT**

Presented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

2.2.1 Support and advocate for all community sectors.

RECOMMENDATION

That Council pursuant to Section 356 of the Local Government Act 1993, grant financial assistance from the Community Grants 2020-2021 Round 2 for the total amount of \$197,364.50 according to the following:

Organisation Name	Project	Funding
Community Builders		
St Agnes Care & Lifestyle	Aboriginal Students Incentive	\$5,000
Mrs York's Garden	Stairs to Macquarie Shelter	\$5,000
PM Neighbourhood Centre	Food Service Storage Shed	\$4,000
Douglas vale Conservation Group	Commercial Glasswasher	\$5,000
Hastings Orienteering Group	Signage	\$1,850
Wauchope District Memorial		
Hospital Volunteers Storage	Shelter for Volunteers Trailer	\$5,000
Bonny Hills Tennis Club	Court Surface Repair	\$5,000
Kendall Men's Shed	Upgrade electrical wiring to shed	\$2,948
Riding for the Disabled	Water tank installation	\$5,000
Hastings Valley Mountain Bike Riders	Jolly Nose Map & Trail Signage	\$4,996
Creek to Creek Volunteers Group	Purchase of pressure cleaner	\$1,498
Cerebral Palsy Alliance	Technology equipment	\$5,000
Port Macquarie Surfing History Association	Port Macquarie Surfing Museum	\$4,900
	Sub-total	\$55,192
Community Celebrations		
Lake Cathie-Bonny Hills Lions Club	Carols by the Lake	\$2,826
Grace Church Port Macquarie	Sovereign Hills Christmas Carols	\$5,000
Bunyah Local Area Land Council	NAIDOC Family Fun Day 2021	\$5,000
	Sub-total	\$12,826
Micro Grant		
Port Macquarie Table Tennis Club	LED Lighting for Girl Guides Hall	\$966
Mid North Coast Writers Centre	Make Waves	\$1,000
KJC Aboriginal Artwork	NAIDOC Masquerade Ball	\$1,000
Wauchope-Bonny Hills		
Surf Lifesaving Club Inc	Create Grass Area for nippers	\$870.50
	Sub-total	\$3,836.50

Youth

Port Macquarie Steiner School	Winter Lantern Festival	\$3,010
	Sub-total	\$3,010

Heritage Grants

Royal Hotel Kew	Replacement of roof & gutters	\$3,000
Warren Lang	Restoration of fencing	\$3,000
	Sub-total	\$6,000

CCAT Grants

Comboyne Agricultural & Horticultural Association	Upgrade seating at Comboyne Showground	\$5,000
Beechwood-Pembroke CCAT	Repair Tennis Courts	\$5,000
Camden Haven CCAT	Beach to Beach pathway sec. D3	\$5,000
Telegraph Point Community Assoc.	Historical interpretive sign boards	\$5,000
Bonny Hills Progress Association	Storm water quality assessment	\$3,164
Long Flat Tennis Club	Refurbishment of tennis Courts	\$5,000
Pappinbarra Progress Association	Hall Signage	\$5,000
	Sub-total	\$33,164

Recovery & Resilience Grants

Byabarra Sports & Tennis Club	Three projects for health and wellbeing	\$10,000
Liberty Port Macquarie	Mobile outreach services	\$10,000
Telegraph Point Community Assoc Inc.	Emergency Evac Centre Power Supply	\$9,336
Wauchope High School	Heath eating & well-being workshops	\$10,000
Headspace Port Macquarie	Spill the Bean	\$10,000
Greater Port Macquarie Dementia		
Friendly Community Alliance	Support residents with Dementia	\$10,000
Pappinbarra Progress Association	Get Ready Days	\$4,000
Make a Difference PM	Flood relief refurbishment project	\$10,000
Art House Industries	Community Strengthening Activities	
\$10,000		
	Sub-total	\$83,336

Executive Summary

The second round of the annual community grant process was once again very competitive. Forty-eight applications were submitted across all categories of the grant round, including the extra ordinary categories. Of these, the thirty-eight organisations have been endorsed by Council staff as having successfully met the Community Grants Criteria.

Discussion

Annually Port Macquarie-Hastings Council provides up to \$200,000 in Community Grants for our community with the objectives being to:

- provide opportunities for residents of Port Macquarie-Hastings to participate in a broad range of arts, culture, or local history activities that benefit the quality and cultural heritage of their lives;
- provide opportunities for residents to participate in special community events with the aim of celebrating and enriching the community's lifestyle;
- foster initiative and self-help among residents;

- encourage the participation of people in activities who have limited opportunities to participate due to low income, geographic or social isolation, cultural background or disability; or
- strengthen community skills and capacity.

The Community Grant Guidelines 2020-2021, available on Council's website, set out the objectives, eligibility and assessment criteria, and other information for the grant round. On-line applications were submitted via *SmartyGrants*, a best practice on-line grants management system. Due to the impacts of COVID 19, information sessions for interested applicants were held online via ZOOM in February 2020.

For this round there was a number of extra ordinary grants including grants for the Community Council Action Teams (CCATS) to delivery action from the endorsed community plans. As well as a state government funding for Bushfire Community Resilience and Recovery Fund for the Resilience & Recovery Grants.

Applications for Round 2 of this year's community grants opened on 7 March 2021 and closed on 24 April 2021. A total of forty-eight applications were received, from 34 of community organisations. The breakdown by category was as follows:

- 16 Community Builders
- 3 Community Celebrations
- 2 Cultural
- 1 Youth
- 4 Micro Grants
- 2 Heritage Grants
- 10 CCAT Grants
- 11 Recovery & Resilience Grants

Assessment of applications was undertaken in two stages. Stage 1 was a check against eligibility criteria, restrictions and supplementary information and Stage 2 was an assessment of projects against the criteria as published in the *Community Grant Guidelines*.

The assessment panel consisted of the below staff members:

- Group Manager Community
- Community Inclusion Team Leader
- Community Engagement Manager
- Cultural Development Officer
- Community Recovery Officer

Community Grants

A total of \$197,364.50 is recommended for allocation in 2020-2021 Round 2 for the Community Grants program as follows:

- Community Builders for a range of innovative projects which align with the Port Macquarie-Hastings Towards 2030 Community Strategic Plan (\$55,192);
- Community Celebrations fund projects to promote a sense of celebration and community connectedness (\$12,826);

- Micro grants provide support for unexpected opportunities for our community to enhance people, places & spaces (\$3,836.50);
- Youth Grants that provide opportunities for youth to put on programs to benefit other youth (\$3,010)
- Heritage Grants which assist owners of heritage listed building to undertake heritage restoration works (\$6,000);

Extraordinary Grants

- CCAT Grants to allow CCATS to undertake projects which align with actions from the Community Plans (\$33,164);
- Recovery & Resilience Grants for community projects which meet one or more of the Disaster Recovery Outcomes (\$83,336).

The “Community Resilience & Recovery Program” is funded by the NSW Government through the Bushfire Community Resilience and Recovery Fund.

Notification will be forwarded to the successful and unsuccessful applicants.

Successful applicants will also be contacted by telephone. As always, unsuccessful applicants are given the opportunity to receive feedback on their application.

Descriptions of all projects, and assessment evaluations are detailed in Attachments

The confidential attachment titled "Round 1 2020-2021 Community Grants Assessment Evaluation" contains information that relates to commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. (Local Government Act 1993 - Section 10A(2)(d)(i)).

Options

Council may choose to seek further information or request an alternative distribution.

Community Engagement & Internal Consultation

Internal consultation:

- Group Manager Community
- Community Inclusion Team Leader
- Community Engagement Manager
- Cultural Development Officer
- Community Recovery Officer

External consultation: Nil.

Planning & Policy Implications

The grant process is consistent with *Council's Funding and Support provided to the Community Policy (July 2013)*.

Financial & Economic Implications

Funding for Community Grants was adopted as part of the 2020/2021 operational budget. \$110,000 is available for distribution with a further \$120,000 from the NSW Government through the Bushfire Community Resilience and Recovery Fund for the Resilience & Recovery Grants.

A further \$100,000 was adopted in the 2020/21 budget for Community planning outcomes and part of this is funding this extraordinary grant round with delivery of the actions by the community.

Attachments

1. Confidential - Community Grants Assessment (Confidential)
2. Confidential - Recovery and Resilience Grant Assessment (Confidential)
3. Confidential - CCAT Grant Assessment (Confidential)

Item: 10.02

**Subject: RECOMMENDED ITEMS FROM THE MAYOR'S SPORTING FUND
SUB-COMMITTEE - APRIL 2021**

Presented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

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

RECOMMENDATION

That Council, pursuant to Section 356 of the Local Government Act 1993, grant financial assistance from the Mayor's Sporting Fund as follows:

- 1. Phoebe Bentley to receive \$450.00 to assist with the expenses she will incur travelling to and competing at the 2021 Australian Swimming Championships on the Gold Coast.**

Executive Summary

The Mayor's Sporting Fund Sub-Committee met on Thursday 22 April 2021 and considered applications for financial assistance from Phoebe Bentley to compete in the Australian Swimming Championships on the Gold Coast, Queensland.

The Sub-Committee reached consensus on Item 07 (attached) and submits the above recommendation for Council's approval.

Attachments

1.  Consensus Item 07 Mayor's Sporting Fund Sub-Committee Meeting 22 April 2021

Item: 10.03

Subject: DRAFT CULTURAL PLAN

Presented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

2.5.1 Support cultural activities within the community.

RECOMMENDATION

That Council:

- 1. Note the enthusiastic participation and commitment by the Cultural Steering Group in development of the Draft Cultural Plan 2021 - 2025.**
- 2. Place the Draft Cultural Plan on public exhibition from 21 May 2021 until 20 June 2021.**
- 3. Note that a further report will be tabled at the July 2021 meeting of Council, detailing the submissions received from the public during the exhibition period.**

Executive Summary

The current Cultural Plan 2018 - 2021 was adopted by Council in September 2018 and its implementation has been overseen by Council's Cultural Steering Group (CSG), with annual progress reports provided to Council.

This Group commenced a major review of the current Plan early this year, using this and insights from Council's 2020 Cultural Economy Project to inform the development of the Draft Cultural Plan 2022 - 2025.

The drafting of the new Plan has involved an enthusiastic and significant time commitment by members of the CSG and is now presented to Council for public exhibition.

Discussion

Through recent strategic planning and engagement, Port Macquarie-Hastings Council has recognised the social and economic benefit of building a vibrant creative arts and cultural community. Our existing cultural program and assets are embraced by our community and attract many visitors to our region. Festivals and events are significant assets on our local calendar, and research indicates that culture and heritage are among our top ten unique tourism selling points.

Our Local Strategic Planning Statement notes in our priorities the importance of cultural facilities and our desire to protect, respect and embrace our natural, built and cultural heritage (including our Aboriginal heritage). It also notes as a key principle (which is reflected in our Destination Management Plan), that our tourism economy is in harmony with and leverages our rich natural and cultural assets (while maintaining

quality of life and protecting the environment). The importance of our culture and heritage (including our aboriginal culture and heritage) also featured prominently in things that are important to our community during recent Community Strategic Plan engagement.

The development of the Draft Cultural Plan 2022 - 2025 by Council's Cultural Steering Group members and staff included:

- Review of existing plan and insights from the Cultural Economy Project by the CSG, The Cultural Economy Project included extensive stakeholder engagement with the art, heritage and creative community across our region.
- Five dedicated two-hour development workshops;
- A review process which combined Design Thinking with Harvard's policy design and strategy framework, led by Dr Willhemina Wahlin, CSG Member and representative of Charles Sturt University School of Communication and Creative Industries;
- Analysis of the Cultural Economy Project 2020 and 'Strategy Map' with a deep dive on data;
- Actions mapped on a 'Power & Influence Matrix' to test supportability and priority, with matrix also considering resourcing and delivery partners;
- Further discussion, testing and refinement with the CSG; and
- Finalisation of the Draft Cultural Plan 2022- 2025 with the CSG.

The Group is to be commended on their enthusiast and engaged approach to this work, which was a significant time commitment. The diversity of knowledge, skills and perspectives 'around the table' with staff, certainly resulted in rigorous consideration of many matters relating to local cultural development priorities.

This draft Cultural Plan identifies the overarching vision and specific goals, strategies and actions that will drive and support cultural development within our region for the period 2021-2025 and years to come. The Plan outlines the resources needed to ensure maintenance and development of the area's cultural and heritage resources; help develop a thriving creative industry; and encourage, support and enable participation in artistic expression and cultural experimentation to inspire innovation and a sense of wonder.

The Plan is designed to be a "living" document that can evolve with changing times, priorities and trends as needed. The implementation of the future actions identified in this Plan is dependent on their inclusion in Council's Delivery Program and annual Operation Plan (refer Financial and Economic Implications section).

Options

Council has the option to:

1. Resolve to exhibit the Draft Cultural Plan as recommended;
2. Resolve to undertake amendment to the Draft Cultural Plan prior to public exhibition; or
3. Resolve not to exhibit the Draft Cultural Plan and seek further information.

Community Engagement and Internal Consultation

Extensive community engagement was undertaken during the Cultural Economy Project in 2020, which has provided current local data and insights to inform the review of the current Cultural Plan 2018 - 2021 and development of the Draft Cultural Plan 2022 - 2025 by the Cultural Steering Group. Cultural Steering Group members stem from a diverse range of sectors locally: heritage; performing arts; arts; creative industries; education and community arts and writing organisations.

Planning and Policy Implications

There is no direct planning or policy implications because of this report i.e. in placing the draft Cultural Plan on exhibition. If Council choose to adopt the Cultural Plan at a future meeting of Council, then some of the actions included in the plan may result in the review and revision of existing policies and related documents to ensure that cultural development objectives are taken into account.

Financial and Economic Implications

There are no direct financial implications because of this report. Council will need to allocate staff and budgetary resources to lead the Cultural Plan implementation and undertake any specific actions in which Council is involved, once Council consider the final report for adoption.

If ultimately adopted as drafted, for Council to continue to deliver the Artwalk Event and heritage maintenance, additional funding beyond current levels would be required. Alternate models of delivery of such items could be investigated, however whilst there has been recognised growth in this sector, staff remain concerned about the capacity of the community to run and manage such items in a sustainable way.

It is anticipated that the adoption of the Cultural Plan at a future meeting of Council will continue a more focused and coordinated management of our cultural development and broader collaboration between Council, community, creative industries and other stakeholders engaged in our cultural economy. The economic impact of the plan's implementation is difficult to forecast, however, performance measurement will form a key part of the plan's implementation.

Attachments

1.  Draft Cultural Plan 2021-2025

Item: 10.04**Subject: TIDAL POOL AT OXLEY BEACH PORT MACQUARIE****Presented by: Strategy and Growth, Jeffery Sharp**

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 note the information contained in this report.

Executive Summary

This report is provided in response to a question from Councillor Turner on the proposed Port Macquarie Tidal Pool.

Discussion

At the Meeting on 17 March 2021 Item 13.02 stated:

Question from Councillor Turner

Noting recent reports in the Port News and other media that planning and design of a tidal pool at Oxley Beach is underway, and noting that it is not a Council project, and noting further that no community consultation has occurred around site selection and potential impacts – including, but not limited to, environmental, heritage, public amenities, traffic, and car-parking – can the Chief Executive Officer advise Council how the community can be engaged (a process normally undertaken by Council) to ascertain the community's view on the construction of a tidal pool at Oxley Beach?

Response

The proposed Port Macquarie Tidal Pool preliminary works have been undertaken by the Port Macquarie Tidal Pool Committee (PMTPC) Incorporated. Staff understand that the work undertaken to date has included architectural concept designs and a preliminary feasibility study.

In a recent meeting between the PMTPC, the Mayor, CEO, elected Federal and State representatives and Council staff, an invite for staff to attend Committee meetings at appropriate intervals was offered. Staff are yet to receive a formal meeting invite to attend a relevant meeting.

It is understood that the PMTNC will be undertaking engagement on the proposed site at Oxley Beach Port Macquarie as part of the next phase of the project development.

Options

Council has the option to note this report or make an alternate resolution on this matter.

Community Engagement and Internal Consultation

Staff have not undertaken any engagement on this question.

