

**ITEM NO. 7**

**FILE NO: 22/303232  
EDRMS NO: PSC2014-03407**

**POLICY REVIEW: PORT STEPHENS ANNUAL AWARDS POLICY**

REPORT OF: BROCK LAMONT - STRATEGY & ENVIRONMENT SECTION  
MANAGER  
GROUP: DEVELOPMENT SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the revised Port Stephens Annual Awards policy shown at **(ATTACHMENT 1)**.

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**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022**

	Item 7 was withdrawn with the consent of the Chair.
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**BACKGROUND**

The purpose of this report is to seek Council's endorsement to place the revised Port Stephens Annual Awards policy (the 'policy') shown at **(ATTACHMENT 1)** on public exhibition.

The purpose of this policy is to recognise groups and individuals that contribute to the achievement of Council's vision and articulate the criteria that guides the annual awards program.

The review follows a Notice of Motion at its meeting of 23 August 2022, Minute No. 230 **(ATTACHMENT 2)**, Council resolved to update the policy.

Please note that yellow highlighting in the attached policy indicates an amendment has been made and strikethrough text is to be deleted.

The policy has placed public exhibition for 28 days from 9 November 2022 until 7 December 2022. A supplementary report will be provided with details of any submissions received.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2022-2026</b>
Thriving and Safe Place to Live	Enhance public safety, health and liveability through use of Council's regulatory controls and services.

**FINANCIAL/RESOURCE IMPLICATIONS**

The recommendation will not result in any financial or resource implications.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

There are no known legal or policy implications as a result of the proposed recommendation.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that unless action is taken, homelessness across Port Stephens will continue to increase.	Medium	Maintain strong relationships with State and Federal government departments to ensure there is alignment.  Recognise State and Federal policy and strategy frameworks when considering actions.	Yes

## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

There is a risk that Council is deviating from its role and function in addressing issues managed by State and Federal Governments.	Low	Maintain strong relationships with State and Federal government departments to ensure there is alignment.  Recognise State and Federal policy and strategy frameworks when considering actions.	Yes
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### SUSTAINABILITY IMPLICATIONS

Includes Social, Economic and Environmental Implications

Recognition of groups and individuals that contribute to the achievement of Council's vision of: Port Stephens – a great lifestyle in a treasured environment.

### CONSULTATION

Consultation with key stakeholders has been undertaken by the Vibrant Places unit in conjunction with the wider Strategy and Environment section.

#### Internal

The Executive Team has been consulted to seek management endorsement.

#### External

In accordance with local government legislation the revised Port Stephens Annual Awards Policy will be placed on public exhibition for 28 days.

### OPTIONS

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

### ATTACHMENTS

- 1) Revised Port Stephens Annual Awards Policy.
- 2) Minute No. 230, 23 August 2022.

### COUNCILLORS ROOM

Nil.

### TABLED DOCUMENTS

Nil.

ITEM 7 - ATTACHMENT 1 REVISED PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



**FILE NO:** PSC2014-03407  
**TITLE:** PORT STEPHENS ANNUAL AWARDS  
**OWNER:** COMMUNICATIONS STRATEGY AND ENVIRONMENT SECTION MANAGER

**1. PURPOSE:**

- 1.1 The purpose of this policy is to recognise groups and individuals that contribute to the achievement of Council's vision of: Port Stephens - a great lifestyle in a treasured environment.
- 1.2 The awards recognise outstanding service, effort and achievements to groups, individuals and events that contribute to making our community a great place to live, work, play and grow.

**2. CONTEXT/BACKGROUND:**

- 2.1 Port Stephens Council recognises outstanding contributions of members of the Port Stephens community through the delivery of an annual awards program. The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements. These annual awards provide opportunity for Council to formally recognise people who provide outstanding or distinguished service to the community and enhance community pride and spirit.

**3. SCOPE:**

- 3.1 Council plays a role in supporting individuals and groups that benefit the Port Stephens community.
- 3.2 Eligibility for Port Stephens community awards is based on community values criteria to ensure awards recipients are determined following a merit-based approach.

**4. DEFINITIONS:**

- 4.1 An outline of the key definitions of terms included in the policy.

Annual awards program	Annual awards presented on Australia Day each year to formally recognise the efforts of groups and individuals from around our region.
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ITEM 7 - ATTACHMENT 1 REVISED PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



5. STATEMENT:

5.1 Port Stephens Council relies on community members to achieve its vision for Port Stephens. Council has a system of annual awards to recognise individuals and groups who, through outstanding effort, service and achievement, have contributed to the promotion of the community values of Port Stephens.

5.2 The Port Stephens Annual Awards Assessment Panel is comprised of:

- a) the Mayor (Chair)
- b) the General Manager
- c) 3 Councillors (one from each Ward), drawn from the 355(c) Port Stephens Australia Day Committee
- d) 3 community representatives, drawn from the 355(c) Port Stephens Australia Day Committee
- e) 1 Freeman of Port Stephens (by invitation of the Mayor).

5.3 The role of the panel is to receive and consider nominations in accordance with the criteria and recommend recipients for each category of award. Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards. The community values are:

- a) honesty
- b) safety
- c) fairness
- d) community spirit
- e) friendliness
- f) having a say
- g) support and connectedness
- h) tolerance of difference
- i) sustainability
- j) life choices.

5.4 ~~The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.~~  
 The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award.

- a) The Panel has final authority to determine each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor, or in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.
- b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel.
- c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.



ITEM 7 - ATTACHMENT 1 REVISED PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



6. RESPONSIBILITIES:

6.1 The Community Development and Engagement unit are responsible for the implementation, monitoring, evaluating and reviewing the policy.

7. RELATED DOCUMENTS:

7.1 Port Stephens Annual Awards Guidelines.

CONTROLLED DOCUMENT INFORMATION:

This is a controlled document. Hardcopies of this document may not be the latest version. Before using this document, check it is the latest version; refer to Council's website: <a href="http://www.portstephens.nsw.gov.au">www.portstephens.nsw.gov.au</a> .			
<b>EDRMS container No.</b>	PSC2014-03407	<b>EDRMS record No.</b>	TBC
<b>Audience</b>	Councillors, staff and community		
<b>Process owner</b>	Communications Strategy and Environment Section Manager		
<b>Author</b>	Community Development and Engagement Vibrant Places Coordinator		
<b>Review timeframe</b>	3 years	<b>Next review date</b>	November 2023
<b>Adoption date</b>	28 November 2000		

VERSION HISTORY:

Version	Date	Author	Details	Minute No.
1.	28 November 2000		Port Stephens Community Awards	657
2.	27 August 2002		Port Stephens Community Awards	349
3.	8 February 2011		Port Stephens Community Awards	011
4.	24 February 2015	Communications Section Manager	Port Stephens Community Awards	027



ITEM 7 - ATTACHMENT 1 REVISED PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



Version	Date	Author	Details	Minute No.
5.	11 September 2018	Communications Section Manager	<p>2.1 – Updated to reflect that each individual category was named in the context /background section of the policy. This was replaced with a general statement (see below) so changes can be made to award categories without the policy requiring review and further adoption by Council.</p> <p><i>'The peak award is the Freeman of Port Stephens, followed by the Citizen of the Year, the Young Citizen of the Year, and other awards that acknowledge social, cultural and environmental achievements'.</i></p>	285
6.	24 November 2020	Communications Section Manager	<p>2.1 - deleted 'will', 'further' and 'those' out of the paragraph.</p> <p>3.2 - deleted 'objective' and added 'community values' to this paragraph.</p> <p>4.1 - added into definitions: 'annual awards program'.</p>	254



ITEM 7 - ATTACHMENT 1 REVISED PORT STEPHENS ANNUAL AWARDS POLICY.

Policy



Version	Date	Author	Details	Minute No.
7.	TBC	Strategy and Environment Section Manager	<p>Policy/process ownership and author updated to reflect correct section of council.</p> <p>Policy updated to reflect Council resolution following ordinary Council meeting – 23 August 2022.</p> <p>1.3– added 'To make community awards in line with the recommendation'.</p> <p>5.4 – deleted 'The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.', amended to 'The Port Stephens Annual Awards Assessment Panel has authority to determine Award winners across the award.', added 'a) The Panel has final authority on who is to receive each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor or, in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes. b) The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens award only, on recommendation from the Panel. c) The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.'</p>	TBC





**MINUTES ORDINARY COUNCIL - 23 AUGUST 2022**

**NOTICE OF MOTION**

**ITEM NO. 3**

**FILE NO: 22/214597**

**EDRMS NO: PSC2021-04195**

**ANNUAL AWARDS POLICY**

**COUNCILLOR: GIACOMO ARNOTT**

**THAT COUNCIL:**

- 1) Notes that Council has a policy titled "Port Stephens Annual Awards Policy".
- 2) Notes that this policy creates the Port Stephens Annual Awards Assessment Panel, which is comprised of the Mayor, the General Manager, 3 councillors (1 from each ward), 3 community representatives, and 1 Freeman of Port Stephens.
- 3) Notes that in 2021, for the 2022 Awards, the Mayor recommended an individual for Sports Person of the Year, to which the Panel unanimously agreed.
- 4) Notes with confusion and intense interest, that when the Awards were announced on Australia Day, the Mayor had used his power under the policy at 5.4, and the Delegations Instrument at Schedule 1 point 3, to provide that award to an organisation that was not discussed at the Panel meeting.
- 5) Agrees that the Panel should have the power to select the winners of the awards, without the Mayor overruling the panel at a later date with no oversight or consultation with those who gave up hours of their time to assess the nominees and meet to discuss and decide on the winners.
- 6) Agrees to amend 5.4 of the Policy to read as follows:
  - a. The Panel has final authority on who is to receive each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor or, in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.
  - b. The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens Award only, on recommendation from the Panel.
  - c. The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.

**MINUTES ORDINARY COUNCIL - 23 AUGUST 2022**

- 7) Agrees to amend Port Stephens Council's Delegation Instrument as follows:
- a. Schedule 1 point 3 to read, "To make community awards in line with the recommendation".
- 8) Agrees to place the amendments on public exhibition for a period of 28 days, and should there be no submissions, make the changes. If any submissions are received, the policy amendment is to return to Council for endorsement.

**ORDINARY COUNCIL MEETING - 23 AUGUST 2022**  
**MOTION**

<b>230</b>	<p><b>Councillor Giacomo Arnott</b>  <b>Councillor Peter Francis</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"> <li>1) Notes that Council has a policy titled "Port Stephens Annual Awards Policy".</li> <li>2) Notes that this policy creates the Port Stephens Annual Awards Assessment Panel, which is comprised of the Mayor, the General Manager, 3 councillors (1 from each ward), 3 community representatives, and 1 Freeman of Port Stephens.</li> <li>3) Agrees that the Panel should have the power to select the winners of the awards, without the Mayor overruling the panel at a later date with no oversight or consultation with those who gave up hours of their time to assess the nominees and meet to discuss and decide on the winners.</li> <li>4) Agrees to amend 5.4 of the Policy to read as follows: <ol style="list-style-type: none"> <li>a. The Panel has final authority on who is to receive each Award. In the event a winner is not unanimous, a vote will be taken, and the Mayor or, in their absence, their delegate, will have a second vote to select the winner in the event of an equality of votes.</li> <li>b. The Mayor retains delegated authority to determine the recipient of the Freeman of Port Stephens Award only, on recommendation from the Panel.</li> <li>c. The Mayor and Council will be bound by the decision of the Panel, unless the Panel is recalled and agrees to change a recipient.</li> </ol> </li> </ol>
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**MINUTES ORDINARY COUNCIL - 23 AUGUST 2022**

	<p>5) Agrees to amend Port Stephens Council's Delegation Instrument as follows:</p> <p>a. Schedule 1 point 3 to read, "To make community awards in line with the recommendation".</p> <p>6) Agrees to place the amendments on public exhibition for a period of 28 days, and should there be no submissions, make the changes. If any submissions are received, the policy amendment is to return to Council for endorsement.</p>
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Councillor Leah Anderson left the meeting at 8:55pm.  
 Councillor Leah Anderson returned to the meeting at 8:57pm.  
 Councillor Chris Doohan left the meeting at 8:57pm.

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Glen Dunkley, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**ORDINARY COUNCIL MEETING - 23 AUGUST 2022**  
**MOTION**

<b>231</b>	<p><b>Mayor Ryan Palmer</b>  <b>Councillor Giacomo Arnott</b></p> <p>It was resolved that the Council meeting be extended to 9:30pm.</p>
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Chris Doohan, Glen Dunkley, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**BACKGROUND REPORT OF: BROCK LAMONT – ACTING STRATEGY & ENVIRONMENT SECTION MANAGER**

**BACKGROUND**

Port Stephens Council recognises outstanding contributions of members of the Port Stephens community through the delivery of an annual awards program. These annual awards provide opportunity for Council to formally recognise people who

**MINUTES ORDINARY COUNCIL - 23 AUGUST 2022**

provide outstanding or distinguished service to the community and enhance community pride and spirit.

The awards are guided by the Port Stephens Annual Awards Policy (**ATTACHMENT 1**) and Guidelines. In relation to determination of awards the current policy states:

5.2 The Port Stephens Annual Awards Assessment Panel is comprised of:

- a. the Mayor (Chair)
- b. the General Manager
- c. 3 Councillors (1 from each Ward), drawn from the 355(c) Port Stephens Australia Day Committee
- d. 3 community representatives, drawn from the 355(c) Port Stephens Australia Day Committee
- e. 1 Freeman of Port Stephens (by invitation of the Mayor).

5.3 The role of the panel is to receive and consider nominations in accordance with the criteria and recommend recipients for each category of award. Outstanding achievement or contribution towards Port Stephens' community values will be the principle basis for the awards.

The community values are:

- honesty
- safety
- fairness
- community spirit
- friendliness
- having a say
  - support and connectedness
  - tolerance of difference
  - sustainability
  - life choices.

5.4 The Mayor has delegated authority under this policy to determine the awards on the recommendation of the Port Stephens Annual Awards Assessment Panel.

The Policy is scheduled for review in November 2023.

**FINANCIAL/RESOURCE IMPLICATIONS**

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		

**MINUTES ORDINARY COUNCIL - 23 AUGUST 2022**

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
External Grants	No		
Other	No		

**ATTACHMENTS**

- 1) Port Stephens Annual Awards Policy.

**ITEM NO. 8**

**FILE NO: 22/282759  
EDRMS NO: PSC2014-01768**

**COMMUNICATIONS AND ENGAGEMENT STRATEGY**

REPORT OF: JANELLE GARDNER - COMMUNICATIONS SECTION MANAGER  
GROUP: DEVELOPMENT SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Receive and note the Community Engagement Report including the submissions received during the public exhibition of the draft Communications and Engagement Strategy including the response to the public submissions **(ATTACHMENT 1)**.
- 2) Revoke the Community Engagement Strategy 2019 **(ATTACHMENT 2)**.
- 3) Adopt the Communications and Engagement Strategy, as amended **(ATTACHMENT 3)**.

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**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>333</b>	<p><b>Councillor Leah Anderson Councillor Peter Kafer</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Receive and note the Community Engagement Report including the submissions received during the public exhibition of the draft Communications and Engagement Strategy including the response to the public submissions <b>(ATTACHMENT 1)</b>.</li><li>2) Revoke the Community Engagement Strategy 2019 <b>(ATTACHMENT 2)</b>.</li><li>3) Adopt the Communications and Engagement Strategy, as amended <b>(ATTACHMENT 3)</b>.</li></ol>
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Councillor Giacomo Arnott left the meeting at 8:52pm.  
Councillor Giacomo Arnott returned to the meeting at 8:53pm.

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.  
The motion was carried.

**BACKGROUND**

The purpose of this report is to advise Council of the outcome of the public exhibition process for the draft Communications and Engagement Strategy as outlined in the Community Engagement Report (**ATTACHMENT 1**). The adoption of the Communication and Engagement Strategy will revoke the existing Community Engagement Strategy 2019 (**ATTACHMENT 2**). The report recommends that Council adopt the Communications and Engagement Strategy, as amended based on community feedback (**ATTACHMENT 3**).

At its meeting on 14 June 2022, Council resolved to place the draft Communication and Engagement Strategy (The Strategy) on public exhibition for 28 days. The Strategy was exhibited from 17 June 2022 to 15 July 2022 and community feedback was sought via a survey, community focus group established during previous engagement and submissions

In response to the community feedback The Strategy was amended. The changes simplify the technical aspects of the document, create clear links between The Strategy principles and key objectives, clarify how we will improve our reporting process and provide information on stakeholder groups and how we will engage diverse and hard to reach groups. Post exhibition amendments to The Strategy are outlined in the Community Engagement Report (**ATTACHMENT 1**) and included in the amended Communications & Engagement Strategy (**ATTACHMENT 2**).

Further details about the community engagement during the public exhibition is outlined under the consultation section below.

**COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2022-2026</b>
Communication and Engagement	Provide a voice for the community.

**FINANCIAL/RESOURCE IMPLICATIONS**

There is no direct impact on operational budgets from this strategy. Actions identified in this strategy will be sourced from existing budgets or where applicable, grant funding.

<b>Source of Funds</b>	<b>Yes/No</b>	<b>Funding (\$)</b>	<b>Comment</b>
Existing budget	No		
Reserve Funds	No		
Developer Contributions (S7.11)	No		
External Grants	No		

**MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022**

Source of Funds	Yes/No	Funding (\$)	Comment
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

Under Section 402A of the Local Government Act 1993, Environmental Planning and Assessment Act 1979 and the NSW Governments Integrated Planning and Reporting Framework, Council is required to prepare a Community Engagement Strategy to support the development of all plans, policies, programs and key activities.

Under the Integrated Planning and Reporting requirements, Council is required to review its current Community Engagement Strategy by 31 December 2022 post the recent local government elections and in line with the four year Integrated Planning and Reporting Cycle.

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that Council may breach the Integrated Planning and Reporting Framework if Council does not adopt a Community Engagement Strategy by 31 December 2022.	Medium	Adopt the recommendations.	Yes
There is a risk that Council may be exposed to reputation damage if Council does not have a clear and comprehensive approach to communications and community engagement that aligns with Local Government Act 1993 requirements.	Medium	Adopt the recommendations.	Yes



## **SUSTAINABILITY IMPLICATIONS**

Adopting the recommendations ensures that Council will continue to follow best practice when engaging and communicating with the community about the services and activities of Council.

Adopting the recommendations demonstrates Council's greater understanding that engagement and communications are directly linked to the liveability and wellbeing of our community. If our community can participate in the decision making process, are informed and aware and we broaden the diversity of who we communicate with, we can improve the way people feel about living and working in Port Stephens.

There are no significant economic or environmental implications resulting from the adoption of the recommendations.

## **CONSULTATION**

Community engagement with key stakeholders has been undertaken by the Communication and Engagement Section. The communication and engagement program was designed based on demographic analysis and audience profile for the community and consisted of three phases:

- Phase 1: Communications and engagement data gathering
- Phase 2: Communication and engagement deep dive
- Phase 3: Public exhibition

Community engagement outcomes for Phase 1 and 2 has been included in the Community Engagement Report (**ATTACHMENT 1**) and were reported to Council at its 14 June 2022 meeting. Phase 1, undertaken in 2021 and early 2022 included the Community Satisfaction Survey 2021, direct stakeholder meetings, Place and Vision Workshops as part of the Community Strategic Plan review and the Community Strategic Plan online check in survey. Phase 2 included a deep dive into the Phase 1 feedback with the establishment of a community focus group with individual and key community organisation representatives from across the Local Government Area (LGA). Community feedback from both phases informed the development of draft Strategy.

### Internal

Key internal stakeholders have been involved in preparing the draft Communications & Engagement Strategy via a cross-council Project Control Group including representatives from Assets, Development Services, Waste Services, Asset Maintenance, Corporate Services and Communication Engagement. Feedback from the public exhibition was discussed in detail with Project Control Group members.

External

The draft Communications and Engagement Strategy was placed on public exhibition for 28 days from 17 June 2022 to 15 July 2022 following Council resolution to exhibit on 14 June 2022.

The Port Stephens community were informed of the public exhibition and the opportunities to provide feedback via:

- Public exhibition webpage
- Media release picked up by the Port Stephens Examiner and National Tribune
- Paid and organic social media targeting those living in Port Stephens Local Government Area
- Direct email to previous community focus group members
- Article in Your Port e-newsletter

These communication methods achieved a total reach of 44,090 people.

Feedback during the public exhibition was sought through an online survey, individual discussions with focus group members from the previous phase and submissions. Fifty-two (52) participations responded across the methods. Key themes we heard across all engagement opportunities included:

- Clear messaging about where and why Council is seeking feedback
- Multiple points where information can be accessed
- Simple and easy to understand language
- More lead in time to engagement opportunities
- Ongoing community conversations rather than project by project engagement
- Easy and accessible engagement
- Reach a wider demographic
- Listen when feedback is received
- Improve measuring and reporting methods to help build trust

Based on the internal and community feedback a number of amendments have been made to the draft Communication & Engagement Strategy including:

- Simplified wording throughout the document where possible
- Key objective numbering removed to reduce confusion around priority
- Statistics page updated to reflect new Australian Bureau of Statistics (ABS) data
- Document purpose revisited and inclusion of a definition for engagement and communications
- Clearer link provided between the Strategy principles and key objectives.
- Information included relating to stakeholder groups and barriers to engagement

## **MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022**

- Key objective about the Community Reference Group reviewed and renamed to align more with Council's other advisory groups
- Key objective included to develop a communication engagement process including evaluation process
- Summary of the methods used to engage and communicate included
- Measures of success expanded to enable reporting against Council's Community Strategic Plan and the Strategy's principles and framework
- Minor changes made to the Community Participation Plan

Feedback across all three phases of engagement including the public exhibition and Council responses is included in the Community Engagement Report **(ATTACHMENT 1)**.

### **OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

### **ATTACHMENTS**

- 1) Communications and Engagement Report.
- 2) Community Engagement Strategy 2019.
- 3) Communications and Engagement Strategy.

### **COUNCILLORS ROOM**

Nil.

### **TABLED DOCUMENTS**

Nil.

# Port Stephens Communications and Engagement Strategy

Engagement Report



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<sup>1</sup> Port Stephens Council

## Introduction

Council's current Community Engagement Strategy was adopted on 29 November 2019. Under the Integration Planning & Reporting (IP&R) requirements, Council is required to review its current Community Engagement Strategy by December 2022 post the recent local government elections and in line with the IP&R cycle.

Over the past two years, a fundamental shift has occurred in the approach to public sector communications and engagement. Social media has increased the expectations around communications as a conversation and, more recently, the impacts of COVID -19 have heightened the community's awareness of what's important to them and created a greater desire to engage in the planning for their place.

To align with the shifts in the sector and Council's focus on liveability and wellbeing, Council needs to deliver a genuinely integrated and inclusive approach to engagement and communications. A combined Communication & Engagement Strategy will strive to meet legislative, business and community requirements.

The document can also include Council's Community Participation Plan which is an attachment to the strategy and will ensure compliance with the Environment and Planning Assessment Act 1979 – Division 2.6.

This Communication and Engagement Strategy will create a blueprint for successful and meaningful communications and engagement, reflecting our commitment to genuinely involve and engage with the community we serve.

## Communication and Engagement Methodology

The Communications and Engagement Strategy engagement program consisted of three (3) phases:

- Phase 1: Communications and engagement data gathering
- Phase 2: Communication and engagement deep dive
- Phase 3: Public exhibition

The engagement and communication program was designed based on the demographic analysis or audience profile for the Port Stephens community.

### Phase 1 – Communications and engagement data gathering (2021)

Phase 1 engagement for the Communications and Engagement Strategy was undertaken as part of the Council Integrated Engagement Program. The Integrated Engagement Program aimed to seek community feedback on a number of key strategic documents through the same engagement opportunities, streamlining the way we engage and move away from single use engagement, building broader meaningful participation. This included drawing from community feedback from the 2021 Community Satisfaction Survey, a series of 'Place and Vision' community workshops and the Community Strategic Plan check in through an online survey.

Given the lockdown in late 2021 and the ongoing COVID-19 restrictions, the 'Place and Vision' workshops were held online to maximise community participation and safety.

**Table 1: Phase 1 Communication and engagement methods**

ACTIVITY	DESCRIPTION	PARTICIPATION
<b>Community Satisfaction Survey 2021</b>	Communication and engagement based questions included as part of the Community Satisfaction Survey seeking feedback on the methods and satisfaction with participation in communication and engagement previously.	2187 overall responses
<b>Direct stakeholder meeting Oct 2021</b>	Direct correspondence received from key stakeholder groups as well as a stakeholder meeting held in response to the correspondence between the Group Manager Development Services, the engagement team representative and the stakeholder groups.	2 x correspondence 1 x stakeholder meetings in response
<b>Place and Vision Workshops Nov-Dec 2021</b>	4 x online workshops via zoom for the following communities: West ward Raymond Terrace and surrounds	3 attendees; 11 EOIs

ACTIVITY	DESCRIPTION	PARTICIPATION
	2 x East ward Nelson Bay, Salamander Bay and surrounds	23 attendees; 57 EOIs
	Central ward Tilligerry, Salt Ash and surrounds	13 attendees; 29 EOIs
<b>Community Strategic Plan online check in survey</b>	Online survey to understand the community's level of support for each of the community focus area and strategies including 'Our Council' focus area that includes communications and engagement.	59
<b>Mar 2022</b>		

**Phase 2 – Communications and engagement deep dive**

In Phase 2 we took on a deep dive into the data received in Phase 1 by setting up a community focus group convened via invitation. This focus group met over two sessions in a hybrid model both face to face and online to hear about the background for the Strategy, the feedback Council has received to date and work on the strategic direction for communication and engagement.

**Table 2: Phase 2 Engagement methods**

DATE	METHOD	PARTICIPATION
<b>Community Focus Group</b>	<p>A community focus group was established with individual and key community organisations representatives from across the LGA. Groups invited to represent included:</p> <ul style="list-style-type: none"> <li>• Shoal Bay Community Association</li> <li>• Tomaree Residents and Ratepayers Association</li> <li>• Econetwork</li> <li>• Soldiers Point Community Group</li> <li>• Mambo Wanada Wetlands Landcare Group</li> <li>• Anna Bay Community Hall</li> <li>• Voices of Wallalong and Woodville</li> <li>• Lemon Tree Parks and Gardens</li> <li>• Meadowie Progress Association</li> </ul> <p>Individuals who had expressed interest in previous engagement opportunities were also invited to represent areas not covered by a community group including:</p> <ul style="list-style-type: none"> <li>• Raymond Terrace</li> <li>• Meadowie</li> <li>• Tilligerry</li> <li>• Seaham</li> <li>• Karuah</li> </ul>	9 attendees (13 invites issued)



**Phase 3 – Public exhibition (17 June to 15 July 2022)**

The draft Communications and Engagement Strategy was placed on public exhibition for 28 days from 17 June 2022 to 15 July 2022 following Council resolution to exhibit on 14 June 2022.

**Table 3: Phase 3 Communication methods**

ACTIVITY	DESCRIPTION	REACH
<b>Webpage</b>	Public Exhibition page	119 page visits
<b>Print or online media</b>	<p><b>Media release</b></p> <p>16 June 2022, New blueprint for Council’s communications and engagement  <a href="https://www.portstephens.nsw.gov.au/council/news/2022/new-blueprint-for-councils-communications-and-engagement">https://www.portstephens.nsw.gov.au/council/news/2022/new-blueprint-for-councils-communications-and-engagement</a></p> <p><b>Media related via Media Monitors</b></p> <p>23 June 2022, Have your say on council strategy, Port Stephens Examiner, print edition  <a href="https://digital-print-edition.austcommunitymedia.com.au/PSE/2022/06/23/3dissue/index.html">https://digital-print-edition.austcommunitymedia.com.au/PSE/2022/06/23/3dissue/index.html</a></p> <p>27 June 2022, ‘Port Stephens Council strategies go on public exhibition’, Port Stephens Examiner, online edition  <a href="https://www.portstephensexaminer.com.au/story/7784689/port-stephens-council-strategies-go-on-public-exhibition/">https://www.portstephensexaminer.com.au/story/7784689/port-stephens-council-strategies-go-on-public-exhibition/</a></p> <p>20 June 2022, ‘New blueprint for Council’s communications and engagement’, National Tribune  <a href="https://www.nationaltribune.com.au/new-blueprint-for-council-s-communications-and-engagement/">https://www.nationaltribune.com.au/new-blueprint-for-council-s-communications-and-engagement/</a></p>	25,000 distribution
<b>Social media</b>	Paid and unpaid social media post on 17 June 2022	16,541 reached; 93 likes, comments shares, 897 post clicks
<b>Direct email</b>	Group email sent to community focus group participants	9 emails

<b>ACTIVITY</b>	<b>DESCRIPTION</b>	<b>REACH</b>
<b>Bulk e-newsletters</b>	22 June 2022, Your Port e-edition	2421

**Table 4: Phase 3 Engagement methods**

<b>DATE</b>	<b>METHOD</b>	<b>PARTICIPATION</b>
<b>Online Survey</b> Open 17 June – 15 July 2022	Survey via Survey Monkey – ‘Draft Communications and Engagement Strategy Check in’ – designed to check if our proposed direction is heading in the expected direction	40 surveys completed
<b>Individual discussion</b>	Individual follow up phone calls with previous focus group participants – detailed one on one discussions	3
<b>Submissions</b>	Submissions received	9 submissions

## Key findings

The total participation across all 3 phases in the development of the new Communications and Engagement Strategy, is over 2400 feedback interactions. This figure includes:

- Community Satisfaction Survey responses (2187 responses)
- Meetings with key groups/stakeholders (9 attendees)
- Place and Vision workshops (96 EOs)
- Community Strategic Plan 'check in' survey (59 responses)
- Draft Communications and Engagement Public Exhibition 'check in' survey (40 responses)
- Draft Communications and Engagement Public Exhibition submissions (9 submissions)

### Phase 1 – Communications and engagement data gathering (2021)

#### Community Satisfaction Survey

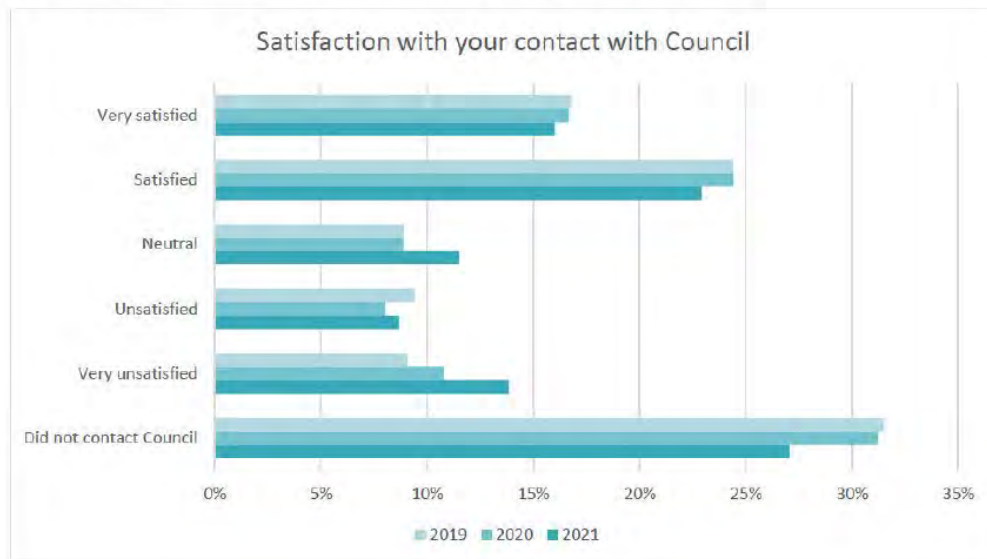
The annual Community Satisfaction Survey from 2021 has regularly included 4 questions which particularly relate to communications and engagement. These questions are:

- a) In the past 12 months have you contacted Council staff for any reason (in person, writing or email, by telephone, text message or social media)? If yes, how satisfied are you with our response including time, manner and answering your enquiry? Please keep in mind we do not mean the actual outcome but rather the customer service that was received.
- b) 'How do you prefer to receive information about Council and what is happening in Port Stephens? (Select all that apply)
- c) 'In the past 12 months, do you feel you have had an opportunity to provide input in Council projects and decision making?'; and
- d) 'What methods did you use to provide input in Council decision making?' (Select all that apply)

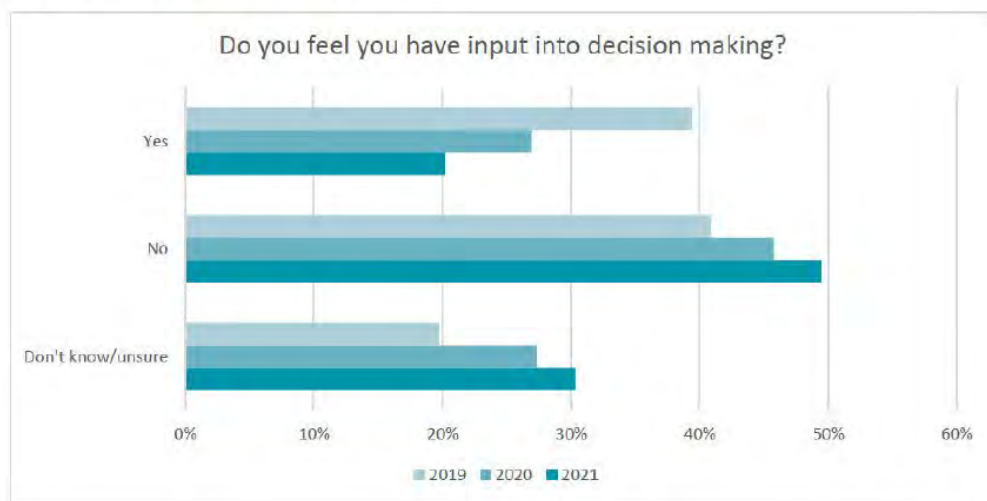
Questions a) and c) are of particular interest in terms of determining performance trends and also future target/goal setting, while questions b) and d) provide useful data for future communications and engagement activities. Figures 1 and 2 show current performance trends over the past 4 years for questions a) and c). The results of the annual Community Satisfaction Survey for 2022 were not available at the time of writing this report.

Both figures show a decreasing trend over the last three years with a minor decrease in satisfaction with contact with Council and a significant decrease for satisfaction with input into decision making.

**Figure 1 – Satisfaction with contact with Council**



**Figure 2 – Input into decision making**



### **Direct stakeholder meetings and correspondence**

In October 2021 a direct stakeholder meeting was held with representatives from a range of community groups after correspondence from Econetwork dated 25 August 2021 and phone calls were provided to Council outlining concerns with Councils communications and engagement. The meeting discussed concerns and improvements the attendees would like to see in the future. Correspondence from Econetwork dated 4 November 2021 includes the listing of attendees and community group representation and summarised the meeting. The issues raised at the meeting helped to highlight the need for a review of the communications and engagement strategy and to improve associated processes.

Tomaree Ratepayers and Residents Association (TRRA) also raised a number of issues with council processes in their letter dated 14 July 2022 primarily regarding planning matters but also mentioned the communications and community engagement strategy.

See Appendix A for copies of letters from Eco Network and TRRA.

### **'Place and Vision' Workshops**

Four (4) 'Place and Vision' online workshops were held across the LGA as part of the review of the Community Strategic Plan. As part of these workshops a number of 'hot topics' were investigated including 'Improving community engagement'. These sessions examined what was the current situation, what success looks like for community engagement and actions participants would like Council or the community to undertake to help us reach a state of success.

Some of the similar comments around the current situation across all workshops were:

- Lack of notice for community engagement opportunities,
- Council wasn't actually listening to the feedback they gave
- Information was lacking in how their feedback was used in decision making
- Engagement approach was inconsistent
- Lack of clarity around areas of influence
- Council relied too much on digital and online forms of engagement.

Some of the similar comments around 'What success would look like' were:

- Broader engagement methods using both online and traditional methods,
- Clear guidance on what can be influenced
- Councillors to be more involved in observing engagement to hear first hand feedback.

- More time allocated for considered feedback
- Community involvement at a strategic stage to understand and assist in the problem solving phase
- More diverse representation of participants

A number of ideas to move Council towards a state of success were suggested including collating feedback opportunities where possible, using community groups to assist in promoting Council information and using SMS to inform of engagement opportunities. All comments from the Place and Vision workshops and are included in Appendix B.

**Community Strategic Plan Check in survey**

As part of the Community Strategic Plan review a short check in survey was undertaken from 28 February to 14 March 2022. The survey was designed as a milestone point to check in with the community about whether Council were on the right track with the proposed changes to the Community Strategic Plan. The proposed changes relating specifically to communications and community engagement is under the Our Council part of the Community Strategic Plan and this change was articulated in Figure 3 below. Of the 59 responses received 84.8% were supportive or very supportive of the proposed changes.