Planning and Policy Implications

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

Financial and Economic Implications

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

Attachments

Nil

Item: 10.05

Subject: PORT MACQUARIE AQUATIC FACILITY

Presented by: Development 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 Port Macquarie Aquatic Facility report**
- 2. Place the Port Macquarie Aquatic Facility Layout Design presented within this report on Public Exhibition to seek feedback from the community for a minimum of 28 days**
- 3. Request the Chief Executive Officer provide a report to the July 2021 Ordinary Council Meeting outlining community feedback provided during the public exhibition period.**

Executive Summary

This report details the identified preferred facility option for the Port Macquarie Aquatic Facility. This follows an extensive options assessment process undertaken to ensure that current and future community demands will be accommodated, and in considering financial responsibility for this project for both construction and ongoing operational efficiencies. Further, the report seeks endorsement from Council to progress the project to the next phase, being community consultation, to seek the community's feedback on the proposed option for this significant infrastructure for our region.

Discussion

The Port Macquarie Aquatic Facility project has been a long-standing item for Council. It has been identified that the construction of a new aquatic facility would address several challenges including ageing infrastructure issues at the current pool that are presenting issues for operations and management, and to meet future community health and recreational requirements with the region's rapidly expanding population forecast to reach more than 100,000 by 2030.

The project has been discussed with the community on several occasions over the past 20 years with the latest community engagement resulting in a report to the September 2019 Council meeting outlining significant consultation regarding site selection. The site selection process was informed by the 2019 Port Macquarie-Hastings Aquatic Facilities Strategy developed by Otium Planning Group which identified recommended facility design components to meet the future aquatic needs

of our community. It was resolved to reconfirm Macquarie Park as the preferred site for the new aquatic facility and to proceed to the next stage of the project being facility design and approvals.

In October 2020, Council engaged Co-op Studios to undertake a demand analysis, options assessment, concept design, business case and development application. The detailed demand analysis and options assessments have now been completed resulting in the identification of a preferred facility option for the new Aquatic Facility.

Demand Analysis

A demand analysis was undertaken to identify usage patterns of the current facility and to forecast annual visitation numbers up until 2031 for aquatics and fitness use (427,000), learn to swim enrolments (1,800) and overall membership numbers (1,700+). Data indicates that following this period, these numbers are likely to plateau and will remain relatively constant for future years.

Options Assessment

The results identified from the demand analysis were fed into an options assessment process which also considered key design drivers for the facility, being:

- Demand, need and initial stakeholder feedback;
- Capital costs;
- Operational efficiency - layout and management;
- Maximising climate opportunities;
- Use of contemporary technology;
- Identifying future proofing opportunities;
- Focusing on a unique and localised solution.

The assessment process considered a number of facility options from a community driven option based on the demand analysis through to an expanded offer and a detailed interpretation. A comparison of the options was then assessed against five key criteria:

1. Affordability to develop
 - Capital cost
 - Asset cost
2. Value for money
 - Return on investment (visitation and use)
 - Improved financial performance
3. Greater participation
 - Diverse, accessible and inclusive
 - Demand, need and stakeholder feedback
 - Competition capability
4. Local solution
 - Unique and customised local solution
 - Open space
 - Future proof
 - Maximise climate opportunities
5. Industry best practice
 - Contemporary technology

- Operational efficiency
- Environmentally sustainable outcomes

Preferred Facility Option

The options assessment process identified that a demand driven facility option best meets the needs of our region's current and future population. This facility option is depicted in **Attachment 1** and includes the following elements:

- Outdoor 50 metre pool (50 metres x 25 metres);
- Indoor program pool (10 metres x 20 metres);
- Outdoor (sheltered) water play;
- Outdoor slides (tower base with two slides);
- Café;
- Gym/fitness area;
- Program rooms;
- Outdoor recreation areas for mixed use
- Indoor aquatic expansion area (spatial allowance for future expansion).

Incorporating commercial elements within the facility such as the café and gym/fitness area is common practice within contemporary aquatic facilities. Importantly, it will support the facilities commercial viability by offsetting operational costs and provide opportunities for centre managers/operators to incorporate additional contemporary activities into this open space. The inclusion of these elements will not necessarily impact existing businesses through another market competitor as these spaces have the potential to be sub-let and may result in existing businesses opting to relocate their business to this facility.

The demand driven facility option achieves the full functionality of the facility detailed in the Otium Aquatics Report (**Attachment 4**), whilst better meeting the five key criteria. This has been realised through:

- increased flexibility of wet areas through innovation (overall reduction in wet areas from 3,329m² to 2,250m²)
 - installation of a swim wall in the 50 metre pool which will significantly increase the flexible uses by a diverse range of user groups, as depicted in **Attachment 2**.
 - inclusion of a moveable floor in the indoor program pool. This enables the operator to adjust the depth of the pool from 0m to 1.35m to provide flexibility of programs from learn to swim to aged health fitness programs.
 - without these further wet areas would be required
- design response to Port Macquarie's climate maximised (ratio of outdoor wet areas increases from 30% to 56% whilst indoor wet areas decreased from 70% to 44%) reducing overall capital expenditure and ongoing operational costs)
- increased operational efficiencies through improved site layout

Following consultation with the community on this option, the project will be able to progress onto the concept design phase with any amendments identified. It is during this phase that modern design principles will be incorporated to develop a modern and visually exciting facility that will appeal to and attract a diverse range of user groups from within our community and beyond. Indicative examples of such design elements are provided in **Attachment 3**.

Environmentally sustainable design solutions will also be incorporated into the project during the development of the concept design phase to ensure responsible best practice design is developed into the design solution.

Importantly, whilst meeting community demand, this facility option considers the capital cost and operational efficiencies in delivering a longer-term financially responsible venue and has been endorsed by both the community driven Port Macquarie Aquatic Centre Committee and the Project Steering Group (which involves Council's Executive Group and Councillors).

Options

Council may choose to:

1. Adopt the recommendations contained within this report; or
2. Request further information in regards to the Port Macquarie Aquatic Facility project; or
3. Resolve in some other manner.

Community Engagement and Internal Consultation

Internal engagement has taken place with the following stakeholders:

- Director Development and Environment;
- Group Manager Project Delivery;
- Acting Group Manager Recreation, Property and Buildings;
- Group Manager Community;
- Senior Project Manager, Project Delivery;
- Recreation, Property and Facilities Manager;
- Recreation, Property and Buildings Project Steering Group.

The most recent Councillor Briefing was held on 28 April 2021.

External consultation has taken place with the following stakeholders:

- Port Macquarie Aquatic Centre Committee (community group);
- Co-Op Studios;
- Warren Green Consulting;
- Xypher Sport and Leisure;
- BlueFit Group.

In addition to the above stakeholder engagement, this report recommends that broader community consultation be undertaken on the facility option presented via a public exhibition period to seek the community's feedback.

Planning and Policy Implications





There are a range of planning implications associated with this project which are documented in the Detailed Project Plan and assessed through the development application process. Ultimately, the facility will be subject to statutory approvals process in accordance with the Environmental Planning and Assessment Act 1979.

Financial and Economic Implications

Council has allocated a funding commitment to undertake the Demand Analysis, Options Assessment, Concept Design, Business Case and Development Application. Additional funding will be required to finalise detailed design and construction of the facility. The construction costs associated with new contemporary aquatic facilities are significant and will require all funding avenues to be explored in order to achieve project completion.

Further to the above, this project was endorsed as a major strategic infrastructure project at the 21 April 2021 Ordinary Council meeting. Council resolved to pursue progression of this project as a standalone item and as an urgent priority noting the risk of failure of the existing facility.

Attachments

1.  Port Macquarie Aquatic Facility - Swim Wall and Moveable Floor
2.  Port Macquarie Aquatic Facility - Example Design Elements
3.  Port Macquarie Aquatic Facility Preferred Option
4.  Port Macquarie Aquatic Facilities Strategy

Item: 10.06**Subject: POLICY REVIEWS - BEACH DRIVING AND DOGS IN PUBLIC OPEN SPACES****Presented by: Development and Environment, Melissa Watkins**

Alignment with Delivery Program

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

RECOMMENDATION**That Council:**

1. **Note the information contained within this report for the Draft policies for Beach Driving and Dogs in Public Open Spaces.**
2. **Place the Draft policies for Beach Driving and Dogs in Public Open Spaces presented within this report on Public Exhibition from 24 May to 20 June 2021.**
3. **Request the Chief Executive Officer provide a report to the July 2021 Ordinary Council Meeting outlining community feedback received during the public exhibition period.**

Executive Summary

This report details the review undertaken for the Beach Driving Policy and the Dogs in Public Open Spaces Policy, with consideration of any amended legislations or change of use, taking into account stakeholder feedback and community demand for updated information. The review of these policies will also meet the expectation of reviewing policies on a regular basis.

The review followed extensive consultation; relevant stakeholder views have been considered and incorporated, together with community consultation via online surveys.

The Draft Beach Driving Policy provides updated information and guidelines to both the community and Council staff regarding the management and use of recreational vehicles on beaches and adjacent reserves to protect beach users and the environment.

The Draft Dogs in Open Public Spaces Policy clearly defines where dogs are permitted and specifies conditions under which dogs are permitted in public areas.

Discussion

The current Beach Driving and the Dogs in Public Open Spaces policies were reviewed with consideration of the recreational use of the growing population in our LGA, community expectation and feedback, and environmental factors to ensure minimal impact.

The current Beach Driving Policy was adopted on 14/08/2018 and the Dogs in Public Open Spaces Policy was adopted on 20/04/2011.

Draft policy changes:

Following feedback from key stakeholders and survey responses, the following changes have been included in the Draft policies:

Beach Driving:

- Max speed reduced to 40km/h - In response to customer complaints, stakeholder feedback and 51% of survey responses, support for a reduction in speed. 40km/h is consistent with Mid Coast Council, RMS School Zones and recommendation from NPWS.
- Parking at least 25 metres from access points – Numerous complaints received about number of 4WDs parking too close to beach access points. For safety in high traffic areas key stakeholders support introducing this restriction.
- Purchasing permits via PayStay App – Online payment system to allow customers to buy anywhere anytime. Also provides option for Annual permits to be 12 months from date of purchase (previously from 1 July).

Dogs in Public Open Spaces:

- Document updated to new Policy format (Last updated 2011)
- Washhouse Beach re-classified from Off-Leash to Prohibited - Council and NPWS receive many complaints about this section of Washhouse Beach, it's confusing for dog owners to stay within the small 'Off Leash' area in between two Prohibited areas at Pilot Beach and Kattang Nature Reserve. This would reduce signage requirements, reduce confusion and enable NPWS to implement various management programs.

The Policy reviews are an important part of Council's broader review of Beach Management. These items will be actioned separately following adoption of Policies:

- Review and update existing signage (style, consistency and location)
- Introduction of online payment options for Beach Driving permits
- Review and update Beach Driving fees
- Review and update web content and print material
- Education of Policies, highlighting any changes

Coastal Management Program (CMP)

Council will be undertaking an Local Government Area (LGA) wide Coastal Recreational User Needs Analysis as part of the CMP in 21/22, including:

- Survey audit and mapping of existing private and public foreshore infrastructure
- Review of assets that support both foreshore-based and water-based recreational activities

The purpose of the study would be to identify key recreational activities undertaken in the coastal zone, patterns in usage and the suitability of existing infrastructure to support recreation.

This information will be used to define recreational needs in the LGA and appropriate locations/infrastructure required to fulfil this. Future Policy reviews will consider this information for any amendments to Beach Driving restrictions and access points and also Dog Friendly Spaces.

Options

Council may choose to:

1. Adopt the recommendations contained within this report; or
2. Request further information in regards to the Draft Policies for Beach Driving and Dogs in Public Open Spaces; or
3. Resolve in some other manner.

Community Engagement and Internal Consultation

Internal engagement has taken place with the following stakeholders:

- Group Manager Environment and Regulatory Services
- Natural Resources Manager
- Compliance and Rangers
- Group Manager Customer Experience and Communications
- Customer Service Centre Team Leader
- Community Engagement Manager and team
- Parks and Open Space Coordinator
- Group Manager Recreation, Property & Buildings
- Recreation, Property and Facilities Manager;

External consultation has taken place with the following stakeholders:

- Kempsey Shire Council
- Nambucca Valley Council
- National Parks & Wildlife Services

Community Engagement:

- Initial engagement with community – Online Surveys

- **Beach Driving from Fri 22 Jan to Fri 5 Feb 2021.**
700 Responses received – Promoted via PMHC Facebook, Instagram, Have Your Say, emailed to 19 interest groups, including 4WD clubs, Fishing & other recreation clubs such as surf schools, Surf lifesaving clubs, Dog clubs, Veterinarian Clinics
- **Dogs in Public Open Spaces from 11 to 19 Feb 2021.**
224 Responses received – Promoted via PMHC Facebook, Instagram, Have Your Say, emailed to 13 interest groups, including Dog clubs, Dog Training centres, Vets, Animal Welfare Services
- Summary Survey results shared with community
- Following endorsement from the Executive team and Councillors, the Draft Policies will be placed on public exhibition for 28 days
- Further Engagement and Education of adopted Policies

A Councillor Briefing was distributed for review on 3 May 2021.

In addition to the above stakeholder engagement, this report proposes that broader community consultation be undertaken on the Draft Policies presented via a public exhibition period to seek the community's feedback.







Planning and Policy Implications

Following the public exhibition period and consideration of feedback received, a report will be provided to the July Ordinary meeting of Council for adoption of the final Beach Driving and the Dogs in Public Open Spaces policies.

Financial and Economic Implications

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

Attachments

1.  DRAFT Policy - Beach Driving
2.  Beach Driving Survey Summary Report
3.  Engagement Report - Review in Policy Beach Driving - 15 02 2021
4.  DRAFT Policy - Dogs in Public Open Spaces
5.  Dogs in Public Open Spaces - Survey Summary Report
6.  Engagement report - Review of Policy Dogs in Public Open Spaces 23 02 2021

Item: 10.07

Subject: NAMING OF A ROAD AT LAURIETON

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.2 Plan for infrastructure that supports population growth.

RECOMMENDATION

That Council name the laneway south of Hanley Street, Laurieton between Lord and Norman Streets "Alice Lane".

Executive Summary

This is a further report to consider the naming of a currently un-named road at Laurieton. The report recommends that the laneway south of Hanley Street be named Alice Lane.

Discussion

Council at its Ordinary Meeting of 15 July 2020 considered a report on the naming of roads at Laurieton and Port Macquarie. Council resolved:

11.02 NAMING OF ROADS IN LAURIETON AND PORT MACQUARIE

RESOLVED: Intemann/Griffiths

That Council:

1. *Not proceed to name the laneway south of Hanley Street, Laurieton between Lord and Norman streets "Araucaria Lane".*
2. *Request the General Manager to consider an alternative compliant name that is easier to spell and pronounce and provide a report to Council for consideration following conclusion of a further notification period in respect of the proposed naming of the laneway south of Hanley Street between Lord and Norman Streets.*
3. *Name the laneway west of Woods Street, Port Macquarie on the southern boundary of the sports fields and tennis courts "Hammer Lane".*

CARRIED: 7/0

FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

Further to resolution 2, an alternate compliant name being "Alice Lane" has been notified as required under the provisions of the *Roads Regulation 2018*. Research regarding this name sourced from the internet (**Refer Attachment 1**) indicates the

"Alice" was "a wooden ketch of 24 tons built in NSW in 1865 and lost on the bar at Camden Haven, north spit in July 1877". Given this local connection and compliance with Council's adopted Naming of Roads Policy, this name is considered to be appropriate.

Options

There is the option to:

1. Name the laneway Alice Lane.
2. Select another name for the laneway.

Council's policy Naming and Renaming of Roads states that the use of names of people (living and deceased) are excluded as a source of road names.

Notwithstanding the above, in exceptional circumstances as determined only by formal resolution of Council, the names of deceased persons, eg early settlers, war servicemen and women and other persons who have contributed significantly to the heritage of the area, may be used having regard to the Principles and Guidelines published by the GNB.

Should Council resolve to proceed with Option 2 above, it will be necessary to:

- Formally withdraw the compliant name "Alice Lane" from the GNB database;
- Submit the alternate name on the GNB database and otherwise comply with the public notification requirements set out in the *Roads Regulation 2018*; and
- Consider any submissions received in response to the public notification before resolving to adopt another name.

Community Engagement and Internal Consultation

Pursuant to the notification provisions specified in the *Roads Regulation 2018*, notification of the proposed name, Alice Lane, was given to mandated statutory bodies, adjoining landowners and on Council's website.

During the notification period, a request was received from the Camden Haven Historical Society to provide additional time for the lodging of their submission. An extension on three weeks was provided. The submission from the Camden Haven Historical Society (**Attachment 2**) was the only submission received as below.