**Figure 3 – Our Council check in question**



Comments from this survey specifically relating to communications and community engagement included:

- Little opportunity to find out the result of engagement or what other people thinking and closing the loop needs to be given higher priority
- Ensure the community has access to all the information to make an informed decision
- Use diverse approaches to ensure all voices are heard
- Ensure council decision on issues of community concern support the community's wishes
- Make engagement and outcomes more transparent

## Phase 2 – Communications and engagement deep dive

### Community Focus Group

The Community Focus Group was set up to delve deeper into previously received feedback. Thirteen (13) representatives were invited to participate with 9 representatives attending. The group met over two sessions in a hybrid model both face to face and online to hear about the background for the Strategy, the feedback Council has received to date and to help work on the strategic direction for communication and engagement. This group discussed what Council's approach to a) planning communications and engagement when seeking community input and b) when providing information to the community.

#### a) Planning communications and engagement

When planning and seeking community feedback, participants identified that Council needs to be:

- clear about where and why they are seeking input
- undertake engagement earlier to ensure improved participation
- create ongoing community conversations rather than project by project engagement
- provide easy and accessible engagement for all people to participate in
- broaden the demographic of who participates
- actually listen when feedback is received

#### b) Providing information to the community

When providing information to the community, participants suggested Council consider:

- clear messaging
- multiple access points for information
- simple and easy to understand language free from technical jargon
- more lead in time to organised events, programs and engagement opportunities

The group devised a number of actions across themed areas of digital, web and external communications; community engagement; visual communications and media and public relations. These actions have been listed in Appendix C with the aim to improve the way Council engages and communicates with the community.



**Phase 3 – Public exhibition (from 17 June to 15 July 2022)**

There were three main engagement activities associated with Phase 3 – public exhibition. This included an online survey, call for submissions through the public exhibition process as well as follow up contact with the focus group participants from Phase 2.

**Online Survey**

The online survey was designed to gather information about people’s thoughts about the draft strategy to check if Council had reflected the feedback received to date.

There were 40 survey responses received. Some key results include:

- 79.4% of respondents supportive of the Strategy’s principles and vision
- 81.6% of respondents supportive of the key objectives for Strategic Priority 1 – Community Engagement
- 80.6% of respondents were supportive of the key objectives for Strategic Priority 2 – Community Communication
- 22.1% of respondents were supportive of the key objectives for Strategic Priority 3 - Media and Public Relations
- High level of interest expressed by survey respondents in being part of the Community Reference Panel with 42.4% indicating they wanted to be involved and 42.4% interested but would like more information.
- The most popular age bracket for respondees was between 60-69.

Some of the most frequent themes from the comments and suggestions in the survey and the number of times mentioned are summarised in Table 5. For full results see Appendix D.

**Table 5: Online survey comment themes**

Theme	Number of comments
Improve wording, choice of language, formatting and keep to plain English	29
Improve measuring and reporting to help build trust in Council	39
Improve the method of communication and engagement	33
Ensure inclusion and consider demographics of area	12
Miscellaneous comments (includes non response answers like N/A)	11

**Formal submissions**

Formal submission for the Strategy were received via email and letter. Nine (9) submissions were received.

From these submissions there was general support for the draft document and Council's approach to date.

The details of the formal submissions have been summarised and included in Table 6. The feedback received expressed similar themes to the online survey responses. All submission and Councils responses are included in Appendix E.

**Table 6: Submission comment themes**

<b>Theme</b>	<b>Number of comments</b>
Improve wording, choice of language, formatting and keep to plain English	10
Improve measuring and reporting to help build trust in Council	28
Improve the method of communication and engagement	24
Ensure inclusion and consider demographics of area	7

## Recommendations

Based on the community feedback received throughout all phases of the engagement it is recommended the following changes be made to the draft Communications and Engagement Strategy.

- Reduce and simplify wording and improve formatting
- Remove numbering of key objectives to reduce confusion around priority
- Update statistics page reflective of new Australian Bureau of Statistics (ABS) data
- Better explain purpose of the document and include a definition for engagement and communications
- Demonstrate a clearer link between the Strategy principles and key objectives.
- Inclusion of information relating to stakeholder groups and barriers to engagement
- Make clearer the key objective about the Community Reference Group and rename to align more with Councils other advisory groups
- Incorporate a key objective to develop a communication engagement process including evaluation process
- Incorporate a summary of the methods used to engage and communicate
- Expand measures of success to to enable reporting against Councils Community Strategic Plan and the Strategy's principles and framework
- Minor changes to the Community Participation Plan

## Appendix A: Key correspondence



**econetwork**  
port stephens

PO Box 97,  
Nelson Bay NSW 2315

25 August 2021

To: Mayor and General Manager

At a Workshop of more than 30 EcoNetwork affiliate groups and other members on 19 June 2021, one of the common problems raised was lack of transparency and inadequate public consultation by Port Stephens Council, particularly in relation to planning matters and public works.

Proper community consultation is hard. We know it is frustrating for Council when community groups raise concerns late in the planning process, often when it is too late to make changes, but this often reflects a failure of earlier communication. We accept that groups will often not get the result they want – Council rightly has to take into account a range of inputs.

But there is widespread feeling, based on experience, that Council is not genuine in its declared commitment to community engagement.

Community organisations regularly experience unhelpful secrecy, frustration in obtaining information, and flawed Council consultation processes. Too often, Council expends significant resources on just telling the community what it has already decided to do rather than genuinely explaining options, gathering input and listening to community viewpoints.

Amongst the improvements we would all like to see are:

- Direct email notification to established community groups of matters affecting their locality
- Restoration of advertising of significant DAs and other matters in local papers
- Longer periods to digest and respond to documents – including Council agendas
- Documents left on the DA Tracker indefinitely – as many Councils do
- Less unnecessary redaction of plans and business contact details
- Better facilities for inspection of documents in the Council Chambers and at Libraries
- Better discretionary consultation on Council public works

Other planning related changes required are:

- Proper sequence of local master planning before approval of individual DAs and Council works that pre-empt such plans
- Tougher criteria for accepting significant applications of the LEP variation clause 4.6 in respect of building heights and other standards
- Insistence on ecological surveys and other reports being up to date
- Greater weight given to maintaining the character and ambience of localities
- More pro-active monitoring of compliance and strong enforcement of conditions

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On behalf of our members and affiliated groups, we request a meeting with you and senior Council officers as soon as practicable to discuss these issues.

We look forward to hearing from you.



President, EcoNetwork Port Stephens

Please reply to:  
president@econetworkps.org  
phone 0434 411 354

**EcoNetwork Affiliates:** (Those present at June 2021 meeting in bold)  
**Businesses:** Destination Port Stephens • Imagine Cruises • Irukandji Shark & Ray Encounters • Salamander Recycling • **Community groups:** Boomerang Park Preservation Group • Climate Action Port Stephens • Friends of Tomaree National Park • Hunter Valley Botanic Gardens • Mambo Wanda Wetlands Reserves & Landcare Committee • Mambo-Wanda Wetlands Conservation Group • Myall Koala & Environmental Support Group Inc. • National Parks Association (Hunter) • North Arm Cove Residents Assoc. Inc. • Ocean and Coasts Community Initiative (O.C.C.I.) • Pindimar Bundabah Community Association • Plastic Free Port Stephens • Port Stephens Marine Parks Association • Port Stephens Native Flora Gardens • Shoal Bay Community Association Inc. • Soldiers Point Community Group • Soldiers Point-Salamander Bay Tidy Towns Inc • South Tomaree Community Association Inc • Tilligerry Habitat Association Inc. • Tomaree Birdwatchers • Tomaree Community Garden • Tomaree Museum Association • Tomaree Ratepayers & Residents Association Inc • Voice of Wallalong, Woodville & surrounds, (VOWW)

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**econetwork**  
port stephens

PO Box 97,  
Nelson Bay NSW 2315

04 November 2021

Council Community Engagement

This letter follows a useful initial meeting, by Zoom, on 26 October, and includes our summary of that meeting together with a promised agenda for a second meeting

Summary of first meeting, 26 October 2021, by Zoom

**Council:** Steve Peart (SP), Group Manager, Development Services; Elizabeth Ackerman, Team Leader, Communications & Customer Experience

**Iain Watt, EcoNetwork & Marine Parks Association (MPA), Andrew Steel, EcoNetwork and Soldiers Point Community Group (SPCG), Margarete Ritchie, Voices of Wallalong and Woodford (VOWW), Ben van de Wijngaart, Tomaree Ratepayers and Residents Association (TRRA), Geoff Washington, TRRA and Tomaree Headland Heritage Group (THHG), Kathy Brown (EcoNetwork and Mambo groups), Nigel Waters (TRRA & EcoNetwork)**

Our position

We welcomed Council's interim reply 2 September and the online meeting which made some good progress including on some specific issues (see below). Council agreed to a further meeting to continue working through the remaining issues.

We reminded Council of the combined membership of our groups (see above) and our reach' via email lists, websites and social media – e.g. Tomaree Voice FB reach typically in hundreds and max of 8,000+ for a recent post on a Nelson Bay DA, and a recent EcoNetwork post reaching 3,900.

We explained our starting point: '... widespread feeling, based on experience, that Council is not genuine in its declared commitment to community engagement. Community organisations regularly experience unhelpful secrecy, frustration in obtaining information, and flawed Council consultation processes. Too often, Council expends significant resources on just telling the community what it has already decided to do rather than genuinely explaining options, gathering input and listening to community viewpoints.'

Also significant professional and other expertise in the community which we feel Council is not respecting or taking advantage of.

We noted the recent findings of Council's annual Community satisfaction survey: Overall satisfaction down significantly (12%) in latest survey inc. only 69% satisfied with contact with

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Council (only 53% if exclude 'neutral'). Perception of opportunity for input to Council also well down – almost halved since 2019 to 20%

We noted some good examples of consultation observed – inc. Waste Management and Coastal Management (good), NB Smart Parking and Place Planning (mixed - some good aspects but still problems overall)

We recognise that some matters will need decisions by the new Council, but consider it important to get all issues on the table, and make as much progress as possible on those matters within the discretion of Council staff.

Council's position

SP acknowledged some past and present difficulties and explained Council is committed to improvements. Organisational structure has been modified, Council is working to meet various community engagement standards, and has some practical changes in hand e.g. website re-design.

In important context discussion on overall population/housing targets (carrying capacity), SP explained that Council seeks a balance between different visions, and strategic objectives are ultimately set by elected Council. Current Council has favoured growth and development.

SP made the point that Council will not always be able to satisfy community – we all accepted that – overall issue is whether we feel we are listened to and heard, and that Council responds fairly.

Specific issues and suggested improvements – agenda for further meetings

- Direct email notification to established community groups of matters affecting their locality (26/10 reference to Camden Council practice)
- Restoration of advertising of significant DAs and other matters in local papers (Some discussion 26/10)
- Longer periods to digest and respond to documents – including Council agendas. (goes to issue of meeting cycle – for next Council to review)
- Documents left on the DA Tracker indefinitely – as many Councils do (Council seeking advice). (In light of discussion of resource constraints, could consider criteria for leaving documents online e.g. 'significant' DAs)
- Less unnecessary redaction of plans and business contact details (Council seeking advice)
- Better facilities for inspection of documents in the Council Chambers (inc. free-standing terminals for self-help) and at Libraries (and staff training to assist but only when requested)
- More user-friendly website (Discussion on 26/10 - problems acknowledged and re-design in hand – will engage in user testing. – check out Eurobodalla Shire site)
- Better discretionary consultation on Council public works (e.g. amenities, tree removal)
- Format of consultation meetings – town-hall style vs 'drop-in' with one on one

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- Note taking at consultation meetings – need records + better feedback on reasons for decisions following consultation.
- User friendly versions of documents – more and more Council reports/strategies etc are very 'glossy' - Image heavy, large files, expensive to print etc.
- Recording of all Council votes (matter for review by new Council)
- Webcast to include 'Public Access' **(Some discussion on 26/10)**
- Maintain ability for questions in Public Access **(Some discussion 26/10 - Council reviewing)**

Other planning related changes required are:

- Proper sequence of local master planning before approval of individual DAs and Council works that pre-empt such plans
- Better timing of infrastructure (e.g. road & path improvements etc. ahead of development)
- Tougher criteria for accepting significant applications of the LEP variation clause 4.6 (in respect of building heights and other standards (+ clear public notice where a DA includes a variation request) **(Some discussion on 26/10)**
- Easier 'call-up' path + more referrals at discretion of Council staff, for clearly significant or controversial DAs
- Insistence on ecological surveys and other reports being up to date (e.g. traffic reports)
- Greater weight given to maintaining the character and ambience of localities (action not words)
- Requiring applicants with significant DAs to do better visual impact reports, inc. photomontages from a wider range of perspectives/views
- Council use of 3D modelling for both strategic planning and development assessment (what became of the Nelson Bay Centre imaging on trial in 2018?)
- More pro-active monitoring of compliance and strong enforcement of conditions **(Some discussion on 26/10 – SP admitted this is challenging for Council)**
- Failure to address specific compliance issues raised with Council (or delays) **(Some discussion on 26/10)**
- More community education on how the planning process works – flowcharts, and possible workshop

We note that TRRA and EcoNetwork sent a joint letter to Council dated 22 September about tree management issues, requesting separate consultation. This included three case studies of tree removal on public land. Another major case study has recently been drawn to Council's attention. TRRA and EcoNetwork look forward to a reply to that letter.



President EcoNetwork Port Stephens

Ph 0434 411 354

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14 July 2022

The General Manager  
Port Stephens Council

[council@portstephens.nsw.gov.au](mailto:council@portstephens.nsw.gov.au)

### PSC Planning Matters to be reported to Council Policy

File number PSC2013-00406

#### Proposed changes

We welcome the minor changes proposed to the 2020 version of the Policy, as set out in the staff report (p118 of the 14 June Council agenda papers) and shown highlighted in yellow in the Attachment (pp 121-128). The changes now also include amendments to the 'call-up' provisions resulting from a separate Council resolution on 28 June. We do however have several proposed additional changes, and editing and formatting suggestions to clarify the Policy – as set out below.

#### Wider context – transparency and accountability of planning matters

This Policy addresses a very specific and narrow aspect of transparency – reporting to Councillors.

We note that this **Planning matters to be reported to Council Policy**, as well as the recently revised **Rezoning Request Policy**, relates directly to the **Community Participation Plan (CPP)** required under the EPA Act and currently on public exhibition as an Attachment to the **Draft Port Stephens Communication and Engagement Strategy**. The CPP deals with how DAs and Planning Proposals are made public, but this cannot and should not be separated from the communication of DAs and Planning Proposals to Councillors which is addressed in this Policy.

It is clearly in the public interest for transparency and accountability (to which Council is committed) for the relevant provisions in all three documents to be consistent and as closely aligned as possible.

For example, we can see no good reason why the reports to Councillors on DAs and Planning Proposals included in the PS Newsletter (clauses 5.1(b) and 5.2(a)) cannot be made public. While DAs and Planning Proposals can be found by the public and Councillors on Councils' DA Tracker and the State Government Planning Portal, it is



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not easy to locate items in Port Stephens of interest. If the reports are a useful shortcut for Councillors, why the community should also get the benefit – there would be no additional cost or effort. **We submit that reports to Councillors on DAs and Planning Proposals included in the PS Newsletter also be made public.**

This wider issue has also been raised in the context of advertising of DAs and other matters in local newspapers – most recently in a Notice of Motion at the 22 February 2022 Council meeting. We note that the Information Paper on Council Resolutions for the 14 June Council meeting flags a report to Council on this matter in August.

There are also two outstanding Council Resolutions from the 13 July 2021 meeting relating to Publication of DA Information and submissions. The same Information Paper for the 14 June 2022 meeting notes that a discussion with Councillors on these matters is scheduled for 19 July 2022.

Because these closely related matters are outstanding, **we submit that Council should revisit the all the relevant policies and documents as a 'package' later in 2022.** It may be that a simplified overall policy relating to transparency and accountability of planning matters could be developed to replace and consolidate the various overlapping provisions, which are confusing to all interested parties.

We will be suggesting in our submission on the **Draft Port Stephens Communication and Engagement Strategy** that the CPP references the other two Council Policies, including this one. **We submit that, similarly, this Policy should reference the CPP.**

#### 'Call-up' of planning matters

We note that the provisions in this Policy relating to 'call-up' of a matter to Council (= withdrawal of delegated authority) overlaps with provisions in the **Port Stephens Council Code of Meeting Practice**. Amendments made to the Code of Meeting Practice at the 28 June Council meeting changed the number of Councillors required for a 'call-up' from 3 to 2. The amended draft Code is on exhibition until 15 August. We note that this change has been carried over into this Policy since the version with the 3 councillors was approved for exhibition on 14 June (Clauses 3.3, 3.4, 5.1(c) and 5.2(b)). The change to the Code from 3 to 2 Councillors was supported by several Community Groups including TRRA, and Councillors unanimously approved the change on 28 June – consistent with this **we support the change to this Policy as well.**

We submit that there needs to be a related change. If one Councillor withdraws their support (as envisaged by Cluse 3.4 and as has happened) there appears to be no mechanism for interested parties (or even the other Councillor?) to be informed so that a replacement 'sponsor' can be found. **We submit that this Policy include a requirement for at least all Councillors sponsoring a 'call-up' to be informed of any withdrawal of support.**



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**We also submit that a field should be included in Council's DA Tracker to inform the public of the status of a DA with respect to delegated authority, with similar transparency for the status of Planning Proposals.** Where Council staff have used their discretion to bring a matter to Council, or where Councillors have 'called up' a matter, this needs to be obvious to the public. This would avoid unnecessary lobbying by interested parties to have a matter 'called up' when it will already be coming to Council for Determination.

#### **Variations – exceptions to development standards**

The intention of Clause 5.1(h) is to require DAs which seek to vary a development standard by greater than 10% to be reported to Council for determination. We submit that this should be the criterion in the clause rather than it including the preamble that the DA includes a 'Request to vary...'. While DAs that seek to vary should (and usually do) include a specific request, the 'trigger' for reporting should apply whether or not the applicant has expressly requested a variation. Whether a variation is or is not greater than 10% is sometimes contentious, and the applicant may assert that it is less and therefore not submit a Request under Clause 4.6 of the LEP. Council staff must be required to independently assess whether a DA includes a variation to one or more development standards and if so whether it crosses the 10% threshold. **We submit that the criterion for reporting under clause 5.1(h) be changed to 'DAs which seek to vary a development standard by more than 10%'**

We note that this issue is not clearly dealt with in Council's **Exceptions to Development Standards Policy** – Clause 5.4.4 of that Policy appears to leave the judgement in the hands of the applicant. This should be corrected.

The **Planning matters to be reported to Council Policy** should also make it clear whether 'Development Standard' for the purposes of Clause 5.1(h) includes both **Local Environmental Plan (LEP)** standards such as height limits and floor space ratios and **Development Control Plan (DCP)** standards such as setbacks or site coverage. According to the definition of 'Development Standard' in the **Environmental Planning and Assessment Act 1979 (EPA Act)**, this will hinge on whether Council's DCP is an 'environmental planning instrument'. This needs to be made clear, and even if it is not officially an EPI, **we submit that Council should ensure that both Policies do apply to DCP standards.**

If the **Exceptions ... Policy** can ensure that it applies to DCP standards such as setbacks, then we submit that this **Planning matters... Policy** should address the increasingly common situation where a DA 'pushes the boundaries' (sometimes literally) with requests for multiple variations – e.g. of height and setbacks. While no one variation may exceed 10%, the overall effect may be to significantly increase the scale, bulk and impact of a building. **We submit that there should be an additional criterion for reporting a DA to Council, along the lines of: 'where either the planners or objectors raise legitimate concerns about the cumulative impact of multiple variations, even where they are individually less than 10%'**.



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E: [planning@pscc.nsw.gov.au](mailto:planning@pscc.nsw.gov.au)

#### Reporting of DAs and modifications on public land

We submit that 5.1(d) should apply to crown land managed by Council as well as to Council owned land, and that the \$250,000 dollar threshold is too high – works costing much less than this on public land could be of great public interest. We submit that a threshold of \$100,000 would be more appropriate.

In 5.1(e) we cannot see any justification for the exclusion of ‘...amenity buildings and structures such as; toilet facilities, playgrounds, small refreshment kiosks and the like.’ These amenities are almost always of great public interest – as evidenced by recent controversies over the design of replacement amenities buildings in several locations in the Tomaree peninsula. We submit that the exception be removed so that all such DAs and s.4.55 modifications on ‘Community land’ are reported to Council for determination.

The net effect of the changes we propose to 5.1(d) and (e) is that a single clause would suffice. **We submit that clauses 5.1(d) and (e) be replaced by a single clause, requiring reporting to Council for all DAs and s.4.55 modifications with a cost of works of more than \$100,000 on Council owned or managed land, whether classified as Community or Operational.**

#### Reporting of modification applications

Clauses 5.1 (f) and (g) appear to overlap and their relationship should be clarified. We are aware that sub-clause (g) has been changed pursuant to a Notice of Motion at the 22 February 2022 Council meeting but we submit that sub-clause (g) may not be necessary. Surely any ‘condition moved on the floor of Council and approved by the Council’ would have been in the context of an ‘original DA ... determined by Council’. If so, then sub-clause (g) would seem to be redundant – sub-clause (f) would ensure that any such application would be ‘reported to the Council for determination’ (the intended outcome of both sub-clauses)?

**We submit that the easiest way to clarify this is to modify 5.1(f) to read ‘Section 4.55 (1A) & (2) ...’ and to delete (g).**

We have no objection to this submission being published, in full and unredacted.

Nigel Waters

Convenor, TRRA Planning Committee

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## Appendix B: Place and Vision workshop

### Place and Vision workshop topic: Improving Community Engagement

Verbatim comments recorded

What's the situation?

- Unsure of whether things are being taken notice such as development issues and building height
- Staff are open to having discussions – individual led
- Why have decisions been made is not clear
- Don't always know about opportunities
- Don't share the wins together
- Find out through Councils website – have to go looking for opportunities
- Wide spread feeling that we aren't listening with some exceptions
- Tell what we are going to do dressed up as consultation
- Website is difficult to navigate
- Noted responses aren't good enough and direction to policy
- Where can influence and not influence isn't clear
- Communicate what we are doing and why and what we have done when a project is finished – closing the loop
- Context isn't necessarily there as to why an amount of work or a decision is required
- Ongoing conversation rather than a dip in and out
- No response to correspondence
- Left hand and right hand don't know what is happening
- Sports Council
- Not consistent in approach
- Not talking to the right people
- Lack of transparency
- More opportunity in the last few years to engage and more opportunities to provide feedback
- Digital opportunities mainly and could be more non digital opportunities – return to face to face
- Used to have community forums and need to get back to this
- Contact with council via switch board and this is useful
- Councillors not running up for meetings with Committees of Council – also fewer Councillors per ward
- More people need to contact Council and may not know about this
- Online opportunities, PS Today
- More personal and face to face methods need to be included
- Consideration of methods for older persons
- Digital DAs are inaccessible
- Feel as though decision is already decide/ predetermined before community engagement – feel like it's a tick box at times
- Sporadic – might hear about something already gone – a regular thing and method, broadened methods

- Timing for engagement isn't always appropriate -
- Numbers don't seem to be high
- Hear about engagement opportunities afterwards
- Don't close the loop with participants and how things are decided
- Run evening public meetings in halls

**What does success look like?**

- Rationale as to why things are happening or a decision was made – education of the context
- Not only online methods or social media – look at non digital methods also
- More community invited to the table at the strategic stage to understand the why and at the problem solving stage
- Understanding what is negotiable and not negotiable
- Diversity at the table
- Not necessarily the outcome that we always want but we need to feel that we have been listened to
- Responses provided to correspondence for ideas etc.
- Consider a sports council model for other areas
- A consistent approach for all engagement across Council
- Talking to the right people - shopkeepers example
- Broader methods used for engagement that are both not online and online for all engagements
- More opportunities for engagement e.g. twice a year to comment on Council businesses
- Be clear about what can influence and why
- Councillors to be more involved in observing engagement
- Variety of times for engagement
- Variety of method used for engagement
- Close the loop with participants/engagement
- Not a reliance on technology – post office windows, examiner notices, newsagent, Kooindah Centre, Letter box drop or similar for larger projects, regular town meeting every 3 months to discuss key projects and issues.
- Have time to think about information and form opinions rather than on the spot feedback

**Some community ideas**

- Ideas box section on the website – could be a forum for discussion also
- Continuation of these types of forum
- Consultations on site where the project is located
- Linking in with existing committees for promotion of opportunities
- Key community champions
- Electronic newsletter and combining feedback opportunities through this
- Engagement reports and numbers for and against provided openly to the community – transparency
- Easy where to find DAs
- Need to refer back to DAs and things fall off the DA Tracker – works often happen later/later years
- Improved access for DA exhibition – especially important ones
- Able to review DAs without a council member standing over shoulder

- Community to promote Council information and projects for the area on local FB pages if Council is able to build a relationship with the key stakeholders
- Reinstate the DA Notices in the Examiner (supporting local business)
  - Divided on the funds
- Adding more comment options for surveys to enable more voice to be provided
- Regular Town Meeting every 3 months
- Coordinate Council and State Government surveys where possible
- Create more ongoing consultations/communication/ updates rather than dip in and out consultation
- More letter box drops for larger projects
- SMS service provider to notify of engagement opportunity
- Visuals for projects needs to be more descriptive
- Information about engagement opportunities in local coffee shops
- VMO boards at aquatic centres for information on screens – key messages/electronic noticeboard
- Participants details collected to inform engagement outcomes via SMS

## Appendix C: Focus group comments

### Communications & Engagement Strategy - Community Focus Group workshop

Verbatim comments recorded

#### Digital Communications (social media)

- Mixed blessing - very easy to get it wrong
- Lots of people backing out of social media – negative perception
- Red flags on social media in areas – maybe yoga classes instead
- Reactionary response to the red flags – need wellbeing response (all over the LGA)

#### Website Communications

- Engagement hub n website for DA's Public exhibitions, open engagements
- Easier to find things on the website
- Planning hub on website for all planning information and Das
- Centralised, accessible Information
- DA subscription service for direct email of new DAs
- Links to legislation (for example) that may impact the outcome
- Ideas box on the website for community ideas and suggestions
- Search function not working well enough
- Info/tutorial on key words to use to activate search
- Website has interactive map with information and plans for individual parks and public spaces

#### External communications (newsletter, emails, poster, letter, signage, etc)

- Create more ongoing communication to tell the story and connect the dots
- SMS service provider to notify about engagement or council information
- Quarterly newsletter to letterboxes - more specific information
- Council facilitated community noticeboards, particularly villages
- Use action groups as an interface between Council and the community
- Use advertisement in local paper mire - All info
- Have your say email incorporated into newspaper adverts
- Be clear and specific in details of projects, especially the location eg "drainage at Marine Drive" not "improving drainage on Tilligerry foreshore"

#### Community Engagement

- Mix of online and non digital methods
- Able to view DAs at Council without staff member looking over shoulder
- Go to the local community groups and connections for engagement
- More community invited at the table at strategic stage



- More Councillor involvement in observing engagement
- Social pinpoint – like or dislike – don't like it (turns people off)
- Diversity of demographics at the table
- Regular town meetings every 3 months – face to face
- Newcastle Radio station advertising (e.g. Triple M, 2NURFM), ABC Newcastle
- Key community champions
- Coordinate Council and State Government surveys
- Going to sports club/fitness classes – go to where the people are not just the usual suspects
- Engagement hub on new website – DA's, Public Exec; open engagements; fun engagements such as photo or art competitions
- Variety of times for engagement
- Option for calling for telephone survey
- Make it clear if a project is a realistic one. State if it's already funded or an unfunded but planned project
- Close the loop and report back to community
- Getting information out earlier
- Distributing engagement questions/agenda in advance so community members can prepare
- More publication of issues in front of Council
- Timetable of surveys listed on website
- Presenting the community with feedback gained from consultation
- More visibility of Councillors – appointment time?? Confidential and polite.
- What's on for community engagement
- Koala sightings and DA Planning notifications – email not from Council
- Outlining what communities were engaged in closing the loop
- Community days, less structured
- Locality staff champion ie., engineer
- Overkill with key stakeholders not wider community – not a true representation
- Find other ways to connect with people
- Avoid any surprises in Council meeting agendas that are different to community expectations after engagement and feedback

## Appendix D: Social media data

Posted on 17 June 2022

**Have your say on our draft Communications and Engagement Strategy!**

Port Stephens Council's newly developed draft Communication and Engagement Strategy is on public exhibition for community feedback following this week's Council meeting.

The Strategy reflects Council's commitment to inform and improve community awareness of programs, activities and services. More importantly, it shows Council's commitment to listen to the community and use their ideas to help shape the future direction of Port Stephens.

Highlights of the Communication & Engagement Strategy 2022-2027 include:

- Ensuring diverse engagement opportunities enabling time for considered thought and contribution.
- Community input into design of engagement planning.
- Continued investment in the growth and improvement of Council's website.
- Building on the use of social media.
- Maximising use of livestreaming and video.

Council want to check in with the community to make sure feedback has been understood and the proposed direction aligns with community expectations.

The documents are currently on exhibition through to 5pm on 15 July 2022. We encourage you to share your thoughts on the draft Communication & Engagement Strategy and complete the online survey: [pscouncil.info/public-exhibitions](https://pscouncil.info/public-exhibitions)



### Performance for your post

16541 People reached

93 Likes, comments and shares

897 Post clicks

0	391	506
Photo views	Link clicks	Other Clicks

### Distribution summary

-3.4x lower than your other posts within 21+ days of being published.

↓ 3.4x less	↑ 3.5x more	↑ 1.0x more
Post impressions	Post clicks	Reactions

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### NEGATIVE FEEDBACK

0 Hide all posts	0 Hide post
0 Report as spam	0 Unlike Page

93 Likes, comments and shares

### BRANDED CONTENT DISTRIBUTION

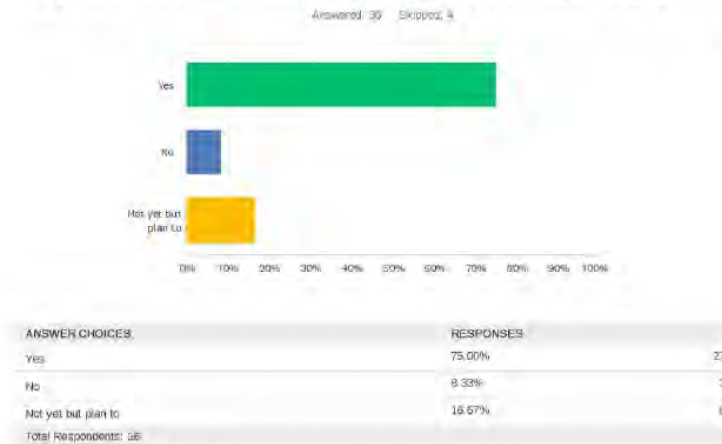
[View Breakdown](#)

16541	2193	15238
Total reach	Organic reach	Paid reach
92433	2365	90068
Total impressions	Organic impressions	Paid impressions

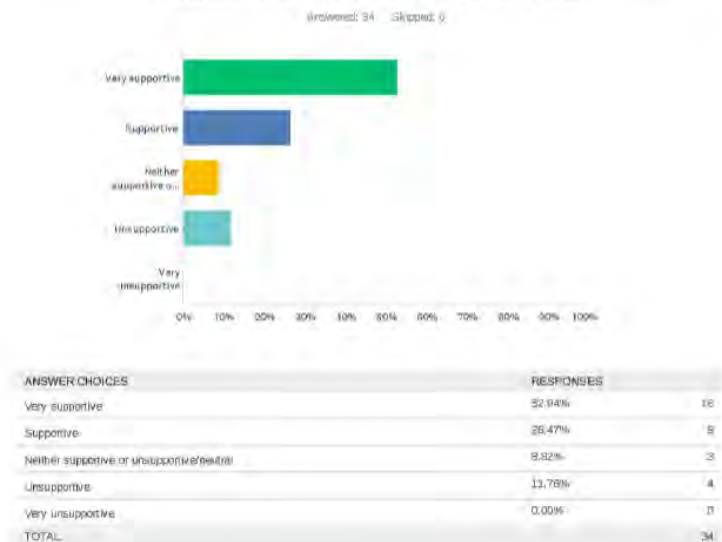
## Appendix E: Survey results

### Draft Communications and Engagement Strategy Check in survey

Q1 Have you read the draft Communications and Engagement strategy?



Q2 What is your level of support for the overarching Communications and Engagement Principles listed in the draft strategy:  
 1. We deliver relevant, timely and easy to understand information  
 2. We're honest and transparent  
 3. We're inclusive and encourage a diversity of voices to be heard  
 4. We listen, value and respect community input and feedback  
 5. We embrace innovation and encourage new ideas



Q3 Do you think there is anything is missing from the overarching principles?

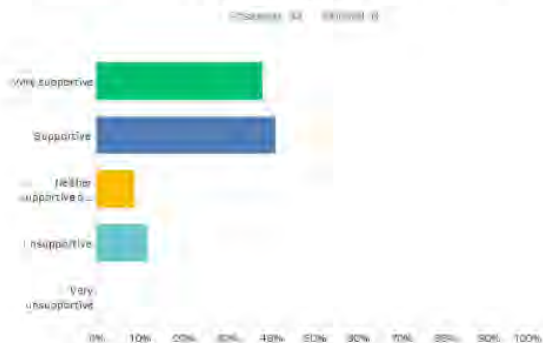
<b>Comment</b>	<b>Comment code</b>
PSC speak the words but do not activate what they say	2
Big on aspiration but very light on measureables. A strategy is only as sound as the way and degree to which its outcomes are measured. It reads more like a Mayor/ Councillor re-election document. Nothing to really disagree with, but as always, who will hold Council to account??	2
A guarantee that concerns will be heard and action taken for issues that have been consistently neglected by council leading to increasing reduced access, participation and opportunities for many in the community. E.g. public transport continues to be abysmal despite years of discussion and empty promises.	2
Your use of language in this survey is poor. By 'level of support' do you mean 'do I believe that you deliver on these principals?'. I support the spirit of the principals however I do not believe that you deliver.	1, 2
Transparency on the council's capacity and capability to deliver on these principles. Sharing clear simply written information of: Why are these principles valued, the purpose What facts do we know of achievement / progress of living these principles Who is going to uphold these principles How will this happen (the process) & when? It appears there is a lot missing from this report lots of language without a cut through of "clear is kind" it appears as well written marketing, rather than a Clear is Kind " down to earth" approach which resonates with the Truth. It's too fluffy and too wordy. Needs a simple frame work with real stores to bring this to life. Excessive amount of action items. Did council achieve all the previous periods objectives? If yes A let's celebrate that, if not yet, let's find out why and reduce the items to the vital few & communicate those with bold simplicity.	1, 2
Its a little hard to disagree with the survey questions.	1
Accessibility for those with disability	4
I don't think you aim to communicate with the communities enough. The place planning workshops may do this but we are not part of the process and I am wondering if this process will even reach us. The greatest role of council is to get the community on the same page with clear shared expectations of their future.	3
No. Feels like the principles cover everything that's needed. Would like to see them have their own page at the beginning of the document. Then the detail in the rest of the Strategy organised to show a clear link to each principle.	5
Only the drive to ensure the 5 statements are honoured.	2

<b>Comment</b>	<b>Comment code</b>
Not just respecting but evaluating community input for relevance and guidance in developing strategies	3
There is nothing to say you actually have to work with that feedback... Just that you have to listen to it and then do what you want.	2
They are just words really that lots but not real ability to be held accountable too or guide decision making	2
1. We deliver relevant, timely ... information which is publicly available and easily accessible to all 4. We listen, value, respect and act upon ... 5. We embrace innovation, encourage new ideas and implement them to better serve our community	4
We will highlight incidences where community feedback has been incorporated in a way that can be easily seen. Vision statements and websites extolling the virtues of the plan are not enough. Words are cheap.	2
Acknowledging it's an older population and many aren't online. Would be good for community displays in council buildings eg. Libraries, community centres and other facilities.	3

<b>Key themes from Question 3*</b>				
<b>Code 1 + 5</b>	<b>Code 2</b>	<b>Code 3</b>	<b>Code 4</b>	<b>Code 6</b>
Improve wording, choice of language, formatting and keep to plain English	Improve measuring and reporting to help build trust in Council	Improve the method of communication and engagement	Ensure inclusion and consider demographics of area	Miscellaneous comments (includes non response answers like N/A)
10	4	6	3	1

\* comments can include more than 1 theme

Q4 Our vision for communications and community engagement is "We actively communicate and engage in a way that tells our stories, listens to our community, informs our future, and improves the wellbeing of those that live, work and holiday in Port Stephens". How supportive are you of this statement?



ANSWER CHOICES	RESPONSES	Count
Very supportive	53.24%	18
Supportive	41.18%	14
Neither supportive or unsupportive/neutral	5.82%	2
Unsupportive	11.76%	4
Very unsupportive	0.00%	0
<b>TOTAL</b>		<b>34</b>

Q5 Do you think anything is missing from the visioning statement?

Answered: 28 Skipped: 17

Comment	Comment code
Again the words are good but will the actions follow through	2
How are you proposing to implement these Motherhood statements?	2
I hope to see more evidence of this: "Close the loop, connecting feedback with decisions".	2
No	6
As above. A guarantee issues affecting all levels of community will be actioned, not just those favouring local business and economy and those who are privileged.	2
On point! Four key themes here, they could be the framework for all comms.	1
no	6
Perhaps "and improves quality of life and wellbeing...." Maybe "shares our stories" rather than "tells our stories".	1

**ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.**

<b>Comment</b>	<b>Comment code</b>
I am always hoping to see residents needs prioritised and separated from the needs of tourists.	4
the last phrase is not needed in a communications & engagement statement. This maybe is included in the Vision statement for the Council in general. Communications & engagement are about just that not about wellbeing. don't overwork the vision statement - keep it simple and then it will COMMUNICATE it's intent and not get lost	1
It says nothing about working with the communities. I find I occasionally strike clarity by catching the right staff person at the right time and sometimes this leads somewhere but the rest of time I am clutching at straws. It is very hard to get info,	3
"Holiday" could be better expressed as "visit" to cover more reasons for people to be in Port Stephens	1
No	6
listening and communicating	6
Actual implementation by Council officers.	2
The fundamentals of the vision is to have a comms strategy that aligns with the most effective ways community will contribute to inclusive engagement	4
We don't need to be a UN 'smart city' gulag slave community. Carbon is not a pollutant, lithium and cobalt are, so are dead wind mills and solar panels.	6
Nothing about growth. Nothing about maintenance. Nothing about listening to all of the region (not just Nelson Bay)	4
Young people under the age of 40	4
Far too long winded for a vision statement and too complex	1
Frequently engage through multiple easily accessible channels	3
One can write as many statements as one wishes, it's in the implementation and evidence that we gain confidence.	2
I think it's a very encompassing statement	1

<b>Key themes from Question 5*</b>				
<b>Code 1 + 5</b>	<b>Code 2</b>	<b>Code 3</b>	<b>Code 4</b>	<b>Code 6</b>
Improve wording, choice of language, formatting and keep to plain English	Improve measuring and reporting to help build trust in Council	Improve the method of communication and engagement	Ensure inclusion and consider demographics of area	Miscellaneous comments (includes non response answers like N/A)
6	6	2	4	5

\* comments can include more than 1 theme

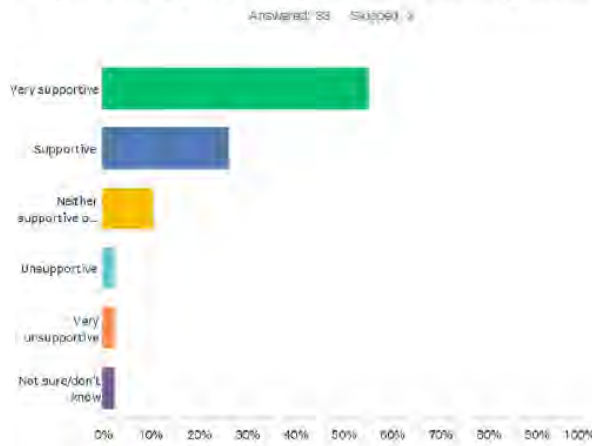
**Strategic Priority 1 – Community Engagement**

Council is aiming to plan and deliver meaningful engagement that enables community participation and builds trust in Council decision making.

There are 10 key objectives to assist in achieving this:

1. Embed the principles of the International Association Public Participation into the organisational culture
2. Implement a community reference group to provide input into the design of engagement strategies for major projects
3. Increase opportunities for the community to engage informally with Councillors and Executive
4. Design engagement opportunities that enable time for considered thought and contribution
5. Ensure engagement opportunities consider place, diversity and accessibility
6. Use technology to increase participation and increase the diversity of voice and opinion in engagement activities
7. Build on the use of social media as a tool for engagement and feedback
8. Report internally and externally on engagement outcomes, connecting community consultation and decision making
9. Improve stakeholder information management to ensure equitable representation across the community
10. Deliver Councils Community Participation Plan (Environmental Planning and Assessment Act 1979)

Q6 How supportive are you of these ten objectives?



ANSWER CHOICES	RESPONSES
Very supportive	55.26% 20
Supportive	29.32% 10
Neither supportive or un.../neutral	10.53% 4
Unsupportive	2.63% 1
Very un.../unsupportive	2.63% 1
Not sure/don't know	2.63% 1
TOTAL	33



Q7 Do you have any other suggestions?

<b>Comment</b>	<b>Comment code</b>
Most people find the Council language hard to grasp it is designed to confuse residents. Reports need to be simple and easy to follow	1
How will their implementation be measured??	2
This survey should reference page numbers in your document for ease of reference during survey completion. (What's IAPP? should you speak of the cultural change priorities instead?) I want more evidence of this from p7 in Council decision-making: "We'll implement what you decide."	1, 2
Yes, make more use of The Examiner ...	3
I am 100% for it if it's actually implemented and not more tokenism.	2
Again, the alignment of these elements to the initiatives is overly complex. We could be reading these from a document written last week or 10 years ago. There is a lack of accountability, stating exactly why,what,who,who which leads to dis-trust that the whole document and strategy is simply fluffy words. There is also no priority for what is most important. Which seems glaringly obvious that what is vital is "increase in communication & community engagement" what is being done differently because 2.5% increase is not enough when engagement at 50%.	2, 3
No.	6
Simplify documents, use easy to understand language. Make website easier to navigate. All public exhibitions need to be on the front page in a box with a link to the documents.	1, 3
Include a summary statement in PLAIN English of what what each dot point actually means eg Dot point 3 - consider ways to get councillors out an into the community to speak with people	1, 5
Depends what you mean by a community reference group.. getting 10 kids together to decide the skate park design does not cut much ice if there isn't a bit of a story about it. It seems the place planning process has some action attached. Why wouldn't council do the consultation with all communities? We have 6? communities on the starting block and Fingal doing another version of the process and everyone else wondering.	3
Include a statement regarding youth and children as the objectives for engagement need to be different compared to adults.	4
No	6
A complaints procedure for use where the Principals are not met	2
An objective would be to have a process to monitor the community diversity. Then an ongoing process to map this for preferred engagement processes, content and feedback.	3, 4

<b>Comment</b>	<b>Comment code</b>
Direct public enquiries to the best method of public information; not all generations will respond to being told 'look on the website'. Target audiences with different methods for sharing information.	3
Reduce cost to rate payers in any way possible.	6
Nothing about utilising feedback to improve delivery of services to the community. You can listen all you want but don't actually have to do anything with the community input	2
Young people under the age of 45	4
Instead of making grand strategy documents, take engagement back to basics. Keep it simple and meaningful and most of all transparent and genuine. Community engagement is purely a tick box exercise for council.	1, 2

<b>Key themes from Question 7*</b>				
<b>Code 1 + 5</b>	<b>Code 2</b>	<b>Code 3</b>	<b>Code 4</b>	<b>Code 6</b>
Improve wording, choice of language, formatting and keep to plain English	Improve measuring and reporting to help build trust in Council	Improve the method of communication and engagement	Ensure inclusion and consider demographics of area	Miscellaneous comments (includes non response answers like N/A)
5	7	6	3	3

\* comments can include more than 1 theme

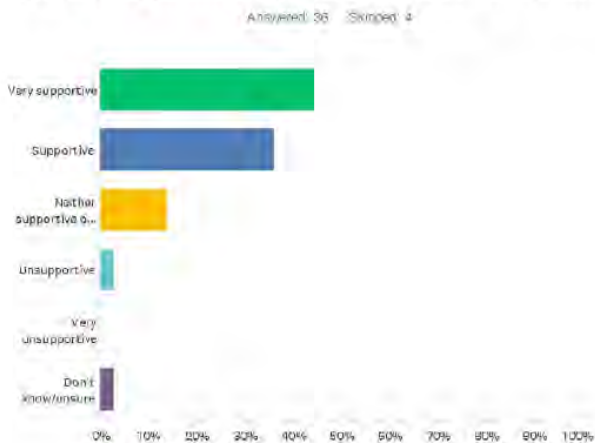
**Strategic Priority 2 – Community Communications**

Council is aiming to deliver timely, creative and transparent internal and external communications that connect our stories, our people and our place.

There are 10 key objectives to assist in achieving this.

1. Design communications that are easy to understand and accessible to all
2. Recognise [portstephens.nsw.gov.au](http://portstephens.nsw.gov.au) as the core communications channel and continue to invest in its growth and improvement
3. Develop a strong social media profile across a range of channels using audience profiles which encourage conversations and increase awareness of council services
4. Increase staff awareness and capacity to enable effective communication, engagement and promotion of council business
5. Build Councils identity and brand through consistent visual communications
6. Maximise the use of live streaming and video across all communication channels
7. Use data to develop communications that are audience focused
8. Regularly benchmark and review internal and external communications platforms
9. Support elected members by keeping them informed so they can share information and increase awareness of council activities and services through community networks
10. Measure, evaluate and report on all communications activities on a monthly basis

Q8 How supportive are you of these draft 10 objectives?



ANSWER CHOICES	RESPONSES
Very supportive	44.44% 16
Supportive	36.11% 13
Neither supportive or unsupportive/neutral	13.89% 5
Unsupportive	2.78% 1
Very unsupportive	0.00% 0
Don't know/unsure	2.78% 1
TOTAL	36

Q9 Do you have any other suggestions?

<b>Comment</b>	<b>Comment code</b>
Why is the aim to build trust in Council decision making? Isn't the point of engagement to bring beneficial outcomes to the community? By making decisions based on this community input? Council is meant to represent and serve the community's interests and yet there is only one objective (#8) which connects community consultation to decisions. This is why people don't trust this council. The engagement is a box tick exercise and then the Council makes decisions but not based on the engagement. The objectives need to be clearer that the Council will transparently report upon the engagement and make decisions accordingly (whether or not they personally agree with the results of the consultation)	2
Utilise council buildings to communicate information such as community centres and other facilities.	3
When designing communications that are easy to understand and accessible to all it is important that this doesn't just turn into bite sized pieces of superficial information. Detailed and comprehensive information also needs to be available to those who want it.	1,3
All submissions need to be provided to councillors and made available to residents on a link for each strategy feedback where residents can read other submissions. This was done for the SRV and should be applied to PSC. Residents can be given a choice when giving feedback if they wish to remain anonymous.	3
as with the other - plain English summary	1
If you are seeking feedback on the policy the website needs to be more usable. I should be able to search communication and engagement and it should pop up. I had to go back to the Examiner article and use the exact words from that to find this survey.	1,3
Add communication objectives that also encourage a range of non digital types of communication eg use of local newspapers, letter box drops, pop up stalls to distribute written information at shops, community centres, markets etc	3
no	6
See previous [A complaints procedure..].	3
Think the monthly monitoring should be quarterly to enable an effective feedback period. Also a form of evaluating and reporting on what has been done with the feedback, such as was the feedback included in policy and decision making	2,3
Realtime engagement with council for urgent needs Lighting on sport grounds Garbage not collected Potholes	3
Young people under the age of 45	4

<b>Comment</b>	<b>Comment code</b>
Website needs significant work. It's quite clunky and by design difficult to find information. For example as a new resident trying to find out when bin day is on a mobile phone was horrendous. If you are going to put a pdf up, it needs to be suitable for zooming and viewing on a phone screen.	3
I didn't know the website was the core communication channel! I think community members get their communication more from the Examiner and social media.	3
As previously stated [many statements as one wishes ...]	2
Be present in the community through active participation of community events	3

<b>Key themes from Question 9*</b>				
<b>Code 1 + 5</b>	<b>Code 2</b>	<b>Code 3</b>	<b>Code 4</b>	<b>Code 6</b>
Improve wording, choice of language, formatting and keep to plain English	Improve measuring and reporting to help build trust in Council	Improve the method of communication and engagement	Ensure inclusion and consider demographics of area	Miscellaneous comments (includes non response answers like N/A)
3	3	11	1	1

\* comments can include more than 1 theme

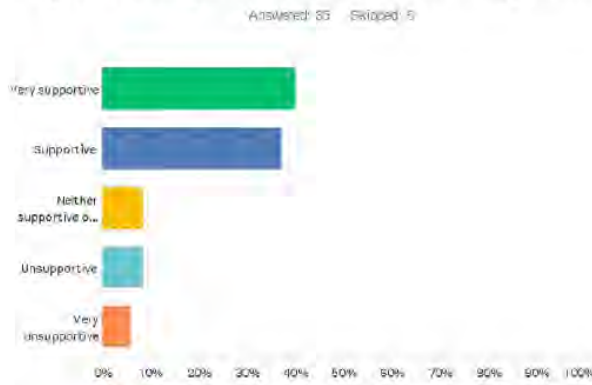
**Strategic Priority 3 – Media and Public Relations**

Council is wanting to build trust and reputation through proactive, consistent and trustworthy information that responds to issues and community priorities.

There are 10 key objectives to assist in achieving this.

1. Build and maintain strong relationships with media to facilitate informed reporting
2. Promote Port Stephens with positive and proactive media
3. Work across the organisation to identify newsworthy stories
4. Respond promptly to media enquiries to meet news deadlines
5. Develop annual Community Advocacy Priorities and implement campaigns to drive awareness of key priorities
6. Build relationships with key decision makers in state and federal government to increase understanding of local issues
7. Seek opportunities for elected members or executive to speak at corporate, community and networking events
8. Coordinate Councils emergency management communications
9. Improve media information management
10. Monitor, evaluate and report on all media and public relations activity on a monthly basis

Q10 How supportive are you of these 10 objectives?



ANSWER CHOICES	RESPONSES	
Very supportive	40.00%	14
Supportive	37.14%	13
Neither supportive or unresponsive/neutral	8.57%	3
Unsupportive	8.57%	3
Very unresponsive	5.71%	2
<b>TOTAL</b>		<b>35</b>

Q11 Do you have any other suggestions?

(Minutes 8 - 27/12/22)

<b>Comment</b>	<b>Comment code</b>
Councilors need to report on their community engagements and representations as in East ward we pay 3 but only 1 is engaging with the community	3
How???	2
Once again the list is seriously out of order eg media relations higher priority than relations with key decision makers? Not so in my opinion.	5
Same comment as previous responses. Don't just listen; act. Fix the issues that contribute to holding us back and that add to community concerns. E.g. high rate of unemployment, low level of access to training due to transport issues. It also contributes to mental health and youth crime.	2
Re Point 6. Transparency and accountability of elected members and executive staff is imperative. As we have seen in the past and continue to suffer the consequences, there is a risk that unscrupulous elected members and council executives with access to privileged information, may seek to build relationships and facilitate opportunities for their personal benefit rather than for their community.	2
What is the return on this investment? How are these objectives improving the lives of the people of Port Stephens ? What's the reach? What's the impact?	2
These seem to be focused around building trust with media, key decision makers and organisations what about including something around building trust with the community?	2
Monthly updates from council departments on progress of capital works, this once again needs to be easy to find on the front of the council website with links to easy to understand outcomes.	3
see other suggestions [plain English]	1
Get back to print advertising of DAs additional to the current misleading digital policy.	3
Go back to advertising DAS in paper	3
Reinstate information page in local newspapers with DAs and relevant information for the current week. Take out notices that were repeated every week eg notices to treat infestations of weeds.	3
NO	6
All that is needed is honesty. The rest is waffle.	1
What is trustworthy information I'd use clear, concise and consistent!	1
Young people under the age of 40	4
Council should not be seeking opportunities for elected members to increase their own	3

<b>Comment</b>	<b>Comment code</b>
No, but it is annoying that so much work has gone into paperwork which is not currently obvious in the real issues. I do hope a focus is placed on what is real, not just box ticking.	3

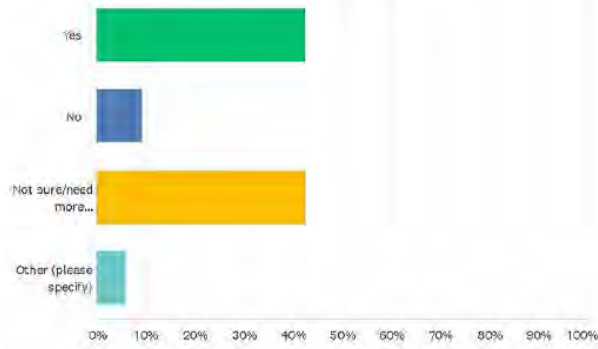
<b>Key themes from Question 11*</b>				
<b>Code 1 + 5</b>	<b>Code 2</b>	<b>Code 3</b>	<b>Code 4</b>	<b>Code 6</b>
Improve wording, choice of language, formatting and keep to plain English	Improve measuring and reporting to help build trust in Council	Improve the method of communication and engagement	Ensure inclusion and consider demographics of area	Miscellaneous comments (includes non response answers like N/A)
3	5	7	1	2

\* comments can include more than 1 theme



Q12 If this strategy is endorsed and a community reference panel is implemented - would you be interested in being part of this panel?

Answered: 33 Skipped: 7

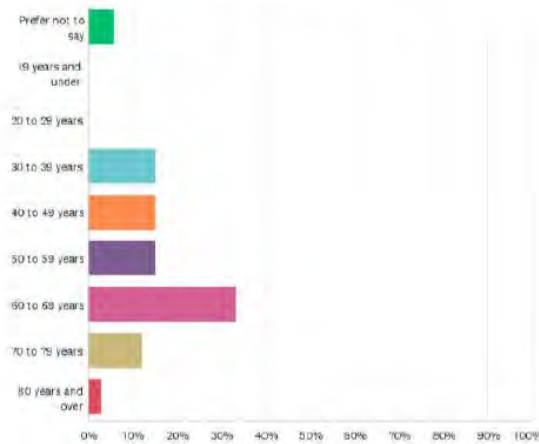


ANSWER CHOICES	RESPONSES	
Yes	42.42%	14
No	9.09%	3
Not sure/need more information	42.42%	14
Other (please specify)	6.06%	2
TOTAL		33

**ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.**

Q13 Please indicate your age.

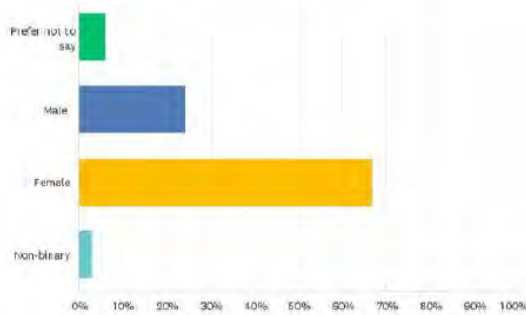
Answered: 33 Skipped: 7



ANSWER CHOICES	RESPONSES	
Prefer not to say	6.06%	2
19 years and under	0.00%	0
20 to 29 years	0.00%	0
30 to 39 years	15.15%	5
40 to 49 years	15.15%	5
50 to 59 years	15.15%	5
60 to 69 years	33.33%	11
70 to 79 years	12.12%	4
80 years and over	3.03%	1
TOTAL		33

Q14 Please indicate your gender.

Answered: 33 Skipped: 7



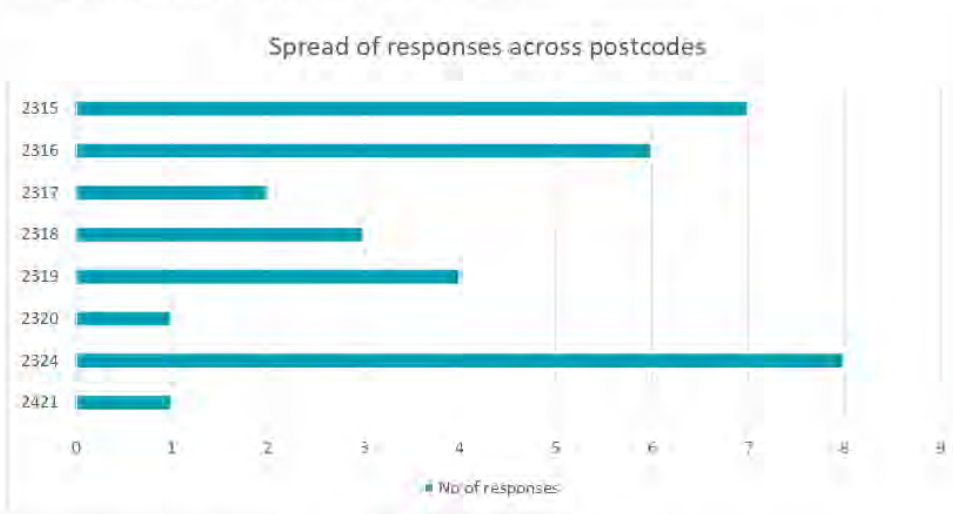
ANSWER CHOICES	RESPONSES	
Prefer not to say	6.06%	2
Male	24.24%	8
Female	66.67%	22
Non-binary	3.03%	1
TOTAL		33

Q15 Please indicate your suburb

Answered: 33 Skipped: 7

	Verbatim survey response	Postcode only [column added for data consistency]
1	2320	2320
2	SALAMANDER BAY	2317
3	Salamander Bay	2317
4	Medowie	2318
5	Anna Bay	2316
6	Brandy Hill	2324
7	Heatherbrae	2324
8	2315	2315
9	2319	2319
10	Corlette	2315
11	2319	2319
12	Nelson Bay	2315
13	2316	2316
14	CORLETTE	2315
15	Tanilba Bay	2319
16	Lemon Tree Passage	2319
17	Port Stephens	?
18	2315	2315
19	Taylors Beach	2316
20	2316	2316
21	anna bay	2316
22	2324	2324
23	Paterson	2421
24	Seaham	2324
25	Raymond Terrace	2324
26	Terrace	2324
27	Raymond Terrace	2324
28	RT	2324
29	Nelson Bay	2315
30	ANNA BAY	2316
31	Salt ash	2318
32	Fingal bay	2315
33	Medowie	2318

Using the above information the following chart has been developed to help show the spread of responses across postcode areas.



For additional reference:

- 2315 (Nelson Bay, Corlette, Shoal Bay, Fingal Bay)
- 2316 (Anna Bay, Boat Harbour, Bobs Farm, Fishermans Bay, One Mile, Taylors Beach)
- 2317 (Salamander Bay, Soldiers Point)
- 2318 (Campvale, Ferodale, Fullerton Cove, Medowie, Oyster Cove, Salt Ash, Williamtown)
- 2319 (Lemon Tree Passage, Mallabula, Tanilba Bay, Tilligerry Creek)
- 2320 (Wallalong)
- 2324 (Raymond Terrace, Seaham, Brandy Hill etc)
- 2421 (Paterson)

Q16 Do you have any other suggestions?

Answered: 19 Skipped: 21

Comment	Comment code
Lots of motherhood statements of what you'd like to achieve, but I didn't see and measurable performance goals. Figure of current status are not compared with any benchmarks.	2
Too many pictures and Council language and references should be made easy so every ratepayer understands what Council is doing	1, 5
The best way to engender trust is to build transparency.	2,2,1
The information in pp. 24-27 is terribly confusing. My community work is related to keeping track of DAs that might affect the environment, which is extremely difficult through the PSC website due to different classifications of developments. More DAs need to be advertised in the local paper. People want to know what's going on in their local area. Rumours abound when they are not guided to the information easily and reliably by Council publication. What is considered by council to have no significance may not be an acceptable judgement to the neighbours/community. Table 3 refers to Table 1 which isn't there - or is it Appendix A? Community groups need more time to respond to large DAs where professionals working for the developer have had months/years to prepare hundreds/thousands of pages of reports. Re-exhibitions of amended applications should have more certainty of display period.	1,3,5
I am hopeful that Council will stand behind this initiative and really aim to strengthen partnership with all community factions.	2
Significantly reducing the word count of the document. Develop a framework to assist with holistic alignment of all the objectives, a model to visually tell the story and include facts and lived stories to showcase the desired outcomes. Create the vision. There is so much wonderful content and effort that has likely gone into this piece of work and the work to follow. Yet I feel it's fallen short of great. It's good. Yet could be better. Please note, I am new to NSW from Vic. So I have found myself interested in learning about the community in which I now live. There are many people who are thriving and many who are just surviving, the polarities seem greater to me than my lives experience in Melbourne ( Casey council location) I believe the council can play a significant role in community development growth and prosperity. I look forward to learning more about what council is investing in. Thanks Sally.	1
This strategy appears to be a vague mission statement, no explanation of how you're going to do things differently.	1,2

Comment	Comment code
the one thing I cannot see throughout the draft is a SIMPLE statement of WHY you are creating this strategy. Most people have a need to know for what purpose are you doing this and how will it benefit me? you've done a lot of WHAT it is not a lot of HOW (in simple plain English) but no explicit WHY. Maybe you should create a plain English version? If you want buy in the why is crucial and having people feel it is being done with them not to them	1
I support public participation on the webcast if contributor agrees.	3
Work with the community as widely as possible, Develop some consensus in each community.	3
Making the document easier to read by using shorter, simpler sentences, reducing the number of blocks of written information. Take out the page with statistics as they are skewed in their choice of focus (eg no stat on number of families with children), difficult to interpret and quickly become outdated. I feel Measures of Success are not directly related to the Principles and objectives. The measures rely on digital communication too much.	1,2,5
Need to action community suggestions asap	2
Council doesn't meet its current policies. Why would I expect compliance with these objectives.	2
Not without reading the document thoroughly	1
More live videos on social media sharing Council updates on projects, spending, developments being considered etc.	3
Younger people under the age of 40	4
Keep your engagement and communication transparent, easy and genuine. Governments at all levels but particularly port stephens council have some way to go to rebuild trust with their community.	1,2
N/A	6
Please ensure council consults with community, shares openly the results of consultation and acts upon/implements initiatives based on consultation (rather than their own opinions or financial interests). The council is meant to represent and serve all the people not just those they consider to be 'on their side' of politics. We need to all work together towards solutions that benefit the community (not the Councillors or mayor personally).	2

### Appendix E: Submissions

No	Author	Summarised key point	Council reponse	Comment code
1	Resident	The submission states that priority needs to be given to the cumbersome website. All strategies on public exhibition need to be on the front page of the website and have a link to all the strategy and feedback forms.	Priority is given to the website in draft strategy (see key objective 2.2). Suggestion around public exhibition on front page of website is an operational action rather than a strategy key objective and will be considered in operational work plans.	3
		The submission asks that the strategies need to be simplified into easy to understand language and less pages.	Content will be reviewed and simplified where possible. Less pages is not possible with other additions suggested across the feedback.	1
		The submission states that the all reporting and requests of residents need to be prioritised and separated from visitors.	Visitors will remain a stakeholder for Council and their feedback will be considered for appropriate projects or issues.	4
		The submission states that when a submission is requested, PSC residents are given choice to remain annonymous, these must be published on their website to allow councillors and others to read and gain insight into how all responding residents feel.	There is a high risk of privacy breaches if full submissions are published which is why submissions are redacted. Also, submissions can be made word of mouth, via video recording etc which are not easily publicised without compromising privacy.	3
		The submission states that for important issues such as contentious DA's and changes to plans affecting PC residents that letterbox mail outs are done to ensure everyone is reached along with emails for those who have	Letterbox mail outs would be a major expense and is unfeasible in many instances. However, targeting those signed up for email communications is a possible and will be considered as part of the Strategy's implementation.	2, 3

No	Author	Summarised key point	Council reponse	Comment code
		registered for email communication		
		The submission notes that it has been unacceptable to think that putting public exhibitions in libraries are meeting the needs of the community. It states that mail outs, publishing them in local papers and on the front page of the PSC website as well as having them available on town notice boards, in bowling, RSL and golf clubs and shopping centres.	Provision of hard copies in multiple locations can be a large expense unless justified. The establishment of the Communication and Engagement Advisory Panel will collaborate with Council to determine the most appropriate ways of communicating information and seeking feedback on key projects and initiatives. The suggestion of public exhibitions on the website front page is an operational action rather than a strategy key objective and will be considered in operational work plans.	2, 3
		The submission notes the increase practise of confidential meetings has been questionable.	There has been only 5 confidential reports tabled at Council this term. This comment is considered unsubstantiated.	6
		The submission states that a Capital works progress can be published in monthly or bi-monthly reports on the progress of capital works expenditure to inform residents of outcomes of completed works and timeline of prioritised works.	This information is already available on Council's website here <a href="https://www.portstephens.nsw.gov.au/services/projects">https://www.portstephens.nsw.gov.au/services/projects</a>	3
2	Resident	The submission states that the document had too many pages, was too wordy, provides too much detail and takes too long to read. It was also noted that it is "too good to be true" and is not genuine or believable.	Content will be reviewed and simplified where possible. Less pages is not possible with other additions suggested across the feedback.	1, 2



ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.

No	Author	Summarised key point	Council reponse	Comment code
		The submission states that a monthly website summary in plain english of road maintenance including road closures and completion dates.	This is already available on our website and is updated weekly <a href="https://www.portstephens.nsw.gov.au/services/roads,-parking-and-pathways/road-closures-and-disruptions">https://www.portstephens.nsw.gov.au/services/roads,-parking-and-pathways/road-closures-and-disruptions</a>	3
		The submission states that all DA's and their status be listed on the website.	Council currently provide a list of weekly DA determinations here <a href="https://www.portstephens.nsw.gov.au/council/public-exhibitions/development-applications-on-exhibitions">https://www.portstephens.nsw.gov.au/council/public-exhibitions/development-applications-on-exhibitions</a> and for DA's in process these are in DA Tracker <a href="http://datracker.portstephens.nsw.gov.au/Home/Disclaimer">http://datracker.portstephens.nsw.gov.au/Home/Disclaimer</a>	3
		The submission states that a quarterly summarised report of the councils financial status and projections be available on the website.	This is already available as the quarterly budget review goes to Council as per legislation so it is displayed in the Council business papers. It also show the end of year projection. The 10 year project is in the Long Term Financial Plan which is published on the website here <a href="https://www.portstephens.nsw.gov.au/council/plans-and-reporting/integrated-plans">https://www.portstephens.nsw.gov.au/council/plans-and-reporting/integrated-plans</a>	3
		The submission asks that a monthly website progress report be available on current and upcoming capital works.	This is already available on our website and is updated weekly <a href="https://www.portstephens.nsw.gov.au/services/projects">https://www.portstephens.nsw.gov.au/services/projects</a>	3
		The submission states that a website listing of current public tenders be available	This is already on our website <a href="https://www.portstephens.nsw.gov.au/business/tenders-and-expression-of-interests">https://www.portstephens.nsw.gov.au/business/tenders-and-expression-of-interests</a>	3
		The submission states that a website listing of	This is already on our website	3

No	Author	Summarised key point	Council reponse	Comment code
		current positions vacant be available	<a href="https://portstephens.csod.com/ux/ats/careersite/1/home?c=portstephens">https://portstephens.csod.com/ux/ats/careersite/1/home?c=portstephens</a>	
3	Resident	The submission states that Port Stephens needs a special centre where the arts and cultural expression could be provided and accomodated. The Tomaree Headland is recommended as the location.	This particular submission is focused on art and culture rather than the topic of this strategy.	6
4	Resident	The submission states that a principler should be included on "involving those affected by a decision in the decision making process". The submission notes that this may or may not result in a modification to Appendix A table.	4.1 This consideration is part of the IAP2 framework, the foundation of this Strategy and is part of our 5 principles particularly Principle 2, 3, 4 and 5.	3, 4
		The submission states that links to resources on how, when and who to engage should be included in the strategy	4.2 When Council engages correlate with the IAP2 Framework used as the foundation to this Strategy. Stakeholder groups of who Council will engage and methodws of how they will be engaged will now also been included.	3
		The submission asks that rewording should be considered in Communications and Engagement principals number 3 on page 5 to reflect a more active approach than "encourage".	4.3 Council will consider a stronger wording approach than 'encourage'.	1, 4
		The submission notes that following the draft strategy the expectations are on council to maximise community	4.4 Existing IPA2 Framework, the foundation to the strategy, provides this.	3, 4

No	Author	Summarised key point	Council reponse	Comment code
		value, be more inclusive, focus more on accessibility and that the strategy spells out aligned community and council expectations		
		The submission asks that comprehensive community engagement plans and their outcomes be developed and documented	4.5 This is an operational task and not included in detail as the Strategy is a higher level document that needs to be as streamlined as possible. This will be an operational action of existing key objectives.	3, 4
		The submission states that monitoring, reporting and evaluation on the overall program should be incorporated into the strategy.	4.6 Monitoring, reporting and evaluation are key. Key objectives relate specifically to this to ensure these remain a priority in the engagement and communication process. Measures of success will be expanded to include improved connection to the Strategy principles.	2
		The submission asks that through the use of partnerships (such as LGA, Hunter Joint organisation of Councils) analyse public participation data and promulgate better practice case studies , guidance and training for all council staff.	4.7 Strategy includes a key objective relating specifically to building staff capacity. This will be an operational action as part of this objective.	3
5	Voices of Wallalong and Woodville (VOWW)	The submission states that on Principal 1 on page 5 needs more work is required for the document to be truly "easy to understand". Suggest developing specific guidelines for making documents community-friendly.	5.1 Content will be reviewed and simplified where possible.	1

No	Author	Summarised key point	Council reponse	Comment code
		<p>The submission states that in regards to Principal 4 on page 5 that more specific guidelines must be developed. Examples provided on these include -</p> <p>1. A time guideline for councillors and staff to respond to the community/residents e.g All correspondence will be acknowledged within X business days, and a full response should be provided within X weeks.</p> <p>2. A set of guidelines for councillors/staff for times they are interacting with community members that will ensure that they come with a listening and collaborative approach.</p> <p>3. A training program for councillors/staff to help them put the above points into practice.</p>	<p>5.2 These comments relate more specifically to our Customer First Charter than this Strategy.</p> <p>1. This is already in place see Customer First charter on website under policies here:  <a href="https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies">https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies</a></p> <p>2. This is already in place through our code of conduct and business excellence framework  <a href="https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies">https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies</a></p> <p>3. Key objective already relating specifically to building staff capacity and this will include capacity building for Councillors.</p>	3, 6
		<p>The submission asks that in the 'Inform - Community's role' communications methods listed are social media, newsletters and updates, these are not the preferred method of communication for many in the community and website and newspaper must be included.</p>	<p>5.3 This is incorrect reading of the table – we are talking about the community's role not Council's.</p> <p>Additional information considered to improve the explanation.</p>	3, 6
		<p>The submission asks that the Public Access section of the council meeting be webcast.</p>	<p>5.4 This is now allowed if public access speakers provide consent. See Code of Meeting Practice  <a href="https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies#C">https://www.portstephens.nsw.gov.au/council/policies-and-guidelines/policies#C</a></p>	3

ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.

No	Author	Summarised key point	Council reponse	Comment code
		The submission notes that there are several open ended statements that need to be more fully resolved including - "We will implement what you decide", "To place final decision-making and/or developed budgets in the hands of the public" and "Make decisions and work with Council to implement them".	5.5 This wording is directly from the sectors best practice organisation IAP2. It is related to the 'Empower' part of the spectrum. See <a href="https://iap2.org.au/resources/spectrum/">https://iap2.org.au/resources/spectrum/</a> .	1
		The submission expressed concerns about the survey results not being communicated to residents.	5.6 Survey results should be, and generally are, included in engagement reports as part of Council reports. Key objectives are existing to make this a priority and close the loop on community feedback.	2
		The submission asks for more concrete steps to be undertaken to improve the deficiencies listed in the Key Stakeholder commentary from the 6 community groups.	5.7 Commentary from the community groups have informed the development of the Strategy.	2
		The submission states that in regards to key objective 3 on page 15, councillors would benefit from being briefed by community groups to help them fully understand what the community considers relevant.	5.8 This is an operational action that will be considered in the implementation of Strategy.	3
		The submission asked that in regards to key objective 7 "building on the use of social media" on page 15 that alternative and other effective methods of communication such an	5.9 Social media is only one method outlined in the Strategy. A list of communication and engagement methods will be included to outline the diverse methods used.	3

No	Author	Summarised key point	Council reponse	Comment code
		messages via community groups or print media.		
		The submission suggests that in regards to key objective 9 "Support elected members by keeping them informed..." that regular informal meetings with councillors are scheduled so they get a better understanding of the needs and wishes of their communities	5.10 This objective refers to Councillors sharing information rather than receiving information. Existing key objective "Increase opportunities for the community to engage informally with Councillor and Executive" addresses this.	3
6		The submission asks that more process and oversight be put into the notification of residents of DAs. There needs to be more definition of the "affected residents" and were Council staff are able to "use their discretion" should be kept to a minimum.	6.1 The CPP is a highly structured document and is used heavily by our development planners as a guiding document. Affected residents are generally adjoining neighbours and 'use their discretion' is generally kept to a minimum.	3
7	Tomaree Ratepayers and Residents Association (TRRA)	The submission states that the introductory pages ('Message from the Mayor', 'About the strategy' and 'Strategy content') are somewhat repetitive and could be more concise. A suggestion was made to remove the IAPP methodology and that adding a footnote that the table on Pg 6 is based on IAP2 would be sufficient.	7.1 Content will be reviewed and simplified where possible. Less pages overall is not possible with other additions suggested across the feedback. The reference to IAP2 methodology should remain as it is a foundation resource on which the strategy is built in line with best practice.	1
		The submission mentions that all 3 Strategic Priorities would benefit from clear references to other directly related Council documents including the <i>Code of</i>	7.2 Related documents are not reference in staregy documents. Related documents can be considered on the webpage where the Strategy will be	1

No	Author	Summarised key point	Council reponse	Comment code
		<i>Meeting Practice, Receipt of Petitions Policy</i> and the wider Council policy on handling of submissions.	located with direct links included.	
		The submission states all Strategic Priorities would benefit from more detail on how the objectives will be met.	7.3 Measures of success will be expanded to include improve connections to the Strategy principles.	2
		The submission asks that it be explained if the proposed community reference group in Key Objective 2 will be a standing group and if so how constituted. And if their function is to be restricted to major projects, there needs to be clear criteria for how and by whom major projects are defined.	7.4 Better explanation of the Community Reference Group to be provided. Details of the community reference group will be considered as the action is implemented operationally once the Strategy is endorsed.	1
		The submission asks that an acknowledgement of the needs of a large number of Port Stephens residents be included for both objective 6 and 7 as they are not comfortable using technology, websites or social media. It asks for the use of more traditional channels, such as newspapers and hard copy publications	7.5 The point of highlighting social media as a communication channel in objectives 6 and 7 is that these channels have advantages over traditional channels and provide data about reach and readership that traditional channels simply do not. A list of communication and engagement methods will be included to outline the diverse methods to be used.	3, 4
		The submission asks that objective 8 expressly confirms that 'external' reporting means 'public'	7.6 External reporting does mean reporting to the public.	1
		The submission states that in Strategy Priority 2 - Communications, that objective 2 & 3 need to be qualified so not to	7.7 A list of communication and engagement methods will be included to outline the diverse methods to be used.	3

ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.