Submission		Issue
1.	Camden Haven Historical Society	No merit in name selected by Council staff.
	Response/Comment:	The alternate name selected by Council staff was drawn from material on the internet. The inclusion of the "Alice" in the database of NSW shipwrecks was sourced from <i>The Shipwreck Atlas of NSW</i> and <i>Australian Shipwrecks</i> by Loney, J K. (Jack Loney was an inaugural member of the Victorian Governments Historic Shipwrecks Advisory Committee and is recognised for his

		outstanding contribution to maritime history and the preservation of Australia's shipwreck and maritime heritage).
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Planning and Policy Implications

The proposed alternate name complies with Council's policy "Naming and Renaming of Roads" and meets the naming requirements stipulated by the NSW Geographical Names Board.

Financial and Economic Implications

There is a nominal cost in the manufacture and installation of a road name sign.

Attachments

1.  Attachment 1 Source of Road Name
2.  Attachment 2 Submission

3 Your Business and Industry

What we are trying to achieve

A region that is a successful place that has vibrant, diversified and resilient regional economy that provides opportunities for people to live, learn, work, play and invest.

What the result will be

We will have:

- A strong economy that fosters a culture supportive of business and ensures economic development of the region
- Townships, villages and business precincts that are vibrant commercial, cultural, tourism, recreational and/or community hubs
- A region that attracts investment to create jobs
- Partnerships that maximise economic return and create an efficient and effective business environment

How we will get there

- 3.1 Embrace business and a stronger economy
- 3.2 Create vibrant and desirable places
- 3.3 Embrace opportunity and attract investment to support the wealth and growth of the community
- 3.4 Partner for success with key stakeholders in business, industry, government, education and the community

Item: 11.01

Subject: ECONOMIC DEVELOPMENT STRATEGY 2017-2021: SIX MONTHLY REPORT ON PROGRESS

Presented by: Strategy and Growth, Jeffery Sharp

Alignment with Delivery Program

3.1.1 Assist the growth of local business and industry, ensuring this is a central consideration of Council activities.

RECOMMENDATION

That Council:

- 1. Note the six-monthly progress report on implementation of the 2017-2021 Port Macquarie-Hastings Economic Development Strategy.**
- 2. Note development of a new Economic Development Strategy has commenced.**

Executive Summary

The implementation of actions under Council's 2017-2021 Economic Development Strategy continues the work delivered under the 2013-2016 Strategy to enhance the economic future for our region. Delivery of a diverse range of projects is underway, with progress being achieved through collaboration between Council, local business and industry groups. Priorities and progress of the Strategy's implementation continues to be overseen by Council's Economic Development Steering Group (EDSG). This report provides an update on the Strategy Implementation over the last 6 months.

In addition to implementing the Strategy actions, it is acknowledged that the events of the past 18 months have required an urgent focus on priorities that supported economic recovery from the 2019 bushfires, the impact of COVID-19, and the recent impact of major floods on local business, industry and our economy.

A new Port Macquarie-Hastings Economic Development Strategy is currently being developed, and will consider efforts Council can take to support the resilience evident across the region's local economy and future development needs.

Discussion

In adopting the 2017-2021 Economic Development Strategy, Council resolved to monitor implementation by way of a six monthly report on progress against actions. The Strategy was considered to be a renewal rather than a totally new strategy and continued with the following five key outcomes:

1. Embracing business and a stronger economy;
2. Providing the foundations;

3. Creating vibrant and desirable places;
4. Embracing opportunity.
5. Partnering for success.

In the past six months, progress has continued under the above themes. Attachment 1 provides an overview of the range of actions and initiatives that have been completed or progressed in the period October 2020 to May 2021.

Some key economic development outcomes over the past six months include:

- Delivery of a range of Council, State and Federal-funded bushfire and COVID-19 recovery projects;
- Foreshore pathway / Town Green upgrades;
- Continuation of works in relation to the Health and Education Precinct;
- Opening of the Innovation Hub in partnership with Charles Sturt University;
- Advocating for key disaster recovery initiatives following bushfires, COVID-19 and floods.

Priorities for the next 6 months include:

- Development of a new Economic Development Strategy;
 - Destination Brand Review;
 - Cultural Plan Renewal;
 - Reinvigorating previous and new air services/routes;
 - Promotion of the NBN Business Fibre Zone;
 - Completion of a 2021 business Confidence Survey;
 - Support to local Chambers of Commerce and business networks.
- 6.

Local Economic Climate

As an update on our local economic climate, the region has shown incredible resilience against the series of serious shocks that have been experienced. This has been supported by significant stimulus from the NSW and Commonwealth Governments, and additional Council-funded/managed COVID-relief and Bushfire Recovery projects and a range of hardship measures. Further, leading indicators, including unemployment levels and dwelling approvals, are evidence that the region is experiencing a period of continued economic growth. It is acknowledged, however that the recent floods have had serious implications for some industries and businesses, so that broader picture is definitely not reflected in the circumstances of every local business or industry.

Reporting from the education industry indicates the region is attracting significant numbers of school-aged children - countering pessimistic projections at other levels of Government of a rapidly ageing local population, and supporting a more-balanced nuance to how the region will experience the impact of an ageing Australia. Enrolment patterns indicate the structural change in the nature of historically metro-based work (i.e. now being able to work remotely), is seeing increases in migration of highly-skilled workers bringing high-value occupations to work in our region, with private education experiencing significant increases in enquiry and enrolments. This apparent demographic shift in migration, the scale of which will be confirmed by the 2021 Census, will continue to change demand for local business services - extending

on the period seen over recent years that supported the establishment of more high-value and specialist services.

That being said, such economic development and growth is not coming without challenges. The significant increase in housing demand in our region - at the surface driven by regional migration - was producing a pronounced housing squeeze prior to the floods, forcing rents and house prices higher over the course of a few short months in late 2020 and early 2021. After the devastation of the March floods - which is estimated to have resulted in serious damage to some 800 houses across our region - many families and individuals continue to live in a variety of emergency accommodation, with many now having difficulty accessing suitable housing. This housing squeeze is now also impacting on skills attraction for key industries, with businesses looking to bring skilled labour to the region now expressing concern that they will not be able to secure suitable or affordable housing. Likewise, the local community is expressing concern at increasing levels of traffic congestion, and the impact on our region's environmental sustainability.

The events of each month of the past two years have impacted local industries uniquely and at differing times, indicating the value of Council's efforts under the 2017-2021 Economic Development Strategy to develop a diversified economy are constructive in supporting the local region through the unforeseen series of events that occurred. Further, the strength of the business community in delivering solutions throughout a period of shocks without precedent, demonstrated the value of the vibrant, innovative and supportive business culture that exists in our region. Council continues to work closely with our broader community, Chambers of Commerce and local industry groups to support our region's recovery.

Council will continue to implement measures to support local business and our local economy, and key Strategy initiatives will continue to be considered by the Economic Development Steering Group at its monthly meetings. A comprehensive review of the Strategy and development of a new Strategy is currently underway. This review and the development of a new Economic Development Strategy (which be presented as a draft to the new Council in late 2021) has a view to further building on our region's resilient, diversified local economy.

Options

Council may note the report or choose to ask for further information.

Community Engagement and Internal Consultation

Community Engagement

The Strategy implementation is undertaken working with local business and industry, other levels of Government and relevant stakeholders and with oversight by the Port Macquarie-Hastings Economic Development Steering Group.

Internal Consultation

Strategy action implementation has been undertaken by/in collaboration with a wide range of Council staff.


Planning and Policy Implications

There are no planning or policy implications arising from this update report specifically, although it is acknowledged that current and future Council policy can impact on local economic performance.

Financial and Economic Implications

It should be recognised that there is the potential for significant economic benefits to the Local Government Area if the outcomes identified in the adopted Strategy are achieved.

Attachments

1.  2017-21 Economic Development Strategy Implementation - May 2021

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: 12.01**Subject: PETITION - KOALA HABITAT WITHIN THE FANTASY GLADES
DEVELOPMENT D2019/934****Presented by: Chief Executive Officer, Dr Clare Allen**

Alignment with Delivery Program

1.1.1 Use a variety of tools to engage with the community in a manner that is transparent, effective, relevant and inclusive.

RECOMMENDATION**That Council:**

- 1. Note the petition received by residents regarding the proposed Fantasy Glades development (D2019/934) and their concerns that koala habitat may be impacted as a result.**
- 2. Write to the organisers of the petition outlining Council's actions.**

Discussion

A petition has been received by Council from approximately 200 residents raising concerns with the proposed Fantasy Glades development (D2019/934) and koala habitat that may be impacted as a result of the development. This follows on from an epetition with over 12,400 signatures recently circulated to Councillors.

In accordance with Council's "Petitions Policy", petitions lodged with Council containing 100 signatures or more will be included on the agenda of the next available Ordinary Council Meeting of Council where the agenda has not already been determined with a recommendation for notation. Accordingly, a copy of the petition is tabled for the information of Council.

Options

Council may resolve to note the petition or resolve in some other manner as appropriate.


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.  Petition - Impact Proposed Fantasy Glades Development Could have on Koala Habitat

Item: 12.02

Subject: DEVELOPMENTS, PUBLIC PLACE & EVENTS WASTE
MINIMISATION AND MANAGEMENT POLICY - POST
IMPLEMENTATION REVIEW

Presented by: Corporate Performance, Rebecca Olsen

Alignment with Delivery Program

4.1.7 Develop and implement effective waste management strategies.

RECOMMENDATION

That Council:

- 1. Note the post implementation review of the Developments, Public Place & Events Waste Minimisation and Management Policy;**
- 2. Undertake further engagement with the local development and construction industry with regard to potential adjustments to Council's fees and charges to incentivise positive waste minimisation and management outcomes.**

Executive Summary

At the Ordinary Council Meeting held on 3 June 2020, Council resolved to adopt the Developments, Public Place & Events Waste Minimisation and Management Policy to reduce waste to landfill and promote effective waste management principles for new developments, public places and public events.

At that meeting, Council also resolved to request a further report be presented to the May 2021 Ordinary Council Meeting reviewing the implementation of the policy, including feedback from event promoters, and potential adjustments to Council's fees and charges that could incentivise positive waste minimisation and management outcomes.

This report outlines the post implementation review undertaken of the policy since its adoption in June 2020.

Discussion

At the Ordinary Council Meeting held on 3 June 2020, Council resolved to adopt the Developments, Public Place & Events Waste Minimisation and Management Policy as below:

*13.01 DEVELOPMENTS, PUBLIC PLACE & EVENTS WASTE MINIMISATION
AND MANAGEMENT POLICY - POST EXHIBITION REVIEW*

RESOLVED: Turner/Hawkins

That Council:

1. Adopt the Developments, Public Place & Events Waste Minimisation and Management Policy.
 2. Thank the community for the feedback received during the recent consultation period regarding the draft Waste Minimisation and Management Policy.
 3. Request the General Manager bring a report back to the May 2021 Ordinary Council Meeting that provides:
 - a) An analysis of the policy's impact on developments, public place and events waste minimisation and management;
 - b) Potential adjustments to Council's fees and charges for the 2021/2022 financial year that could incentivise positive waste minimisation and management outcomes;
 - c) Feedback from event promoters on the ease of complying with the Developments, Public Place & Events Waste Minimisation and Management Policy.
- CARRIED: 8/0
FOR: Alley, Dixon, Griffiths, Hawkins, Intemann, Levido, Pinson and Turner
AGAINST: Nil

This report addresses Resolution 3 above.

Developments and Public Place Waste Management

The Developments, Public Place & Events Waste Minimisation and Management Policy ("Policy") sets out the requirements to ensure appropriate development provisions are made for waste bin storage, collection and source separation of domestic, commercial and construction waste.

It is noted that at the Ordinary Council Meeting held on 3 June 2020, Council also resolved to approve the Port Macquarie - Hastings Development Control Plan which requires development applications to address the relevant requirements of the Policy.

Feedback received from Council's Development Assessment Planners has reported that the Policy with link to the Development Control Plan has provided a useful policy framework and reference to improve waste minimisation and management considerations within larger developments. It is noted that Council has no ability to regulate "complying development" making it difficult to mandate the sorting of building waste on these developments.

The feedback however has also suggested that there is limited awareness of the requirements of the Policy within the local development / construction industry, with further promotion and education required with local industry organisations.

In March 2021, Waste Services staff provided a presentation to the Master Builders Association to build awareness of the Policy, discuss the policy provisions regarding construction and demolition waste and source separation, and to seek feedback from the industry regarding their challenges and desire to separate waste.

While feedback received was positive with regard to the intent of the Policy to improve separation and reduce mixed waste to landfill, further engagement and education is required to demonstrate the benefits to industry and how the requirements can be achieved on building sites noting space, time and cost constraints.

Construction and demolition (C&D) waste represents around 25% of all waste to landfill in the Port Macquarie - Hastings local government area and a significant cost both in terms of landfill capacity and waste levy payments.

C&D waste will form a key component of Council's proposed waste strategy review, following the release of the NSW Government's 20-year waste strategy in the coming months.

While the Policy requires the separation of construction waste into various streams to improve recovery rates, further engagement with the local development / construction industry will seek to review Council's requirements for site waste minimisation and management plans (as part of the Development Application process) supported by appropriate monitoring and compliance processes. Feedback has been received from commercial waste management operators that Council should implement stronger monitoring and compliance mechanisms to minimise construction and demolition waste, maximise resource recovery, and ultimately reduce waste to landfill.

In this regard, further implementation of the Policy may also need to be considered in conjunction with a review of Council's Fees and Charges for the disposal of mixed (unsorted) building waste to landfill, increasing this weight based fee to financially encourage improved separation of building waste materials on site.

Council currently offers a single weight based fee for "Building Waste (Landfill)" at Cairncross, at a rate of \$240 per tonne (incl. GST - 2020-21). This is the same rate for "General Waste". To encourage improved separation of building and other waste streams, a revised / new fee combination could be introduced providing different rates for sorted and unsorted loads as below:

- General waste - sorted \$252.00 per tonne incl. GST (proposed 2021-22)
- General waste - unsorted \$378.00 per tonne incl. GST (proposed 2021-22)

The proposed new unsorted rate is based on a 50% surcharge over and above the sorted rate.

The approach using sorted and unsorted general waste fees is consistent with neighbouring Councils, Kempsey Shire and MidCoast.

Council's Schedule of Fees and Charges already includes other fees to incentivise the separation of waste and improved resource recovery, as below:

- Green waste \$66.00 per tonne incl. GST (proposed 2021-22)
- Bricks and concrete \$30.00 per tonne incl. GST (proposed 2021-22)
- Clean fill / VENM \$110.00 per tonne incl. GST (proposed 2021-22)
- Scrap metal no charge
- Recyclables no charge
- Other eg hazardous waste by negotiation (subject to the type of material)

It is recommended that enhanced monitoring and compliance mechanisms and any increase in the fee for the disposal of mixed (unsorted) building waste to landfill is undertaken in consultation with the local development / construction industry to ensure that the Policy requirements are sustainable and not too onerous on Council

and the construction industry to implement, while noting the intent to promote improved waste management outcomes. It is proposed to undertake this engagement within the next 3 to 6 months.

In addition to further promotion and education associated with the ongoing implementation of the Policy, it is also proposed to undertake further engagement with local waste management (skip bin) providers to investigate opportunities for improved separation and potential offsite sorting to improve resource recovery of building waste materials.

With regard to public place waste, the Policy provides the framework for the consistent and increased provision of recycling bins and bin enclosures at public places and reserves with corresponding improved waste management outcomes.

In addition to implementing the Policy, Council is continuing to encourage waste separation and landfill diversion by implementing a range of waste education programs, including the Hastings Family and Multi Unit Dwelling (MUDs) Organics Program. The MUDs organics project is increasing the provision of food and garden organics (FOGO) green bins and associated collection services at multi-unit dwellings, diverting food and garden organics from communal general (red bin) waste and landfill.

Events

With regard to events, the Policy sets out the requirements for the size, type and number of waste bins to be provided to ensure the separation of waste between general waste, recycling, and organics, and to minimise contamination of the waste streams. The Policy also encourages the waste hierarchy principles and priorities to 1st avoid - 2nd reuse - 3rd recycle - 4th compost.

A key requirement of the Policy is for event organisers to prepare and submit a detailed Event Waste Management Plan (EWMP) to Council for approval, no less than two (2) weeks prior to the event.

With the impact of COVID-19, there were a limited number of events held in the second half of 2020. As a result, limited feedback has been received from event organisers to date.

Event numbers are now increasing as the public gathering restrictions ease, and further feedback will be assessed via a "satisfaction survey" which is sent to all event organisers following their event.

In general, the majority of event organisers have expressed the desire to promote sustainable events, with some organisers promoting specific waste minimisation messaging in conjunction with their event.