No	Author	Summarised key point	Council reponse	Comment code
		exclude the residents not comfortable with the Council website and social media		
		The submissions asks that objective 9 be strengthened by setting performance standard for Councillors' community engagement activity	7.8 This is covered under the Councillors code of conduct.	1
		The submission asks that objective 10 confirms 'public' reporting	7.9 This is monthly internal reporting which is reported to the public through the Annual Report.	2
		The submission asks that objective 5 should demonstrate the synergy between the 3 strategic priorities by committing to public consultation on the <i>Community Advocacy Priorities</i> document.	7.10 Future development of the Community Advocacy Priorities would be discussed with the proposed Communication and Engagement Advisory Group to identify methods of communications and community engagement.	3
		The submission states that objective 7 should encourage outreach activity by staff at all levels, not just executive.	7.11 This objective relates to public relations speaking events not general community engagement.	2
		The submission asks that objective 10 confirms 'public' reporting	7.12 This is monthly internal reporting which is reported to the public through the Annual Report.	2
		The submission states that there should be reference to Council's separate <i>Media Liaison Policy</i> .	7.13 Related documents are not reference in strategy documents. Related documents can be considered on the webpage where the Strategy will be located with	1
		The submission states that it should be clearer that the figures provided are targets not results	7.14 Amendment made	1



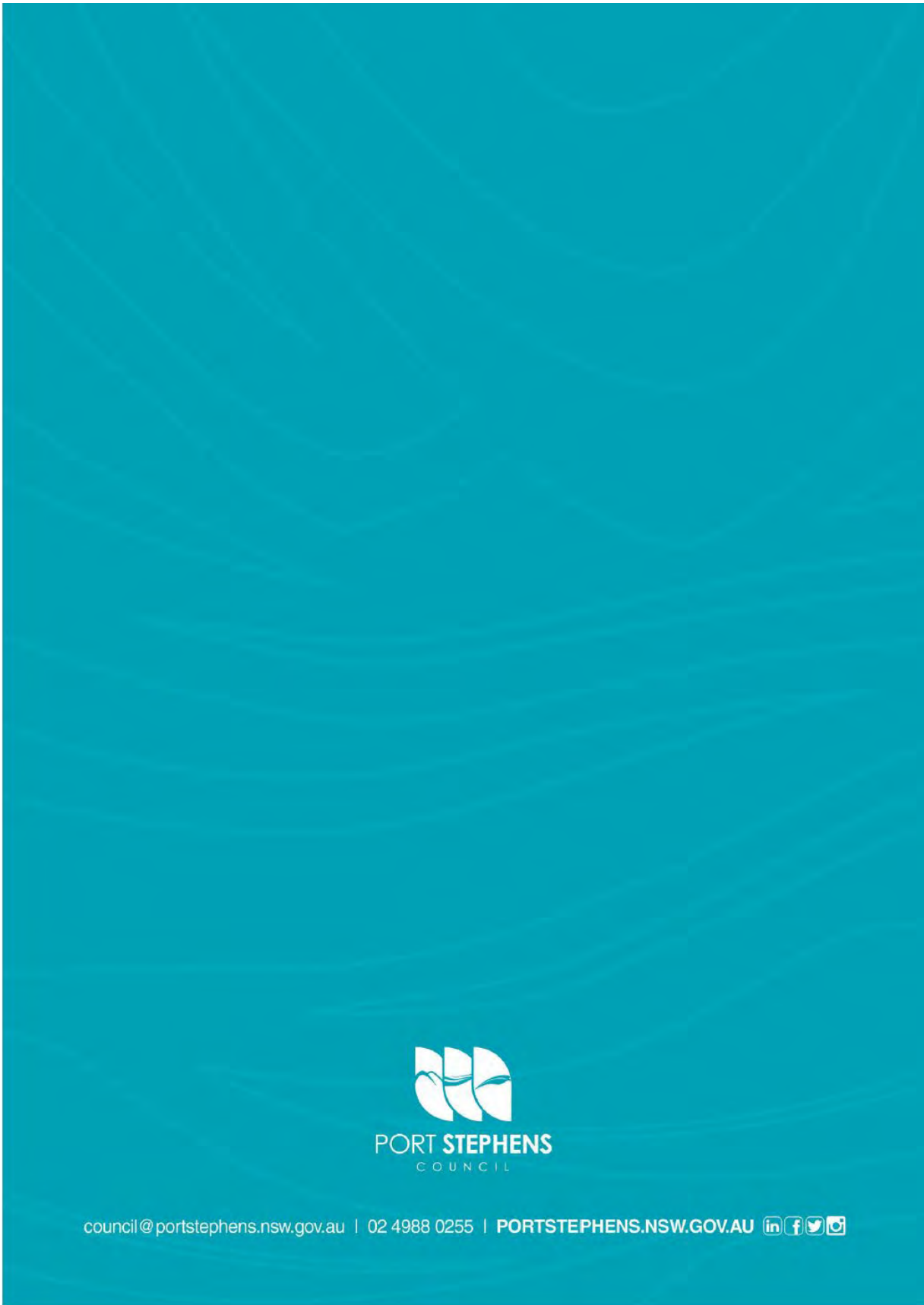
No	Author	Summarised key point	Council reponse	Comment code
		The submission states that the plan should commit to always extending exhibition periods when they would otherwise end on a weekend or public holiday and asks that the wording be changed to 'will' not 'may'	7.15 Existing wording to remain to assist administration.	1
		The submission states that an option for neutral comments or observations should added to bullet point 5	7.16 Existing wording to remain to assist administration.	1
		The submission asks that the note under table 2 about including weekends should make it clear if they also include public holidays	7.17 Existing wording to remain to assist administration	1
		The submission states that Council policies 'Rezoning Requests' and 'Planning Matters to be Reported to Council' should be referenced in Table 2 as they directly relate to table entry 'Planning proposals for local environmental plans subjects to a gateway determination'	7.18 Existing wording to remain to assist in administration	1
		The submission notes an error in table 3 and asked that with the wording be changed from "Not included in table 1" to "Not included in Appendix A" or Appendix A on page 26 should be renamed Table 1. It was also noted that the correct wording appears next to the title - <i>Table 3 Community Participation Categories</i>	7.19 Minor wording amendments to be made.	1

ITEM 8 - ATTACHMENT 1 COMMUNICATIONS AND ENGAGEMENT REPORT.

No	Author	Summarised key point	Council reponse	Comment code
<i>(Refer to Appendix a for details)</i>				
8	Tilligerry Community Association	The submission states that this document is a low point with 'pretty' picture added to add heart and failing.	8.1 Content will be reviewed and simplified where possible.	1
		The submission notes that Council staff having the discretion of what DA get advertised is stunning. It asks that DA's go back into The Examiner or wider and that there is much more accessible exposure for DAs	8.2 How DA's are advertised is an operational action rather than a strategy key objective and will be considered in operational work plans.	3
		The submission notes that there was no mention of Place Plans in the strategy and that these plans are the best communication and engagement that has been done	8.3 This is a strategy about communications and engagement as a whole and not about specific projects.	6
		The submission expressed their hopes that the strategy would focus on the wider area and their disappointment that it didn't. They had hoped that the plan would be strategic on things like town and transport links, the main road and development areas etc.	8.4 This is a strategy about communications and engagement not specific town infrastructure.	6
		The submission states that the community groups within the Tilligerry area were not contacted or consulted when it came to the engagement process for Liveability Index and that they can only assume that the same people are	8.5 The Liveability Index was widely advertised and reached a broad demographic which is considered statistically valid.	6

No	Author	Summarised key point	Council reponse	Comment code
		contributing to this each time and that other key groups are not		
		The submission notes that staff that attended the town square consultation in Lemon Tree Passage had not been briefed on how to answer questions relating to the path and the boat ramp. And that they did not get a response via phone as advised. This project was then approved without consultation. They believe that this again was a superficial tick and flick.	8.6 This particular project is still in the detailed design phase and feedback from the session is being incorporated into the design.	6
9	Staff	The submission suggests the addition of a comment inviting the community to give the assessing officer a call regarding planning proposals and development applications to chat about their concerns/ideas. It notes that when a DA is on exhibition the contact details of the Assessing Officer are always provided and the team want to community to know they are approachable and would like to have a conversation before they prepare a submission.	8.7 Council staff in all departments are approachable and willing to engage on a variety of issues.	3
		The submission noted that the note at the bottom of this appendix relating to caravan parks/ camping grounds had	8.8 Amendment made	1

No	Author	Summarised key point	Council reponse	Comment code
		been removed. They wanted to flag this as a potential omission.		



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# Engaging with our community

Community Engagement Strategy



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1 | Port Stephens Council

## About this strategy

The Community Engagement Strategy reflects Port Stephens Council's commitment to involving our community in effective engagement that actively shapes and influences the future of the Port Stephens area.

This Strategy will support us in undertaking quality engagement to ensure our community are informed and we understand what matters most to our community now and into the future.

This Strategy is divided into two distinct parts:

**Section 1: Our community engagement approach** and principles across a range of Council functions. This section is required under section 402 of the Local Government Act 1993: The council must establish and implement a strategy (its community engagement strategy), based on social justice principles, for engagement with the local community when developing the community strategic plan.

**Section 2: Community participation plan.** This section is a new requirement under the Environmental Planning and Assessment Act 1979 (EP&A Act). These changes now provide a single document where the community can access all of Council's community participation requirements under the planning legislation, including all minimum mandatory requirements. It sets out how and when we will engage the community across our planning functions under the EP&A Act.

**Delivering a best practice approach to engagement means:**

- ensuring our community has better access to and understanding of information
- increased participation, allowing for a range of voices to be heard
- stronger community connections and trust.

### Why do we need to engage?

- efficient and effective spending and resource allocation
- identification of solutions for complex problems
- social cohesion and reduced conflict
- reduction of unplanned risks
- improved services that meet community needs
- strengthened governance and accountability



Section 1

# Our community engagement approach



## Our community engagement approach

Engaging with the community is one of the guiding principles for councils under section 8A of the Local Government Act 1993 and is an important part of local democracy.

### Our core principles for engagement

#### Relationships and respect

##### What this means

- We act with transparency and honesty in a way that values strong relationships and builds trust with our community and stakeholders.
- Good engagement helps us to identify shared values, benefits and outcomes.
- We will close the loop with our community and report back on the engagement process.

##### How do we do this

- We will say what we are doing, maintain ongoing partnerships and deliver regular updates to our stakeholders and community.
- We cultivate a culture of information sharing to ensure information is accurate and informed.
- We respect people's time and will listen to our community.
- We will accurately define the community's role in the decision making process.

#### Inclusive and enabling

##### What this means

- We believe good decisions are grounded in information and input from many sources.
- We will allow for a range of voices to be heard, not just those who are loud, angry or powerful.

##### How do we do this

- We will actively seek to ensure a range of views are represented.
- We engage appropriately and in a variety of formats to address barriers to participation.
- We will make our information easy to understand, consistent and timely.

#### Transparency and the right to participation

##### What this means

- Community input and feedback is recognised as enhancing the quality of our decision making processes.
- The community has the right to access information, be consulted and actively participate in planning and decision making that affects them.

##### How do we do this

- We make decisions in an open and transparent way. Information is timely, clear and relevant.
- We work towards consistent standards and report back on decisions made.
- We build our community's capacity to contribute through education and empowerment practices.

#### Continuous Improvement

##### What this means

- Engagement is a rapidly changing field. We recognise the need to adapt to ensure more effective engagement outcomes.

##### How do we do this

- New and innovative solutions will be sought to better listen to and communicate with our community.
- We will evaluate the work we do to improve our practice.
- We will use technology to ensure better access and more opportunity to engage.

### How we engage

#### Community engagement model



Engagement is led by both the organisation and the community. The type of engagement is dependent on the nature of the relationships, activities and goals.



Source: International Association of Public Participation

**International Association of Public Participation Spectrum (IAP2 Spectrum)**

The IAP2 Spectrum is an internationally regarded tool to select the level of participation in any community engagement program. The Spectrum shows that differing levels of participation are required depending on the goals, time frames, resources and levels of concern in the decision to be made.

Increasing the level of public impact   
 Level of community influence over decisions 

<b>Inform</b>	<b>Consult</b>	<b>Involve</b>	<b>Collaborate</b>	<b>Empower</b>
To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making and/or developed budgets in the hands of the public.
We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into decisions to the maximum extent possible.	We will implement what you decide.

Figure 1: IAP2 Public Participation Spectrum. Source: International Association of Public Participation.

**What this looks like at Port Stephens Council**

**Engagement design**

Engagement can take many forms and there is no one size fits all approach. In some cases we are guided by legislation. In other cases we seek informed feedback on a particular plan, policy or project. Each project’s level of engagement will be determined by assessing:

- objectives, scope and context of the project (including legislative requirements)
- level of impact including risk and complexity
- level of interest and influence on decisions to be made
- level of resources available including time and budget.

**Key elements of engagement design:**



Community engagement plans are tailored to the needs of each project. Our approach reflects the social justice principles of equity, access and participation. At all levels of engagement, our objective is to ensure our community can easily access balanced, timely and accurate information on our projects and programs.

Table 1 provides a snapshot of the types of activities and projects undertaken in the framework. The framework is not limited to the example projects and engagement techniques contained in the table.

**Refer to Section 2 of this document for statutory decision making obligations and timeframes under the EP&A Act.**

Table 1

IAP 2 Level	Description	Engagement techniques examples	Project type examples
<b>Inform</b>	<ul style="list-style-type: none"> <li>share balanced information to increase awareness and understanding</li> <li>one way process</li> <li>can clarify level of impact and help build relationships</li> </ul>	<ul style="list-style-type: none"> <li>advertising</li> <li>newsletters</li> <li>fact sheets</li> <li>displays</li> <li>media</li> <li>website</li> </ul>	<ul style="list-style-type: none"> <li>maintenance, renewal of capital works</li> <li>changes to local activity</li> <li>policy updates</li> </ul>
<b>Consult</b>	<ul style="list-style-type: none"> <li>community views and feedback are sought</li> <li>we will listen and acknowledge your concerns</li> </ul>	<ul style="list-style-type: none"> <li>focus groups</li> <li>workshops</li> <li>surveys</li> <li>polls</li> <li>one-on-one meetings</li> <li>public exhibition and hearings</li> <li>plus Inform activities</li> </ul>	<p>Key social planning and strategic documents, for example:</p> <ul style="list-style-type: none"> <li>youth strategy</li> <li>plans of management</li> <li>public domain plans</li> <li>masterplans</li> <li>new policies with broad impact</li> </ul>
<b>Involve</b>	<ul style="list-style-type: none"> <li>work with the community throughout the process to ensure your priorities and aspirations are reflected in the decision</li> </ul>	<ul style="list-style-type: none"> <li>advisory committees</li> <li>workshops</li> <li>world cafes</li> <li>community visioning</li> <li>workshops</li> <li>town centre implementation panels</li> <li>plus inform and consult activities</li> </ul>	<ul style="list-style-type: none"> <li>Community Strategic Plan and Operational Plan</li> </ul> <p>Other examples:</p> <ul style="list-style-type: none"> <li>placemaking projects</li> <li>early development infrastructure and capital works projects like playgrounds and recreation facilities</li> </ul>
<b>Collaborating</b>	<ul style="list-style-type: none"> <li>actively working with community to ensure their aspirations and priorities strongly influence the outcome</li> <li>shared responsibility for decision making</li> </ul>	<ul style="list-style-type: none"> <li>community reference group</li> <li>design workshops</li> <li>advisory committees</li> <li>plus Inform and Consult activities</li> </ul>	<ul style="list-style-type: none"> <li>S355 Advisory Committees</li> </ul>
<b>Empowering</b>	<ul style="list-style-type: none"> <li>decision making is in the hands of the community</li> <li>particularly useful in engaging under represented or marginalised groups</li> </ul>	<ul style="list-style-type: none"> <li>project teams</li> </ul>	<ul style="list-style-type: none"> <li>community development programs</li> </ul>

**Inclusive engagement**

We know there are some groups in our community that are harder to reach and less likely to participate in engagement activities. Council is committed to using inclusive methods and settings to make it easy for all of our community to participate. Some of these harder to reach groups identified in Port Stephens are:

- Aboriginal and Torres Strait Islander
- people with a disability
- young people
- young families / primary carers

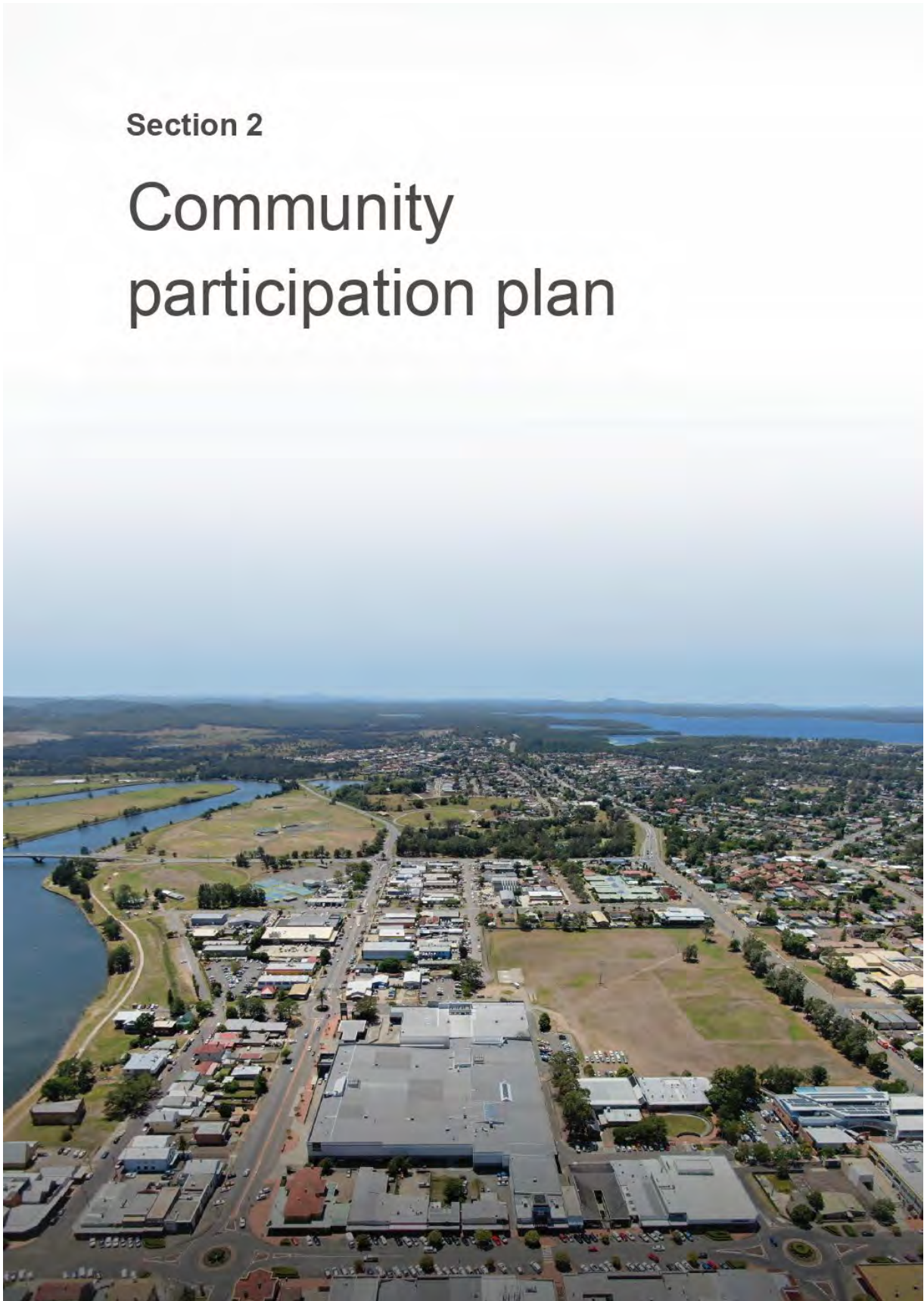
Barriers such as language, physical ability, digital comprehension, lack of time and social isolation are considered in engagement planning.

**Key strategies for inclusive engagement:**

- adaptation of methods
- make it fun
- go to where the people are and targeted outreach
- make it as easy as possible for people — choose appropriate locations and accessible venues
- provide incentives

Section 2

# Community participation plan





## Community participation plan

It is a statutory requirement for councils in New South Wales to prepare a Community Participation Plan that sets out how and when it will undertake community participation when exercising relevant planning functions under the EP&A Act.

### How is community participation carried out

The Community Participation Plan specifies requirements including notification and public exhibition. This can include:

- Giving written notice to neighbours, individual landowners or occupiers;
- Advertising on Councils website; and
- Making documents publicly available online.

Other methods may be used for notification and exhibition on a case by case basis and depending on statutory requirements.

If the exhibition period is due to close on a weekend or public holiday we may extend the exhibition to finish on the first available work day. In accordance with the planning legislation, the period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Plans or applications cannot be made or determined until after the minimum period of public exhibition. If a longer timeframe is placed on public exhibition, the matter cannot be determined until after the specified period.

### Making a submission

The community can participate during public exhibition by making a submission. The planning legislation sets out some requirements for submissions. In addition to these requirements, when making a submission to Council, the submission should be:

- Received on or before the last day of the nominated timeframe for exhibition;
- Made in writing (through the mail, email or hand delivered to Council);
- Contain the name and address (or email address) of the person making the submission;
- Include the application number for reference (for development applications) or the name of the exhibited planning matter; and
- Include a statement of objection or support and reasons.

**Community participation requirements**

Under the EP&A Act, the following minimum community participation requirements apply to local planning functions:

**Table 2**

<b>Mandatory timeframes</b>	<b>Minimum community participation requirement</b>
<b>Division 1 — Schedule 1 to the EP&amp;A Act</b>	
Draft community participation plans	28 days
Draft local strategic planning statements	28 days
Planning proposals for local environmental plans subjects to a gateway determination	28 days or as specified by the Gateway Determination
Draft development control plans	28 days
Draft contributions plans	28 days
<b>Division 2 — Schedule 1 to the EP&amp;A Act</b>	
Development Application for designated development	28 days
Environmental Impact Statement obtained under Division 5.1 (An Environmental Impact Statement prepared for certain development such as state significant development.)	28 days
Re-exhibition of any amended application or matter referred to above	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter.

Exhibition timeframes are measured in calendar days and include weekends.

**Development applications**

Table 3 outlines Council’s minimum notification requirements for development applications. Where there is an inconsistency between the notification requirements of this Community Participation Plan and legislative requirements, the legislative requirements will prevail.

**Table 3 Community Participation Categories** (Refer to Appendix A for details)

Exhibition types Type	Requirements
<b>A</b>	<b>Not Notified Development.</b> Council may at its discretion decide to notify any of this type of development that may significantly impact on the amenity of adjoining land owners.
<b>B</b>	<b>Advertised Development,</b> written notification in accordance with ‘type B’ requirements and an advertisement published on Councils website. Development Application (DA) information published on DA Tracker.  At Council’s discretion, additional advertisements may be placed in newspapers and/or through such other mechanisms as may be appropriate to ensure that the public is reasonably aware of the proposal. Council may also at its discretion decide not to advertise development.
<b>Not included in Table 1</b>	<b>Notified Development.</b> A 14 day notification period will apply for development types not included in Appendix A. Written notification will be sent to all owners of land directly adjoining or opposite the development site. Additional owners and occupiers may be notified at the discretion of Council staff. Council may at its discretion decide not to notify development where impacts on adjoining land owners are considered minor in nature.

**Modification Applications**

The need or otherwise to notify an application to modify a development consent will be undertaken in accordance with the requirements of the Act and Regulations or at the discretion of Council in consideration of the nature of the modifications proposed

Appendix A — Exhibition periods

Development category	Exhibition types	
	A	B
<b>Rural Development</b>		
Agriculture		
Farm buildings		
Forestry		
<b>Residential Accommodation</b>		
Dwelling — single storey		
Residential ancillary (sheds, pools, etc.)		
Rural worker's dwellings		
Secondary dwellings		
<b>Subdivision (all types of subdivision)</b>		
Strata Subdivision		
More than ten Torrens or Community title lots		
<b>Tourist and visitor accommodation</b>		
Caravan parks / Camping grounds		
<b>Commercial development</b>		
Home business / occupation		
Entertainment facilities		
Function centres		
Sex services premises / Home occupation (sex services)		
Restricted premises		
<b>Community and entertainment facilities</b>		
Places of public worship		
Recreation facility (major)		
<b>Industrial Development</b>		
General industry		
Industrial retail outlets		
Industrial training facilities		
Light industry		
Storage premises		
Warehouse or distribution centres		
Freight transport facilities		
<b>Miscellaneous</b>		
Boatshed		
Electricity generating works		
Environmental Facilities / Environmental Protection works		
Moorings / Mooring Pens		
Signage — other than advertising structures		
Extractive industries / open cut mines		
Air transport facility		
Airstrip		
Cemetery / crematorium / mortuaries		
Correction centre		
Helipad		
Marinas		
Passenger transport facilities		
Port facilities		

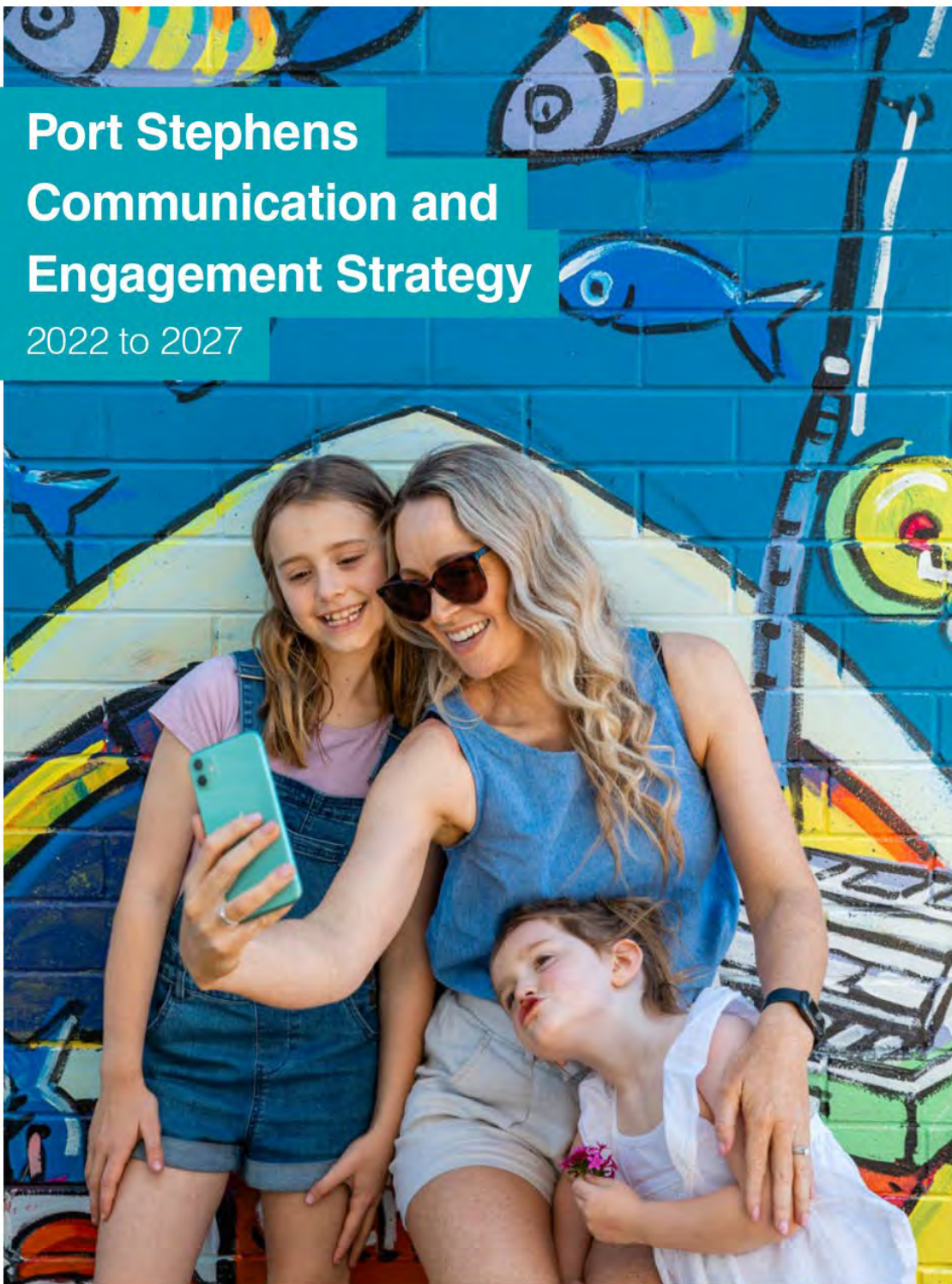


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# Port Stephens Communication and Engagement Strategy

2022 to 2027



Our vision is to actively communicate and engage in a way that tells our stories, listens to our community, informs our future and improves the wellbeing of those that live, work and visit in Port Stephens.



ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

GUUDJI YIIGU

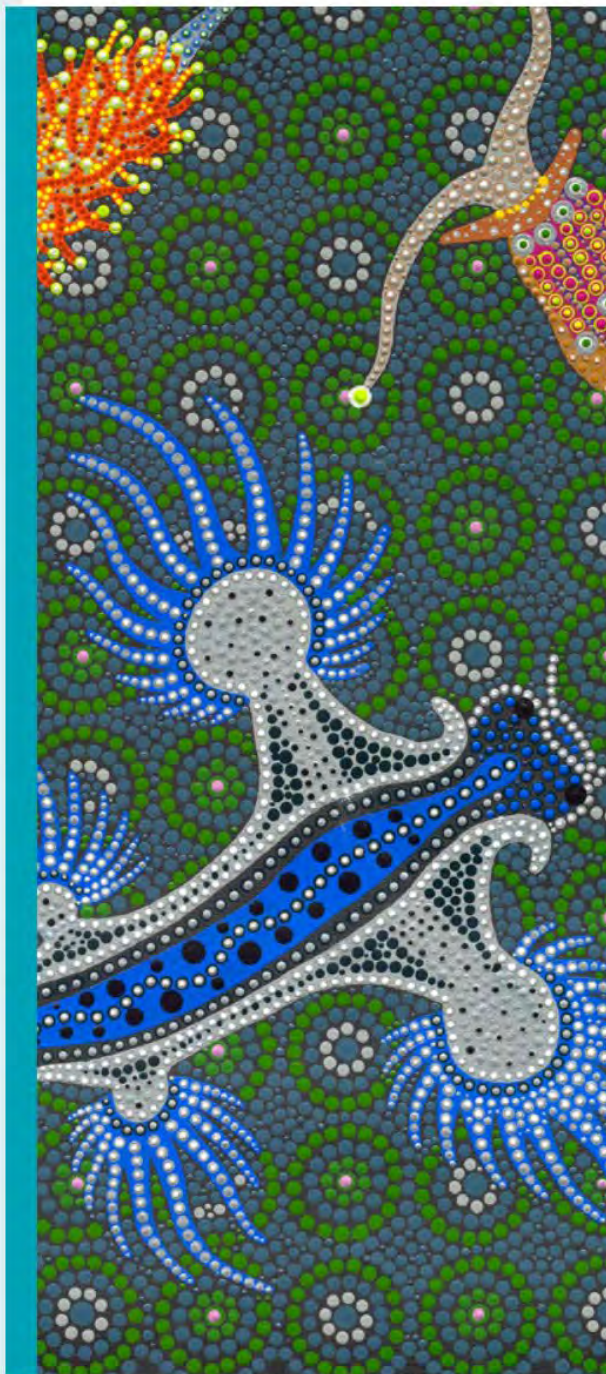
(GOO-JEE IK-KOO)

We welcome you to Port Stephens – part of the Worimi Aboriginal Nation. Port Stephens Council acknowledges the Worimi people as traditional owners and custodians of the lands and waterways on which we all live, learn, work and play.

We value and respect the Worimi people and the legacy 60,000 years of Aboriginal Nation traditions and culture brings with it. As part of Council's culture of acceptance, diversification and harmony we walk alongside the Worimi people on a journey of listening and learning.

Together we will strive to make this a better place for all peoples. As guardians of these lands, we ask that you tread lightly to help preserve the biodiversity and respect those who came before as well as those who will follow.

Artwork by Regan Lilley.



ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



## A message from the Mayor

Communication is key.

Council's communication is key to successfully engaging and involving our community in influencing the future of Port Stephens.

Our Communication and Engagement Strategy is a blueprint for successful and meaningful communication and engagement, reflecting our organisations commitment to genuinely involve and engage with the community we serve.

The Strategy will help create a consultative culture, embracing conversations where information is shared and feedback encouraged, nurturing a relationship built on transparency and trust. The Strategy reflects Council's commitment to inform and improve community awareness of programs, activities and services. More importantly it is about our commitment to listen

and create open channels of communication for meaningful dialogue, idea generation and big thinking, to help shape our future direction.

Our communication and engagement needs to be clear, accessible and delivered effectively to meet the needs of a diverse society – enabling inclusiveness for all in our community.

A handwritten signature in black ink that reads "R Palmer".

Ryan Palmer  
Mayor of Port Stephens



# Strategy context



Strong communication in local government creates trust in its citizens. The hope is that this trust will inspire citizens to become involved in their communities.

Diligent



**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

Over the past few years, a fundamental shift has occurred in the approach to public sector communication and engagement. Our residents have increased expectation around access to information and a greater desire to engage in planning for their place.

We know that effective communication and engagement are directly linked to the liveability and wellbeing of our community. By listening to our community and providing genuine opportunities for engagement, we'll create a greater sense of community ownership and ultimately, improve the delivery of Council services that are aligned to community needs.

To achieve this, we'll deliver a genuinely integrated and inclusive approach to our engagement and communication. By bringing together our communication and engagement approach, we've already created a shift in thinking. Through this Strategy, we'll continue to evolve this approach and build a culture that celebrates our stories and informs the future of Port Stephens.

The Port Stephens Communication and Engagement Strategy has been developed to provide a framework for the delivery of open and effective communication that actively shapes and influences the future of Port Stephens.

The Strategy responds to the legislative requirements of:

- NSW Government Integrated Planning and Reporting Framework including the Community Strategic Plan
- Local Government Act (1993) and
- Environmental Planning and Assessment Act (1979)

The Strategy also responds to the key priorities of the elected Councillors.

### Community Participation Plan

Attached to this Strategy is our Community Participation Plan (CPP) which is an easy to use guide for the community to provide input into planning decisions when Council is the consent authority. It ensures we meet our statutory requirements for notification and exhibition.

**Communications is how we connect with our stakeholders. It is sharing the right message at the right time to inform our community.**

NSW Government, All-Of-Government Communications Framework

**Community engagement is a planned process with the specific purpose of working across organisations, stakeholders and communities to shape the decisions or actions of the members of the community, stakeholders or organisation in relation to a problem, opportunity or outcome.**

NSW Government, All-Of-Government Communications Framework

# Who we are



A diverse mix of voices  
leads to better discussions,  
decisions and outcomes  
for everyone.

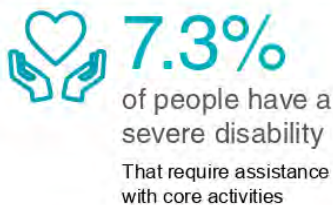
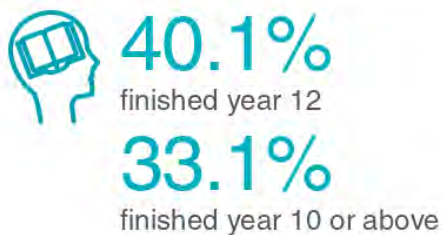
Sundar Pichai, Head of Google



ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

Our community

More than 75,500 people call Port Stephens home and this is expected to grow to over 87,933 by 2040.



Source: ABS 2021  
\* statista.com

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

What we've heard

“

Longer periods to digest and respond to documents including Council agendas.

Community member

“

Opportunities to Have Your Say are numerous but there is little opportunity to find out the result of the engagement or what other people think.

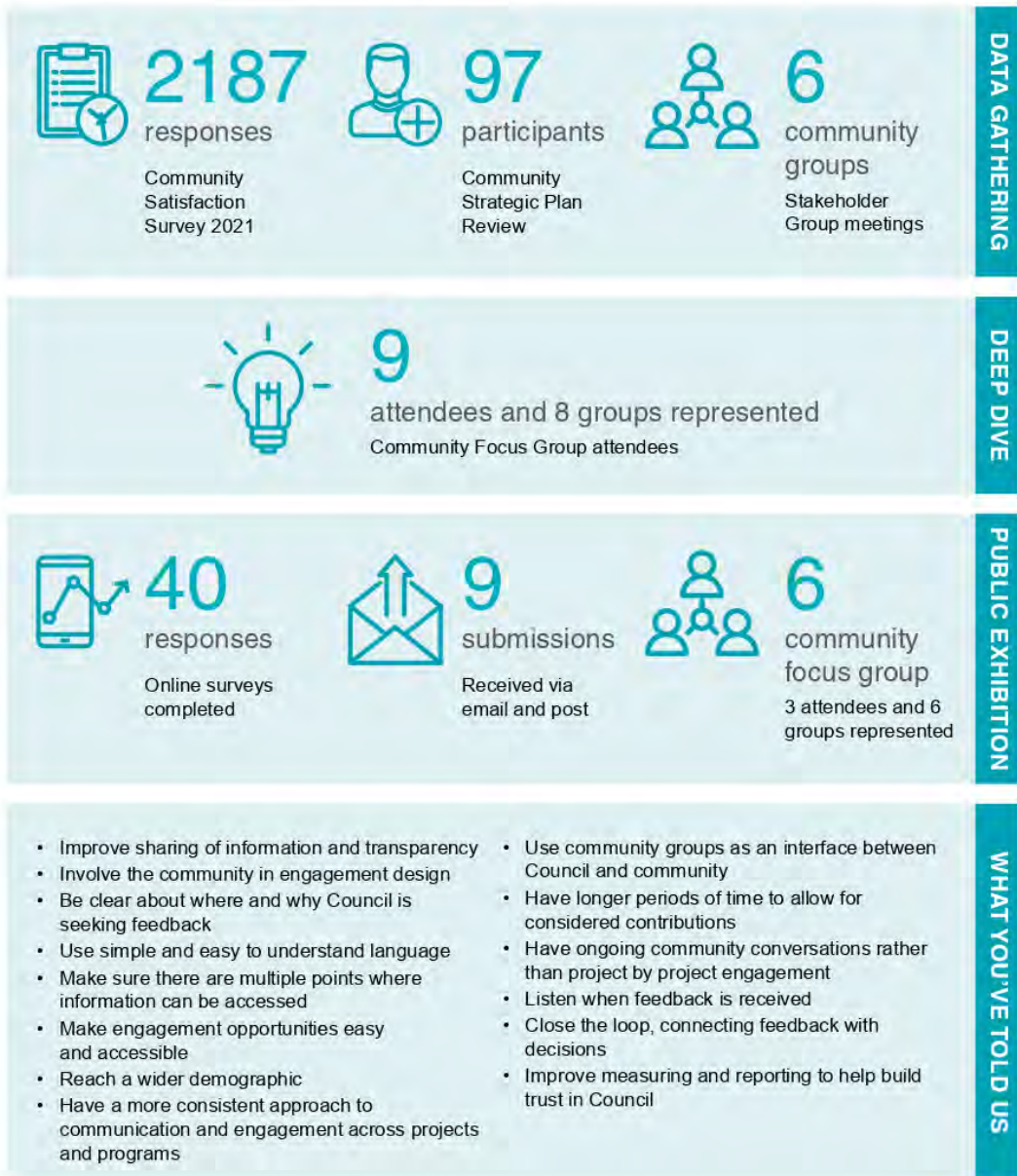
Community member



ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

Our engagement

Between 2021 and October 2022, we've had a phased approach to listening to the community about how we deliver communication and engagement.



# Our strategy

“

Stories of the importance of community engagement range from creating change in local policies and service provisions that not only enrich everyday lives and liveability of communities, but help shape and envision a community's future, bringing with it wider societal change.

Bang The Table



ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

As the closest level of government connected to the community, we have a key role in communicating and engaging with our local residents.

With over 55 individual business units across the organisation and almost 600 staff, we deliver a large number of services to our community. We're also the link between our community and other levels of government, advocating our community's priorities.

Over the past few years, we've worked hard to engage with and inform our community. However, we know from feedback that we can do better. We've listened and are committed to working closely with our community to act on this feedback, responding to their needs and priorities.

Our purpose and vision



Our purpose

To create a framework for the delivery of transparent and timely communications and meaningful community engagement that builds trust and community participation in decision making for our place.



Our vision

We actively communicate and engage in a way that shares our stories, listens to our community, informs our future, and improves the wellbeing of those that live, work and visit in Port Stephens.

Our principles

- 1 We deliver **relevant, timely and easy to understand** information
- 2 We're **honest and transparent**
- 3 We're **inclusive** and encourage a **diversity of voices** to be heard
- 4 We **listen, value and respect community** input and feedback
- 5 We embrace **innovation** and encourage **new ideas**



**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

International Association of Public Participation

The International Association for Public Participation (IAP2) developed an internal framework for community engagement is is considered a best practice approach workworld.

Levels of communication and engagement

	Inform (least impact on decision)	Consult	Involve	Collaborate	Empower (most impact on decision)
<b>Our goal (Council's)</b>	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making and/or developed budgets in the hands of the public.
<b>Our role (Council's)</b>	We'll keep you informed.	We'll keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We'll work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We'll look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into decisions to the maximum extent possible.	We'll implement what you decide.
<b>Your role (Community's)</b>	Keep in touch. Follow Council on social media. Subscribe to regular newsletters and updates.	Contribute ideas and feedback. Respond to surveys. Make public submissions.	Actively participate in the workshops and engagement sessions. Share ideas concerns and aspirations.	Work together to develop solutions. Join committees.	Make decisions and work with Council to implement them.

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ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

### Social Justice Principles

The NSW Government identifies 4 principles that establish supportive environments for everyone. These principles are the driving force to address barriers to communication and engagement experienced in our community and are therefore at the heart of our Strategy's principles and key objectives. We have a commitment to remove barriers, ensuring more equitable and inclusive communication and engagement.



**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

Our stakeholders

We all have a role to play in shaping our places and there's roles for both Council and the community in initiating, leading, participating in, and delivering engagement activities. It's vital that we identify and understand our stakeholders that are impacted by, or have an interest in a decision.



**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

Methods of communication and engagement

We use a range of methods to communicate and engage with our community. We typically use a combination of methods to share information to ensure the greatest reach. Below are some of our common methods used across the IAP2 spectrum.

	Inform	Consult	Involve	Collaborate	Empower
<b>Communications</b>					
Advertisements / public notices	☑				
Council events	☑				
E-newsletters	☑				
Emails and letters	☑				
Flyers, brochures, factsheets, posters, signs	☑				
Local Newspaper article	☑				
Media releases	☑				
On hold messages	☑				
Rates notice and inserts	☑				
Radio announcements	☑				
Social media	☑	☑			
Webinars	☑				
<b>Community Engagement</b>					
Advisory committees			☑	☑	☑
Council meetings	☑	☑	☑	☑	☑
Council website	☑	☑			
Focus group and workshops		☑	☑	☑	
Information and interactions with Council staff	☑	☑			
Drop-in / pop-up sessions		☑	☑		
Meetings with Council staff	☑	☑			
Public exhibition / submission		☑	☑		
Surveys / questionnaires / polls		☑			

Strategic  
priority 1  
Community  
engagement



We will plan and deliver meaningful community engagement that enables community participation and builds trust in Council decision making.

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



Key objectives	Communication and Engagement Principles				
	1	2	3	4	5
Embed the principles of the International Association Public Participation (IAP2) into the organisational culture	✓	✓	✓	✓	✓
Implement a Communications and Engagement Advisory Group to provide input into how we will engage with stakeholders for major projects		✓	✓	✓	
Increase opportunities for the community to engage informally with Councillors and Executive		✓	✓	✓	
Design engagement opportunities that enable time for considered thought and contribution	✓		✓	✓	
Ensure engagement opportunities consider place, diversity and accessibility	✓		✓	✓	
Use technology to increase participation and increase the diversity of voice and opinion in engagement activities			✓		✓
Build on the use of social media as a tool for engagement and feedback			✓		✓
Report internally and externally on engagement outcomes, connecting community engagement and decision making	✓	✓		✓	
Improve stakeholder information management to ensure equitable representation across the community		✓	✓		
Deliver Council's Community Participation Plan (Environmental Planning and Assessment Act 1979)	✓	✓		✓	

Strategic  
priority 2  
Community  
communication



We will deliver timely, creative and transparent internal and external communication that connect our stories, our people and our place.

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



Key objectives	Communication and Engagement Principles				
	1	2	3	4	5
Design communication that's easy to understand and accessible to all	✓	✓	✓		
Recognise our public website (portstephens.nsw.gov.au) as the core communication channel and continue to invest in its growth and improvement	✓	✓			✓
Develop a strong social media profile across a range of channels using audience profiles which encourage conversations and increase awareness of Council services	✓	✓	✓	✓	✓
Increase staff awareness and capacity to enable effective communication, engagement and promotion of council business	✓	✓	✓	✓	
Build Council's identity and brand through consistent visual communication	✓				
Maximise the use of live streaming and video across all communication channels			✓		✓
Use data to develop communication that is audience focused				✓	✓
Regularly benchmark and review internal and external communication platforms	✓				✓
Support elected members by keeping them informed so they can share information and increase awareness of council activities and services through community networks	✓	✓			
Measure, evaluate and report on all communication activities on a monthly basis	✓	✓			✓



Strategic  
priority 3  
Media and  
public relations



We will build trust and reputation through proactive, consistent and trustworthy information that responds to issues and community priorities.

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



Key objectives	Communication and Engagement Principles				
	1	2	3	4	5
Build and maintain strong relationships with media to facilitate informed reporting	✓	✓			
Promote Port Stephens with positive and proactive media	✓	✓			
Work across the organisation to identify newsworthy stories	✓		✓		✓
Respond promptly to media enquiries to meet news deadlines	✓	✓			
Develop annual Community Advocacy Priorities and implement campaigns to drive awareness of key priorities	✓		✓	✓	
Build relationships with key decision makers in state and federal government to increase understanding of local issues			✓	✓	
Seek opportunities for elected representatives or Executive to speak at corporate, community and networking events		✓	✓		
Coordinate Council's emergency management communications	✓	✓			
Improve media record and information management	✓	✓			
Monitor, evaluate and report on all media and public relations activity on a monthly basis	✓	✓			✓

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



## Measures of success

### Measures of success

Continuous improvement is an integral part of improving our communication and engagement process. We'll monitor our communication and engagement activities for effectiveness against the principles and key objectives of this Strategy.

Some key considerations include:

- How effectively were barriers to engagement addressed?
- Did we reach people impacted by the project or people that are representative of our demographic?
- Were the intended outcomes of the engagement process achieved?
- How well did we provide feedback to participants on the results of their contribution?

ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

Our targets

-  Community Satisfaction Survey  
49%+ of our community feel they can provide input into decision making  
53%+ of our community are satisfied with their contact with Council
-  Port Stephens Liveability Score of 66+
-  1 million+ website visits
-  Have Your Say members increasing at 2.5% annually
-  Participation demographics accurately represent our community
-  Facebook followers increasing at 2.5% annually
-  Instagram followers increasing at 2.5% annually
-  LinkedIn followers increasing at 2.5% annually
-  e-newsletter subscribers increasing at 2.5% annually
-  30% of projects have an engagement level of 'involve' or above
-  80%+ employee engagement

## ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.

# Attachment 1 Community Participation Plan

## Community Participation Plan

It's a statutory requirement for councils in NSW to prepare a Community Participation Plan (CPP) that is an easy to use guide for the community to provide input into planning decisions when Council is the consent authority.

### How is community participation carried out

The CPP specifies requirements for notification and public exhibition. This can include:

- Giving written notice to neighbours, individual landowners or occupiers
- Advertising on Councils website
- Making documents publicly available online

Other methods are used to on a case by case basis, in line with statutory requirements.

If the exhibition period is due to close on a weekend or public holiday, it might be extended to finish on the first available work day. In accordance with the planning legislation, the period between 20 December and 10 January (inclusive) is excluded from the calculation of a period of public exhibition.

Plans or applications can't be made or determined until after the minimum period of public exhibition.

### Making a submission

In addition to the requirements set out in the planning legislation, the submission should be:

- Received on or before the last day of the nominated timeframe for exhibition
- Made in writing (through the mail, email or hand delivered to Council)
- Contain the name and address (or email address) of the person making the submission
- Include the application number for reference (for development applications) or the name of the exhibited planning matter
- Include a statement of objection or support and reasons

**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

Community participation requirements

Under the EP&AA Act, the following minimum community participation requirements apply to local planning functions:

Table 1

Mandatory timeframes	Minimum community participation requirement
<b>Division 1 — Schedule 1 to the EP&amp;A Act</b>	
Draft community participation plans	28 days
Draft local strategic planning statements	28 days
Planning proposals for local environmental plans subjects to a gateway determination	28 days or as specified by the Gateway Determination
Draft development control plans	28 days
Draft contributions plans	28 days
<b>Division 2 — Schedule 1 to the EP&amp;A Act</b>	
Development Application for designated development	28 days
Environmental Impact Statement obtained under Division 5.1 (An Environmental Impact Statement prepared for certain development such as state significant development.)	28 days
Re-exhibition of any amended application or matter referred to above	The period (if any) determined by the person or body responsible for publicly exhibiting the application or matter.

Exhibition timeframes are measured in calendar days and include weekends.

Development applications

Table 2 outlines Council’s minimum notification requirements for development applications. If there’s an inconsistency between the notification requirements of this CPP and legislative requirements, the legislative requirements will prevail.

Table 2 – Community Participation Categories (Refer to Table 3 for details)

Exhibition types	
Type	Requirements
A	Not Notified Development Council may at its discretion decide to notify any of this type of development that may significantly impact on the amenity of adjoining land owners.
B	Advertised Development Written notification in accordance with ‘type B’ requirements and an advertisement published on Councils website. Development Application (DA) information published on DA Tracker. Additional advertisements may be placed in newspapers and/or through such other mechanisms as may be appropriate to ensure that the public is reasonably aware of the proposal. Council may also at its discretion decide not to advertise insignificant development.
Not included in Table 3	Notified Development A 14 day notification period will apply for development types not included in Appendix A. Written notification will be sent to all owners of land directly adjoining or opposite the development site. Additional owners and occupiers may be notified at the discretion of Council staff. Council may at its discretion decide not to notify development where impacts on adjoining land owners are considered minor in nature.

**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**

Modification applications

The need or otherwise to notify an application to modify a development consent will be undertaken in accordance with the requirements of the Act and Regulations or at the discretion of Council in consideration of the nature of the modifications proposed.

**Table 3 – exhibition periods**

Development category	Exhibition types	
	A	B
<b>Rural development</b>		
Agriculture	☑	
Farm buildings	☑	
Forestry		☑
<b>Residential accommodation</b>		
Dwelling — single storey	☑	
Residential ancillary (for example sheds, pools)	☑	
Rural worker’s dwellings	☑	
Secondary dwellings	☑	
<b>Commercial development</b>		
Home business / occupation	☑	
Entertainment facilities		☑
Function centres		☑
Sex services premises / home occupation (sex services)		☑
Restricted premises		☑
<b>Community and entertainment facilities</b>		
Places of public worship		☑
Recreation facility (major)		☑
<b>Industrial development</b>		
General industry	☑	
Industrial retail outlets	☑	
Industrial training facilities	☑	
Light industry	☑	
Storage premises	☑	
Warehouse or distribution centres	☑	
Freight transport facilities		☑

Development category	Exhibition types	
	A	B
<b>Subdivision (all types of subdivision)</b>		
Strata subdivision	☑	
More than 10 Torrens or Community title lots		☑
<b>Tourist and visitor accommodation</b>		
Caravan parks and camping grounds		☑
<b>Miscellaneous</b>		
Boatshed	☑	☑
Electricity generating works	☑	☑
Environmental facilities / environmental protection works	☑	☑
Moorings / mooring pens	☑	☑
Signage — other than advertising structures	☑	☑
Extractive industries / open cut mines		☑
Air transport facility		☑
Airstrip		☑
Cemetery / crematorium / mortuaries		☑
Correction centre		☑
Helipad		☑
Marinas		☑
Passenger transport facilities		☑
Port facilities		☑

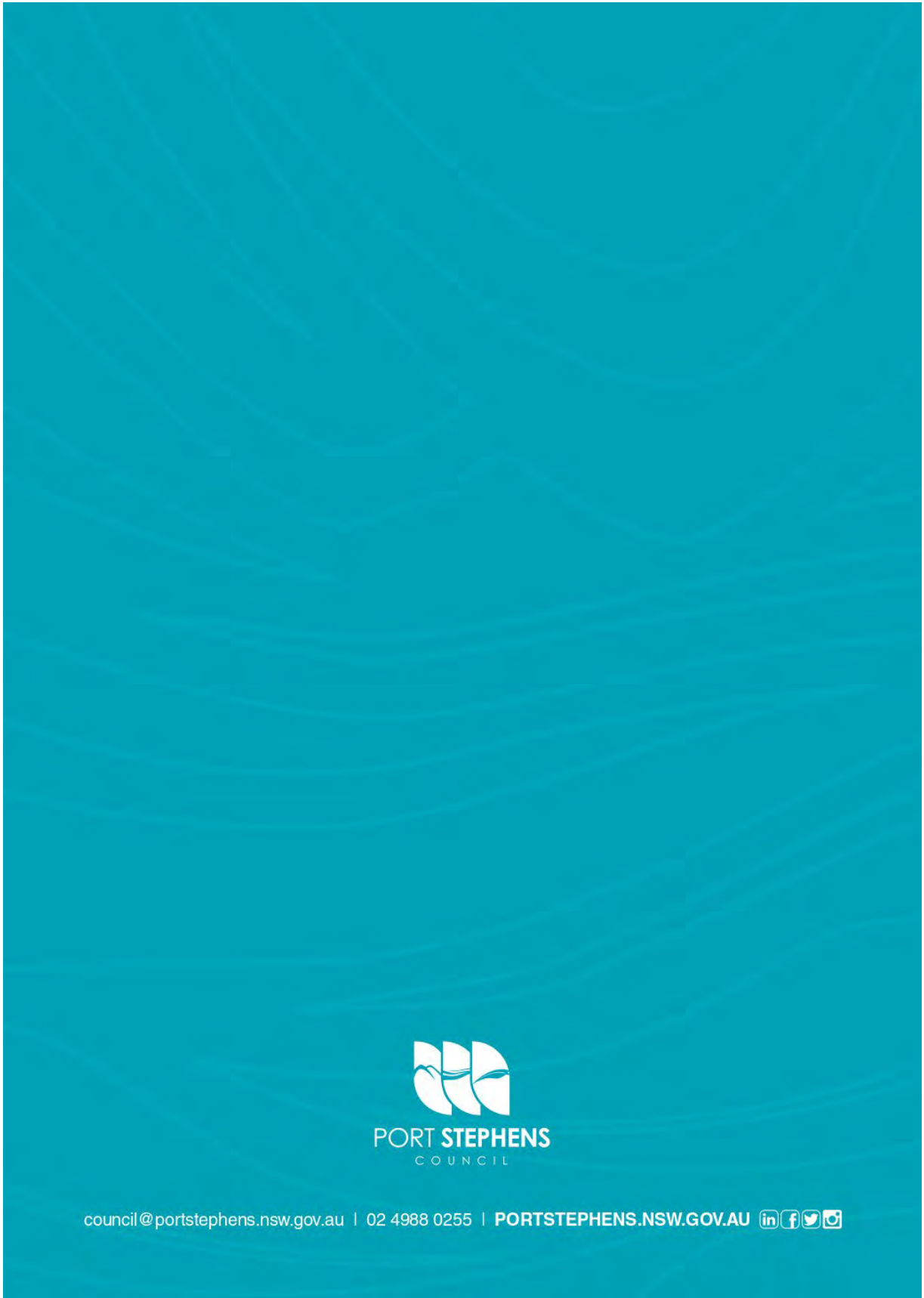
\* Reasonable attempts must be made to notify a caravan parks or manufactured home estates Residents Committee, or equivalent where it is the subject of a new Development Application or S.4.55 modification application.

**ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.**





ITEM 8 - ATTACHMENT 3 COMMUNICATIONS AND ENGAGEMENT STRATEGY.



PORT STEPHENS  
COUNCIL

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**ITEM NO. 10**

**FILE NO: 22/287124  
EDRMS NO: PSC2017-00180**

**2021 TO 2022 ANNUAL REPORT**

REPORT OF: ZOE PATTISON - ACTING GROUP MANAGER CORPORATE SERVICES  
GROUP: CORPORATE SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the Annual Report Financial Year 2021 to 2022 **(ATTACHMENTS 1 and 2)**.
  - 2) Receive the 2022 Community Satisfaction Survey Report **(ATTACHMENT 3)**.
- 

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>334</b>	<p><b>Councillor Leah Anderson Councillor Steve Tucker</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse the Annual Report Financial Year 2021 to 2022 <b>(ATTACHMENTS 1 and 2)</b>.</li><li>2) Receive the 2022 Community Satisfaction Survey Report <b>(ATTACHMENT 3)</b>.</li></ol>
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Councillor Peter Kafer left the meeting at 8:58pm.

Councillor Giacomo Arnott foreshadowed a matter arising on future community surveys.

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MATTER ARISING**

<b>335</b>	<b>Councillor Giacomo Arnott Councillor Leah Anderson</b>  It was resolved that Council agrees that future community satisfaction surveys should use the Likert scale correctly with a middle option as neutral, with percentages of those happy or not happy calculated from those in the top two responses vs the bottom two, with the neutral responses excluded.
------------	--

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>336</b>	<b>Councillor Giacomo Arnott Councillor Steve Tucker</b>  It was resolved that the Council meeting be extended to address the remaining agenda items.
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**BACKGROUND**

The purpose of this report is to present to Council and the community the Annual Report 2021 to 2022 along with supporting information from the annual Community Satisfaction Survey. The Annual Report itself is in 2 volumes:

- Volume 1 is the report of activities and operations of Council for the financial year to 30 June 2022, reporting on statutory requirements and Council's achievements in implementing its Delivery Program (**ATTACHMENT 1**).

- Volume 2 is the audited financial statements of Council to 30 June 2022 **(ATTACHMENT 2)**.

This year we are reporting the Community Satisfaction Survey along with the Annual Report as not only does it inform one of our 7 key metrics, but it is a management tool that we use to inform our operations and performance. Community satisfaction is a 2021 to 2022 Operational Action, with a number of questions providing data for our Operational Plan Effectiveness Measures along with insights on how our services and facilities are performing and where we need to improve further. The survey comprises a sample of residents from across the Port Stephens local government area (LGA).

This year when looking at the levels of satisfaction of the community, for the overall satisfaction question, satisfaction has dropped to 64% of respondents being at least somewhat satisfied with Council services.

To better understand the results of the survey we have taken a closer look at the respondent's satisfaction levels across each of our facilities and services. It is noted that separate user surveys are undertaken for both Children Services and Library Services which are included in the Community Satisfaction Survey Report.

The top performing areas are Children Services, Community Halls, and Sports and Recreation Facilities. Our lowest performing areas are Maintaining Local Roads, Roadside Maintenance and Maintaining Footpaths and Pathways.

It is interesting to note that when aggregating and averaging the individual satisfaction results of each of our facilities and services that 71% of respondents were at least somewhat satisfied. Further analysis of the results is provided in **(ATTACHMENT 3)**.

## **COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2022-2026</b>
Governance	Provide a strong ethical governance structure.

## **FINANCIAL/RESOURCE IMPLICATIONS**

Volume 1 of the Annual Report contains a summary of Council's financial performance, capital expenditure and governance across the whole of Council's operations. As at 30 June 2022 Council achieved its organisational target of an underlying financial surplus.

Volume 2 of the Annual Report contains more detail of Council's financial position and audited accounts.

## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

The Community Satisfaction Survey has routinely been conducted as part of Council's commitment to continuous improvement.

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

### LEGAL, POLICY AND RISK IMPLICATIONS

The Annual Report has been prepared in accordance with section 428 of the Local Government Act 1993.

The Annual Financial Statements were also considered by Council at the Council meeting of 25 October 2022.

Section 428(5) of the Local Government Act 1993 states:

"A copy of the councils Annual Report must be posted on the councils website and provided to the Minister and such other persons and bodies as the regulations may require. A copy of a councils Annual Report may be provided to the Minister by notifying the Minister of the appropriate URL link to access the report on the councils website."

Subject to endorsement of the Annual Report by Council, officers will place the Annual Report 2021 to 2022 on Council's website, in Council Libraries and advise the Office of Local Government.

Office of Local Government Circular No 21-16 / 30 June 2021 / A773314 additionally outlines that councils should ensure they report performance against targets, outcomes, efficiency and cost effectiveness over time.

Volume 1 of the Annual Report provides Council's performance against its 7 main result measures over time and reports on the outcomes of the Delivery Program for 2021 to 2022 including the effectiveness of its Operational Plan actions, efficiencies in continuing to review business operations and our financial sustainability since 2012.

The Community Satisfaction Survey is not mandated by legislation, however the Office of Local Government's Integrated Planning and Reporting (IP&R) Handbook (supplementing the IP&R Guidelines) refers to community satisfaction surveys as one tool to provide measures and indicators and seek feedback from the community.

<b>Risk</b>	<b><u>Risk Ranking</u></b>	<b>Proposed Treatments</b>	<b>Within Existing Resources?</b>
There is a risk that failure to provide the Annual Report within the legislated timeframe could lead to reputational loss and a breach of the Local Government Act 1993.	Low	Adopt the recommendation prior to 30 November 2022.	Yes
There is a risk that the statistical sample of the Community Satisfaction Survey could be inadequate to support the survey findings in <b>(ATTACHMENT 1 and 3)</b> .	Low	The Australian Bureau of Statistics sample size calculator recommended the sample size for the Port Stephens population should be 1,095. Actual responses were 2,528. Although it is noted that the sample is not statistically valid in terms of demographics.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

The Annual Report 2021 to 2022 provides information on Council’s performance and achievements across a range of social, economic and environmental factors, outlining the principal activities of Council which are based on the 4 pillars of sustainability. Council is committed to transparent reporting and accountability to our community.

Despite the challenging year that it has been, Port Stephens Council has the community’s best interests at heart providing the services our community needs in the best possible way. This report outlines our achievements and challenges for 2021 to 2022, it also highlights Council’s achievements in sourcing additional external grant funding to provide services and infrastructure. The theme for this year’s report is aptly named ‘Striking a Balance’ which is about achieving what we can with the resources we have while making sure our communities priorities and values are considered.

Council achieved the ambitious targets that it set for the key result measures of employee engagement, governance, risk management and financial sustainability. As outlined in the report, Council did not meet the aspirational targets set for community satisfaction, service delivery and infrastructure backlog. This is understandable in the aftermath of the natural disasters. However, Council remained firmly focused on reviewing these results throughout 2022 to 2023.

Service Delivery:

- Target > 95% Integrated Plans delivered on time.
- Achievement: 94% (78 out of 83 actions) on track after revising work plans due to COVID-19 and the natural disaster.

Community Satisfaction

- Target > 80%.
- Achievement: 64% are at least somewhat satisfied. Refer to **(ATTACHMENT 1 and 3)** for more detail.

Employee Engagement:

- Target > 75%.
- Achievement: 83%.

Governance:

- Target > 95% Governance Health Check.
- Achievement: 98%.

Risk Management:

- Target > 80% Risk Management Maturity Score.
- Achievement: 87%.

Financial Sustainability:

- Target: underlying financial surplus.
- Achievement: \$586,494 surplus.

Asset Maintenance Ratio:

- Target: 100%.
- Achievement: 97%.

$$\text{Asset maintenance Ratio} = \frac{\text{Actual asset maintenance}}{\text{Required asset maintenance}}$$

**CONSULTATION**

Compilation of the Annual Report 2021 to 2022 has occurred in consultation with the following stakeholders:

Internal

- Executive Team.
- Section Managers.
- Council Officers.

Information was gathered from across Council to compile the Annual Report 2021 to 2022.

External

If endorsed by Council, the Annual Report 2021 to 2022 will be placed on Council's website, with the appropriate web link advised to the Office of Local Government and hard copies distributed to Council's Libraries and the State Library of New South Wales.

**OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

**ATTACHMENTS**

- 1) Annual Report Financial Year 2021 to 2022 - Volume 1. (Provided under separate cover)
- 2) Annual Report Financial Year 2021 to 2022 - Volume 2. (Provided under separate cover)
- 3) Port Stephens Council - 2022 Community Satisfaction Survey Report. (Provided under separate cover)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



**ITEM NO. 11**

**FILE NO: 22/157881  
EDRMS NO: PSC2017-00180**

**DRAFT PLAN OF MANAGEMENT - BIRUBI POINT ABORIGINAL PLACE  
TOURISM TRANSPORT INTERCHANGE**

REPORT OF: ZOE PATTISON - ACTING GROUP MANAGER CORPORATE  
SERVICES

GROUP: CORPORATE SERVICES

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Endorse the public exhibition of the draft Plan of Management for the Birubi Point Aboriginal Place Tourism Transport Interchange (**ATTACHMENT 1**) for a period of 42 days in accordance with Section 38 of the Local Government Act 1993.
- 2) Adopt the draft Plan of Management following the public exhibition if no submissions are received.

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**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>337</b>	<p><b>Councillor Jason Wells Councillor Leah Anderson</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Endorse the public exhibition of the draft Plan of Management for the Birubi Point Aboriginal Place Tourism Transport Interchange (<b>ATTACHMENT 1</b>) for a period of 42 days in accordance with Section 38 of the Local Government Act 1993.</li><li>2) Adopt the draft Plan of Management following the public exhibition if no submissions are received.</li></ol>
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## **BACKGROUND**

The purpose of this report is to authorise the public exhibition of the draft Plan of Management (POM) for the Birubi Point Aboriginal Place Tourism Transport Interchange (**ATTACHMENT 1**) and adopt the draft POM on completion of the public exhibition period if no submissions are received.

The Crown Land Management Act 2016 (CLM Act) authorises local councils that have been appointed to manage dedicated or reserved Crown land to manage that land as if it were public land under the Local Government Act 1993 (LG Act). This includes a requirement to classify Crown land under the LG Act as either operational land or community land, and to adopt a POM for all community land.

Council was appointed land manager of the subject land in 2008 and has agreed with Crown Lands to manage the land as community land for general community use.

The purpose of this draft POM is to:

- Contribute to Council's broader strategic goals and vision as set out in the Birubi Point Aboriginal Place Management Plan.
- Ensure compliance with the Local Government Act 1993 and the Crown Land Management Act 2016.
- Provide clarity in the future development, use and management of the community land.
- Ensure consistent management that supports a unified approach to meeting the varied needs of the community.

This draft POM covers Crown land known as Lot 312 DP 753204 and situated at 98 Gan Gan Road, Anna Bay. Council was appointed land manager on 22 June 2018 under the Crown Land Management Act 2016. The reserve purpose is Tourist Facilities and Services and the assigned category is General Community Use.

## **COMMUNITY STRATEGIC PLAN**

<b>Strategic Direction</b>	<b>Delivery Program 2022-2026</b>
Infrastructure and Facilities	Build Council's civil and community infrastructure to support the community.

## **FINANCIAL/RESOURCE IMPLICATIONS**

There are no financial or resource implications associated with the public exhibition.

The draft POM has been prepared within Council's resources.

**MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022**

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

**LEGAL, POLICY AND RISK IMPLICATIONS**

Clause 70A of the Crown Land Management Regulation 2016 exempts councils from conducting a public hearing under section 40A of the Local Government Act. The only requirement is to publicly exhibit the draft POM under Section 38 of the Local Government Act.

Council's certified Native Title Manager has reviewed the draft POM and details of the proposal have been sent to NTSCorp (as the representative native title body) and the Worimi Local Aboriginal Land Council in accordance with legislative requirements. No objections or concerns have been raised by those parties and it is agreed that the construction of the facility is authorised under Section 24K of the Native Title Act 1993 (Cth).

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that without the POM we are not compliant with Crown Land requirements.	Medium	Adopt the recommendations.	Yes.

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Nil.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the Communications Section.

Internal

- Group Manager Development Services.
- Group Manager Facilities and Services.

- Communications Section Manager.
- Asset Section Manager.
- Capital Works Section Manager.
- Strategic Property Coordinator.

External

- Crown Lands.
- Worimi Conservation Lands.
- Worimi Local Aboriginal Land Council.
- National Parks and Wildlife.
- NTSCorp.

Extensive consultation in relation to the proposed use of the land and construction of the facility has taken place over a number years with Crown Lands, National Parks and Wildlife Service, Worimi Conservation Lands, the Worimi Local Aboriginal Land Council (LALC) and the Birubi Point Aboriginal Place Cultural Heritage Advisory Panel.

NTSCorp has also been consulted on the construction of the facility as the native title representative body.

In accordance with legislation the draft POM will go on public exhibition for a period of 42 days, and in addition, direct consultation will be undertaken with the following groups:

- Worimi Conservation Lands.
- Worimi Local Aboriginal Land Council.
- National Parks and Wildlife.
- Birubi Point Aboriginal Place Cultural Heritage Advisory Panel.

**OPTIONS**

- 1) Accept the recommendations.
- 2) Amend the recommendations.
- 3) Reject the recommendations.

**ATTACHMENTS**

- 1) Draft Plan of Management (POM) for the Birubi Point Aboriginal Place Tourism Transport Interchange. (Provided under separate cover)

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

Councillor Peter Kafer returned to the meeting at 9:11pm.

**ITEM NO. 12**

**FILE NO: 22/280074**  
**EDRMS NO: A2004-0242**

### QUARTERLY BUDGET REVIEW TO 30 SEPTEMBER 2022

REPORT OF: TIM HAZELL - FINANCIAL SERVICES SECTION MANAGER  
GROUP: CORPORATE SERVICES

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#### RECOMMENDATION IS THAT COUNCIL:

- 1) Approve the discretionary changes to the adopted budget as detailed in **(ATTACHMENT 1)** presented as the 2022-2023 Quarterly Budget Review Statement – September 2022.

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### ORDINARY COUNCIL MEETING - 13 DECEMBER 2022

#### MOTION

<b>338</b>	<p><b>Councillor Leah Anderson</b> <b>Mayor Ryan Palmer</b></p> <p>It was resolved that Council approve the discretionary changes to the adopted budget as detailed in <b>(ATTACHMENT 1)</b> presented as the 2022-2023 Quarterly Budget Review Statement – September 2022.</p>
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

#### BACKGROUND

The purpose of this report is to amend the budget by bringing to Council's attention the proposals and issues that have an impact on the 2022-2023 budget. The Quarterly Budget Review Statement – September 2022 **(ATTACHMENT 1)** sets out the details of variations between Council's original budget and the proposed budget.

The projected budget result has improved, principally on the basis of additional operating grants for Local Roads and Community Infrastructure being brought to account. In addition the forthcoming sale of 437 Hunter Street, Newcastle has been factored into the budget accounts, showing a decrease in proposed rental as well as a decrease in proposed maintenance expenses. While proposed reinvestment

## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

strategies are being explored, the funds received from the sale will be invested in the short term money market to ensure a short term return.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Financial Management	Maintain strong financial sustainability.