Feedback on the Event Waste Management Plan (EWMP) has been mixed with some event organisers reporting that the EWMP was easy to complete and added value to their event waste management considerations while others found the process difficult. This feedback tended to vary depending on the type of event and experience of the event organiser. Council's Waste Services staff will continue to engage with event organisers and provide guidance, support and flexibility where

necessary to ensure that appropriate consideration is given to waste management needs in line with the size and type of event.

The Policy has initiated some positive waste reduction actions, including BYO water bottles, and the use of KeepCup reusable coffee cups. A significant proportion of events are capturing eligible drink containers via return and earn collection points which has in cases reduced the number (and cost) of recycling bins required.

Single-use coffee cups continue to be a major contaminant in recycling bins, and improved signage and ongoing education is needed to address this issue.

Council, in conjunction with Remondis, has undertaken a trial of Australian Standard Certified “compostable” (incl. PLA lined) packaging at the Cairncross organics processing facility. This trial has shown that the “compostable” packaging tested takes approximately 70 days to sufficiently break down through the organics process as opposed to the standard 27 day organics processing cycle. Further consideration of these results needs to be given before “compostable” material will be able to be processed routinely through the current organics facility.

While “compostable” packaging plays a role in waste minimisation, it is noted that avoiding, reusing and recycling waste are higher in the circular economy waste hierarchy and are encouraged before composting, particularly in relation to packaging.

Where organics bins have been provided at events, the level of contamination has been too high to make this effective. Improved signage, ongoing education and improved monitoring will be needed to address this issue. Organics bins have proved successful where deployed for “back-of-house” food vendors.

The monitoring and compliance provisions of the Policy have proved difficult for organisers and Council alike, with a lack of volunteer and Council staff resources available on event days to implement the requirements effectively.

To support a range of events, Council has purchased additional general waste (red) and recycling (yellow) bin hoods to improve the amenity of waste bin station areas and the signage / recognition of general waste and recycling bins.

Next Steps

As outlined above, the ongoing implementation of the Policy will be supported by:

- Further engagement and waste education with the local development / construction industry and event organisers to:
 - build awareness of the relevant requirements of the Policy;
 - co-design appropriate monitoring and compliance mechanisms;
 - consider potential adjustments to Council's fees and charges to incentivise positive waste minimisation and management outcomes;
- Engagement with local waste management providers to investigate opportunities for improved separation and potential offsite sorting to improve resource recovery of building waste materials.

Options

This is an information report.

Community Engagement and Internal Consultation

This report has been prepared to consultation with Council's:

- Development Assessment Planners;
- Waste Projects Officer;
- Waste Administration Officer;
- Group Manager Commercial Business Units.

A Briefing was provided to Councillors on 5 May 2021 as part of a broader waste services / strategy briefing.

Planning and Policy Implications

There are no planning and policy implications in relation to this report. It is proposed to support the ongoing implementation of the Policy through further engagement and waste education with stakeholders.

It should be noted that this Policy is just one of a number of complementary initiatives that Council is progressing under its *Waste Strategy 2017 - 2024* to avoid and reduce waste to landfill. Consistent with the NSW Government's 20-Year Waste Strategy directions, these initiatives include:

Direction 1: Generate less waste

- Waste education initiatives (awareness and behavioural change) including:
 - "Which Bin", including A-Z Guide, WasteInfo app
 - Red Bin Challenge
 - Hastings Family, school and pre-school programs
 - Love Food Hate Waste (MidWaste)
 - Litter campaign
 - Plastic Free July
- Project initiatives including:
 - Multi-Unit Dwellings (MUDs) Organics project
 - Community Recycling Centre (CRC) upgrades at waste transfer facilities.

Direction 2: Improve collection and sorting

- Continued focus on Council's three bin collection system (red, yellow, green)
- Material Recovery Facility (MRF) recycling and Organics Resource Recovery Facility (ORRF) operations
- Waste education as above
- Project initiatives including:
 - Multi-Unit Dwellings (MUDs) Organics project
 - Community Recycling Centre (CRC) upgrades at waste transfer facilities.

Direction 3: Plan for future infrastructure

- Project initiatives including:
 - Port Macquarie (Kingfisher) waste transfer facility upgrade (new weighbridge / access)

- Cairncross landfill facility expansion (Stage 1 commenced January 2021)
- Material Recovery Facility (MRF) recycling options.

Direction 4: Create end markets

- Project initiatives including:
 - Investigating opportunities for recycled waste products, including (though not limited to) recycled glass, crushed concrete, and diversion of materials currently not diverted from landfill such as plasterboard, polystyrene etc.

Financial and Economic Implications

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

Further implementation of the Policy may need to be considered in conjunction with a review of Council's Fees and Charges for the disposal of mixed building waste to landfill, increasing this weight based fee to financially encourage improved separation of building waste materials on site. It is recommended that any increase in the fee for the disposal of mixed (unsorted) building waste to landfill is undertaken in consultation with the local development / construction industry.

The Policy will ultimately result in a reduction of waste sent to landfill. This reduction in waste will have a direct cost saving to the community through the reduction in waste disposal fees and the NSW waste levy.

Attachments

Nil

Item: 12.03

Subject: FERRY OPERATIONS

Presented by: Infrastructure, Dan Bylsma

Alignment with Delivery Program

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

RECOMMENDATION

That Council:

- 1. Note the information provided in this report.**
- 2. Note the community feedback received as part of the recent ferry engagement survey.**
- 3. Note the average annual operating deficit of the ferry services over the last four years was \$941,400, and that any change in service level should consider an increase in ferry fees to cover this increased expense.**
- 4. Note that a two-person operation on the Settlement Point Ferry may be required to meet Australian Maritime Safety Authority (AMSA) navigation requirements, which can also provide efficiency in loading and travel times. This would increase annual running costs by \$66,250 and require an approximate 10% increase in fees to recover this expense.**
- 5. Consider a six week trial to extend the Hibbard Ferry hours of operation to 6.00am-9.50am and 2.00pm-6.50pm weekdays (Additional 1 hour 15 minutes) funded from the Ferry Reserve. Continue to monitor the vehicle movements and vehicles Left on Bank (LOB) during the trial and report these back to a future Council meeting.**
- 6. Note that a permanent increase to the Hibbard Ferry hours of operation to 6.00am-9.50am and 2.00pm-6.50pm weekdays would increase annual running costs by \$22,640 and require an approximate 3% increase in fees to recover this expense.**

Executive Summary

Following community representations and a Mayoral Minute to the 9 December 2020 Ordinary Council meeting, and a further report to the 17 February 2021 Ordinary Council meeting, this report aims to highlight outcomes of the community engagement and monitoring of the ferry services.

The Hibbard Ferry currently operates between 6.30am-9.50am and 2.45pm-6.50pm Monday to Friday and 8.00am-6.50pm on weekends and public holidays.

Community engagement results indicate the majority of respondents are seeking reduced wait and travel times as well as expansion of Hibbard Ferry operating times. Many responses indicated that the cost of the ferry was too expensive.

On average, the ferry data indicates there is remaining capacity on the Settlement Point Ferry and as such provides limited supporting data to extending the Hibbard Ferry hours of operation.

Discussion

Council received a number of requests to increase the hours of operation of the Hibbard Ferry, largely centred around increased waiting times and vehicle queuing for the Settlement Point Ferry service.

Following a briefing to Councillors in February, it was resolved at the 17 February 2021 Ordinary Council meeting:

13.04 FERRY OPERATIONS

MOTION: Pinson/Griffiths

That Council:

1. *Note the growing North Shore community angst in relation to the Hibbard Ferry limited operating hours.*
2. *Note the numerous correspondence received in relation to the above and also the safety concerns of residents on Settlement Point Road due to the condition of the road and the additional traffic using the Settlement Point Ferry.*
3. *Conduct a six week trial, extending the Hibbard Ferry hours of operation to 6.30am to 6.50pm Monday to Friday following the February/March Out of Water Slipping of the Ferry and after the Easter School holidays when ferry operations are back to normal.*
4. *Fund this trial from the Ferry Reserves.*
5. *Request the Chief Executive Officer convene a meeting with Member for Port Macquarie, the Hon Leslie Williams MP, and the Member for Oxley, the Hon Melinda Pavey MP, to discuss the future of the Ferry services.*
6. *Request the Chief Executive Officer provide a report to the July 2021 Ordinary Council Meeting, outlining the findings from the six week trial.*

LOST: 1/5

FOR: Pinson

AGAINST: Alley, Griffiths, Hawkins, Intemann and Turner

RESOLVED: Turner/Intemann

That Council:

1. *Note the information provided in this report.*
2. *Request a further report to the April 2021 Council Meeting.*
3. *Endorse monitoring and community engagement during the February/March Hibbard Ferry slipping.*
4. *Request the Chief Executive Officer convene a meeting with Member for Port Macquarie, the Hon Leslie Williams MP, and the Member for Oxley, the Hon Melinda Pavey MP, to discuss the future of the ferry services and other potential construction of crossings of the Hastings River and Maria River.*

CARRIED: 5/1

FOR: Alley, Griffiths, Hawkins, Intemann and Turner

AGAINST: Pinson

The Settlement Point Ferry currently operates a 24/7 service. In comparison, the Hibbard Ferry operates from 6.30am-9.50am and 2.45pm-6.50pm Monday to Friday and 8.00am-6.50pm on weekends and public holidays. During the school holidays the Hibbard Ferry hours are extended to 6.30am-6.50pm Monday to Friday.

The total 2019/20 operational costs for both ferries was \$1,651,870, while the income generated was \$561,000. This left an operational deficit for 2019/20 of \$1,090,870. The average annual operational deficit over the past 4 years was \$941,400. Any operational deficit needs to be funded from General Revenue.

The current service standard for vehicles travelling across from bank to bank is under 23 minutes. This is calculated based on an average loading and transit time of 7.5 minutes per trip. For example, if a car arrived at the bank but just missed that ferry, the ferry would take 7.5 minutes to cross, then 7.5 minutes to return to the original bank and then load that waiting car to convey it across the river in a further 7.5 minutes (totalling 22.5 minutes). Council strive to transport 95% of vehicles within this timeframe.

There are a number of factors that can impact these service levels including:

- “Peak Hour” in the morning and afternoons
- School Day delays for 8am connection with Busway Bus service
- Monthly ticket sales increases cashless transactions
- Traffic accidents
- Ferry slipping
- Mechanical breakdowns
- Flood and other disasters
- Events
- School or Public holidays with increased tourist activities
- Local Development in the North Shore or Settlement Point areas
- Council operational activities (like unsealed roads gravel resheeting)

Unfortunately, not all impacts can be planned for or predicted and there will always be occasions where excessive traffic builds up and waiting times extend.

Data monitoring

A comprehensive report of the data collected is provided as Attachment 1 of this report.

Data collected between 1 July 2017 and 22 April 2021 indicates the following:

Hibbard Ferry:

- On average, 10 empty car spaces exist per trip during morning peak hours
- On average, 11 empty car spaces exist per trip during evening peak hours

Settlement Point Ferry:

- On average, 10 empty car spaces exist per trip when the Hibbard Ferry is not in operation
- Average loads between 5.30am-6.30am are roughly 4 vehicles per trip
- Average loads between 10.00am-2.45pm are roughly 11 vehicles per trip
- Average loads between 7.00pm-8.00pm are roughly 3 vehicles per trip

On average, the data indicates there is remaining capacity on the Settlement Point Ferry outside of the regular operating hours of the Hibbard Ferry.

The extraordinary events over 2020 and 2021 have seen instances of additional peak loadings occurring in the morning and afternoon periods, however consistent with previous data, the Settlement Point ferry has on average continued to have remaining capacity when Hibbard Ferry is not operating.

Council is currently investigating alternative/upgraded options for cashless payment, with the objective of increasing the speed of the transaction process and as a result, the vehicle loading times, reducing the number of vehicles left on bank.

The Australian Maritime Safety Authority (AMSA) has recently raised navigational sight distance issues on the Settlement Point Ferry when larger trucks are loaded on the ferry. A potential solution to this issue is implementing a two-person operation to the Settlement Point Ferry throughout the day on weekdays. This increased safety measure would also have the added benefit of improving loading times.

The average loading and crossing time for a one-person operation is 11 minutes and an average loading and crossing time is 7.5 minutes with a two-person operation. The reduced loading and crossing time results in an increase from 5.45 river crossings per hour (114 vehicle spaces) to 8 river crossings per hour (168 vehicle spaces).

Options

Council has the following options:

1. Resolve in line with the recommendation
2. Continue with existing Hibbard Ferry hours of operation and increase the Settlement Point Ferry to a two-person operation;

3. Trial a six week period to extend the Hibbard Ferry hours of operation to 6.00am-9.50am and 2.00pm-6.50pm weekdays (Additional 1 hour 15 minutes)
4. Trial a six week period to extend the Hibbard Ferry hours of operation to 6.30am-6.50pm weekdays;
5. Determine a combination of the above or an alternate option.

Community Engagement and Internal Consultation

Community consultation was undertaken over a two-week period between 3-17 March 2021, via online and hardcopy survey. A total of 207 people participated in this engagement activity.

The key themes from this engagement activity include:

- Reduced waiting times
- Expansion of operating times for Hibbard Ferry
- High costs of ferry tickets
- Alternate access to the North Shore (i.e. a bridge)
- Replacement ferry during slipping periods

While one of the major key themes was the desire for reduced waiting times, in response to the question “how long do you currently have to wait in line for a ferry service?” 81% of respondents indicated travel times of less than 20 minutes outside morning and afternoon peak periods, and 53% of respondents indicated travel times of less than 20 minutes during the morning and afternoon peak periods when both ferries are in operation. This aligns with Council’s service standard of 23 minutes.

It should be noted that the community engagement survey results indicate the community wish to have a greater level of service, however they feel the cost of the ferry is too high, suggesting that they may not be willing to pay an increase in fees for any changes to the service level.

The Community Engagement Report is provided as Attachment 2 of this report.

Internal consultation occurred with the following staff:

- Fleet Services Manager
- Transport and Stormwater Network Operations Manager
- Group Manager Infrastructure Operations
- Community Engagement Team
- Customer Service

Planning and Policy Implications

There are planning implications involved in extending the hours of the Hibbard Ferry. A review of the maintenance strategy will be required due to the increased operations, which may result in changes to the slipping and servicing requirements.

Financial and Economic Implications

There are ongoing financial and economic implications to any adopted changes to the ferry service.

Option 1

Increasing the Settlement Point Ferry to a two-person operation would incur an additional annual cost of \$66,250. Given the potential need to increase this service to a two-person operation as a result of the navigational issues raised by AMSA, this cost may still be incurred. To recover this cost, an approximately 10% increase in fees would be required.

Option 2

Trial an increase to Hibbard Ferry operations to 6.00am-9.50am and 2.00pm-6.50pm weekdays.

This would be at an additional annual cost of \$22,400, and a six week trial would cost approximately \$3,862. To recover the annual cost an approximately 3% increase in fees would be required.

Option 3

Trial a six week period to extend the Hibbard Ferry hours of operation to 6.30am-6.50pm weekdays;

Extending the Hibbard Ferry operation to 6.30am-6.50pm weekdays would incur an additional annual cost of \$97,850, and a six week trial would cost approximately \$22,500. To recover the annual cost, an approximately 15% increase in fees would be required.

The Ferry Reserve currently has a balance of \$560,500.

Anticipated slipping costs average \$700,000 every four years. The Hibbard Ferry requires replacement in the coming 4-6 years at an approximate cost of \$5 Million. Any change to ferry operations will also result in additional maintenance and servicing costs and will accelerate the decline of this asset.

Additional costs above the Reserve balance are funded through General Revenue.

Attachments

1.  Ferry Monitoring Data
2.  Community Engagement Report - Hibbard Ferry Services

Item: 12.04**Subject: SEWAGE ISSUES IN BONNY HILLS AREA****Presented by: Infrastructure, Dan Bylsma**

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 note the information provided in this report.

Executive Summary

The purpose of this report is to detail the sewer issues raised by the Bonny Hills Progress Association and the options available to Council to address these.

Overflows are not uncommon in coastal catchment areas and Council is licenced by the EPA to overflow via Duchess Creek to Rainbow Beach.

Council acknowledges the sewer system has some shortcomings and are working to rectify surcharge issues across the Local Government Area, with priority given to catchments that experience surcharging inside properties. It should be noted, though that in a heavy rain event, there is little that can be done, even with the best sewer system, to prevent an overload of the network and subsequent surcharging.

A number of actions are planned to assist Council in identifying issues and prioritising remediation works in the Bonny Hills catchment and more broadly across the Local Government Area.