### FINANCIAL/RESOURCE IMPLICATIONS

Council's anticipating underlying result is as follows:

	Surplus (\$)	Deficit (\$)
Budget 2022 - 2023		\$1,137,000
September 2022 review	\$202,000	
December 2022 review		
March 2023 review		

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

### LEGAL, POLICY AND RISK IMPLICATIONS

While Council's financial situation continues to be impacted, financial expenditure will continue to be carefully managed to ensure minimal financial risk to the organisation and community.

Risk	<a href="#">Risk Ranking</a>	Proposed Treatments	Within Existing Resources?
There is a risk that the underlying operating result may not be reached.	High	The Long Term Financial Plan will be reviewed regularly to ensure that expenditure remains sustainable and that revenue is at appropriate levels.	Yes

## **SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Council's budget is fundamental for operational sustainability and for the provision of facilities and services to the community. The budget will continue to be carefully managed with conservative expenditure to ensure that the financial outlook continues to improve.

## **CONSULTATION**

Consultation with key stakeholders has been undertaken by the Financial Services Section to discuss the overall financial result for the quarter.

Formal communication has been conducted in conjunction with a number of meetings and it was recommended to submit the Quarterly Budget Review to September 2022 to Council for formal adoption.

### Internal

- Executive Team.
- Councillors Two Way.

### External

Nil.

## **OPTIONS**

- 1) Accept the recommendation.
- 2) Amend the recommendation.
- 3) Reject the recommendation.

## **ATTACHMENTS**

- 1) 2022-2023 Quarterly Budget Review - September 2022.

## **COUNCILLORS ROOM**

Nil.

## **TABLED DOCUMENTS**

Nil.





**PORT STEPHENS**  
C O U N C I L

"A great lifestyle in a treasured environment"

**2022 – 2023**  
**Quarterly Budget Review Statement**  
**September 2022**

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**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**1) Executive Summary**

The quarterly budget review has been compiled during a period of instability, not only for Council but for the industry as a whole. While many possible scenarios have and will continue to be modelled, the following summary best represents the current situation. Financial performance is generally measured using three primary statements, each are discussed in detail in the attached report. A summary of the predicted outcomes are as follows:

**Profit & Loss Statement – operational budget**

	<b>Surplus ('000)</b>	<b>Deficit ('000)</b>
Original budget – expected result		(\$1,137)
September 2022 review	\$202	

The increment of \$1,339k is primarily due to:

**Increased income from:**

Grants - LRCI	\$1,041k
User Charges & Fees – Child Care	\$192k
Interest & Investment Income	\$200k

**Decreased income from:**

Other Income – 437 Hunter Street sold	\$611k
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**Increased expenditure from:**

Other expenses	\$58k
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This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**Decreased expenditure from:**

Employee costs	\$73k
Materials and contracts - 437 Hunter Street sold	\$502k

**Capital Works Program – capital budget**

	<u>Gross</u>	<u>Contribution</u>	<u>Net</u>
Original budget – total spend	\$32,377k	\$19,573k	\$12,804k
September 2022 review	\$71,847k*	\$36,585k	\$35,262k

The increase of \$39,470k is principally due to:

2022/2023 budget revotes	\$30,161k
Blackspot projects	\$2,973k
Disaster Recovery projects	\$1,775k
Corporate & Community Building solar panel upgrades	\$1,260k
Sturgeon St Raymond Terrace – LRCI	\$872k
Domestic Waste Management fleet	\$800k
William St upgrades – stage 2	\$613k
Tanilba Rd Mallabula – Caswell Reserve	\$600k
Yulong Oval amenities	\$501k
Other minor capital projects	\$417k

\*Total capital works program includes \$5,140k for airport works. The capital program for Council is \$71,847k - \$5,140k = \$66,707k.

**Cash flow**

Original budget – cash projected	\$68,164k
September 2022 review	\$66,908k

The decrease in the anticipated cash position to 30 June 2022 is principally due to the capital works as detailed above and the future sale of property being brought to account.

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

### 1) Executive Summary - continued

Categorising the changes by Group:

**Corporate Services:** The operating budget change in this group was \$389k (favourable). The operating budget changes predominately relate to inclusion of Crown leasing costs for Koala Sanctuary, reduction of rental income due to sale of 437 Hunter St, reduction in employee costs and increase in interest income.

Capital budget changes were \$614k (favourable) and relates to the rescheduling of the Holiday Parks capital works program.

**Development Services:** There were no budget changes for this quarter.

**Facilities & Services:** The operating budget change in this group was \$1,638k (favourable). The operating budget changes predominately relate to the increase in surf lifesaving costs due to council motion and inclusion of LRCI grant round 3.

Changes in the capital budget were \$5,821k (unfavourable) which is mainly due to the increase in road & recreational upgrades, solar panel implementation, natural disaster works and replacement of domestic waste fleet.

**General Manager's Office:** Operating budget changes for this group were \$88k (favourable). The operating budget changes predominately relate to the decrease in insurance costs.

**Newcastle Airport:** There were no budget changes for this quarter.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

<b>Operating Budget</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Corporate Services	49,437	-	389	-	-	49,825	45,298
Development Services	(8,423)	-	-	-	-	(8,423)	(752)
General Manager's Office	(6,958)	-	88	-	-	(6,870)	(3,477)
Facilities & Services	(32,264)	-	1,638	-	-	(30,626)	8,637
Newcastle Airport	(1,156)	-	-	-	-	(1,156)	(289)
<b>Operating Surplus/(Deficit) before capital grants</b>	<b>637</b>	<b>-</b>	<b>2,115</b>	<b>-</b>	<b>-</b>	<b>2,751</b>	<b>49,417</b>
Less: Gain on sale	(250)	-	(776)	-	-	(1,026)	-
Less: Fair value increases	(843)	-	-	-	-	(843)	-
Less: Royalties	(1,836)	-	-	-	-	(1,836)	(451)
Less: Newcastle Airport	1,156	-	-	-	-	1,156	289
Add: NAP Dividend	-	-	-	-	-	-	-
<b>Underlying Operating Surplus/(Deficit)</b>	<b>(1,137)</b>	<b>-</b>	<b>1,339</b>	<b>-</b>	<b>-</b>	<b>202</b>	<b>49,255</b>

<b>Capital Budget</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Corporate Services	(4,200)	(1,092)	614	-	-	(4,678)	(214)
Development Services	4,633	-	-	-	-	4,633	4,117
Facilities & Services	(8,097)	(16,160)	(5,821)	-	-	(30,078)	2,623
General Manager's Office	-	-	-	-	-	-	-
Newcastle Airport	(5,140)	-	-	-	-	(5,140)	-
<b>Total</b>	<b>(12,804)</b>	<b>(17,252)</b>	<b>(5,207)</b>	<b>-</b>	<b>-</b>	<b>(35,262)</b>	<b>6,527</b>

Note - + = inflow ( ) = outflow

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.****2) Introduction**

Clause 203(1) of the *Local Government (General) Regulation 2021* requires Council's responsible accounting officer to prepare and submit a Quarterly Budget Review Statement (QBRS) to Council. The QBRS must show, by reference to the estimated income & expenditure that is set out in the operational plan, a revised estimate of income and expenditure for the year.

It also requires the QBRS to include a report by the responsible accounting officer as to whether or not the statement indicates Council to be in a satisfactory financial position, with regard to Council's original budget.

Council's operational plan sets out the achievements, goals and revenue policy, including estimates of income and expenditure. The QBRS plays an important role in monitoring Council's progress against the plan and ongoing management of the annual budget.

The QBRS is the mechanism whereby Councillors and the community are informed of Council's progress against the operational plan (original budget) and the recommended changes and reasons for major variances.

The QBRS is composed of the following components:

- Responsible Accounting Officer Statement
- Income & Expenses Budget Review Statement
- Capital Budget Review Statement
- Cash Flow Statement Review
- Budget Review Contracts and Other Expenses.

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRS.

### 3) Responsible Accounting Officer's Statement

The Regulations require that a budget review statement must include or be accompanied by a report as to whether or not the Responsible Accounting Officer (RAO) believes that the QBRs indicates that Council's financial position is satisfactory, having regard to the original estimate of income and expenditure. If Council's financial position is considered by the RAO to be unsatisfactory, then recommendations for remedial action must be included.

The following statement is made in accordance with clause 203(2) of the *Local Government (General) Regulations 2021*.

It is my opinion that the Quarterly Budget Review Statement for Port Stephens Council for the quarter end 30/09/2022 indicates that Council's projected financial position will be satisfactory at year-end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Name: Tim Hazell

Responsible Accounting Officer, Port Stephens Council



**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**4) Income & Expenses Budget Review Statement**

<b>Consolidated Income Statement</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Rates and Annual Charges	68,994	-	-	-	-	68,994	68,031
User Charges & Fees Income	47,079	-	192	-	-	47,271	6,310
Interest & Investment Income	1,063	-	200	-	-	1,263	353
Other Income	7,412	-	(611)	-	-	6,802	1,836
Grants and Cont.	12,776	-	1,041	-	-	13,816	2,771
Grants and Cont.(Capital)	19,573	12,909	4,103	-	-	36,585	13,341
Fair value gains	843	-	-	-	-	843	-
Net Gain on Sale	250	-	776	-	-	1,026	-
<b>Total Revenue</b>	<b>157,989</b>	<b>12,909</b>	<b>5,701</b>	<b>-</b>	<b>-</b>	<b>176,599</b>	<b>92,642</b>
Employee Costs	56,552	-	(73)	-	-	56,479	11,698
Borrowing Costs	1,710	-	-	-	-	1,710	185
Materials & Contracts	55,932	-	(502)	-	-	55,430	12,438
Other Expenses	4,586	-	69	-	-	4,655	1,779
Depreciation & Impairment	18,999	-	(10)	-	-	18,989	3,783
<b>Total Expenditure</b>	<b>137,779</b>	<b>-</b>	<b>(517)</b>	<b>-</b>	<b>-</b>	<b>137,262</b>	<b>29,883</b>
<b>Operating Surplus/(Deficit) after capital grants</b>	<b>20,210</b>	<b>12,909</b>	<b>6,218</b>	<b>-</b>	<b>-</b>	<b>39,336</b>	<b>62,759</b>
<b>Operating Surplus/(Deficit) before capital grants</b>	<b>637</b>	<b>-</b>	<b>2,115</b>	<b>-</b>	<b>-</b>	<b>2,751</b>	<b>49,418</b>
Less: Net Gain on sale	(250)	-	(776)	-	-	(1,026)	-
Less: Fair value increases	(843)	-	-	-	-	(843)	-
Less: Royalties	(1,836)	-	-	-	-	(1,836)	(451)
Less: Newcastle Airport	1,156	-	-	-	-	1,156	289
Add: NAP Dividend	-	-	-	-	-	-	-
<b>Underlying Operating Surplus/(Deficit)</b>	<b>(1,137)</b>	<b>-</b>	<b>1,339</b>	<b>-</b>	<b>-</b>	<b>202</b>	<b>49,255</b>

**Notes:**

1. Revised Budget = Original Budget +/- approved budget changes in previous quarters.

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

Council's original operating budget for 2022-2023 was incorporated as part of the Integrated Plans that were adopted by Council on 28 June 2022.

This statement sets out the details of variations between Council's original operating budget and the revised budget as part of the September Quarterly Budget Review. This has altered from an original projected underlying deficit of \$1,137,000 to a revised surplus of \$202,000.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

<b>REVENUE</b>	<b>Budget Change</b>	
	<b>\$'000</b>	<b>F/U</b>
<b>Rates and Annual Charges</b>	-	-

No change.

<b>User Charges and Fees</b>	<b>192</b>	<b>F</b>
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User charges and fees has increased due to a reforecast of child care and holiday park fees. The income increases in these services areas has been offset by an increase in expenses.

<b>Grants and Contributions provided for Operating Purposes</b>	<b>1,041</b>	<b>F</b>
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Operating grants have increased due to Council receiving the 3<sup>rd</sup> round of the Federal Governments LRCI program.

<b>Interest and Investment Revenue</b>	<b>200</b>	<b>F</b>
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Investment revenue has been reforecasted as a result of increasing interest rates.

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

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<b>Other Income</b>	<b>611</b>	<b>U</b>
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Other income has decreased due to the reduction in rental income from the future sale of 437 Hunter St.

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<b>Grants and Contributions provided for Capital Purposes</b>	<b>4,103</b>	<b>F</b>
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Capital grants & contributions have increased primarily due to the following projects:

- Blackspot projects - \$2,228k
  - Disaster recovery - \$1,775k
  - Other road upgrade projects - \$100k
- 

<b>Net Gains from the Disposal of Assets</b>	<b>776</b>	<b>F</b>
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Net gain from the disposal of assets relates to the future sale of 437 Hunter Street Newcastle.

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**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

<b>EXPENDITURE</b>	<b>\$'000</b>	<b>Budget Change F/U</b>
<b>Borrowing Costs</b>	-	-
No change.		
<b>Depreciation, Amortisation and Impairment</b>	<b>10</b>	<b>F</b>
This relates to a minor decrease in lease amortisation.		
<b>Employee Benefits and On-Costs</b>	<b>73</b>	<b>F</b>
Employee benefits and on-costs has decreased primarily due to current vacancies.		
<b>Materials and Contracts</b>	<b>502</b>	<b>F</b>
Materials and contracts have decreased primarily due to the decreases in insurance costs and reduction in operating expenses for 437 Hunter St.		
<b>Other Expenses</b>	<b>69</b>	<b>U</b>
Other expenses have changed due to the reallocation of costs to materials and contracts.		

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBR.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**5) Capital Budget Review Statement**

<b>Consolidated - Summary</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
Grants and Cont.(Capital)	19,573	12,909	4,103	-	-	36,585	13,341
<b>Total Receipts</b>	<b>19,573</b>	<b>12,909</b>	<b>4,103</b>	<b>-</b>	<b>-</b>	<b>36,585</b>	<b>13,341</b>
Capital Equipment & Contracts	32,377	30,161	9,310	-	-	71,847	6,812
Property Acquisition & Development	-	-	-	-	-	-	3
<b>Total Payments</b>	<b>32,377</b>	<b>30,161</b>	<b>9,310</b>	<b>-</b>	<b>-</b>	<b>71,847</b>	<b>6,814</b>
<b>Capital Surplus/(Deficit)</b>	<b>(12,804)</b>	<b>(17,252)</b>	<b>(5,207)</b>	<b>-</b>	<b>-</b>	<b>(35,263)</b>	<b>6,527</b>

This statement sets out the details of variations between Council's original capital budget and revised capital budget. There are budgetary changes proposed in this quarter which result in a further increase in the capital program by the value of \$9.3m.

Note that for budgetary changes: **F** = favourable budget change, **U** = unfavourable budget change.

<b>INCOME</b>	<b>\$'000</b>	<b>Budget Change F/U</b>
<b>Capital Grants &amp; Contributions</b>	<b>4,103</b>	<b>F</b>

Capital grants & contributions have increased primarily due to the following projects:

- Blackspot projects - \$2,228k
- Disaster recovery - \$1,775k
- Other road upgrade projects - \$100k

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

<b>EXPENDITURE</b>	<b>\$'000</b>	<b>Budget Change F/U</b>
<b>Property Acquisition and Development</b>	-	-
No change.		
<b>Capital Equipment and Contracts</b>	<b>9,310</b>	<b>U</b>

Capital equipment and contracts has increased primarily due to the following projects:

- Blackspot projects \$2,973k
- Disaster Recovery projects \$1,775k
- Corporate & Community Building solar panel upgrades \$1,260k
- Sturgeon St Raymond Terrace – LRCI \$872k
- Domestic Waste Management fleet \$800k
- William St upgrades \$613k
- Tanilba Rd Mallabula – Caswell Reserve \$600k
- Yulong Oval amenities \$501k
- Other minor capital projects \$417k

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

The capital works program by section is as follows:

<b>Consolidated - Detailed</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Capital Funding</b>							
Capital Grants & Contributions	19,573	12,909	4,103	-	-	36,585	13,341
<b>Total Capital Funding</b>	<b>19,573</b>	<b>12,909</b>	<b>4,103</b>	<b>-</b>	<b>-</b>	<b>36,585</b>	<b>13,341</b>
<b>Capital Expenditure</b>							
<b>Corporate Services Group</b>							
<b>Commercial Property Reserve &amp; Cluster Plan</b>							
Fingal Bay Holiday Park	904	177	(614)	-	-	467	79
Halifax Holiday Park	180	11	-	-	-	191	12
Shoal Bay Holiday park	276	6	-	-	-	282	8
Thou Walla Sunset Retreat	160	89	-	-	-	249	34
Koala Sanctuary	180	-	-	-	-	180	58
Property Development	-	-	-	-	-	-	3
Property Investments	1,000	-	-	-	-	1,000	-
<b>Commercial Property Total</b>	<b>2,700</b>	<b>282</b>	<b>(614)</b>	<b>-</b>	<b>-</b>	<b>2,368</b>	<b>193</b>
Business Improvement Technology	1,500	810	-	-	-	2,310	20
<b>Corporate Services Group Total</b>	<b>4,200</b>	<b>1,092</b>	<b>(614)</b>	<b>-</b>	<b>-</b>	<b>4,678</b>	<b>214</b>

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

<b>Consolidated - Detailed</b>	<b>2023 Original Budget</b>	<b>Budget revotes &amp; carry forwards</b>	<b>Budget Revision Sept Qtr</b>	<b>Budget Revision Dec Qtr</b>	<b>Budget Revision Mar Qtr</b>	<b>2023 Revised Budget</b>	<b>2023 YTD Actuals</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>General Manager's Office</b>							
Software	-	-	-	-	-	-	-
<b>General Manager's Office Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Facilities and Services</b>							
<b>Assets</b>							
Fleet Maintenance	2,000	-	-	-	-	2,000	28
Drainage and Flooding	1,200	81	-	-	-	1,281	497
Corporate & Community Buildings	250	38	1,260	-	-	1,548	498
<b>Assets Total</b>	<b>3,450</b>	<b>119</b>	<b>1,260</b>	<b>-</b>	<b>-</b>	<b>4,829</b>	<b>1,023</b>
<b>Community Services</b>							
Domestic Waste Management	98	-	800	-	-	98	-
Library Services	310	60	-	-	-	370	52
<b>Community Services</b>	<b>408</b>	<b>60</b>	<b>800</b>	<b>-</b>	<b>-</b>	<b>1,268</b>	<b>52</b>
<b>Capital Works</b>							
Capital Works Construction	9,179	28,890	7,864	-	-	5,932	,526
<b>Capital Works Total</b>	<b>19,179</b>	<b>28,890</b>	<b>7,864</b>	<b>-</b>	<b>-</b>	<b>55,932</b>	<b>5,526</b>
<b>Facilities and Services Total</b>	<b>23,037</b>	<b>29,069</b>	<b>9,924</b>	<b>-</b>	<b>-</b>	<b>62,029</b>	<b>6,601</b>
Newcastle Airport	5,140	-	-	-	-	5,140	-
<b>Total Capital Expenditure</b>	<b>32,377</b>	<b>30,161</b>	<b>9,310</b>	<b>-</b>	<b>-</b>	<b>71,847</b>	<b>6,814</b>
<b>Net Outlay</b>	<b>12,804</b>	<b>17,252</b>	<b>5,207</b>	<b>-</b>	<b>-</b>	<b>35,262</b>	<b>(6,527)</b>

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.



**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**6) Reserve Balances**

This statement sets out the budgeted reserve balances and funding source change.

Reserves	Opening Balance	Rollover Transfers	Operating Transfers in / (out)	Financing Transfers in / (out)	Transfers between Reserves	Original Budget	Budget Revision Sept Qtr	Budget Revision Dec Qtr	Budget Revision Mar Qtr	Closing Balance
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Administration Building Reserve	377	(38)	(59)	-	-	(250)	-	-	-	30
Asset Rehabilitation Reserve	1,704	(1,438)	4,100	(500)	-	(3,600)	(136)	-	-	129
Commercial Properties Reserve	1,986	(4,329)	2,527	(1,819)	-	(1,000)	13,253	-	-	10,619
Community Loans	-	-	200	-	-	-	-	-	-	200
Crown Reserves	1,744	(282)	2,648	(401)	-	(3,000)	664	-	-	1,373
Developer Contributions	13,928	(753)	4,924	-	-	(1,189)	(300)	-	-	16,610
Domestic Waste	3,335	-	2,222	-	-	(323)	(872)	-	-	4,362
Drainage Reserve	-	(81)	1,538	-	-	(1,200)	-	-	-	257
Election Reserve	-	-	458	-	-	-	-	-	-	458
Federal Assistance Grant Reserve	5,507	-	(5,507)	-	-	-	-	-	-	-
Fleet Reserve	384	(2,377)	5,131	-	-	(2,000)	-	-	-	1,138
IT Reserve	-	(810)	2,310	-	-	(1,500)	-	-	-	-
Newcastle Airport	13,144	-	4,323	-	-	(5,042)	-	-	-	12,425
Other Waste Services Reserve	250	-	(117)	-	-	-	(3)	-	-	130
Parking Meters Reserve	125	(20)	1,002	-	-	(50)	-	-	-	1,057
Repealed Funds Reserve	2,830	(1,052)	-	-	-	-	-	-	-	1,778
Roads / Environmental Reserve	358	(377)	425	-	-	(425)	18	-	-	-
Section 355C Committees	697	-	-	-	-	-	-	-	-	697
Unexpended Grants Reserve	10,162	-	(1,565)	-	-	(8,597)	-	-	-	-
Sustainable Energy and Water Reserve	-	-	194	-	-	-	-	-	-	194
Unexpended Loan Funds Reserve	269	(5,665)	397	5,000	-	-	-	-	-	-
Ward Funds Reserve	23	-	(23)	-	-	-	-	-	-	-
Natural Disaster	7,000	-	-	-	-	-	-	-	-	7,000
Grant Co Cont	3,000	-	-	-	-	-	-	-	-	3,000
Resilience	3,000	-	-	-	-	-	-	-	-	3,000
Bonds and Retentions	731	-	-	-	-	-	-	-	-	731
<b>Total</b>	<b>70,553</b>	<b>(17,222)</b>	<b>25,126</b>	<b>2,280</b>	<b>-</b>	<b>(28,176)</b>	<b>12,625</b>	<b>-</b>	<b>-</b>	<b>65,187</b>

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

<b>7) Cash Flow Statement (Consolidated)</b>	<b>Original Budget</b>	<b>Revotes &amp; Carried Forward</b>	<b>Budget Revision Sept</b>	<b>Budget Revision Dec</b>	<b>Budget Revision Mar</b>	<b>Revised Budget</b>
	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>	<b>\$'000</b>
<b>Cash Flows from Operating Activities</b>						
<b>Receipts:</b>						
Rates and Annual Charges	66,623	-	-	-	-	66,623
User Charges & Fees Income	47,079	-	192	-	-	47,271
Interest & Investment Revenue Received	1,063	-	200	-	-	1,263
Other	7,427	-	(611)	-	-	6,816
Grants and Contributions	29,721	12,909	5,143	-	-	47,773
<b>Payments:</b>						
Employee Benefits & On-Costs	(57,259)	-	73	-	-	(57,186)
Borrowing Costs	(1,713)	-	-	-	-	(1,713)
Materials & Contracts	(55,795)	-	502	-	-	(55,293)
Other	(3,653)	-	(69)	-	-	(3,722)
<b>Net Cash provided (or used in) Operating Activities</b>	<b>33,493</b>	<b>12,909</b>	<b>5,431</b>	<b>-</b>	<b>-</b>	<b>51,833</b>
<b>Cash Flows from Investing Activities</b>						
<b>Receipts:</b>						
Proceeds from disposal of Property Plant & Equipment	250	-	14,875	-	-	15,125
Proceeds from development & land sales	-	-	-	-	-	-
<b>Payments:</b>						
Purchase of Real Estate, Infrastructure, Property Plant & Equipment and Intangibles	(32,377)	(30,161)	(9,310)	-	-	(71,847)
<b>Net Cash provided (or used in) Investing Activities</b>	<b>(32,127)</b>	<b>(30,161)</b>	<b>5,565</b>	<b>-</b>	<b>-</b>	<b>(56,722)</b>
<b>Cash Flows from Financing Activities</b>						
<b>Receipts:</b>						
Proceeds from borrowings	-	5,000	-	-	-	5,000
<b>Payments:</b>						
Repayment of Leases, Borrowings & Advances	(3,753)	-	-	-	-	(3,753)
<b>Net Cash provided (or used in) Financing Activities</b>	<b>(3,753)</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,247</b>
Net Increase/(Decrease) in Cash & Cash Equivalents	(2,387)	(12,252)	10,997	-	-	(3,643)
plus: Cash & Investments - beginning of year (*)	70,551	-	-	-	-	70,551
<b>Cash &amp; Investments - end of the year</b>	<b>68,164</b>	<b>(12,252)</b>	<b>10,997</b>	<b>-</b>	<b>-</b>	<b>66,908</b>

\*opening balance adjustment made to reflect 30 June 2022 actual closing balance

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRS.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.****Cash Flow Statement Funding Reconciliation**

The 'Recommended Changes to Budget' in the September QBR constitute an overall increase in Council's cash flow position by \$10,997k (favourable) after the sale of property and the use of internal reserves and external funding sources are factored in.

PSC is clearly solvent based on the current and estimated cash position from the review changes. PSC's current cash position as per the September investment report was \$64.3m.

**8) Budget Review Contracts and Other Expenses**

Councillors are currently made aware of tenders of \$250,000 or more in accordance with legislation. However, Councillors should be made aware of other material contracts entered into by Council and details of other expenses that are of particular interest. To this end, a contract listing and details of legal fees and consultancy expenses are included in the QBRs.

Part A lists contracts (other than employment contracts and contracts entered into from Council's preferred suppliers list) that:

- Were entered into during the quarter ending 30/09/2022; and
- Have a value equal to or more than \$50,000.

Part B of the report shows expenditure as at 30/09/2022 for:

- Consultancies
- Legal fees

For the purposes of this report, a consultancy is defined as a person or organisation engaged under contract on a temporary basis to provide recommendation or high level specialist or professional advice to assist decision making by management.

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRs.

**ITEM 12 - ATTACHMENT 1 2022-2023 QUARTERLY BUDGET REVIEW - SEPTEMBER 2022.**

**Part A**

**Contracts Listing**

<b>Contractor</b>	<b>Contract Details and Purpose</b>	<b>Contract Value inc GST</b>	<b>Contract Commencement Date</b>	<b>Contract End Date</b>	<b>Budgeted (Y/N)</b>
PORT STEPHENS TOURISM LTD	COUNCIL CONTRIBUTION JUN 2022 - DEC 2022	222,000	28/07/2022	31/12/2022	Y
FENWORX PTY LTD	TOMAGO ROAD TOMAGO - MILL, DELIVER & PAVE	208,065	15/07/2022	13/09/2022	Y
GLN PLANNING	LOW HUNTER FLOODPLAIN - STRATEGIC PLAN	140,129	6/07/2022	31/12/2022	Y
PPT INVESTMENTS PTY LTD	SUPPLY & DELIVER 2 x 4WD DUAL CAB UTES - RANGER 2022	126,757	26/07/2022	20/09/2022	Y
BAY PROJECTS PTY LTD	RFQ065-2022 - FBHP 6 x GARDEN VILLA COMPLETE BATHROOM REFURBISHMENTS	107,088	7/07/2022	31/12/2022	Y
ENVIROCULTURE MAINTENANCE SERVICES PTY LIMITED	RFQ036-2022 - ASSET PROTECT ZONE & FIRE TRAIL MAINTENANCE	104,931	11/07/2022	30/06/2024	Y
MR M KOUTSOUKOS	GOVERNMENT RD CARPARK RENT - AUGUST 2022 - JULY2022	74,756	12/07/2022	9/08/2022	Y
EDSTEIN CREATIVE STONE	M111190 - 18/08/2022 - RAYMOND TERRACE WAR MEMORIAL	79,460	18/08/2022	1/09/2022	Y
MR M KOUTSOUKOS	GOVERNMENT RD CARPARK RENT - OCTOBER 2022	74,756	1/10/2022	31/10/2022	Y
SOFTWARE ONE AUSTRALIA PTY LIMITED	ADOBE ILLUSTRATOR RENEWAL, ADOBE IN DESIGN RENEWAL, ETC.	68,045	1/10/2022	30/09/2023	Y
DATA#3 LIMITED	SOPHOS & SOPHOS CENTRAL EMAIL ADVANCED RENEWAL - Q	57,851	1/10/2022	30/09/2023	Y
CIVIL SURVEY SOLUTIONS PTY LTD	AUTODESK CIVIL DESIGN SOFTWARE RENEWAL - 10 OCT 2022	56,887	10/10/2022	30/09/2023	Y
ARQ GROUP ENTERPRISES PTY LTD	MANAGED HOSTING INFRASTRUCTURE	51,955	10/07/2022	9/08/2022	Y
COATES HIRE OPERATIONS PTY LTD	HIRE SCHEDULE 8607519 - 31/07-31/08/2022 - LA, ETC	87,688	31/07/2022	31/08/2022	Y
BMT COMMERCIAL AUSTRALIA PTY LTD	PHASE 002 - DETAILED RISK ASSESSMENT, PHASE 0, ETC	67,571	1/10/2022	31/12/2022	Y

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRS.

**Part B**

**Consultancy & Legal Expenses**

<b>Expense</b>	<b>Expenditure YTD (\$)</b>	<b>Budgeted (Y/N)</b>
<b>Consultancies</b>		
Holiday Parks	23,088	Y
Engineering	25,468	Y
IT	15,368	Y
Environment	9,252	Y
Property	1,174	Y
Other	13,559	Y
<b>Total consultancies</b>	<b>87,909</b>	
<b>Legal Fees</b>		
Advice	6,756	Y
Litigation	83,469	Y
<b>Total legal fees</b>	<b>90,225</b>	

<b>Expense - Litigation</b>	<b>Expenditure YTD (\$)</b>
Local Government Law	42,985
Planning and Development Law	40,483
<b>Total</b>	<b>\$83,469</b>

This document forms part of Port Stephens Council's Quarterly Budget Review Statement for the quarter ended 30/09/2022 and should be read in conjunction with other documents in the QBRS.

**ITEM NO. 14**

**FILE NO: 22/306179  
EDRMS NO: PSC2021-04206**

**REQUEST FOR FINANCIAL ASSISTANCE**

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

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**RECOMMENDATION IS THAT COUNCIL:**

- 1) Approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral funds to the following:-
  - a. Rotary Club of Williamtown – Cr Chris Doohan – Rapid Response - \$500 donation towards the 2022 Medowie Christmas Carnival.
  - b. Karuah Progress Association – Cr Jason Wells – Rapid Response - \$150 donation towards prizes for Christmas lights and decorations competition.

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**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>339</b>	<p><b>Councillor Jason Wells Councillor Giacomo Arnott</b></p> <p>It was resolved that Council approves provision of financial assistance under Section 356 of the Local Government Act 1993 from Mayoral funds to the following:-</p> <ol style="list-style-type: none"><li>a. Rotary Club of Williamtown – Cr Chris Doohan – Rapid Response - \$500 donation towards the 2022 Medowie Christmas Carnival.</li><li>b. Karuah Progress Association – Cr Jason Wells – Rapid Response - \$150 donation towards prizes for Christmas lights and decorations competition.</li></ol>
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**BACKGROUND**

The purpose of this report is to determine and, where required, authorise payment of financial assistance to recipients judged by the Mayor and or Councillors as

## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

deserving of public funding. The Grants and Donations Policy gives the Mayor and Councillors a wide discretion either to grant or to refuse any requests.

Council's Grants and Donations Policy provides the community, the Mayor and Councillors with a number of options when seeking financial assistance from Council. Those options being:

- 1) Mayoral Funds
- 2) Rapid Response
- 3) Community Financial Assistance Grants – (bi-annually)
- 4) Community Capacity Building

Council is unable to grant approval of financial assistance to individuals unless it is performed in accordance with the Local Government Act 1993. This would mean that the financial assistance would need to be included in the Operational Plan or Council would need to advertise for 28 days of its intent to grant approval. Council can make donations to community groups.

The requests for financial assistance are shown below:

### WARD FUNDS

Rotary Club of Williamtown	Rotary is a network of neighbours, friends, leaders, and problem-solvers who see a world where people unite and take action to create lasting change.	\$500	Donation towards the 2022 Medowie Christmas Carnival.
Karuah Progress Association	The Karuah Progress Association is led by community volunteers to foster the long term social, financial and natural viability of Karuah.	\$150	Donation towards prizes for Christmas lights and decorations competition.

### COMMUNITY STRATEGIC PLAN

Strategic Direction	Delivery Program 2022-2026
Thriving and safe place to live	Provide the Community Financial Assistance Program

**FINANCIAL/RESOURCE IMPLICATIONS**

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

**LEGAL AND POLICY IMPLICATIONS**

To qualify for assistance under Section 356(1) of the Local Government Act 1993, the purpose must assist the Council in the exercise of its functions. Functions under the Act include the provision of community, culture, health, sport and recreation services and facilities.

The policy interpretation required is whether the Council believes that:

- a) applicants are carrying out a function, which it, the Council, would otherwise undertake.
- b) the funding will directly benefit the community of Port Stephens.
- c) applicants do not act for private gain.

Risk	<u>Risk Ranking</u>	Proposed Treatments	Within Existing Resources?
There is a risk that Council may set a precedent when allocating funds to the community and an expectation those funds will always be available.	Low	Adopt the recommendations.	Yes

**SUSTAINABILITY IMPLICATIONS**

Includes Social, Economic and Environmental Implications

Nil.

**CONSULTATION**

Consultation with key stakeholders has been undertaken by the General Manager's Office.



Consultation has been undertaken with the key stakeholders to ensure budget requirements are met and approved.

**OPTIONS**

- 1) Accept the recommendation.
- 2) Vary the dollar amount before granting each or any request.
- 3) Decline to fund all the requests.

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

ITEM NO. 15

FILE NO: 22/290860  
EDRMS NO: PSC2022-02308**INFORMATION PAPERS**REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE**RECOMMENDATION IS THAT COUNCIL:**

Receives and notes the Information Papers listed below being presented to Council on 13 December 2022.

<b>No:</b>	<b>Report Title</b>	<b>Page:</b>
1	Code of Conduct Annual Reporting	480
2	Local Government NSW Annual Conference 2022	482
3	October 2022 Cash and Investments	522
4	Designated Persons' Return	526
5	Councillors' and Designated Persons' Returns	527
6	Delegations Report	532
7	Council Resolutions	537

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>340</b>	<b>Councillor Peter Kafer Councillor Leah Anderson</b>  It was resolved that Council receives and notes the Information Papers listed below being presented to Council on 13 December 2022.  <table><thead><tr><th><b>No:</b></th><th><b>Report Title</b></th></tr></thead><tbody><tr><td>1</td><td>Code of Conduct Annual Reporting</td></tr><tr><td>2</td><td>Local Government NSW Annual Conference 2022</td></tr><tr><td>3</td><td>October 2022 Cash and Investments</td></tr><tr><td>4</td><td>Designated Persons' Return</td></tr><tr><td>5</td><td>Councillors' and Designated Persons' Returns</td></tr><tr><td>6</td><td>Delegations Report</td></tr><tr><td>7</td><td>Council Resolutions</td></tr></tbody></table>	<b>No:</b>	<b>Report Title</b>	1	Code of Conduct Annual Reporting	2	Local Government NSW Annual Conference 2022	3	October 2022 Cash and Investments	4	Designated Persons' Return	5	Councillors' and Designated Persons' Returns	6	Delegations Report	7	Council Resolutions
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**MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022**

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

# INFORMATION PAPERS

**ITEM NO. 1****FILE NO: 22/290625  
EDRMS NO: A2004-0984****CODE OF CONDUCT ANNUAL REPORTING****REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
GROUP: GENERAL MANAGER'S OFFICE****BACKGROUND**

The purpose of this report is to provide the Code of Conduct complaint statistics for the reporting period 1 September 2021 to 31 August 2022, in accordance with Part 11 of the Procedures for the Administration of the Model Code of Conduct for Local Councils in NSW (Procedures).

All complaints received concerning the Mayor, Councillors and the General Manager are required to be reported to Council annually in accordance with Part 11 of the Code of Conduct Procedures.

The statistics required by Part 11 are shown below:

<b>Code of Conduct statistics from 1 September 2021 to 31 August 2022</b>	
a) The total number of Code of Conduct complaints made about councillors and the General Manager under the Code of Conduct in the year to September (the reporting period).	24
b) The number of Code of Conduct complaints referred to a conduct reviewer during the reporting period.	5
c) The number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints.	2
d) The number of Code of Conduct complaints investigated by a conduct reviewer during the reporting period.	2
e) Without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period: <ul style="list-style-type: none"><li>• No breaches found.</li></ul>	
f) The number of matters reviewed by the Office during the reporting period and without identifying particular matters, the outcome of the reviews.	0
g) The total cost of dealing with Code of Conduct complaints made about councillors and the General Manager during the reporting period, including staff costs.	\$38,479

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM NO. 2**

**FILE NO: 22/304870  
EDRMS NO: PSC2021-04213**

**LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022**

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to provide information on the Local Government NSW Annual Conference (the Conference) held in the Hunter Valley from 23-25 October 2022 (**ATTACHMENT 1**).