Discussion

At the 17 February 2021 Ordinary Council Meeting it was resolved:

**06.01 BONNY HILLS PROGRESS ASSOCIATION CORRESPONDENCE -
SEWAGE ISSUES IN BONNY HILLS AREA**

RESOLVED: Pinson

That Council:

1. *Note the correspondence from the Bonny Hills Progress Association as attached to this Mayoral Minute as Attachment 1.*
2. *Request the Chief Executive Officer respond to this correspondence appropriately addressing the issues raised and advising Council's resolution in the matter.*
3. *Request the Chief Executive Officer to provide a report to the May 2021 Ordinary Council Meeting detailing the issues raised in the correspondence from the Bonny Hills Progress Association and options available to Council to address these issues.*

CARRIED: 6/0

FOR: Alley, Griffiths, Hawkins, Intemann, Pinson and Turner

AGAINST: Nil

To address point 2 of the above resolution, correspondence was sent to the Bonny Hills Progress Association on 19 March 2021 in response to their letters dated 10 February 2021, as referenced in the above resolution, and 5 March 2021. Refer to Attachment 1 of this report.

This report seeks to address point 3 of the above resolution by detailing the issues raised by the Bonny Hills Progress Association and the options available to Council to address these.

Issues raised:

- Concern about the likely health hazards for beach users caused by discharges from the Wastewater Treatment Plant and associated sewage infrastructure
- Priority of fixing these persistent sewage and stormwater problems

Overflows are not uncommon in coastal catchment areas as sewerage systems are not designed to transport stormwater in heavy or sustained rain events. This is why the EPA provide conditions in sewerage system licences for the overflow of untreated or partially treated sewage to a specified location where it is heavily diluted.

In sustained and high intensity rainfall and with large amounts of stormwater, the storage ponds at the Wastewater Treatment Plant fill faster than the Plant can treat and once they reach full capacity, the excess discharges in line with the designated overflow and Council's EPA licence.

The design of the system does allow for some stormwater inflow and infiltration, however it is impractical to build infrastructure that is able to cope with all quantities and intensities of rainfall.

Overflow via Duchess Creek to Rainbow Beach from the Bonny Hills Wastewater Treatment Plant was considered when the EPA licence condition was permitted. Overflows to public recreation waterways are not uncommon across the State.

Advice from NSW Health following a heavy rain or storm event is to avoid using any public recreation waterway for a minimum of 24 hours and up to 3 days.

Surcharges of the sewer system also occur as a result of stormwater inflow and infiltration and there is often little we can do, even with the best system in place, to prevent an overload of the network and subsequent surcharging in high intensity rain events.

Stormwater inflow and infiltration in the sewer network can occur through:

- Aging assets (both private and public) as the ground water levels increase and leach through the pipework
- Localised flooding that enters manholes, relief gullies and pumping stations
- Illegal residential stormwater connections e.g. connections to roof gutters or sub soil drainage

Inflow and Infiltration (I&I) testing assists in significantly reducing the pressure on our sewer network through identification and subsequent rectification of areas where stormwater is entering the sewer network.

I&I testing has been prioritised according to the high volume catchment areas experiencing sewer surcharges inside their properties. The delivery of this work has been delayed due to the challenges involved in securing an interstate contractor, however we are confident this program will recommence in the 2021/22 financial year.

Council is currently developing a sewer event 'hot spot' map. This will be overlaid with the existing stormwater 'hot spot' map to identify recurring issues and prioritise remediation works throughout the Local Government Area.

Council is also set to commence a sewer mains relining program in the 2021/22 financial year. This involves installing a pre-manufactured lining into the pipes. The lining forms a close joint free fit with the pipe, mitigating seepage through any cracks into our aging infrastructure. The initial relining program will be directed towards catchments with a history of multiple breaks and a more detailed schedule of works will be made available to the public via Council's website once funding and contractor availability is identified.

In addition, Council has plans within the 10 year works program to undertake a holistic risk assessment of the entire sewer network to establish an overall plan for prioritisation and remediation works and proactive maintenance.

Council's Integrated Water Cycle Management Strategy (Regulated by the NSW State Government), which is currently under review and expected to be presented to Council in 2022, will include an Asset Renewal and Maintenance Plan for water and sewer assets. This document will assist in planning and prioritising maintenance works across these two networks, further improving our future resource allocations.

Options

Council has the option to note the information provided in this report in line with the recommendation or resolve in another manner.

Community Engagement and Internal Consultation

Council are in frequent contact with the Bonny Hills Progress Association regarding sewer issues in the area.

Planning and Policy Implications

There are planning and policy implications in relation to works identified in this report.

A planning project is required to develop sewer catchment management plans, identify hotspots and other asset related issues and to also integrate with stormwater planning. There is currently no such project in draft 2021/22 Operation Plan. An opportunity has been identified to expand the scope of an existing Stormwater Catchment Management plan development project to incorporate sewer catchments. Additional funding will need to be allocated from sewer reserves. This will be considered with the final adoption of the draft Operation Plan.

Once the catchment plans are completed, additional engineering resources are likely required to identify the works, prioritise them, develop long-term works and asset renewal programs and ultimately deliver the works to ensure adequate levels of services are provided to the community.

A Council sewer management policy currently doesn't exist. Early policy development work is underway for a Sewer Policy following the update of the Water Supply Policy. The intent is to have a policy position on private plumbing integration with public reticulation network, among others, and associated community education to eliminate cross connections and therefore reduce the amount of inflow and infiltration of stormwater into the sewer system.


Financial and Economic Implications

There are long-term financial and economic implications in relation to the works identified in this report.

While not an overall impact due to current sewer fund reserves amounts, current annual spend on sewer asset renewal and repairs needs to be increased. To facilitate this increase spending adequate engineering resources are required. Financial modelling will be required to understand the sustainable level of resourcing required to ensure the required level of expenditure is achieved.

If an adequate level of service in relation to the sewer system is not achieved there are potential economic impacts on tourism due to reputational risks being realised with licenced overflows discharging near patrolled beaches and regular surcharging into waterways. While not specifically related to Bonny Hills, another potential economic impact includes a reduction in aquaculture due to harvest limitations caused by sewer surcharges.

Attachments

1.  Response - Bonny Hills sewer issues - CEO to Bonny Hills Progress Association - 2021 03 19

Item: 12.05**Subject: WATER SUPPLY POLICY 2021 - OUTCOME OF PUBLIC
EXHIBITION****Presented by: Infrastructure, Dan Bylsma**

Alignment with Delivery Program

1.4.3 Deliver a customer focused service that provides the community a consistent experience of Council.

RECOMMENDATION**That Council:**

1. **Note the feedback received from the community on the Draft Water Supply Policy 2021 Policy during the exhibition period.**
2. **Adopt the Water Supply Policy 2021 and supporting documents.**

Executive Summary

This report outlines the submissions made to Council in response to the draft Water Supply Policy 2021, and the supporting procedures.

No changes have been made as a result of the submissions received.

Discussion

The Port Macquarie-Hastings Water Supply Policy 2015 was adopted in July 2015, with minor amendments in July 2016 and again in December 2018.

Port Macquarie-Hastings Council (Council) is committed to supplying high quality drinking water that consistently meets or exceeds the Australian Drinking Water Guidelines (ADWG) 2011, as well as customer expectations and regulatory requirements.

The Policy applies to Council activities as well as the activities of Council's customers and ratepayers and delineates responsibilities of relevant parties.

Review of this Policy incorporated relevant legislation and documentation released from relevant NSW state agencies and best practice guidelines. The Policy now references four underlying documents, which cover all the information previously enclosed within the Policy. These are:

- Water Supply Procedure
- Water Conservation and Drought Management Procedure
- Water Supply Tariff and Billing Procedure
- Recycled Water Procedure

At the 17 February 2021 Ordinary Council meeting it was resolved:

10.19 WATER SUPPLY POLICY 2021

BLOCK RESOLVED: Turner/Alley

That Council:

- 1. Place on public exhibition the draft Port Macquarie-Hastings Council Water Supply Policy 2021 commencing as soon as practicable for a minimum of 28 days.*
- 2. Note that a further report is planned to be tabled at the May 2021 Ordinary meeting of Council, detailing the submissions received from the public during the exhibition period.*

Options

Council has the following options:

- Adopt the draft policy and supporting documents as exhibited and recommended
- Reject the draft policy and supporting documents
- Explore amendments to the draft policy and supporting documents

Community Engagement and Internal Consultation

The Water Supply Policy 2021 and supporting documents were placed on exhibition through the Council Have Your Say website on 17 March 2021, closing on 18 April 2021. Three formal submissions were received from the public.

One additional query was submitted via Council's email, for which a response has been provided through the Community Engagement team.

Internal consultation occurred with the following:

- Water and Sewer Planning team
- Water and Sewer Operations team
- Infrastructure Group Managers
- Community Engagement

The submissions from the public are outlined in Attachment 1 of this report. Note that no changes to the current policy and supporting documents are required as a result of the submissions, but will be kept for consideration if required following the finalisation and release of the Integrated Water Cycle Management (IWCM) strategy.

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.  DRAFT Water Supply Policy exhibition responses
2.  Community Engagement summary report
3.  DRAFT Policy - Water Supply 2021
4.  PMHC Recycled Water Procedure 2021
5.  PMHC Water Conservation and Drought Management Procedure 2021
6.  PMHC Water Supply Procedure 2021
7.  PMHC Water Supply Tariff and Billing Procedures 2021

Item: 12.06

**Subject: DRAFT PORT MACQUARIE-HASTINGS LOCAL HOUSING
STRATEGY 2021-2041**

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

RECOMMENDATION

That Council:

- 1. Place the Draft Port Macquarie-Hastings Local Housing Strategy 2021-2041 (Attachment 1) and supporting Background Reports (Attachments 2-6) on public exhibition for a minimum period of 28 days in accordance with Council's Community Participation Plan.**
- 2. Delegate authority to the Director Development and Environment to make any minor amendments to numerical, typographical, interpretation and formatting errors, if required, to the Draft Port Macquarie-Hastings Local Housing Strategy in preparation for public exhibition.**
- 3. Receive a report on submissions to the Draft Port Macquarie-Hastings Local Housing Strategy at the completion of the public exhibition period.**

Executive Summary

The purpose of this report is to present to Council the Draft Port Macquarie-Hastings Council Local Housing Strategy 2021- 2041 for public exhibition.

The preparation of the Draft Port Macquarie-Hastings Local Housing Strategy (Draft Housing Strategy) addresses Action 1 of the *Port Macquarie-Hastings Urban Growth Management Strategy 2017-2036* to promote appropriate housing choice actions, and Planning Priority 7 of Council's Local Strategic Planning Statement (*Shaping our future 2040*) to, *Provide for a diversity of housing in the right locations*.

Local housing strategies are prepared by councils, in consultation with their communities and detail how and where housing will be provided in local areas. They include consideration of demographic factors, local housing supply and demand, local land-use opportunities and constraints.

Council engaged consultants City Plan Strategy and Development to prepare the Draft Housing Strategy in partnership with demographic and mapping specialists, AlphaDemographics and emapconsulting.

The Draft Housing Strategy is an important strategic planning document that sets out a framework to guide residential growth and change across the Port Macquarie-Hastings local government area (LGA) to 2041. The Strategy sets out housing

priorities and actions to guide sustainable housing growth, increase choice, diversity and affordable housing, deliver housing in the right locations and promote resilient and connected built environments. The Draft Housing Strategy is provided at **Attachment 1** and the supporting Background Reports are provided at **Attachments 2-6** of this report.

Once complete and approved by the Department of Planning, Industry and Environment (DPIE), the Draft Housing Strategy will serve as the long term basis for reviewing and updating planning policies, processes and controls for residential development throughout the LGA.

It is recommended that Council place the Draft Housing Strategy on public exhibition for a minimum of 28 days in accordance with the Community Participation Plan (2019).

Discussion

Background - Strategic Planning Context

The preparation of a Local Housing Strategy for the local government area is in response to Action 1 (Housing Choice) of the *Port Macquarie-Hastings Urban Growth Management Strategy (UGMS) 2017-2036*, which states:

7. "Review Local Environmental Plan (LEP) and Development Control Plan (DCP) provisions to promote appropriate housing choice options"

The UGMS is a key strategy which has informed the preparation of the Draft Housing Strategy; the UGMS (Vol. 2, p.41) establishes the following "Housing Choice Model" for the housing types available to our community.

Table 1: UGMS 2017-2036 Housing Choice Model

Housing Choice Type	Housing Objectives	Typical Zones
Rural Living	<i>To provide housing in a rural setting while preserving, and minimising impacts on, environmentally sensitive locations and scenic quality</i>	R5 Rural Living
Suburban Living	<i>To provide housing within a low density residential environment</i> <i>To provide for low density housing that does not compromise the environmental, scenic or landscape qualities of land.</i>	R2 Low Density Residential R1 General Residential E4 Environmental Living
Town Living	<i>To provide a variety of housing types within a low to medium rise residential environment</i> <i>To provide for a variety of housing types and densities</i>	R1 General Residential R3 Medium Density Residential
Apartment Living	<i>To provide housing within a medium to high rise residential or mixed use environment</i>	R3 Medium Density Residential

Housing Choice Type	Housing Objectives	Typical Zones
		R4 High density Residential B4 Mixed Use
Activity Centres and CBD	<i>To provide housing within a low, medium or high rise urban commercial environment as appropriate to the character and function of the centre</i>	B1 Neighbourhood Centre B2 Local Centre B3 Commercial Core B4 Mixed Use

The local housing strategy project has involved a review of the land use zones in the Port Macquarie-Hastings LEP 2011 that permit residential development, to ensure that Council delivers the right type of housing in the right locations and encourages a range of housing choice that is appropriate to the character of our towns and villages. The preparation of the Draft Housing Strategy is a Year 1-2 action, and is intended to take place as a first step to help inform the remaining Housing Choice actions in the UGMS.

On 30 September 2020, the Local Strategic Planning Statement - *Shaping our future 2040* (LSPS) was endorsed by Council and subsequently published on the NSW Planning Portal. The LSPS contains 19 Planning Priorities which includes a specific priority and actions in relation to housing choice, as follows:

“Planning Priority 7

Provide for a diversity of housing in the right locations”

The LSPS (p.98) identifies the following actions and timeframes to deliver on this priority:

Table 2: LSPS Planning Priority 7 Actions

Action	Description	Timeframe
7.1	Finalise Council's Local Housing Strategy in line with the DPIE Local Housing Strategy Guideline 2018 to provide for a diversity of housing choice in the Port Macquarie-Hastings LGA Current Project	Immediate (by 2022, 0 to 2 years)
7.2	Develop LEP and DCP controls informed by the Local Housing Strategy recommendations to promote housing diversity and choice in appropriate locations	Short-term (by 2025, 2 to 5 years)
7.3	Develop and implement an Affordable Housing Policy and Action Plan which take into account the needs of our low income and homeless residents	Short-term (by 2025, 2 to 5 years)

The preparation of the Draft Housing Strategy also delivers on the Goals, Directions and Actions of the *North Coast Regional Plan 2036* (NCRP) as shown in the table below.

Table 3: *North Coast Regional Plan 2036* - Goals, Directions and Actions

Goals	Directions	Actions
Goal 1 <i>The most stunning environment in NSW</i>	Direction 1: Deliver environmentally sustainable growth	1.2 Focus future urban development to mapped urban growth areas 1.4 Prepare land release criteria to assess appropriate locations for future residential, commercial and industrial uses
Goal 3 <i>Vibrant and engaged communities</i>	Direction 20: Maintain the region's distinctive built character	20.1 Deliver new high-quality development that protects the distinct character of the North Coast, consistent with the <i>North Coast Urban Design Guidelines (2009)</i> .
	Direction 21: Coordinate local infrastructure delivery	21.1 Undertake detailed infrastructure service planning to support proposals for new major release areas. 21.2 Maximise the cost-effective and efficient use of infrastructure by directing development towards existing infrastructure or promoting the co-location of new infrastructure.
Goal 4 <i>Great housing choice and lifestyle options</i>	Direction 22: Deliver greater housing supply	22.1 Deliver an appropriate supply of residential land within local growth management strategies and local plans to meet the region's projected housing needs 22.2 Monitor the supply of residential land and housing through the North Coast Housing Monitor.
	Direction 23: Increase housing diversity and choice	23.1 Encourage housing diversity by delivering 40 per cent of new housing in the form of dual occupancies, apartments, townhouses, villas or dwellings on lots less than 400 square metres, by 2036.
	Direction 25: Deliver more opportunities for affordable housing	25.1 Deliver more opportunities for affordable housing by incorporating policies and tools into local growth management strategies and local planning controls that will enable a greater variety of housing types and incentivise private investment in affordable housing.