The Conference was attended by Mayor Palmer, Councillor Anderson, Councillor Tucker, the General Manager and members of the Executive Team. Commencing on Sunday 23 October 2022 the Conference featured a number of optional workshops for delegates. These optional workshops covered topics such as Urban Design, Smart Places, biosecurity risks and the resilience of the Local Government sector.

The optional workshops were followed by a number of keynote addresses, the presentation of the 2022 AR Bluett Memorial Award and the official opening of the conference. The 2022 recipients of the AR Bluett Award were Northern Beaches Council in the Metro category and Mid-Western Regional Council in the Regional/Rural category. Following this was the President's Welcome reception.

Day 2 of the Conference was dedicated to the consideration of business paper consisting of over 140 motions on matters ranging from the financial sustainability of local government, emergency management, elections, sustainability, skills, energy, infrastructure, roads and transport, planning, environment, governance, community, waste and biosecurity. In addition 80 category 2 motions (i.e. motions that are not debated) covering issues such as emergency services levy, Financial Assistance Grants, rate capping, developer contributions, natural disaster funding, road funding, planning matters, and waste management and funding.

A copy of the record of decisions from the Conference can be found at the following link on the Local Government NSW website:  
[https://lgnsw.org.au/common/Uploaded%20files/Annual%20Conference%20documents/2022/2022\\_Annual\\_Conference\\_Record\\_of\\_Decisions.pdf](https://lgnsw.org.au/common/Uploaded%20files/Annual%20Conference%20documents/2022/2022_Annual_Conference_Record_of_Decisions.pdf)

Consideration of the business paper was followed by the annual conference dinner, attended by 100's of delegates and included the presentation of a range of service awards as detailed in the following link <https://lgnsw.org.au/Public/Events/Annual-Conferences/2023/2023-Home.aspx?WebsiteKey=bcab1257-cbc9-4447-bab4-a1399a95e4c7&hkey=7dd5050c-2940-4b15-9d41-989effca7cc9&cde0d4d4e946=3#cde0d4d4e946>

The final day of the Conference included the optional Australian Local Government Women's Association breakfast. The official program included a panel presentation around the Future of Local Government including Wendy Tuckerman, MP Minister for Local Government, Greg Warren MP, Shadow Minister for Local Government, Sam Farraway MLC, Minister for Regional Transport and Roads, John Graham MLC, Deputy Leader of the Opposition in the Legislative Council, Shadow Minister for Roads, and Robert Borzak MLC.

The key issues raised through the panel session included the code of conduct review, RFS red fleet, financial sustainability of councils, funding announcements for road improvements, road reclassification and also the review of rate capping in NSW.

A very informative presentation was provided on the future demographics of Australia and the impacts on our communities and workforce. From a broad demographic perspective the population is continuing to age with the population cohort of 85 plus predicted to at least double over the next 20 years. This will have a range of implications for our economy and the levels of services communities will need and want into the future.

Coupled with this are changes to the labour force that will continue to change significantly over the coming 10 years as greater proportions of the workforce coming from Generation Y and Z. Each of these generations have differing career aspirations and approaches that all workplaces, including local government, will need to continue to adapt. From an Local Government Area (LGA) perspective worker skill gaps, shortages in key industries including healthcare, as well as housing needs will continue to play a critical role in future Port Stephens workforce.

The issues surrounding skilled worker shortages has also been raised as the number 1 issue from the recent Australian Local Government Association (ALGA) survey as presented by the ALGA President, Cr Linda Scott as part of this conference session.

The Conference closed with an informative session by NSW Police regarding Crime Prevention in NSW and more specifically the work of the Crime Prevention Unit within NSW Police. Opportunities are available for local Councils to work closely with NSW Police around crime prevention in their communities. Port Stephens Council has a close working relationship with the Port Stephens Local Area Command centred on compliance management, community safety education, crime prevention and emergency management.

The Conference was also supported by an extensive trade and exhibition area which included a range of Local Government suppliers such as insurance, technology and legal services as well as NSW Government agencies and associations such as IPWEA. The trade and exhibitions provide delegates with significant opportunities for relationship building and engagement to assist Council's continue to improve service delivery to community.

The 2023 Conference will be hosted by the City of Parramatta from 12 to 14 November 2023.



**ATTACHMENTS**

- 1) LGNSW Annual Conference Program 2022.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



The cover features a blue background with a collage of images including hot air balloons, a handshake, a speaker at a podium, and an audience. A large diamond-shaped graphic is overlaid on the right side, containing images of a handshake and a speaker. Two white rounded rectangles at the top right contain the hashtags #LGNSW2022 and #LGNSWCONFERENCE. The Local Government NSW logo is in the top left. The text 'ANNUAL CONFERENCE 2022 PROGRAM' is prominently displayed in the center-left. At the bottom, two white rounded rectangles identify 'DESTINATION PARTNER' and 'ELITE SPONSOR'.

**LOCAL GOVERNMENT NSW**

**#LGNSW2022**

**#LGNSWCONFERENCE**

# ANNUAL CONFERENCE

## 2022

### PROGRAM

23 - 25 OCTOBER 2022  
CROWNE PLAZA, HUNTER VALLEY

DESTINATION PARTNER

ELITE SPONSOR



# Want to keep your employees safe, well and working?



The feeling's mutual.  
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**Cr Darriea Turley AM**  
LGNSW President

## WELCOME TO THE 2022 LGNSW ANNUAL CONFERENCE

It is fantastic that we are meeting as a sector for the second time this year, with a record number of delegates set to attend the Hunter Valley this October.

The Annual Conference provides us with the opportunity to come together, share ideas and debate key issues for councils and communities right across the state.

This year's conference is being staged at a critical time for local government.

Councils are under increasing financial pressure at a time when the COVID-19 pandemic and natural disasters such as bushfires and floods have taken a physical and mental toll on communities right across the state.

We are also on the frontline in helping our communities respond to a myriad of ongoing and emerging challenges such as a difficult economic outlook, cost of living concerns, severe skill shortages, affordable housing pressures and much more.

Combine that with a state election taking place early next year and it is easy to understand why this conference will be so crucial in shaping the sector's advocacy agenda for the coming year.

As you would expect, we have a packed agenda over the two days of the conference, with 144 motions covering key issues of importance to our sector set to be debated. We also have a terrific line-up of guest speakers and workshops as well as invaluable networking opportunities.

I would like to thank our sponsors for their generous support: Elite Sponsor StateCover Mutual; Premier Partner nbn; President's Welcome Reception Sponsor Statewide Mutual; Planning Sponsor Mimecast; Distinguished Sponsors: Active Super, Landcom and Transport for NSW; Coffee Cart Sponsor JLT; Keynote Speaker Sponsor TPG Telecom; ALGWA (NSW) Breakfast Sponsor Commonwealth Bank; Clear Space Sponsor Clean Waters Oceania; and of course all of our valued sponsors and trade exhibitors, who are showcasing the latest products and services available to the sector.

Finally, I would also like to thank Cessnock City Council for hosting this year's conference and I look forward to meeting you all in the beautiful Hunter Valley.

*Yours sincerely,*

**CR DARRIEA TURLEY AM**  
LGNSW PRESIDENT



**Cr Jay Suvaal**  
Mayor Cessnock  
City Council

## MESSAGE FROM THE MAYOR

### **Welcome to the Hunter Valley and welcome to the Cessnock Local Government Area.**

It is a great honour for our community to host the LGNSW Annual Conference 2022. Visitors are a crucial component of our local economy and this event is an opportunity to showcase our region.

The Cessnock community, like communities across Australia and, indeed, across the globe, has been impacted by the COVID-19 pandemic. In addition, we have also felt the force of weather events, including flooding that devastated parts of our local government area in March this year, and the 2019-20 Black Summer Bushfires that not only left a mark on the land, but also on the psyche of the people in this region. We have come through these events more resilient and better prepared.

Cessnock Local Government Area is home to more than 60,000, covering about 1,950sq km of varied country. From the vistas of the wine country and its award-winning vigneron and restaurants, to the rugged terrain of the Wollombi Valley, which meets Yengo National Park, our region has much natural beauty.

Historically a mining district, we are a diverse and growing community. The township of Kurri Kurri hosts the nationally renowned Mulletfest, while our vineyards attract international talent such as Elton John and Bruce Springsteen. Cessnock City is host to Stomp Festival, which celebrates in the main street of Cessnock traditional crushing of the grapes under foot. There are many attractions that highlight our culture, history and our way of life.

I hope you enjoy your time in the Cessnock Local Government Area and have the opportunity to experience some of what our region has to offer. We hope you will return to visit us again with your family and friends.



*Yours sincerely,*  
**CR JAY SUVAAL**  
MAYOR CESSNOCK  
CITY COUNCIL

# CONFERENCE PROGRAM

## SUNDAY 23 OCTOBER 2022 – PRE-CONFERENCE WORKSHOPS BOOKED IN ADVANCE & SPECIAL EVENTS

Crowne Plaza Hunter Valley, 430 Wine Country Drive, Lovedale NSW 2325

12.30PM – 7.45PM	REGISTRATION DESK OPERATIONAL
1.30PM – 3.00PM	<p><b>WORKSHOP 1: SEMILLION ROOM 1 (LEVEL 2)</b>  <b>Universal Urban Design and local government: creating welcoming, vibrant, safe and inclusive communities</b></p> <p><b>Cr Romola Hollywood</b>, Blue Mountains City Council • <b>Dr Jane Bringolf</b>, Centre for Universal Design Australia • <b>Dr Justin Ellis</b>, University of Newcastle • <b>Fiona Morrison</b>, Department of Planning and Environment</p>
1.30PM – 3.00PM	<p><b>WORKSHOP 2 : SEMILLON ROOM 2 (LEVEL 2)</b>  <b>Creating Smart Places – How your LGA can benefit</b></p> <p><b>Beck Dawson</b>, Resilient Sydney • <b>Rory Brown</b>, NSW Smart Places • <b>Tony Blunden</b>, Coastal Safety Group (and Lake Macquarie City Council)</p>
1.30PM – 3.00PM	<p><b>WORKSHOP 3: VERDELHO ROOM (LEVEL 2)</b>  <b>It's a jungle out there: Protecting your council and community from biosecurity risks</b></p> <p><b>Nicola Dixon</b>, Department of Primary Industries • <b>Ian Turnbull</b>, Department of Primary Industries • <b>Doug Campbell</b>, Upper Hunter Weeds Authority • <b>Mathew Bell</b>, MidCoast Council</p>
1.30PM – 3.00PM	<p><b>WORKSHOP 4: SEMILLON ROOM 3 (LEVEL 2)</b>  <b>Building a new, resilient LG Sector – reset, reshape and resilience</b></p> <p><b>Peter Tegart</b>, Facilitator</p>
3.00PM – 3.30PM	<p><b>EXHIBITION CENTRE (GROUND LEVEL)</b>  <b>Refreshment break in Trade Exhibition</b></p>
3.30PM-3.35PM	<p><b>CABERNET-MERLOT ROOM (GROUND LEVEL)</b>  <b>Welcome by MC Stephanie Brantz</b></p>
3.35PM-3.40PM	<p><b>CABERNET-MERLOT ROOM (GROUND LEVEL)</b>  <b>Keynote speaker Introduction by TPG Telecom • Jeremy Howe, GM Commercial Enterprise Government and Wholesale</b></p>
3.40PM-4.25PM	<p><b>CABERNET-MERLOT ROOM (GROUND LEVEL)</b>  <b>Keynote presentations: Professor Mary O'Kane AC and Mick Fuller APM - NSW Flood Inquiry - the way forward</b></p>
4.25PM-4.50PM	<p><b>CABERNET-MERLOT ROOM (GROUND LEVEL)</b>  <b>Keynote presentation: John Brogden AM, President LifeLine International</b></p>

4.50PM - 5.05PM

**CABERNET-MERLOT ROOM (GROUND LEVEL)**

**Presentation of The AR Bluett Awards by The Trustees**

Described as "The greatest accolade a council can achieve" and "the pinnacle of local government achievement", the AR Bluett Award has been presented annually since 1945. It is contested by councils in NSW that would like to be recognised as being the most progressive in the state.



5.05PM - 5.20PM

**OFFICIAL OPENING LGNSW ANNUAL CONFERENCE**

Address by **Cr Darriea Turley AM**, President LGNSW  
 Welcome by **Cr Jay Suvaal**, Mayor Cessnock City Council

Sponsor address by **Matthew Stewart**, Chair, Statewide Mutual and General Manager City of Canterbury Bankstown

5.20PM - 7.50PM

**PRESIDENT'S WELCOME RECEPTION**

Exhibition Lawn and Haven Terrace



*President's Welcome Reception sponsored by Statewide Mutual.  
 The Registration Desk will be open at this event.  
 Bus transfers from Crowne Plaza Hunter Valley to selected hotels*

**MONDAY 24 OCTOBER 2022 – BUSINESS SESSIONS DAY 1**

Crowne Plaza Hunter Valley, 430 Wine Country Drive, Lovedale NSW 2325

7.30AM – 6.00PM

**REGISTRATION DESK OPEN: GALLERIA (GROUND LEVEL)**

8.00AM – 5.30PM

**TRADE EXHIBITION OPEN: EXHIBITION CENTRE (GROUND LEVEL)**

8.30AM

**CABERNET MERLOT ROOM (GROUND LEVEL)**

Doors open for official conference proceedings

9.00AM – 9.10AM

**CONFERENCE INTRODUCTION AND WELCOME TO COUNTRY**

**MC Stephanie Brantz** • Local Elder, **Uncle Warren Taggart**

9.10AM – 9.20AM

**VOTING PROCEDURE AND HOUSEKEEPING**

**Scott Phillips**, Chief Executive, LGNSW

9.20AM – 10.55AM

**CABERNET MERLOT ROOM (GROUND LEVEL)**

Address by **Cr Darriea Turley AM**, President LGNSW

Presentation of financial reports, **Cr Nathan Hagarty**, Treasurer LGNSW

Opening of the Federal Conference, chaired by **Cr Darriea Turley AM**, adoption of Standing Orders (Federal).

Opening of the State Conference, chaired by **Cr Darriea Turley AM** adoption of Standing Orders (State)

Consideration of motions and conference business

10.55AM - 11.00AM

Presentation from **Cr Linda Scott**, President Australian Local Government Association (ALGA)

11.00AM – 11.30AM

**EXHIBITION CENTRE (GROUND LEVEL)**

Refreshments in trade exhibition, Distinguished Partner **Transport for NSW**

11.30AM – 11.35AM

**CABERNET MERLOT ROOM (GROUND LEVEL)**

Address by Premier Partner, **Tom O'Dea**, Head of **nbn** local - NSW Regional Development and Engagement

11.35AM - 1.00PM	Consideration of Conference Business continued Chaired by <b>President LGNSW</b>
1.00PM-2.15PM	<b>EXHIBITION CENTRE - GROUND LEVEL</b> Lunch in Trade Exhibition for Conference delegates sponsored by <b>StateCover Mutual</b>
1.05PM - 2.15PM	<b>SEMILLON BALLROOM (LEVEL 2)</b> StateCover Mutual Members' Lunch (invitation only) GMs and CEOs are invited to join CEO Samantha Fuller and the StateCover Mutual team for this event.
2.20PM - 3.30PM	<b>CABERNET MERLOT ROOM: GROUND LEVEL</b> Consideration of Conference Business continued, chaired by <b>President LGNSW</b>
3.30PM - 4.00PM	<b>EXHIBITION CENTRE (GROUND LEVEL)</b> Refreshments in trade exhibition, sponsored by Distinguished partner <b>Landcom</b>
4.00PM - 4.05PM	<b>CABERNET MERLOT ROOM: GROUND LEVEL</b> Address by Planning Sponsor, <b>Mimecast, Garrett O'Hara</b> , Field Chief Technologies Officer
4.05PM - 5.05PM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Consideration of Conference Business continued, chaired by <b>President LGNSW</b>
5.05PM	<b>CONFERENCE BUSINESS SESSION CLOSES</b>
5.05PM - 5.35PM	<b>EXHIBITION CENTRE (GROUND LEVEL)</b> Networking in trade exhibition

*Bus transfers from Crowne Plaza Hunter Valley to selected hotels  
Bus transfers from selected hotels to Hope Estate for Conference Dinner*

**CONFERENCE DINNER AT HOPE ESTATE, 2213 BROKE ROAD, POKOLBIN 2320**

7.00PM	<b>DOORS OPEN</b>
7.30PM	<b>DINNER &amp; ENTERTAINMENT</b> Sponsored by <b>Elite Sponsor StateCover Mutual</b> Presentation of LGNSW Service Awards
10.30PM	<b>CONFERENCE DINNER CONCLUDES</b> Delegates return to conference hotels



*From 9.45pm Bus transfers to selected hotels*



**THE WINERY AT HOPE ESTATE**

The Winery at Hope Estate is one of the Hunter Valley's largest and unique Conference dinner venues.

Upon arrival, guests will be led through the working winery past vats and barrels which are busy maturing future vintages of Hope Estate wine.



**TUESDAY 25 OCTOBER – BUSINESS SESSION DAY 2**

Crowne Plaza Hunter Valley, 430 Wine Country Drive, Lovedale NSW 2325

7.30AM – 8.45AM	<b>SEMILLON BALLROOM (LEVEL 2)</b> <b>Australian Local Government Women's Association (ALGWA NSW) Breakfast</b> • Sponsored by <b>Commonwealth Bank, Edwina Maybanks</b> , Relationship Executive • Guest speaker <b>Lisa McGuigan</b> , Hunter Valley entrepreneur, wine-maker and founder of Vamp by <b>Lisa McGuigan</b>
8.00AM – 2.00PM	<b>TRADE EXHIBITION OPENS: EXHIBITION CENTRE (GROUND LEVEL)</b>
8.45AM	<b>CABERNET-MERLOT ROOM (GROUND LEVEL)</b> Doors open for official conference proceedings
9.00AM	<b>WELCOME BY MC STEPHANIE BRANTZ</b>
9.00AM – 10.00AM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Panel presentations: The Future of Local Government <b>Wendy Tuckerman MP</b> , Minister for Local Government <b>Greg Warren MP</b> , Shadow Minister for Local Government, Shadow Minister for Veterans, Shadow Minister for Western Sydney <b>Sam Faraway MLC</b> , Minister for Regional Transport and Roads <b>John Graham MLC</b> , Deputy Leader of the Opposition in the Legislative Council, Shadow Minister for the Arts, Shadow Minister for the North Coast, Shadow Special Minister of State, Shadow Minister for Roads, Shadow Minister for Night Time Economy and Music <b>Robert Borsak MLC</b> , Shooters, Fishers & Farmers Party
10.00AM – 10:05AM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Address from Distinguished Partner <b>Transport for NSW, Anthony Hayes</b> , Executive Director, Community and Place
10.05AM – 10.40AM	<b>EXHIBITION CENTRE GROUND FLOOR</b> Refreshments in trade exhibition, sponsored by Distinguished partner <b>Active Super</b>
10.40AM – 10.45AM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Address from Distinguished Partner <b>Active Super, Phil Stockwell</b> Chief Executive Officer
10.45AM – 11.40AM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Keynote presentation: Reimagining Our Future Workforce with <b>Simon Kuestenmacher</b> , The Demographics Group Presentation on ALGA Research Report from <b>Cr Linda Scott, President</b> , Australian Local Government Association (ALGA)
11.40AM – 11.45AM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Address from Distinguished Partner <b>Landcom, Alex Wendler</b> Chief Executive Officer
11.45AM – 12.45PM	<b>CABERNET MERLOT ROOM (GROUND LEVEL)</b> Keynote presentation: Crime Prevention in NSW Deputy Commissioner of Police, <b>Mr Peter Thurtell APM</b>
12.45PM – 1.00PM	<b>FINAL REMARKS</b> Final remarks from <b>Cr Darriea Turley AM</b> , President LGNSW including announcement for destination for Annual Conference 2023.
1.00PM – 2.00PM	<b>LUNCH IN TRADE EXHIBITION</b>
2.00PM	<b>CONFERENCE CLOSE</b>

*From 2pm - Bus transfers from Crowne Plaza Hunter Valley to selected hotels.*

# HUMAN RESOURCES SUMMIT

16 - 18 NOVEMBER 2022  
Rydges World Square, Sydney

REGISTER NOW

# RURAL & REGIONAL SUMMIT

MONDAY 20 FEBRUARY 2023

SOFITEL SYDNEY WENTWORTH  
61/101 PHILLIP STREET  
SYDNEY

9AM - 7PM

RELEVANT FOR  
MAYORS • COUNCILLORS • GENERAL MANAGERS  
SENIOR COUNCIL STAFF

# INTERNATIONAL WOMEN'S DAY LUNCH

WEDNESDAY 8 MARCH 2023

IN THE HEART OF SYDNEY CBD  
1.00PM - 3.30PM

LGNSW will again host our highly coveted International Women's Day Lunch to celebrate the leadership of women in government.

SAVE THE DATE

LOCAL GOVERNMENT NSW

# DESTINATION AND VISITOR ECONOMY CONFERENCE 2023

MON 29 MAY - WED 31 MAY 2023

HOST COUNCIL



LGNSW's 2023 Conference will provide a platform for likeminded professionals to come together and learn from experts and peers in the industry and will equip delegates with the tools, knowledge and insights to nurture and unlock the full potential of their councils for sustainable visitor economy growth and prosperity.

SAVE THE DATE

# EVENT INFORMATION

REGISTRATION DESK OPENING HOURS		CONFERENCE VENUE • CROWNE PLAZA HUNTER VALLEY	
SUN 23 OCTOBER	12.30pm – 7.45pm	<b>Registration</b>	Galleria (Ground Level)
MON 24 OCTOBER	7.30am – 6.00pm	<b>Plenary Sessions</b>	Cabernet Merlot Room (Ground Level)
TUE 25 OCTOBER	7.30am – 2.00pm	<b>Trade Exhibition</b>	Exhibition Centre (Ground Level)
		<b>Workshops</b>	Semillon Ballroom 1, 2, 3 & Verdelho Room (Lv 2)

All conference attendees must register at the registration desk to receive a lanyard for identification during the conference. All delegates and sponsors should have registered online before attending the conference. For all cancellations, name badges and replacement delegate information, please see the registration desk.

Special guests and speakers should make themselves known at the registration desk or ask to be directed to one of the LGNSW events staff.

Delegate registration fees include the President’s Welcome Reception, business sessions on day two and day three along with refreshment breaks and lunch. The cost to attend is subsidised by LGNSW and sponsorships.

## CONFERENCE REGISTRATION

Please contact the Conference Secretariat for Registration and Sponsorship enquiries:

**BRADLEY HAYDEN**

📧 [Bradley.Hayden@lgnsw.org.au](mailto:Bradley.Hayden@lgnsw.org.au)  
 📞 0412 461 392

## CONFERENCE APP FOR DELEGATES

Download the LGNSW Conference App for easy access to:

- Conference program
- Annual Report
- Business Papers
- Speaker Profiles
- In-app delegate messaging
- Bus transfer times

Search for **“LGNSW 2022 Annual Conference” app** on your device via the Google Play store for Android or App Store for iPhone users.



# KEYNOTE SPEAKERS



**Stephanie Brantz**

MC and Facilitator

Stephanie Brantz is a sport and major events presenter with more than 20 years' experience in media in Australia and abroad. Chair of DFAT's Sports Diplomacy Advisory Council and a Director on the Board of Football NSW, Stephanie is also an experienced producer, journalist and commentator.

A former Trustee at the Sydney Cricket and Sports Ground Trust, she was on the NSW Government's successful "10 World Cups in 10 years" advisory committee and now sits on their "Gamechangers" Advisory Council.



**John Brogden AM**

Keynote Speaker

John Brogden AM is the President of LifeLine International and Patron of Lifeline Australia, having served as its Chairman from 2012 to 2021. He is a leading Australian and international advocate for suicide prevention. From 1996 to 2006, John was the Member for Pittwater in the New South Wales Parliament. In 2002, he was elected Leader of the Opposition – the youngest person ever to lead a major political party in Australia. He lives with depression and suicidal ideation and openly shares his story of success, failure and redemption.



**Simon Kuestenmacher**

Simon Kuestenmacher is a rising star on the speaking circuit, presenting on demographic and social trends shaping Australia today and in the future.

Simon is also a columnist for The New Daily newspaper and a contributor to The Australian newspaper and is a media commentator on demographic and data matters.



**Professor Mary O'Kane AC**

Professor Mary O'Kane AC is a company director and Executive Chairman of O'Kane Associates, a Sydney-based consulting practice specialising in government reviews and research and innovation matters. This includes co-leading the NSW Bushfire Inquiry in 2020 and the NSW Flood Inquiry in 2022.

Professor O'Kane is Chair of the NSW Independent Planning Commission and Sydney Health Partners. She is also Chair or a board member of several other boards particularly concentrating on energy and Antarctica. She was the inaugural NSW Chief Scientist & Engineer from 2008-18 and Vice-Chancellor of the University of Adelaide from 1996-2001. She is a former Chair of the board of the Australian Centre for Renewable Energy, a former member of the Commonwealth's Review of the National Innovation System, the Australian Research Council and the Cooperative Research Centres Committee, the board of FH Faulding & Co Ltd and the board of CSIRO. She is a Fellow of the Academy of Technology and Engineering and an Honorary Fellow of Engineers Australia.



**Deputy Commissioner of NSW Police Peter Thurtell**

During his career Mr Thurtell has held numerous positions and appointments as a criminal investigator and as a Commander of both regional and metropolitan commands.

In 2020, Mr Thurtell established and led the NSW Police Force's COVID-19 hotel quarantine and repatriation operation for returning international travellers.

In March 2022, Mr Thurtell was appointed to the position of Deputy Commissioner, Regional NSW Field Operations. Which incorporates the Traffic & Highway Patrol Command, Capability, Performance & Youth Command and Northern, Western & Southern Regions.

Deputy Commissioner Thurtell is a recipient of the Australian Police Medal, National Police Service Medal, National Medal and the NSW Police Medal. He is also a registered legal practitioner with the Supreme Court of NSW.

# SPECIAL EVENTS

## STATECOVER MUTUAL MEMBERS' LUNCH (EXCLUSIVE TO GMS & CEOS ONLY)

MONDAY 24 OCTOBER 2022 • 1.05PM - 2.15PM • SEMILLON BALLROOM LEVEL 2



General Managers and CEOs are invited to join StateCover Mutual for this member networking event.

**SPONSORED BY**



## AUSTRALIAN LOCAL GOVERNMENT WOMEN'S ASSOCIATION (ALGWA NSW) BREAKFAST

Tuesday 25 October 2022 • 7.30AM - 8.45AM



**Lisa McGuigan** is the fourth generation of the famous Hunter Valley winemaking family, following in the footsteps of her father, Brian, grandfather, Perc, and great-grandfather, Owen. Creative, entrepreneurial, and ambitious, her journey to becoming a winemaker wasn't a direct path. One of Australia's most successful wine brands Tempus Two was launched by Lisa McGuigan in 1997 and now sells over 100,000 cases globally every year.

Lisa's passion for wine has seen her forge a long and successful career in the wine industry and to create her brand and collection her way and on her own terms. In 2019, Lisa launched the home of Lisa McGuigan Wines -Vamp in her hometown Pokolbin. To open her own venue has been a dream for over 10 years and in her own words is one of her proudest achievements. Lisa will share some of her wisdom and experiences in business, in conversation with ALGWA (NSW) President Dianna Baker at this event.

**SPONSORED BY**



# SOCIAL PROGRAM



## PRESIDENT'S WELCOME RECEPTION

SUNDAY 23 OCTOBER • 5.20PM – 7.50PM

Exhibition Lawn and Haven Terrace, Crowne Plaza Hunter Valley, 430 Wine Country Drive, Lovedale

Dresscode: Smart Casual



Join special guests, fellow councillors, the LGNSW Board, general managers, sponsors and speakers for the President's welcome reception on the Exhibition Lawn and Haven Terrace at Crowne Plaza Hunter Valley.

Enjoy fresh seafood, backyard BBQ stations, delicious canapes, light salads and delectable desserts with a winery tour selection of beverages.

Music by Anna Weatherup, an independent and self-funded artist based in the Hunter Valley. Anna first came to the public's attention via The Voice Australia in 2013, and her latest album will be released in late 2022.

SPONSORED BY



## CONFERENCE DINNER

MONDAY 24 OCTOBER 2022 • DOORS OPEN AT 7.00PM

Hope Estate, 2213 Broke Road, Pokolbin NSW 2320

Dresscode: Cocktail Lounge Suit



Local Government Service Awards will be presented to delegates at the Conference Dinner.

Afterwards, enjoy entertainment with The Field Brothers.

SPONSORED BY



**The Field Brothers** have been successfully making and playing music since they were teenagers, firstly as The Cockroaches and now as The Field Brothers.

This seven-piece band comprises some of Australia's best musicians and there is nothing the Field Brothers enjoy more than performing, "so hey let's go, let's go!"

# AWARDS

## THE AR BLUETT MEMORIAL AWARDS

Presented at the conclusion of the keynote presentations on **Sunday 23 October 2022**

Described as “The greatest accolade a council can achieve” and “the pinnacle of local government achievement”, the AR Bluett Award has been presented annually since 1945. It is contested by councils in NSW that would like to be recognised as being the most progressive in the state. Entry is open to all NSW councils irrespective of size or resources. The award trustees encourage NSW councils to enter these prestigious award and are interested in all aspects of council operations and services.



The greatest accolade a council can achieve  
The pinnacle of local government achievement  
Awarded annually since 1945

## LGNSW SERVICE AWARDS

On **Monday 24 October at Hope Estate Vineyards**, LGNSW Service Awards will be presented at the Conference Dinner.

 <p><b>CERTIFICATE OF SERVICE</b></p> <p>—</p> <p>A Certificate of Service acknowledges the duration of service of an elected member.</p>	 <p><b>EMERITUS MAYOR</b></p> <p>—</p> <p>The Emeritus Mayor award acknowledges the service of retired mayors.</p>
 <p><b>ELECTED OFFICIAL OF THE YEAR</b></p> <p>—</p> <p>Recognises and rewards innovation and service as it occurs.</p>	 <p><b>LIFETIME ACHIEVEMENT AWARD</b></p> <p>—</p> <p>Acknowledges an exceptional contribution made to the community that an elected official represents or the local government sector.</p>

# INFORMATION

## BUSINESS PAPER

The business papers are issued prior to the conference as a digital document on LGNSW's website, which you may download to your device or print a hard copy at your discretion.

[Download Business Paper >](#)

### Changes to Voting Delegates

Subject to the LGNSW rules, a member may notify LGNSW of a change to the name of an already nominated voting delegate.

Ordinary members and associate members need to advise LGNSW of changes to the name(s) of their nominated voting delegate(s) for voting on motions. To do so, members need to email a [substitution form](#) – Isaac Mann via [Isaac.mann@lgnsw.org.au](mailto:Isaac.mann@lgnsw.org.au).

Members must specify the name of the nominated delegate, substituted delegate and their mobile number, signed by the mayor, general manager, chief executive or chairperson.

For further information about substituting voting delegates, please contact:

### ISAAC MANN

Industrial Officer

☎ 02 9242 4148

## LUMI INFORMATION FOR VOTING DELEGATES

Nominated voting delegates are advised that we will be using voting cards and machines at this year's Annual Conference, meaning that you will not need to use a personal device to vote on motions.

Voting cards will be issued with name badges upon registration at the venue, while voting devices will be available upon entering the plenary room on Monday 24 October 2022.



## COMMITMENT TO ENVIRONMENTAL SUSTAINABILITY

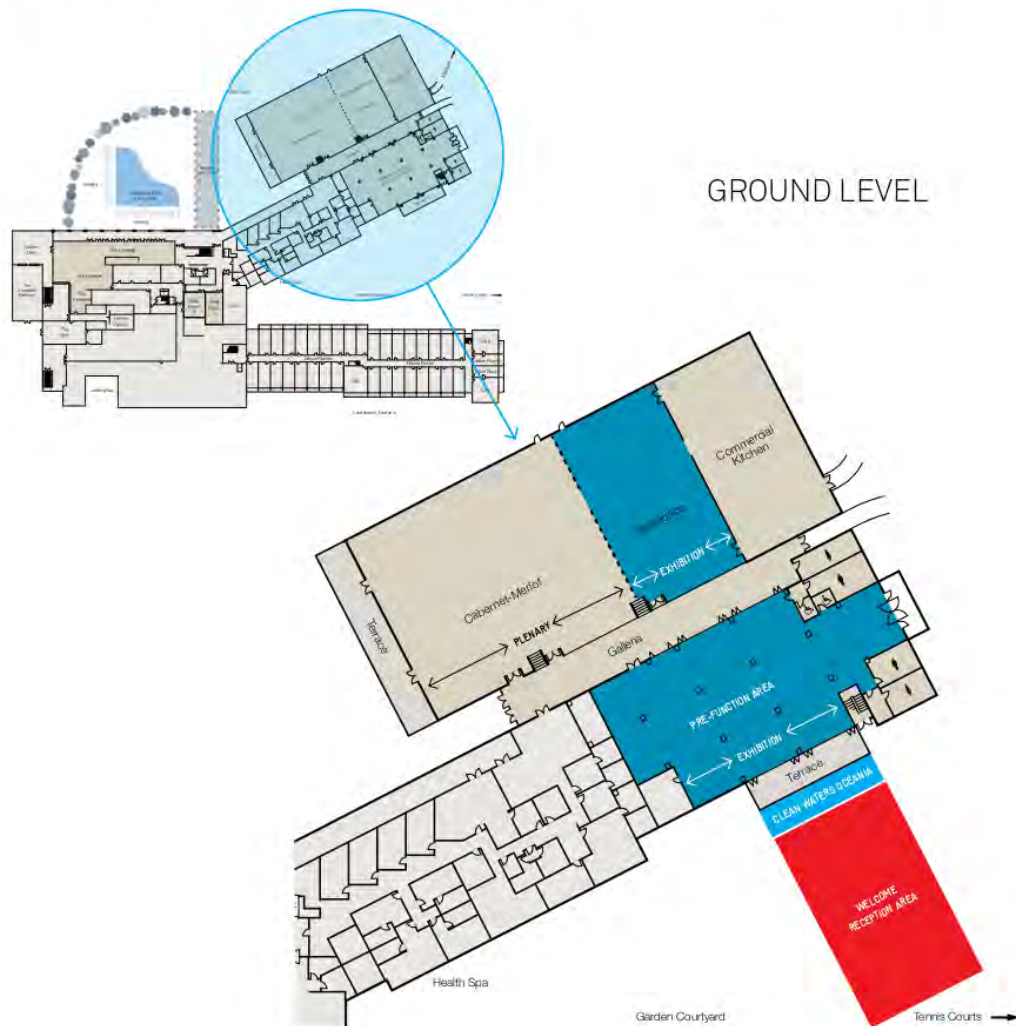
Local Government NSW is committed to ensuring our events are organised and conducted in a sustainable manner to reduce the impact on the planet.

The Annual Conference will adhere to LGNSW Principles and Guidelines for [Event Sustainability](#) (version 0.1 March 2021). A full list of sustainability measures are on the LGNSW website.