Goals	Directions	Actions
		25.2 Prepare guidelines for local housing strategies that will provide guidance on planning for local affordable housing needs.

The Draft Local Housing Strategy

The Draft Housing Strategy project commenced in mid-2019 with the engagement of consultant team City Plan Strategy and Development, in partnership with AlphaDemographics and emapconsulting.

The Draft Housing Strategy has been prepared in accordance with DPIE's [Local Housing Strategy Guideline \(2018\)](#) which outlines the steps to preparing a housing strategy, the evidence required and provides a template for councils to use. A staged approach has been undertaken by Council's consultant team to the collection and understanding of the evidence base available to plan for housing in the Port Macquarie-Hastings. As required by the Guideline, consultation has been undertaken with the DPIE to agree the format and content of Council's Draft Housing Strategy.

Engagement activities for the project were intended to primarily occur in a face-to-face format however due to the COVID-19 pandemic and changing NSW Government advice, most engagement activities were adapted to an online format to manage uncertainty and protect participants' health and safety. Engagement activities to date have included two (2) Councillor briefings; four (4) Council staff Working Group meetings and three (3) online workshops with targeted stakeholders. Further details of the engagement activities undertaken and proposed community engagement is provided in the 'Community Engagement and Internal Consultation' section of this report.

The Draft Housing Strategy is included as **Attachment 1** to this report, and is supported by five (5) Background Reports which are contained in **Attachments 2-6**, as follows:

1. **Attachment 2:** Evidence Base Report
2. **Attachment 3:** Theoretical Dwelling Capacity Report
3. **Attachment 4:** Stakeholder Engagement Summary Report
4. **Attachment 5:** LEP Review Report
5. **Attachment 6:** DCP Review Report

Housing Priorities and Actions

The Draft Housing Strategy presents five (5) priorities to guide planning for housing in the Port Macquarie-Hastings over the next 20 years, to 2041. Each priority is supported by objectives and actions and demonstrates strategic alignment with Council's LSPS, UGMS and the Community Strategic Plan 2030.

The housing priorities and objectives are:

Table 4: Summary of Draft Housing Strategy Priorities and Objectives

Housing Priority	Objectives
Priority 1: Provide for sustainable housing growth that is supported by infrastructure	Objective 1: Long-term planning for growth is well-informed and supports sustainable outcomes. Objective 2: Infill development is prioritised in areas with adequate infrastructure, services, and amenity. Objective 3: The release of new housing land is aligned with infrastructure
Priority 2: Increase choice and diversity of housing	Objective 1: The mix of housing types available suits our community's needs and expectations.
Priority 3: Increase inclusive and affordable housing	Objective 1: Planning facilitates the delivery of social and affordable housing. Objective 2: Housing is inclusive, catering for an ageing population and People with Disability. Objective 3: Affordability is supported across the housing spectrum.
Priority 4: Deliver the right housing in the right locations	Objective 1: Centres are the focus for density and housing diversity. Objective 2: Housing growth in established areas is incremental and preserves character and heritage values.
Priority 5: Promote resilient, healthy and connected built environments	Objective 1: Housing is well-designed and environmentally sustainable. Objective 2: Place-based planning supports healthy and connected communities, reflective of local character

Full details on the priorities and actions are contained in Section 4.3 - Implementation and Delivery Plan of the Draft Housing Strategy (**Attachment 1**).

Options

Council's options are to:

1. Place the Draft Port Macquarie-Hastings Local Housing Strategy 2021-2041 and supporting Background Reports on public exhibition for a minimum of 28 days in accordance with Council's Community Participation Plan.
2. Request the consultants to amend the Draft Port Macquarie-Hastings Local Housing Strategy 2021-2041 and/or the supporting Background Reports and then place the draft Housing Strategy on public exhibition. **Note:** Amendments to the Draft Strategy are outside of the approved project scope and would require a variation to the project budget.
3. Defer or not proceed with the Draft Housing Strategy. The consequence of this is key actions in the North Coast Regional Plan, the LSPS and the UGMS will not be achieved.

Option 1 is the preferred option.

Community Engagement and Internal Consultation

Councillor Briefings

Councillors have been provided with two (2) briefings over the course of this project. The first briefing was held face-to-face in December 2019 and informed Councillors about the project, presented early findings in the research and provided an opportunity to raise any issues or insights early in the process.

The second Councillor briefing was held online in April 2021, and provided an update on project developments, feedback from targeted stakeholder workshops and an overview of the Draft Housing Strategy findings, priorities and actions.

Internal consultation

Consultation has been undertaken across the various Divisions of Council during preparation of the Draft Housing Strategy to ensure that the Strategy considers relevant issues across all of Council's functions. To this end a technical Working Group was established with the consultants to guide the project and provide technical expertise. The Working Group met on four (4) occasions and consisted of membership from the following areas of Council:

- Land Use Planning
- Strategy
- Development Assessment
- Community Engagement
- Infrastructure Planning
- Economic Development

Online workshops

As part of the engagement activities to prepare the Draft Housing Strategy, three (3) online workshops with targeted stakeholders were held in September 2020. The workshops focused on:

- Workshop 1: Opportunities and constraints for residential development
- Workshop 2: Planning for Social and Affordable Housing
- Workshop 3: Planning Controls to Deliver the UGMS Housing Choice Model

The workshops which were facilitated by City Plan Strategy with technical support from emapconsulting, provided an overview of the project and instructions for providing feedback.

Attachment 3 to this report provides a Stakeholder Engagement Summary which describes the stakeholder engagement process undertaken to prepare the Draft Housing Strategy and the key findings from participant feedback from these workshops. It will be exhibited as a supporting background document to the Draft Housing Strategy.

Proposed Community Engagement

It is proposed that the Draft Housing Strategy will be exhibited for a minimum of 28 days in accordance with Council's adopted Community Participation Plan (2019) and commence in June 2021. The public exhibition will include:

- Formal public exhibition notice(s) on Council's website (Community Engagement Hub - *Have Your Say*), providing information and opportunities to make comment
- Hard copies of the Draft Housing Strategy and Background Reports made available at Council's Laurieton, Port Macquarie and Wauchope Customer Service centres
- Media Release
- Drop-in and/or Pop-up information sessions
- Referral of the Draft Housing Strategy to:
 - Local planning and development industry networks
 - NSW Department of Planning, Industry and Environment
 - Stakeholders who were invited and/or participated in the Online workshops
 - Other State government agencies (such as the Biodiversity Conservation Division, NSW Rural Fire Service, Transport for NSW etc.).

Following conclusion of the public exhibition period, the submissions received will be reviewed and reported back to Council, together with any recommended changes to the Draft Housing Strategy. Subject to Council's endorsement of the Draft Housing Strategy, it will be referred to the DPIE requesting approval as a local strategy.

Planning and Policy Implications

The preparation of the Draft Port Macquarie-Hastings Local Housing Strategy addresses Action 1 of the *Port Macquarie-Hastings Urban Growth Management Strategy 2017-2036* to promote appropriate housing choice actions.

It also addresses Planning Priority 7 of Council's Local Strategic Planning Statement (*Shaping our future 2040*) to, '*Provide for a diversity of housing in the right locations*' and delivers on the Goals, Directions and Actions of the *North Coast Regional Plan 2036* as discussed in this report.

The Draft Housing Strategy is a key strategic planning document for Council that sets out a framework to guide residential growth and change across the Port Macquarie - Hastings local government area to 2041. The Strategy sets out housing priorities and actions to guide sustainable housing growth, increase choice, diversity and affordable housing, deliver housing in the right locations and promote resilient and connected built environments.

Once complete and approved by DPIE, the Local Housing Strategy will serve as the long term basis for reviewing and updating planning policies (LEP, DCP), processes and controls for residential development throughout the Port-Macquarie-Hastings.

Financial and Economic Implications

The Local Housing Strategy is proceeding in accordance with an approved Request for Quotation (RFQ) and Council approved project budget.

Internal staff resources will be used to undertake public exhibition and stakeholder engagement on the Draft Housing Strategy.

Following adoption of the final Housing Strategy by Council (after public exhibition and approval of the Housing Strategy by DPIE), a detailed work program will be prepared for the implementation of Housing Strategy actions and timeframes. This will have financial implications on Council's strategic planning budget going forward.

Attachments

1.  Draft Port Macquarie-Hastings Local Housing Strategy 2021-2041 - May 2021
2.  Background Report - Local Housing Strategy - Evidence Base Report - May 2021
3.  Background Report - Local Housing Strategy - Theoretical Dwelling Capacity - May 2021
4.  Background Report - Local Housing Strategy - Stakeholder Engagement Summary
5.  Background Report - Local Housing Strategy - LEP Review - May 2021
6.  Background Report - Local Housing Strategy - DCP Review - May 2021

Item: 12.07

**Subject: DA2020 - 457.1 MULTI DWELLING HOUSING AND STRATA
SUBDIVISION AT LOT 14 DP1219811, NO 91 THE RUINS WAY,
PORT MACQUARIE**

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.3.1 Undertake transparent and efficient development assessment in accordance with relevant legislation.

RECOMMENDATION

That DA2020 - 457.1 for a Multi Dwelling Housing and Strata Subdivision at Lot 14, DP 1219811, No. 91 The Ruins Way, Port Macquarie, be determined by granting consent subject to the recommended conditions.

Executive Summary

This report considers a development application for a Multi Dwelling Housing and Strata Subdivision at the subject site and provides an assessment of the application in accordance with the Environmental Planning and Assessment Act 1979.

The application has previously been considered by Council on 9 December 2020 where the following was resolved:

- 1. That DA 2020 - 457.1 for a Multi Dwelling Housing and Strata Subdivision at Lot 14, DP 1219811, No. 91 The Ruins Way, Port Macquarie, be deferred to enable the applicant to amend the proposal and respond to all the issues raised by the members of the Development Assessment Panel on 25 November 2020, and the issues raised by members of the community.*
- 2. That Council request the General Manager to facilitate an on-site inspection and briefing for Councillors on the issues once the additional information has been received from the applicant and assessed by staff.*

CARRIED: 5/1

FOR: Alley, Griffiths, Hawkins, Intemann and Turner

In accordance with the above resolution, the applicant has submitted a response to the items raised, revised plans providing for increased setbacks, further justification for tree retention and removal of dead tree supported (on adjoining lot) supported by an amended arborist report.

Following re-exhibition of the amended application and information, six (6) submissions were received.

The proposal was further considered by Council's Development Assessment Panel (DAP) on 15 April 2021. The Panel resolved the following:

That the Development Assessment Panel recommend to Council that DA 2020 - 457 for a Multi Dwelling Housing and Strata Subdivision at Lot 14, DP 1219811, No. 91 The Ruins Way, Port Macquarie, be determined by granting consent subject to the recommended conditions with the following additional requirement:

1. *That prior to the matter being considered by the elected Council, the applicant submit a detailed landscaping plan to Council staff for assessment providing for:*
 - a) *Cross sections with boundary interfaces.*
 - b) *Screening of neighbouring properties.*
 - c) *Softening and screening of street frontage.*
 - d) *Details on the retention or removal of Lilli Pilli hedge on site.*
 - e) *Advanced native plantings in common areas.*
 - f) *Ongoing landscape maintenance and management plan.*

Although the DAP was able to reach consensus, the application is required to be referred to Council for determination given the outstanding resolution of Council of 9 December 2020.

A landscape plan in **Attachment 3** addressing the matters raised by DAP on 15 April 2021 has been submitted to Council staff for assessment. Whilst the plan does not include a cross section relative to boundary interfaces, the plan and supporting information is considered to provide sufficient detail to ensure the development is appropriately landscaped along the boundaries and within the communal areas. The landscape plan would form part of any consent issued.

A site inspection was held with Council staff and available Councillors on 26 April 2021

The report to the Development Assessment Panel and the recommended conditions and are included as **Attachment 1 and 2**.

Options

Council has the following options in determining the development application:

1. Grant consent to the application subject to the recommended conditions.
2. Grant consent to the application subject to amended conditions.
3. Refuse consent to the application.

If consent is refused, Council is required to provide reasons for refusal in accordance with the Environmental Planning and Assessment Act 1979.

Community Engagement and Internal Consultation

The application has been notified in accordance with the Port Macquarie-Hastings Council Community Participation Plan 2019. Following re-exhibition of the application, six (6) submissions were received.

The assessment report and recommended conditions of consent have been prepared with internal consultation.

Planning and Policy Implications

The assessment report in **Attachment 1** includes consideration of relevant planning legislation applicable to the proposed development.

Financial and Economic Implications

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

Attachments

1.  DA2020 - 457.1 DAP Report 15042021
2.  DA2020 - 457.1 Recommended Revised Conditions
3.  DA2020 - 457.1 Landscape

Item: 12.08

Subject: MEMBERSHIP OF THE SUSTAINABILITY ADVISORY SUB COMMITTEE

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.2.2 Promote strategies to mitigate climate change.

RECOMMENDATION

That Council:

- 1. Note the information provided in this report.**
- 2. Accept the ten nominees as outlined in Table 1 as members of the Sustainability Advisory Sub Committee.**
- 3. Thank the unsuccessful applicants for their Expressions of Interest.**

Executive Summary

A resolution at the 18 November 2020 Ordinary Meeting of Council created the Sustainability Advisory Sub Committee and adopted a Committee Charter which outlined the proposed membership consisting of 10 external members.

Expressions of Interest applications for membership were advertised throughout April with a total of 12 applications being considered following one being withdrawn. Applications have been assessed by staff for suitability based on technical knowledge and skills to fill the vacant positions.

A Council resolution to appoint the 10 representative positions is now sought.

Discussion

Council resolved at the 18 November 2020 meeting as follows:

- 1. Create the Port Macquarie-Hastings Council Sustainability Advisory Sub Committee.*
- 2. Adopt the Port Macquarie-Hastings Council Sustainability Advisory Sub Committee charter with the replacement of section 4.1 as follows:*

MEMBERSHIP

All members are expected to have a broad technical understanding and/or commitment to environmental sustainability.

A. COUNCILLORS:

- Councillor Chair and Deputy Chair as resolved by Council.*

B. STAFF:

- Director Development and Environment (or alternative Director).*

- Group Manager Regulatory and Environmental Services
- Group Manager Strategy (or nominee)
- Sustainability Officer
- PMHC Staff Sustainability Action Group Chairperson (or nominee).

C. COMMUNITY:

- 5 x Community representatives (1 person each representing Port Macquarie, Bonny Hills/Lake Cathie, Camden Haven, Wauchope, our rural area)
 - 2 x Development industry representatives (with demonstrated interest in environment and sustainability)
 - 3 x Sustainability industry representatives (with demonstrated experience and/or suitable qualifications in one or more of the following areas: energy, waste, water, environmental management, natural resources, environmental science, climate science, sustainability or environmental education).
3. Appoint Councillor Alley as Chair of the Port Macquarie-Hastings Council Sustainability Advisory Sub Committee.
 4. Appoint Councillor Turner as Deputy Chair of the Port Macquarie-Hastings Council Sustainability Advisory Sub Committee.
 5. Call for expressions of interest from the community to be members of the Port Macquarie-Hastings Council Sustainability Advisory Sub Committee.

In accordance with resolution (5) Expressions of Interest were sought for vacancies under the adopted Charter (**Attachment 1**). The positions vacant were advertised (**Attachment 2**) on Council's website and direct invites were sent to previous Sustainability Working Group members and interested parties.

Expression of Interest (EOI) applications for membership to the new Sustainability Advisory Sub Committee were open from Tuesday 30 March 2021 and closed on Monday 26 April 2021. There were 13 applications to the 10 available positions available for this Sub Committee, with one applicant withdrawing. Only 2 Development Industry Representative applications were received and there were enough applications to obtain the 3 Sustainability Industry Representatives. There was also a sufficient locational spread of applicants to adequately fill all 5 different areas desired for the Community Representatives.

This report provides a list of suitable candidates to fill the 10 community positions and seeks Council endorsement for the candidates that scored highest when ranked by staff. All recommended applicants appear to have broad technical understanding and/or commitment to environmental sustainability.

The EOI recruitment campaign aimed to attract applicants for the following 10 positions identified in the Charter:

- 5 x Community representatives (1 each representing Port Macquarie, Lake Cathie, Camden Haven, Wauchope and the Rural area)
- 2 x Development industry representatives
- 3 x Sustainability industry representatives (with demonstrated experience and/or suitable qualifications in one or more of the following areas: energy/water/waste/environmental management/natural resources/environmental science/sustainability or environmental education).

Scoring of the applications submitted during the EOI period has been completed by a panel of Council staff with only 2 applications surplus to what was required to fill all

required member positions. Council's Governance team was invited to undertake a probity review of the scoring and panel's considerations that rated candidates for possible inclusion on the sub-committee.

Accordingly, it is the recommendation that all Community, Development industry and Sustainability industry representative positions be filled by the applicants who have scored highest within the EOI process as included in **Table 1** below.

Table 1: Recommendation for Community Representative Positions

Name	Position offered on Sub-Committee
Harry Creamer	Port Macquarie Community Representative
Stephen Healy	Wauchope Community Representative
Rachel Sheppard	Lake Cathie Community Representative
John Handford	Camden Haven Community Representative
Jim Hutcheon	Rural Areas Representative
Stephen Lockhart	Development Industry Representative
Nigel Swift	Development Industry Representative
Stuart Watson	Sustainability Industry Representative
Nicky Julian	Sustainability Industry Representative
Angela Frimberger	Sustainability Industry Representative
Paul Coffre	UNSUCCESSFUL
Steven Allwood	UNSUCCESSFUL

Options

- Fill all vacant positions with the highest scoring applicants as recommended.
- Reject some or all of the candidates provided and request that a new EOI process be carried out to recruit for any vacant positions.

Community Engagement and Internal Consultation

Table 2: EOI Timeline

Topic	Dates
Sub-Committee Charter resolved at 18 November Council meeting. Covered by Port News 19 November 2020	18/19 November 2020
Vacancies advertised on Council's website - Sub-committees of Council	30 March - 26 April 2021
Facebook post	22 April 2021
Direct mail to previous Sustainability Working Group members and interested community members	30 March 2021


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.  Sustainability Advisory Sub Committee Charter
2.  Advertisement - Membership to Sustainability Advisory Sub Committee

Item: 12.09

Subject: PORT MACQUARIE TOWN CENTRE MASTER PLAN SUB-COMMITTEE STRATEGIC PLANNING WORKSHOP OUTCOMES

Presented by: Development 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 the information contained within the Port Macquarie Town Centre Master Plan Sub-Committee Strategic Workshop Outcomes report**
- 2. Adopt the outcomes as priorities for the Town Centre Master Plan Sub-Committee and that funding be allocated in future Operational Plans and budgets accordingly.**

Executive Summary

This report recommends adoption of the Town Centre Master Plan Sub-Committee's revised priorities for the activation / progression of projects and key initiatives for the next two years and that these items being considered in the development of future Operational Plans and budgets.

Discussion

Two workshops were conducted on 25 February and 22 of April 2021 respectively with Council staff and the Town Centre Master Plan Sub-Committee to identify current priorities and key initiatives for the near future.

Agenda Item 08 from the TCMP meeting dated 29 April 2021 (**Attachment 1**) outlines the process and outcomes from the workshop, and also includes the full list of initiatives considered by the TCMP.

Item 08 from the minutes of TCMP meeting (**Attachment 2**) recommends that the priority outcomes from the 22 of April Workshop and identified in the 29 April Agenda be adopted by Council.

The current TCMP priorities recommended to Council for adoption are as follows:

- 1. Fishermen's Wharf Tie-in Works:**
Works that are identified as necessary to tie in the new Fishermen's Wharf structure with the existing site - such as seating, connecting paths, rubbish bin enclosures, kerbing, drainage and making good the parking area.
Embellishments such as shelters and general landscaping to be a future stage.

2. Breakwall Upgrade:
Coordinate and provide any reasonable funding required to ensure Crown Lands (who are responsible for design and construction of this project) incorporate the public amenity items from the Council developed Breakwall Concept designs i.e. fishing platforms, decorative concrete and wall treatments, seating alcoves, stairways and shelter structures.
3. Police Station Site:
Facilitate TCMP Sub-Committee input into the consideration of the future use of the site. Develop a concept plan should Council ownership be obtained.
4. Town Green West Link Stage 2:
Include construction of the Waterside Access Structure in the priority projects scope of works. TCMP Sub-Committee requested that the waterside access structure to be included as part of the Bicentennial Walkway Project scope of works. Concrete structure to be considered rather than composite structure.
5. Pedestrian bridge from Bridge Street:
Prepare shovel ready documentation (design and approvals). Design shall consider replication of existing pedestrian bridge along William Street and shall re-consider the alignment to minimise length.

Options

Council could resolve to:

1. Adopt the recommendation as included in this report or
2. Amend the recommendation or
3. Resolve in some other fashion.

Community Engagement and Internal Consultation

Council have engaged the Town Centre Masterplan Sub Committee in addressing this matter.

Planning and Policy Implications

There are no planning or policy implications arising from this report.

Financial and Economic Implications

Future funding for priority projects will be considered for inclusion in future Operational Plans.

Attachments

1.  Extract from TCMP Agenda dated 29 April 2021
2.  TCMP Minutes of Meeting - 29 April 2021

Item: 12.10

Subject: REVISED PLANNING PROPOSAL PP2014 - 14.1: LAND AT THE
INTERSECTION OF HOUSTON MITCHELL DRIVE AND OCEAN
DRIVE BONNY HILLS - POST EXHIBITION - CONSIDERATION OF
SUBMISSIONS
APPLICANT: KING AND CAMPBELL PTY LTD
OWNER: S J MIFSUD

Presented by: Development and Environment, Melissa Watkins

Alignment with Delivery Program

4.5.1 Carry out strategic planning to manage population growth and provide for co-ordinated urban development.

RECOMMENDATION

That Council:

1. As a result of the consideration of submissions, endorse the Planning Proposal in relation to Lot 10 DP 615775 and Lot 6 DP 1210904, corner Houston Mitchell Drive and Ocean Drive as exhibited, and take the necessary steps under Section 3.36 of the *Environmental Planning and Assessment Act 1979* to finalise Port Macquarie-Hastings Local Environmental Plan 2011 (Amendment No 54) to give effect to the Planning Proposal.
2. Approve the exhibited draft Development Control Plan provisions, incorporating the amendments as referred to in this report, as an amendment to the Port Macquarie-Hastings Development Control Plan 2013, to commence on notification of the Local Environmental Plan in point 1 above on the NSW Legislation website.
3. Within 28 days, publish a public notice of Council's decision to approve the amendment to the Port Macquarie-Hastings Development Control Plan 2013, as referred to in point 2 above in accordance with Clause 21(2) of the *Environmental Planning and Assessment Regulation 2000*.
4. Delegate authority to the Director Development and Environment to make any minor amendments to numerical, typographical, interpretation and formatting errors, if required, to the Planning Proposal and draft Development Control Plan provisions in finalising the matter.
5. Note that a roundabout off Houston Mitchell Drive at Forest Parkway, Bonny Hills is the preferred intersection treatment and location in order to provide safe vehicular access to the subject land and adequate separation between intersections.
6. Take reasonable steps to facilitate road widening, if required, for the construction of a roundabout off Houston Mitchell Drive at Forest Parkway, Bonny Hills.
7. Notify all persons who lodged a submission of Council's decision.

Executive Summary

This Planning Proposal relates to the rezoning of land at Lot 10 DP 615775 (8.96ha) and Lot 6 DP 1210904 (0.62ha, being part former lot 1 DP 1117908) Houston Mitchell Drive, Bonny Hills from RU1 Primary Production to part IN2 Light Industrial and part E2 Environmental Conservation zone together with amendments to the Height of Buildings and Minimum Lot Size maps. Council resolved to prepare a Planning Proposal at the meeting of 17 April 2019.

The Planning Proposal and draft development control provisions were first exhibited for comment for 28-days between 20 November 2019 and 18 December 2019.

Twenty eight (28) submissions were received and a report was presented to the meeting of 17 February 2021 that considered the written submissions and the suitability of the site for industrial development, demand for industrial uses in the location, visual impact, environment, traffic and access and impact on amenity including noise. As a result of the consideration of submissions Council resolved to exhibit a revised Planning Proposal and amended development control plan (DCP) provisions.

A second public exhibition took place from 3 March to 31 March 2021 and 24 submissions were received, including 3 from state agencies and 11 submissions in support.

The Planning Proposal is one of three site specific Planning Proposals identified for finalisation by 30 June 2021 under the *NSW Public Spaces Legacy Program*. The Program was launched by the State Government on 5 August 2020 and incentivises local councils to accelerate their assessment of development applications and rezoning to create new development capacity and demand for housing and employment over the next decade.

It is recommended that Council endorse the Planning Proposal and take necessary steps to amend *Port Macquarie-Hastings Local Environmental Plan (LEP) 2011* to rezone the land in accordance with the delegation provided by the Gateway Determination.

Discussion**Background**

At its meeting of 17 April 2019, Council resolved to prepare a Planning Proposal to amend LEP 2011 to prepare and exhibit a Planning Proposal, Development Control Plan provisions and a Voluntary Planning Agreement in connection with land at the corner of Houston Mitchell Drive and Ocean Drive between Lake Cathie and Bonny Hills. A Planning Proposal was prepared and forwarded to the Department of Planning, Industry and Environment (DPIE) requesting a Gateway Determination. A Gateway Determination was issued on 9 July 2019 allowing the proposal to proceed subject to conditions and that the LEP be completed within 9 months. An extension to the timeframe for completion was granted to January 2021 and a further extension was granted for completion to 30 June 2021. DPIE have advised that a further extension beyond this time to complete the LEP is unlikely.

At the Council meeting on 17 February 2021 Council considered a report on submissions received during the exhibition from 20 November to 18 December 2019 and resolved as follows:

RESOLVED: Turner/Alley

That Council:

1. *Endorse a revised Planning Proposal in relation to Lot 10 DP 615775 and Lot 6 DP 1210904, corner Houston Mitchell Drive and Ocean Drive, Bonny Hills, as contained in Attachment 2 of this report, that makes changes to the Land Zoning, Height of Buildings and Lot Size maps, and re-exhibit the Planning Proposal in accordance with the Gateway Determination.*
2. *Endorse revised draft Development Control Plan (DCP) site-specific provisions, as contained in Attachment 3 and Attachment 4 of this report for the subject land and re-exhibit concurrently with the Planning Proposal.*
3. *Delegate authority to the Director Development and Environment to make any minor amendments to numerical, typographical, interpretation and formatting errors, if required, to the revised Planning Proposal and draft Development Control Plan provisions prior to public exhibition.*
4. *Notify all persons who lodged a submission of Council's decision and the re-exhibition of the revised Planning Proposal and draft Development Control Plan amendments.*

In accordance with Council's resolution, the revised Planning Proposal and revised draft DCP site-specific provisions were exhibited for 28 days between 3 March and 31 March 2021.

The Proposal

The Planning Proposal relates to land at the corner of Houston Mitchell Drive and Ocean Drive and is currently zoned RU1 Primary Production under Port Macquarie-Hastings LEP 2011 (LEP 2011). The proponent for the Planning Proposal is King and Campbell Pty Ltd on behalf of the landowner, S J Mifsud. The land is occupied by a dwelling and large shed.

The revised Proposal involves an amendment to LEP 2011 to enable future development for light industrial purposes and includes:

- Amendment to the Land Zoning Map to change the zoning of the site from RU1 Primary Production to part IN2 Light Industrial and part E2 Environmental Conservation.
- Amendment to the Lot Size Map to allow a minimum lot size of 1000m² for the industrial land and a minimum of 40ha for the E2 environmental land.
- Amendment to the Height of Building Map to allow a maximum height of 10m for the proposed industrial zoned land.

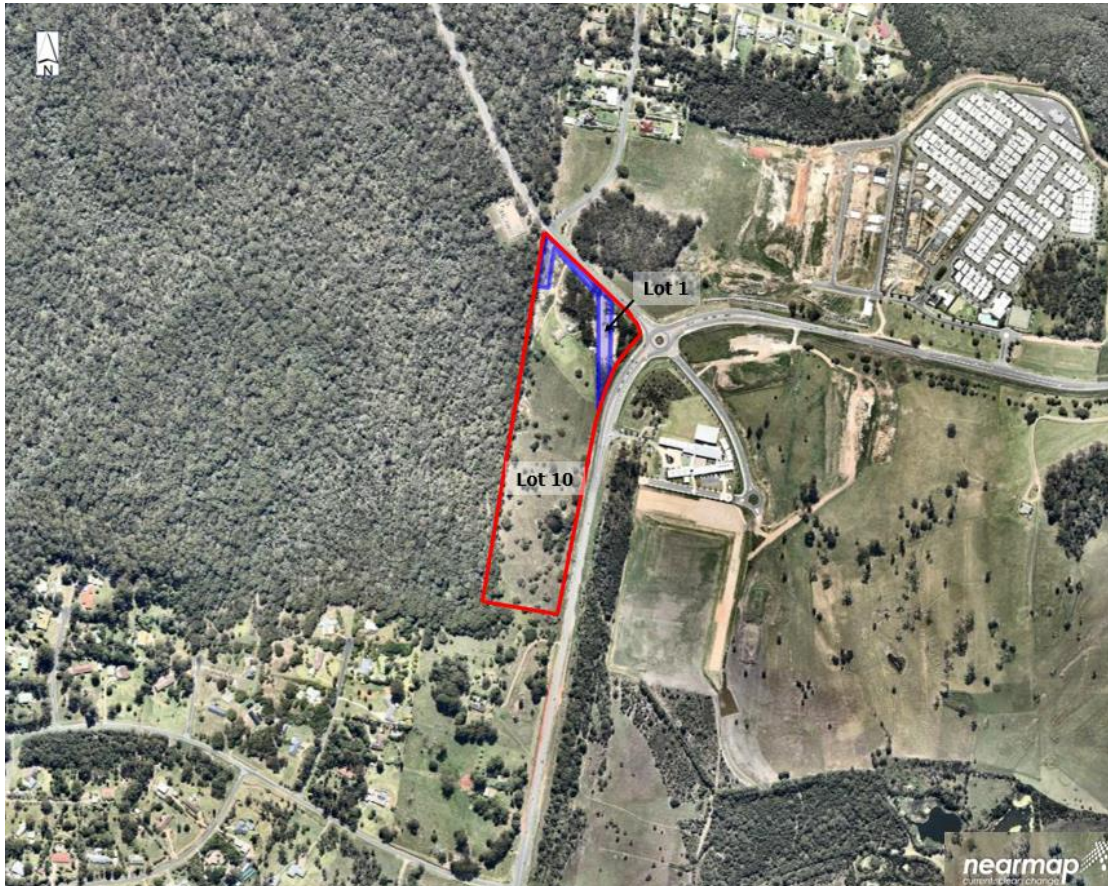
The following changes to Council's Development Control Plan 2013 (DCP 2013) are also proposed:

- Amendment to general bushfire provisions so that the provisions apply more broadly including the subdivision of industrial zoned land.

- New site specific provisions related to stormwater, landscape buffer and fauna fencing.

A copy of the final Planning Proposal is provided at **Attachment 1** to this report. DCP provisions are provided at **Attachment 2** and **Attachment 3** to this report.

The subject site and locality is shown on the map below.



Public Exhibition

A revised Planning Proposal and amended draft DCP were placed on public exhibition for 28 days from 3 March to 31 March 2021. Those people and groups who had previously made a submission were advised of the exhibition, including Transport for NSW (formerly RMS), Biodiversity Conservation Division of NSW Department of Planning, Industry and Environment and NSW Rural Fire Service. Adjoining land owners were also notified of the proposal.

Twenty-Four submissions were received. Eleven submissions were made in support of the Planning Proposal, while ten opposed the proposal or certain aspects of the proposal. Three submissions were made by state agencies (TfNSW, BCD and RFS).

Copies of the submissions have been provided under separate cover for the information of Councillors. A summary of the submissions received during the public exhibition is provided at **Attachment 5**.

Key Issues

The key issues and concerns raised are similar to those raised as part of the first exhibition in late 2019 and are discussed below. The main difference is that a number of submissions identified the need for industrial land at Lake Cathie and Bonny Hills and were made in support of the rezoning.

1. Suitability of site for industrial land uses

Submissions received identify the subject land as an important gateway site that marks the entry into Bonny Hills and Lake Cathie.

Concerns have been raised that the proposed use is not a good fit with the surrounding land uses (environmental, residential and education) and that the area has become 'over-developed'. Submissions questioned the type of uses that are permissible in an IN2 Light Industry zone and restrictions on chemical storage, spills and run-off to low lying areas. Concern was raised about the need to fill part of the site to accommodate industrial lots and that this would reduce floodwater storage area.

Eleven submissions were made in support of the rezoning of the site. Several submissions sited the lack of land available for service industry uses which means that local business people and their customers travel to other centres to do business. Others supported the site as a good location for light industry due to the proximity to growing residential areas and good access to major road transport routes.

Comment:

The site has been identified for investigation in the North Coast Regional Plan (NCRP) 2036 as an investigation area for employment lands.

The site has also been identified as an investigation area for light industry in Council's Urban Growth Management Strategy since 2011, noting that the site presents an opportunity to meet the future local service based industrial needs of the Lake Cathie/Bonny Hills Urban Release Area population in an excellent location close to a potential workforce and major transport corridors. The rezoning of the subject land provides potential for jobs and services within a short walk, ride or drive to the residential urban growth area.

An objective of the IN2 zone is to minimise adverse effect of industry on other land uses and also provide facilities to meet the everyday needs of workers in the area. Council's DCP 2013 includes development provisions for industrial development to minimise the potential impact on adjoining sensitive land uses and restrictions on noise levels, chemical storage and the like will be considered through the development application process and associated legislation.

2. Demand for industrial land in this location

During the first public exhibition in late 2019, concerns were raised that there is insufficient demand for light industrial land in the locality and that significant

vacancies have been identified across the LGA at Port Macquarie, Wauchope and Laurieton.

Several submissions received in March 2021 identified demand for light industrial sites to serve the expanding population in Lake Cathie and Bonny Hills and the need for sites that cater for uses such as storage and mechanical repair so that local residents do not need to travel to other centres.

Comment:

While there are industrial sites available more broadly across the LGA, there are currently limited opportunities for businesses that require industrial sites to set up or expand in Lake Cathie and Bonny Hills area.

The subject site is likely to yield approximately 5.5ha of light industrial land, which is around 70% of the required industrial land supply in the UGMS in this locality to 2036. The subject site is strategically important because there is no certainty that any other land in the Lake Cathie/Bonny Hills area will be suitable for light industrial development.

3. Visual Impact

A number of submissions raise concern over the visual prominence of the site at the intersection of two major roads. A maximum building height of 8.5m was suggested as more appropriate given the surrounding land uses that include residential development to the north and east.

Concerns were raised that the landscape buffer would not adequately screen the new industrial buildings from view and suggested 'shed-like' industrial buildings should be avoided.

Some comments were received supporting the change in land use because it would improve the appearance if the site compared with the current use.

Comment:

Due to the community concern, the proponent agreed to reduce the proposed 11.5m height to a maximum building height of 10m as part of the revised Planning Proposal. The subject site is separated from adjacent development by major roads and environmental land and a maximum 10m height of buildings can be accommodated without significant impact to the surrounding landscape. It is also noted that taller buildings are permitted with development consent at the new Rainbow Beach town centre and can be expected as the growth area develops.

*The revised zone layout provides a minimum 10m wide E2 buffer along the Ocean Drive and Houston Mitchell Drive frontages (excepting the site access) to accommodate existing trees and a planted buffer. The proposed site specific DCP (**Attachment 3**) provisions include a landscape planting concept. A detailed landscape plan will be required at development application stage.*

4. Biodiversity

Several submissions raised concern about the amount of vegetation removal that would result from development of the site and in particular loss of Koala habitat following loss of bushland in the area during the 2019 bushfires.

Potential for impact on the adjoining Queens Lake State Conservation Area to the west was also identified as an issue.

Some submissions support the rezoning of the southern part of the site to environmental conservation to protect and enhance the corridor that links the Queens Lake State Conservation Area (SCA) to west with environmental land in the east.

BCD has provided comments as part of the re-exhibition of the Planning Proposal as follows:

- A vegetated buffer a minimum 10m should be provided along the western boundary with the Queens Lake State Conservation Area. The buffer should be managed as a bushfire asset protection zone. Tallowood trees should be planted in the northern end of the vegetated buffer which is an area of higher ground suitable for this species and to offset loss of Tallowoods in the northern part of the planning area.
- The fauna exclusion fence must not be located on the boundary of the SCA but should be located along the eastern edge of the vegetated buffer. The design of the fauna exclusion fencing should be amended to include gates for maintenance works. The fauna exclusion fence should not be fully installed along the culvert edge until the culvert has been retrofitted to provide safer passage and there is fencing provided along the E2 land on the other side of Ocean Drive. Ongoing and in perpetuity maintenance of the fauna exclusion fencing should be binding on the landowner.
- A vegetation management plan should be prepared prior to any clearing works and before issuing a construction certificate for a future DA.
- Issues in relation to flooding and overland flow, filling and impact on the SCA should be addressed at DA stage.

A copy of the BCD submission is included at **Attachment 4** to this report.

Comment:

The zone layout has been prepared to avoid areas of environmental value where possible and balance the loss of vegetation at the northern end of the site with conservation of a significant area in the south that will be rezoned from RU1 Primary Production to E2 Environmental Conservation. The land forms part of an important corridor between the SCA and environmental land on the eastern side of Ocean Drive.

The land is proposed to remain in private ownership and will be managed in accordance with a vegetation management plan (VMP). VMPs are required under Council's DCP 2013 as part of the development application process for land that is to be used to offset development impacts and will need to address matters like weed removal, re-establishment planting, fencing and ongoing management. Planting of Koala food trees within the E2 land at the southern end of the site will assist to offset loss of trees at the northern end and will need to be addressed in the VMP. In addition to the ongoing management of the E2 land, biodiversity credits required to

offset future development impacts under the Biodiversity Conservation Act will be determined and need to be retired as part of the DA process.

*In response to BCD recommendations the draft site specific DCP provisions have been updated following exhibition to require the fauna exclusion fence to be offset a minimum 5 metres along the western boundary of the site between the E2 zone and the north western corner of the site (refer **Attachment 3**). Gates will be required to allow access for maintenance. Vegetation between the fauna fence and the western boundary within the IN2 zone may be managed as part of the APZ if required, and retention of the IN2 zone is considered suitable rather than an E2 zone.*

Planting of Tallowwoods between the fauna exclusion fence and the SCA boundary may not be practicable due to the size of this species at maturity.

The offset of the fauna fence from the western boundary by 5 metres combined with the adjoining perimeter/access road verge will provide a buffer of approximately 10m to the SCA. This approach is considered acceptable to balance recommendations by BCD and the need to locate the access road as close to the western boundary as possible to maximise safety and alignment of the access road with Forest Parkway at Houston Mitchell Drive and construction of a roundabout at that location. Refer to comments below regarding traffic and access.

The BCD has recommended that when the development footprint is resolved, the biodiversity credits required to offset future development impacts under the Biodiversity Conservation Act should be determined by applying Stage 1 of the Biodiversity Assessment Method (BAM). The proponent submitted a Biodiversity Assessment Report (BDAR) prior to the exhibition in March 2021 that was included as part of the exhibition documentation. The BDAR will need to be updated and re-submitted at DA stage.

*The proposed site specific DCP recommended for Council's approval is included at **Attachment 3** to this report.*

5. Traffic and Access

Several submissions raise concerns over the impact of additional traffic in the locality. Comments were raised about the capacity of the Ocean Drive/Houston Mitchell Drive roundabout, that the intersection at Forest Parkway and Houston Mitchell Drive will become busier due to new development taking place and, that safe access is needed to the subject employment lands and the adjacent school. Concern was also raised about the intersection of Houston Mitchell Drive and the Pacific Highway.

Transport for NSW (TfNSW) provided the following comments in connection with traffic matters and intersection design:

- It is important that the option selected for traffic access and management at this location is robust and sustainable.
- The spacing of intersections between Ocean Drive, the proposed industrial estate and Parkway Drive (Forest Parkway) needs to have consideration for the

current and future traffic demands at each intersection, including through traffic movements.

- The design and spacing of the intersections must be suitable for the type of vehicles requiring access to the adjoining land uses and the peak hourly distribution of trips generated by such uses.
- Minimum separation of intersections is typically a factor of safe stopping distance downstream of the Ocean Drive intersections taking into account volume, the speed limit and any obstruction to entering the industrial estate; e.g. left turn geography for heavy vehicles, the location of internal driveways on the side road, or cycleways and/or pedestrian facilities.

A copy of the TfNSW submission is included at **Attachment 4** to this report.

Comment:

Council is responsible for the management of Houston Mitchell Drive and would bear the cost of ongoing maintenance of access to the industrial land. TfNSW has an interest in the Planning Proposal because the site has frontage to Ocean Drive and there is potential for additional traffic to impact on the broader road network.

The Proponent submitted a traffic impact assessment (TIA) in September 2020, as recommended by TfNSW. The report considers expected traffic generation and proposed access off Houston Mitchell Drive. The TIA confirms that there is adequate capacity in the road network to cater for the proposed 5.5ha of industrial land.

The TIA was updated prior to re-exhibition of the Planning Proposal and includes options for access to the site including a:

- *Four-way priority-controlled intersection at Forest Parkway,*
- *Mid-block 'T' intersection access located off Houston Mitchell Drive between Forest Parkway and Ocean Drive, and*
- *Roundabout at Forest Parkway.*

A 4-way priority-controlled intersection at Forest Parkway is not suitable because the 45° angle approach from the site to Houston Mitchell Drive would result in an unsafe intersection. A roundabout is the preferred layout in this situation where a right-angle (90°) approach cannot be achieved.

The Proponent prefers a 'T' intersection arrangement between the Forest Parkway intersection and Ocean Drive roundabout. Staff do not support a mid-block 'T' intersection because it does not provide for adequate separation from the intersections of Houston Mitchell Drive and Ocean Drive and the intersection of Forest Parkway with Houston Mitchell Drive. As stated by TfNSW, intersection spacing needs to have consideration for the current and future traffic demands at each intersection, including any impact on through traffic movements.

A roundabout at Forest Parkway is the best location and intersection treatment in this situation because it provides for the maximum separation from Ocean Drive and could accommodate heavy vehicle movements to and from the site safely.

Road widening may be required at the north-east and north-west corners of the intersection to accommodate a roundabout because there is insufficient area available in the current public road reserve. Road widening is often required as part of road and intersection upgrades. This process involves obtaining land from the adjoining land owner by agreement and usually involves compensation.

Potential road widening would impact land on the northern side of Houston Mitchell Drive that is not owned by the proponent for the rezoning and is subject to a development consent for a manufactured housing estate and large lot residential subdivision.

The Proponent for the rezoning has raised concerns about the cost of constructing a roundabout and the need for road widening.

Final road widening requirements will not be known until a detailed design is prepared at the development application stage. In the first instance, the developer would be required to make reasonable efforts to facilitate the dedication of road widening land to Council. Where this approach is not successful, it may be necessary for Council to facilitate dedication or acquisition of land for road widening. Costs associated with land acquisition including monetary compensation to adjoining land owners, relocation of structures (e.g. fencing) and services should be borne by the developer.

The Proponent considers that the wider traffic network and future residential areas to the north of the site will benefit from a new roundabout at Forest Parkway and Houston Mitchell Drive and that appropriate cost sharing mechanisms should be considered. The existing intersection at Forest Parkway and Houston Mitchell Drive is adequate to serve current and approved development in the vicinity of the site. The need to upgrade the intersection is derived from the development of the proposed industrial land and therefore the approved upgrade would be at the expense of the developer of the land.

*The draft site specific DCP objectives and provisions have been updated following public exhibition to confirm that all access to the site is to be provided from Houston Mitchell Drive via a roundabout at Forest Parkway (**Attachment 3**).*

Next Steps

There are no changes proposed to the Planning Proposal maps as a result of consideration of submissions. A copy of the final Planning Proposal including the Land Zoning Map, Maximum Height of Buildings Map and Lot Size Map is provided at **Attachment 1** to this report.

There are no further changes proposed to the DCP 2013 general bushfire provisions. A copy of the final draft amendment to DCP 2013 Bushfire Hazard Management is provided at **Attachment 2**.

Following consideration of the key issues raised in the submissions, amendments to the site-specific DCP provisions are proposed as follows:

- Change to *Figure 2 Landscape buffer to Ocean Drive frontage* to remove the fauna exclusion fence that is no longer required along the interface of the industrial land and Ocean Drive.

- The fauna exclusion fence is to be offset a minimum 5 metres from western boundary and include gates to allow access for maintenance.
- Change to *Figure 3 Indicative location of fauna exclusion fence* - The proposed location of the fauna fence has been changed to require the fence to be offset from the western boundary by at least 5 metres.
- Access to and from the subject land to Houston Mitchell Drive is to be provided via a roundabout at the intersection with Forest Parkway.

The post-exhibition changes to the site specific DCP provisions are shown in 'mark-up' in **Attachment 3** to this report.

Options

Council's options are to:

1. Approve the Planning Proposal and DCP provisions as exhibited in March 2021 and resolve to make the LEP to rezone the land.
2. Approve the Planning Proposal, draft DCP provisions for bushfire hazard management and revised site specific DCP provisions made in response to the second exhibition and resolve to make the LEP to rezone the land.
3. Not support the Planning Proposal and request the Minister determine the matter not proceed.

Option 2 is the preferred option.

Community Engagement and Internal Consultation

The revised Planning Proposal and draft site-specific development controls were exhibited for 28 days from 3 March to 31 March 2021.

As part of the exhibition, community engagement was promoted through:

- Notice on Council's Public Notices web page (3 March and 17 March 2021)
- Hard copies of exhibition material were made available at Council's Laurieton, Port Macquarie and Wauchope Customer Service Centres.
- A dedicated 'Have Your Say' web page linked to Council's web page including a copy of exhibition material.

Written advice about the exhibition was provided to:

- Public agencies that Council is required to consult as part of the Gateway process, including Transport for NSW (formerly Roads and Maritime Services), NSW Rural Fire Service and the Biodiversity Conservation Division.
- Individuals/groups and agencies that made a submission during the first public exhibition were notified.
- Adjoining landowners.

During the exhibition period, there were 404 visits to the '*Have your Say*' site and 237 document downloads. The key matters identified in the submissions have been considered in the *Key Issues* section of this report. All individuals/groups and

agencies that made a submission have been notified of this matter being reported to Council.

Throughout the planning process, internal consultation in relation to the proposal has occurred with a range of staff from across the organisation including Transport and Stormwater Network, Water and Sewer, Environmental Services, Regulatory Services, Development Assessment Planners, Development Engineers and Community Place.

Planning and Policy Implications

The proposal is consistent with the *Port Macquarie-Hastings Urban Growth Management Strategy 2017-2036* as the site is identified in the short-term for service industrial development.

Preparation of the Planning Proposal has considered the NSW Government's *A Guide for the Preparation of LEPs* and *A Guide to Preparing Planning Proposals* and Council's *Planning Proposals Policy*.

The two public exhibitions has enabled the proponent, residents, business owners/organisations and state government agencies the opportunity to review and make comment of the proposal before a final decision is made.

Financial and Economic Implications

The costs to Council in preparing the planning proposal and site specific development controls are partly covered by rezoning fees that have been paid by the proponent in accordance with Council's Schedule of Fees and Charges, at the time of payment.






There are no changes proposed to Council's Section 7.11 or Section 7.12 Development Contributions Plans, or Development Servicing Plans for Water and Sewer, in connection with the planning proposal. Development contributions will apply to the future development of the land.

There is no dedication of land or payment of a monetary contribution required in connection with a planning agreement.

The up-front cost of extension of services to the land including a proposed roundabout at the intersection of Houston Mitchell Drive and Forest Parkway to serve future development will be at the expense of the developer. Ongoing costs associated with establishment and management of the E2 zoned land, including provision of a landscaped buffer along Houston Mitchell Drive and Ocean Drive and the fauna exclusion fence, will be at the expense of the developer/landowner.

Long-term maintenance and replacement of developer provided assets as a consequence of the rezoning and development of the land for industrial purposes (for example roads, water mains, sewerage, stormwater, footpaths and street lighting) will be an ongoing expense to Council.

Attachments

1.  Planning Proposal PP2014 - 14.1 Houston Mitchell Drive for Council Meeting 19 May 2021
2.  Draft Amendment to PMHC Development Control Plan 2013 Part B3 Objective 18 Bushfire Hazard Management - Final May 2021
3.  Draft Site Specific Development Control Plan - Houston Mitchell Drive Employment Lands - Post Exhibition Changes - May 2021
4.  State Agency Submissions - 1 April 2021
5.  Summary of Submissions Public Exhibition March 2021

Subject: CONFIDENTIAL SESSION

RECOMMENDATION

1. That Council move into Confidential Session to receive and consider the following items:
 - Item 14.01 **Sale of Surplus Land - 178 Nancy Bird Walton Drive Kew**
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 **Request for Tender T-18-18 Provision of Hire Services - Contract Plant, Ancillary Equipment and Plant Operators**
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 **T-21-10 Tree Maintenance and Management Services**
This item is considered confidential under Section 10A(2)(d(ii)) of the Local Government Act 1993, as it contains commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.
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.