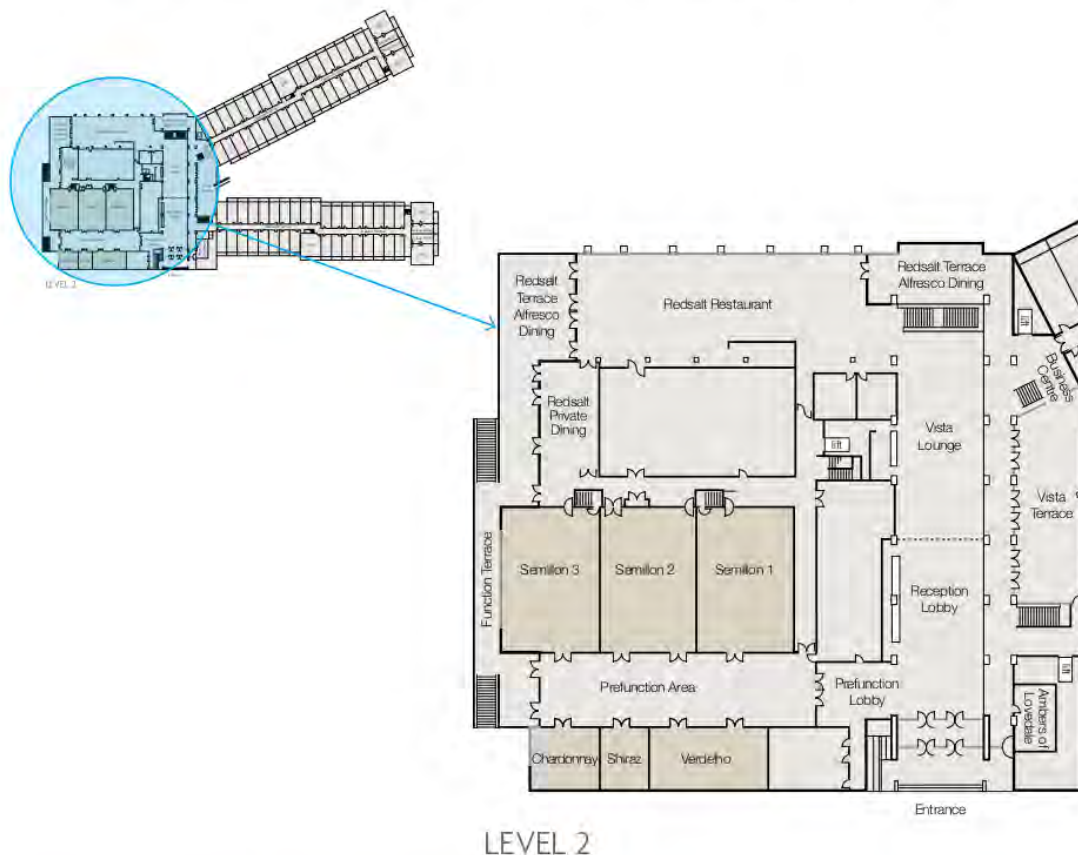
# CONFERENCE VENUE & TRADE EXHIBITION MAP

# CONFERENCE VENUE MAP



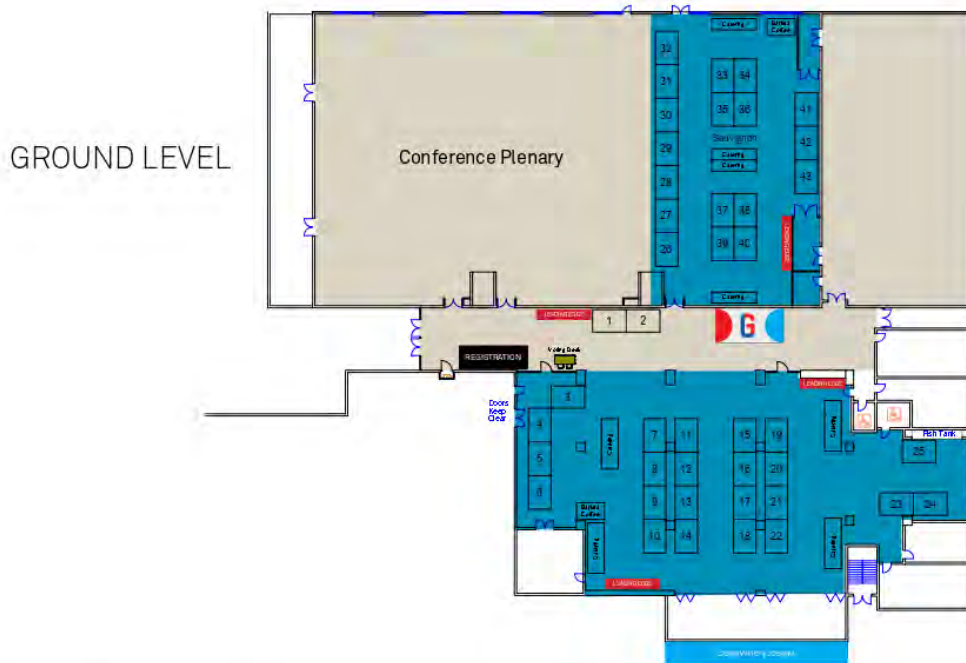
CONFERENCE SESSION	LOCATION	
Registration & Information, Voting Substitutions Desk LGNSW Exhibition stand	Galleria (area between Cabernet-Merlot and Exhibition Centre)	Ground Level
Keynotes and Business sessions	Cabernet-Merlot	Ground Level
Trade Exhibition	Exhibition Centre / Sauvignon Rooms / Galleria	Ground Level
Welcome Reception	Exhibition Lawn and Haven Terrace	Ground Level

# CONFERENCE VENUE MAP



DATE	CONFERENCE SESSION	LOCATION	
Sun 23 Oct	Workshop 1	Semillon 1	Level 2
	Workshop 2	Semillon 2	Level 2
	Workshop 3	Verdelho Room	Level 2
	Workshop 4	Semillon 3	Level 2
Mon 24 Oct	Plenary Overflow	Semillon 1	Level 2
Mon 24 Oct	StateCover Mutual Members Lunch	Semillon 2 & 3	Level 2
Tue 25 Oct	ALGWA (NSW) Breakfast	Semillon Ballroom (all rooms combined)	Level 2
Tue 25 Oct	Plenary Overflow	Semillon 1	Level 2

# TRADE EXHIBITOR MAP



SITE NO.	SITE NAME	SITE NO.	SITE NAME
19	ActiveSuper	26	Mimecast
2	AFS Group	20	Morrison Low Consultants Pty Ltd
31	Campervan & Motorhome Club	22	National Heavy Vehicle Regulator
9	Caravan & Camping Industry Association of NSW	7	nbn
24	Charles Sturt University	39	NSW Environment Protection Authority
12	CivicRisk Mutual	37 & 38	Office of Local Government
11	Commonwealth Bank	33 & 35	Public Works
21	CRS Creative Recreation Solutions	1	Quik Corp
23	DocuSign	28	R U Ok?
16	Hall & Wilcox	34	Scully Outdoor Designs
27	IntelligenceBank	25	Sedgwick
43	IPWEA NSW & ACT and Roads & Transport Directorate	4, 5, 6	Statewide Mutual
32	Japan Local Government Centre (CLAIR, Sydney)	42	Streets Opening Coordination Council (NSW/ACT)
10	Jemena	17	Taggle Systems
4, 5, 6	JLT	13	TCorp
14	K31 Australia	36	TPG Telecom
40	Kernow Environmental Health & Immunisation	15	Transport for NSW
29	Local Government Procurement	41	Yurika
3	Landcom		Clean Waters Oceania
30	LG Hub (Task Exchange)		
18	Maddocks		
8	Marsdens Law Group		

- Galleria
- Registration Desk
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- Leading Edge
- Pre-function area + Galleria + Sauvignon
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# EXHIBITORS

EXHIBITOR	SITE NO.	DESCRIPTION
	19	<p><b>Say hello to Active Super</b> Managing \$13 billion in assets for more than 80,000 members, Active Super is one of Australia's leading super funds for responsible investment.</p> <p>It means our investments are examined for their ability to deliver strong financial returns, and for the impact they have on society and the world*.</p> <p>We're active in how and where we invest your super, so you can live your best life. And we're proud of our continuing partnership with Local Government NSW.</p> <p><i>*Active Super is one of only four Australian super funds with all products certified ethical by the Responsible Investment Association Australasia (RIAA), and has won the SuperRatings Infinity Award for leading the industry in responsible investment for a record seven times.</i></p>
	2	<p><b>Australian Frontline Solutions (AFS Group)</b> is a proud Australian, family owned-and-operated company, established in 1989, providing elite, customised services across three distinct divisions, including Security and Safety, Training and Compliance, and Tourism and Events, for more than 33 years.</p>
	31	<p><b>Campervan and Motorhome Club of Australia (CMCA)</b> is the largest RV Club in Australia, offering benefits to its members and local government areas, providing the opportunity for local government to target the RV consumer to increase their tourism exposure. Ask about our CMCA RV Parks and Dump Point incentive program.</p> <p>Contact: 0419 482 890 - Richard Barwick, CEO.</p>
	9	<p><b>The Caravan &amp; Camping Industry Association of NSW</b> is the State's peak industry body representing all aspects of the growing caravan and camping industry, which has experienced exceptional performance.</p> <p>We have more than 720 members and we actively promote the caravan and camping lifestyle across government, the business community, and consumers.</p>
	24	<p><b>Charles Sturt University</b> is Australia's number one university for graduate employment*.</p> <p>The university has six thriving campuses across some of New South Wales' fast-growing regional cities. Charles Sturt is also Australia's most experienced provider of online education^, keeping its 27,000-strong online student community connected.</p> <p><i>*QILT Graduate Outcomes Survey 2021</i> <i>^Department of Education, Skills and Employment Higher Education Studies</i></p>
	12	<p>Excellence in Risk Management through Local Government Partnerships.</p> <p><b>CivicRisk Mutual</b> provides risk management and insurance solutions to 24 NSW councils. The Mutual has been managing councils' risks for more than 30 years and is wholly owned and managed by the councils, providing protection for motor, property, liability and other general risks.</p>



OUTDOOR

**Clean Waters Oceania** is a supplier of world-leading sustainable decentralised atmospheric water generators.

Our products provide fresh, clean and healthy water to households, communities, governments and NGOs.

We offer a fully zero emission, zero infrastructure, sustainable water generation solution, the first of its kind in Australia and the South Pacific.



**Commonwealth Bank**

11

**Commonwealth Bank** is Australia's leading provider of integrated financial services. Our purpose is Building a brighter future for all.

Our local government banking specialists have extensive experience in helping our clients identify and tailor opportunities to optimise cash flow, track performance and discover more about customer behaviour. Talk to us about how we can help your council and community.



21

**Creative Recreation Solutions** is a premium play space design and construction service of next-generation inclusive playgrounds. In accordance with AUS/ NZ standards, CRS guarantees to install premium Australian-made KliX play equipment within 8-10 weeks.

CRS uses environmentally friendly practices, certified raw materials and offers up to 20 years' limited product warranty.

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At CommBank it's a priority to us to be fluent in all things local government. Whether you need to streamline your transaction management activities, have more flexible financing options or access the latest information on investments – our dedicated Local Government Banking Specialists can help.

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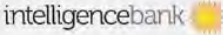


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	<p>23</p>	<p><b>DocuSign</b> helps organisations connect and automate how they prepare, sign, act on, and manage agreements. As part of the DocuSign Agreement Cloud, DocuSign offers eSignature, the world's #1 way to sign electronically on practically any device, from almost anywhere, at any time.</p> <p>Today, more than a million customers and more than a billion users in excess of 180 countries use the DocuSign Agreement Cloud to accelerate the process of doing business and simplify people's lives.</p> <p>For more information, visit <a href="http://www.docuSign.com.au/">http://www.docuSign.com.au/</a>                  Phone: +61 2 9392 1998 or                  Toll-free: 1800 841 231 (within Australia).</p>
	<p>16</p>	<p><b>Hall &amp; Wilcox</b> is a leading Australian independent business law firm and a trusted adviser to government and its agencies in NSW. Our in-depth understanding of public-sector processes, including the unique legislative and regulatory environment, means we have experience across the legal, commercial and political issues within this sector.</p>
	<p>27</p>	<p><b>IntelligenceBank</b> is an award-winning Digital Asset Management, Brand Compliance and Marketing Operations Platform. Designed by marketers, for marketers, IntelligenceBank helps teams work faster and stay on brand.</p> <p>With 400+ loyal customers, more than 500,000 users, 12 million files and 350,000 briefs under management, IntelligenceBank is the default system of record for many of the world's leading brands.</p>

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## Supporting a secure, stable and sustainable energy system for the future

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Find out more about renewable gas projects and opportunities in NSW:

 [gorenewablegas.com.au](http://gorenewablegas.com.au)







43

**The Institute of Public Works Engineering Australasia** – NSW and ACT Division is a not-for-profit organisation whose mission is to enhance the quality of life of NSW and ACT communities through excellence in public works and services.

IPWEA NSW and ACT is recognised as the leading professional association that effectively informs, connects, represents and leads public works professionals in NSW and ACT.



32

**The Japan Local Government Centre (CLAIR, Sydney)** is a special government body funded and administered by all prefectures and designated cities with the purpose of supporting the internationalisation of Japanese prefectures and municipalities.

CLAIR Sydney contributes to the exchange between Australia/New Zealand and Japan.

For more information, please visit [www.jlgc.org.au](http://www.jlgc.org.au)



10

Jemena supplies millions of households and businesses with essential energy services every day across New South Wales and Victoria.

As we strive to meet our own net zero targets, Jemena is proud to be pioneering and demonstrating the decarbonisation of our NSW gas network, through our renewable gas projects and pilot production facilities for Green Hydrogen and Biomethane.

Find out more: [gorenablegas.com.au](http://gorenablegas.com.au)  
Corporate information about Jemena: [jemena.com.au](http://jemena.com.au)



4,5,6

**JLT Public Sector** – now in its 50th year – continues evolving its programs and services so councils across the country are prepared for the challenges ahead in our rapidly changing world.

It was in 1972 when JLT first committed to delivering specialist services to the local government sector. Today, JLT is Australia's leading risk adviser to the sector, providing solutions to government built on deep knowledge and expertise of its specialty staff. It works across a full spectrum of risk advice, risk protection, claims, risk management and insurance services.



**Supporting government digital networks and services**

TPG Telecom is proud to be an Australian public sector communications technology partner, helping you support the community through dependable and secure connectivity, backed with reliable service excellence.

**Building Australia's newest and smartest network**

Expanding on our extensive fibre and mobile networks, we're here to drive innovation and success at scale for all Australian government services.

Let's innovate together!  
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14

**K31 Australia** is here to cater for the need to improve our road construction and repairs.

We supply Acrylic Polymer road base stabilisation and repair products in ready-to-use and concentrated/raw formats.

Incorporating the resources of K31 headquarters in the USA, we have massive technical and real-world experience at our disposal.



40

**Kernow** has provided environmental health and immunisation services to councils for more than 25 years. We are reliable, competent and innovative in the way we deliver core regulatory services.

We have solutions for councils to improve service performance, manage regulatory risks and workforce capacity at less cost than most in-house services.



3

**Landcom** is the NSW Government's land and property development organisation.

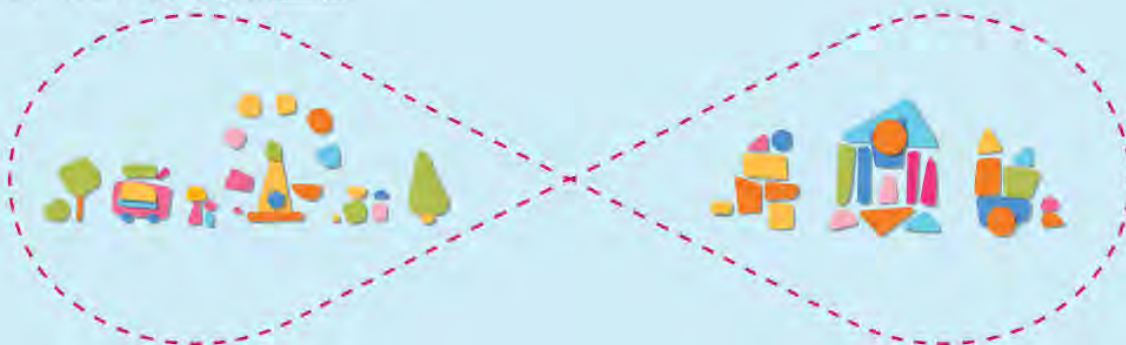
We are a State-owned corporation working with government and the private and not-for-profit sectors to deliver exemplary housing projects that provide social and economic benefits to the people of NSW.

Our mission is to create more affordable and sustainable communities.

## JLT PUBLIC SECTOR



For over 50 years we've been here with you, through the everyday to the unexpected. And that's just the start. Our passion, curiosity and client-first philosophy truly makes JLT who we are ... and we are here for you. Always.



For more information please contact:

**Keely Autrey**

m: +61 418 782 445

e: keely.autrey@jlta.com.au

[www.jltpublicsector.com](http://www.jltpublicsector.com)

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## Environmental Health & Immunisation

Kernow has been providing a wide range of Environmental Health and Immunisation services to local Government for **more than 20 years**.

Kernow works with many different Councils; from large metropolitan municipalities to smaller, remote rural locations - **we cover them all**.

Through our significant experience we understand the issues and complexities for Councils of every size, and have the skills, knowledge and expertise to effectively **provide the right solution at the right cost**.

- Environmental Health Services
- Immunisation Services
- 100% compliance at all times
- Shared Services
- Natural disaster recovery: leading Secondary Impact Assessments
- Domestic Wastewater Plan development, review and implementation
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30

#### Business Papers on Mobile Devices

LG Hub is the next generation in content management and delivery for mobile devices.

It can be deployed on iPads, Android and Windows tablets and is also available as a web app.

See why more than 150 councils have chosen LG Hub to organise and deliver council business papers, agendas and much more to mobile devices.



29

**Local Government Procurement (LGP)** is a business arm of LGNSW. LGP provides fully integrated procurement services: establishing contract panels, consulting and procurement training to NSW councils, not-for-profit organisations, universities and State Government agencies/departments.

LGP is a "prescribed entity" under s55 of the Local Government Act 1993 (NSW) and Local Government (General) Regulation 2005 (NSW).





18

**Maddocks** provides premium legal services to governments, corporations and businesses throughout Australia and internationally.

We are proud of a long history in advising local government clients. We are equipped to help councils manage their legal risks and fulfil their primary role of providing services, infrastructure and facilities to their communities.



8

**Marsdens Law Group** provides legal services to more than 50 councils in NSW and is headed by Adam Seton. Adam is an Accredited Specialist and is recognised as a pre-eminent lawyer in the area of town planning law, development appeals and local government matters.



26

**Mimecast** was born in 2003 with a focus on delivering relentless protection. Each day, we take on cyber disruption for our customers around the globe; always putting them first. Our intentional and scalable design ideology solves the number one cyber-attack vector – email – and thoughtfully integrates other essential capabilities.



20

**Morrison Low** is a management consultancy company specialising in local government. We pride ourselves on building long-term relationships with our clients. With a team of people who have worked in virtually every aspect of local government, across Australia and internationally, we take a collegiate approach towards developing practical solutions.



We believe **everyone** deserves a place to **call home**. Councils know their **communities best**. As partners, we are on this journey together.

Landcom and Byron Shire Council working together to deliver Affordable Housing



Creating more affordable and sustainable communities

[landcom.com.au](http://landcom.com.au)

Page 28 Annual Conference

**Your community: preparing for what's next**

With our environment changing, now is the time to address local vulnerabilities and protect your community. At Maddocks, our multi-disciplinary team is here to assist you with recovery from recent weather events and prepare for climate change ahead.

From infrastructure to sound governance, we can help adapt your assets and operations for what's next.

**BRIDGING THE DATA GAP**  
Strategic Local Government Asset Assessment Project

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**The National Heavy Vehicle Regulator** manages the Strategic Local Government Asset Assessment Project with funding from the Australian Government.

22

The project's focus is to optimise the use of the road network by identifying assets on key routes and undertaking targeted asset assessments for whole-of-journey network improvement.



**nbn** is committed to responding to the digital connectivity needs of people across Australia, working with industry, governments, regulators and community partners to help lift the digital capability of Australia.


7

One of the company's key objectives is to support Australia's digital economy and enhance social connection by creating opportunities for communities, governments and industry to drive digital adoption and innovation.



**The NSW Environment Protection Authority (EPA)** is the primary environmental regulator for New South Wales. We partner with business, government and the community to reduce pollution and waste, protect human health, and prevent degradation of the environment.

39



**37 & 38**

**The Office of Local Government** leads the NSW Government's efforts to strengthen the local government sector through modern and effective regulation. OLG is committed to working collaboratively with local councils to help them operate at the highest possible level and deliver key services and infrastructure to their communities.



**33 & 35**

In **Public Works** offices all over the state, you'll find local expertise for local issues. Through creative problem solving, grassroots ingenuity and productive relationships, we're local people delivering local solutions.

Partnering for all your infrastructure life-cycle management needs, we'll spare no effort making sure your project delivers a lasting legacy for regional NSW.



**1**

**Quik Corp's** relationship with local government spans more than 30 years. We are now Australia's largest builder of rural emergency vehicles and leading innovator in spray and customised equipment from hose reels, custom vehicle-backs and now the latest tracking and reporting software.



**28**

**R U OK?** is a harm prevention charity that encourages people to stay connected and have conversations that can help others through difficult times in their lives.

R U OK? contributes to suicide prevention efforts by encouraging people to invest more time in their relationships, to be alert to those around them, have a conversation and connect them to support services long before they are in crisis.



34

**Scully Outdoor Designs** has been supplying an extensive range of street furniture, shade sails and shelters since 1994. We specialise in a wide range of shade sail options and an extensive range of shelters and landscaping services. Our recently released Scully Stone Range offers a high-quality range of granite products designed to provide safe daily lives in our communities.



25

**Sedgwick** is a leading global provider of technology-enabled risk, benefits and integrated business solutions. We have the collective experience and expertise of 30,000 employees worldwide with nearly 700 colleagues in 40 locations across Australia. Sedgwick supports insurers, brokers, lawyers and corporate risk managers, assisting with a diverse range of services.



4,5,6

Since 1993, **Statewide Mutual** has provided stable insurance premiums, sound risk management and industry-specific claims administration to our members. We're the largest member-owned local government self-insurance scheme in Australia, working in partnership with the vast majority of NSW councils.

Our proud history of mutuality results in unmatched buying power, financial strength and stable premiums for our members year after year.



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**StateCover Mutual** is the only NSW specialist provider of workers compensation, safety and wellbeing solutions tailored to the unique and evolving needs of local government. We partner with our Members to keep your people safe, well and working.

To find out more, [visit](#)

## More regional support



We're doing more to lift the digital capability of regional and remote Australia

As part of our ongoing network evolution, **nbn** is rolling out a number of initiatives to help provide access to higher speed broadband services and business-grade products to premises in regional and remote areas across Australia\*.

Visit us at our conference stand to learn more.



Annual Conference
Page 31



# LET'S STOP IT AND SWAP IT

**From 1 November 2022 the ban will include:**

- single-use plastic straws, stirrers, cutlery, plates, bowls, cotton buds
- expanded polystyrene food containers and cups
- rinse-off personal care products containing plastic microbeads.

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 www.streetsopening.com.au	42	<p><b>The Streets Opening Coordination Council (SOCC)</b> is a not-for-profit association representing utilities and road authorities in NSW.</p> <p>Our primary objective is to foster collaboration between member organisations to promote compliance with agreed standards, adoption of safer work practices, and development of innovative technologies to improve coordination of infrastructure works in public road reserves, leading to a reduction in the impact of such works on the local and built environment.</p>
	17	<p><b>Taggle</b> is the leading provider of Smart Water Solutions in Australia with more than 260,000 smart water meters and remote sensors operational today for over 45 council and utility customers.</p> <p>Providing data and analytics allows utilities to make decisions that enable them to provide a resilient water supply for a sustainable and healthy planet.</p>
	13	<p><b>TCorp</b> provides best-in-class infrastructure debt financing for eligible NSW local councils. Currently, it lends to more than 60 councils with 80% of loans allocated to non-metro and rural councils. TCorp is the central borrowing authority for NSW with a balance sheet of \$A120 billion and managing \$A107 billion of assets.</p>





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 **Office of Local Government**

THE OFFICE OF LOCAL GOVERNMENT IS LEADING EFFORTS TO STRENGTHEN THE LOCAL GOVERNMENT SECTOR THROUGH MODERN AND EFFECTIVE REGULATION

We're committed to working with local councils to help them operate at the highest possible level and deliver key services and infrastructure to their local communities

connect with us at [www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)

	36	<p><b>TPG Telecom</b> is an Australian telecommunications company that is home to some of Australia's most-loved telecommunications brands, including Vodafone, TPG, iiNet, AAPT, Internode, Lebara and felix.</p> <p>As the second-largest telecommunications company listed on the ASX, TPG Telecom has a strong challenger spirit and a commitment to delivering the best services and products to its customers.</p> <p><a href="http://www.tpgtelecom.com.au">www.tpgtelecom.com.au</a></p>
	15	<p><b>Transport for NSW</b> is making NSW a better place to live, work and visit. Our vision for cities and regions is of connected roads and public transport with higher capacity and more choices. Our vision comes to life by partnering with local government and investing more than \$56.2 billion in transport infrastructure to deliver customer-focused services and projects for the future.</p>
	41	<p>We are <b>Yurika</b> - leading the charge in the Australian energy transformation, powering possibility, building capacity for change and connecting communities for an electric future.</p> <p>We're changing the way businesses and communities work and live. Specialising in energy, connectivity, and sustainability, we deliver fully integrated, turn-key solutions. We take the complexity out of your business problems, allowing you to focus on the outcomes you're after. To find out more, visit <a href="http://yurika.com.au">yurika.com.au</a>.</p>



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**ITEM NO. 3**

**FILE NO: 22/191737  
EDRMS NO: PSC2017-00180**

**OCTOBER 2022 CASH AND INVESTMENTS**

REPORT OF: TIM HAZELL - FINANCIAL SERVICES SECTION MANAGER  
GROUP: CORPORATE SERVICES

**BACKGROUND**

The purpose of this report is to present Council's schedule of cash and investments held at 31 October 2022.

The invested funds are set aside for:

<b>Restricted Cash</b>	
<b>Reserve</b>	<b>As at October 2022 \$'000</b>
<b>External</b>	
Deposits, retentions and bonds	773
Grants and Contributions	8,057
Developer contributions (inc Haulage)	18,369
Domestic Waste Management	7,011
Crown Reserve	1,912
<b>Internal</b>	
Asset Rehab/Reseals	2,116
Drainage	447
Commercial Property	648
Election Reserve	125
Federal Assistance Grant in Advance	-
Fleet	1,949
Resilience fund	3,000
Grants Co-contribution	3,000
Emergency & Natural Disaster	7,000
Other Waste	383
Council Parking	158
IT	1,511
Sustainable energy and water reserve	201
Unexpended loan funds	5,585
Repealed (old Section 7.11 Plan funds)	978
Transport levy	429
Admin Building	412
Ward Funds	41
Community Loans	200
<b>Total</b>	<b>64,305</b>

**ATTACHMENTS**

1) Cash and Investments - October 2022.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.



ITEM 3 - ATTACHMENT 1 CASH AND INVESTMENTS - OCTOBER 2022.

Cash and Investments Held as at 31 October 2022

ISSUER	Broker	Rating*	Type	Investment Date	Yield (%)	Term (days)	Maturity Date	Amount Invested	Market Value
Gateway Bank	Laminar	NR	TD	7-Sep-22	3.40%	62	8-Nov-22	1,000,000	1,000,000
Bank of Queensland	BOQ	BBB	TD	28-Jan-22	0.80%	294	18-Nov-22	955,000	955,000
Bank of Queensland	BOQ	BBB	TD	30-Mar-22	2.60%	233	18-Nov-22	900,000	900,000
Judo Bank	Laminar	BBB	TD	28-Jan-22	0.99%	297	21-Nov-22	470,000	470,000
Judo Bank	Curve	BBB	TD	25-Feb-22	1.05%	269	21-Nov-22	650,000	650,000
Suncorp	Suncorp	AA	TD	4-Apr-22	2.71%	231	21-Nov-22	1,000,000	1,000,000
Illawarra Credit Union	Laminar	BBB^	TD	2-Aug-22	2.92%	111	21-Nov-22	1,000,000	1,000,000
Gateway Bank	Laminar	NR	TD	7-Sep-22	3.40%	75	21-Nov-22	1,000,000	1,000,000
Australian Unity Bank	Laminar	BBB	TD	8-Jul-22	3.50%	159	14-Dec-22	1,000,000	1,000,000
Transport Mutual Credit Union Limited	Laminar	NR	TD	7-Sep-22	3.50%	99	15-Dec-22	1,000,000	1,000,000
Illawarra Credit Union	Laminar	BBB^	TD	18-Aug-22	3.10%	123	19-Dec-22	1,000,000	1,000,000
Mutual Bank	Curve	BBB	TD	2-Dec-21	1.10%	397	3-Jan-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	14-Apr-22	1.57%	271	10-Jan-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	8-Aug-22	3.40%	169	24-Jan-23	1,000,000	1,000,000
Macquarie Bank	IAM	A	TD	25-Oct-22	3.68%	104	6-Feb-23	1,000,000	1,000,000
Westpac	Westpac	AA	TD	16-Feb-22	0.95%	391	14-Mar-23	1,000,000	1,000,000
Australian Unity Bank	Laminar	BBB	TD	8-Jul-22	3.80%	257	22-Mar-23	1,000,000	1,000,000
Australian Unity Bank	Laminar	BBB	TD	8-Jul-22	3.80%	264	29-Mar-23	1,000,000	1,000,000
AMP Bank	IAM	BBB	TD	25-Aug-22	3.80%	230	12-Apr-23	1,000,000	1,000,000
Summerland Credit Union	IAM	NR	TD	27-Oct-22	4.47%	175	20-Apr-23	1,000,000	1,000,000
AMP Bank	IAM	BBB	TD	25-Aug-22	3.80%	242	24-Apr-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	9-May-22	3.17%	365	9-May-23	1,000,000	1,000,000
Westpac	Westpac	AA	TD	16-Feb-22	1.12%	454	16-May-23	1,000,000	1,000,000
Bank of Queensland	BOQ	BBB	TD	2-Jun-22	3.40%	389	26-Jun-23	1,500,000	1,500,000
AMP Bank	Laminar	BBB	TD	2-Aug-22	4.20%	332	30-Jun-23	825,000	825,000
Macquarie Bank	Curve	A	TD	4-Mar-22	0.95%	487	4-Jul-23	1,000,000	1,000,000
Defence Bank	IAM	BBB	TD	21-Jun-22	4.38%	379	5-Jul-23	1,000,000	1,000,000
Illawarra Credit Union	Laminar	BBB^	TD	3-Jun-22	3.52%	403	11-Jul-23	1,000,000	1,000,000
Westpac	Westpac	AA	TD	16-Feb-22	1.30%	517	18-Jul-23	1,000,000	1,000,000
AMP Bank	IAM	BBB	TD	18-Aug-22	4.15%	340	24-Jul-23	1,000,000	1,000,000
Westpac	Westpac	AA	TD	3-Jun-22	3.28%	424	1-Aug-23	1,000,000	1,000,000
Mutual Bank	Curve	BBB	TD	2-Jun-22	3.40%	438	14-Aug-23	1,000,000	1,000,000
AMP Bank	Laminar	BBB	TD	29-Jul-22	4.45%	382	15-Aug-23	1,000,000	1,000,000
AMP Bank	Laminar	BBB	TD	2-Aug-22	4.45%	384	21-Aug-23	825,000	825,000
AMP Bank	IAM	BBB	TD	25-Aug-22	4.25%	361	21-Aug-23	500,000	500,000
AMP Bank	Laminar	BBB	TD	1-Sep-22	4.25%	368	4-Sep-23	700,000	700,000
Australian Unity Bank	Curve	BBB	TD	1-Jun-22	3.40%	468	12-Sep-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	17-Jun-22	4.39%	467	27-Sep-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	17-Jun-22	4.41%	481	11-Oct-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	17-Jun-22	4.42%	495	25-Oct-23	1,000,000	1,000,000
Westpac	Westpac	AA	TD	16-Feb-22	1.48%	629	7-Nov-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	17-Jun-22	4.45%	524	23-Nov-23	1,000,000	1,000,000
ING Bank	ING	A	TD	24-Jun-22	4.22%	531	7-Dec-23	1,000,000	1,000,000
Commonwealth Bank of Australia	CBA	AA	TD	17-Jun-22	4.48%	552	21-Dec-23	1,000,000	1,000,000

ITEM 3 - ATTACHMENT 1 CASH AND INVESTMENTS - OCTOBER 2022.

Cash and Investments Held as at 31 October 2022

ISSUER	Broker	Rating*	Type	Investment Date	Yield (%)	Term (days)	Maturity Date	Amount Invested	Market Value
ING Bank	ING	A	TD	24-Jun-22	4.33%	559	4-Jan-24	1,000,000	1,000,000
ING Bank	ING	A	TD	29-Jun-22	4.35%	566	16-Jan-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	8-Aug-22	4.00%	532	22-Jan-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	8-Aug-22	4.00%	539	29-Jan-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	28-Jan-22	1.53%	732	30-Jan-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	28-Jan-22	1.53%	746	13-Feb-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	16-Feb-22	1.72%	741	27-Feb-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	1-Sep-22	4.30%	557	11-Mar-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	14-Oct-22	4.53%	542	8-Apr-24	1,000,000	1,000,000
Judo Bank	IAM	BBB	TD	22-Apr-22	3.35%	732	23-Apr-24	825,000	825,000
Judo Bank	IAM	BBB	TD	22-Apr-22	3.35%	746	7-May-24	825,000	825,000
Macquarie Bank	Curve	A	TD	1-Sep-22	4.41%	627	20-May-24	1,000,000	1,000,000
Macquarie Bank	Curve	A	TD	1-Sep-22	4.41%	649	11-Jun-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	23-Aug-22	4.35%	685	8-Jul-24	1,000,000	1,000,000
Westpac	Westpac	AA	TD	23-Aug-22	4.35%	692	15-Jul-24	1,000,000	1,000,000
Australian Military Bank	Curve	BBB	TD	25-Aug-22	4.40%	704	29-Jul-24	1,000,000	1,000,000
<b>Total Term Deposits (\$)</b>								<b>57,975,000</b>	<b>57,975,000</b>
Macquarie Bank	Laminar	A+	At Call		2.75%			827	827
Commonwealth Bank of Australia		AA	At Call		0.20%			1,000,000	1,000,000
<b>Total Investments (\$)</b>								<b>58,975,827</b>	<b>58,975,827</b>
<b>Cash at Bank (\$)</b>								<b>5,328,956</b>	<b>5,328,956</b>
<b>Total Cash and Investments (\$)</b>								<b>64,304,782</b>	<b>64,304,782</b>
Cash at Bank Interest Rate		2.70%							
3 month BBSW		2.95%							
Average Investment Rate of Return on TD's		3.33%							
TD = Term Deposit									
*Standard & Poors Long Term Rating									
^Illawarra Credit Union received a BBB rating in October 2022, previously unrated									
<b>Certificate of Responsible Accounting Officer</b>									
I hereby certify that the investments listed above have been made in accordance with Section 625 of the Local Government Act (1993), Clause 212 of the Local Government									
<b>Tim Hazell</b> Financial Services Section Manager									

**ITEM NO. 4**

**FILE NO: 22/298678  
EDRMS NO: PSC2022-01241**

**DESIGNATED PERSONS' RETURN**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to table Councillor and Designated Persons' Return/s (return) submitted.

In accordance with the Part 4 – Pecuniary Interest of the Code of Conduct, all designated persons are required to submit a return. Returns are to be tabled at the first Council meeting after the lodgement date.

The following is a list of position/s who have submitted return/s:

- Cr Leah Anderson.
- Development Compliance Officer (PSC1084).
- Development Planner (PSC768).

**ATTACHMENTS**

Nil.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

- 1) Designated Persons' Return.

**ITEM NO. 5**

**FILE NO: 22/308462  
EDRMS NO: PSC2021-01880**

**COUNCILLORS' AND DESIGNATED PERSONS' RETURNS**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to provide a response to Council on the deferral of the Annual Councillors' and Designated Persons' Returns (the Returns).

Council at its meeting held on 25 October 2022 (**ATTACHMENT 1**), resolved:

- 1) Receives and notes the Information Papers 1 and 3 listed below being presented to Council on 25 October 2022.
- 2) Defer the receipt and noting of the annual designated persons returns until the next Council meeting, and request the General Manager to provide unredacted copies of the returns to Councillors on the Councillor dashboard as soon as possible following this Council meeting.

Following the Council meeting, clarification was sought from the Office of Local Government regarding the disclosure of the unredacted copies of the Returns contained within item 2 of the resolution.

A copy of the Office of Local Government response is shown at (**ATTACHMENT 2**).

Based on the advice from the Office of Local Government and the relevant legislative provisions, an unredacted copy of the Returns cannot be released to the Council.

**ATTACHMENTS**

- 1) Council meeting minutes extract 25 October 2022.
- 2) Office of Local Government – correspondence.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**ITEM 5 - ATTACHMENT 1 COUNCIL MEETING MINUTES EXTRACT 25  
OCTOBER 2022****MINUTES ORDINARY COUNCIL - 25 OCTOBER 2022**

ITEM NO. 10

FILE NO: 22/265691  
EDRMS NO: PSC2022-02308**INFORMATION PAPERS**REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE**RECOMMENDATION IS THAT COUNCIL:**

Receives and notes the Information Papers listed below being presented to Council on 25 October 2022.

No:	Report Title	Page:
1	September 2022 Cash and Investments	132
2	Annual Designated Persons Returns – Pecuniary Interest 1 July 2021 to 30 June 2022	135
3	Council Resolutions	138

**ORDINARY COUNCIL MEETING - 25 OCTOBER 2022****MOTION**

<b>297</b>	<p><b>Councillor Leah Anderson</b> <b>Councillor Matthew Bailey</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"> <li>1) Receives and notes the Information Papers 1 and 3 listed below being presented to Council on 25 October 2022.</li> <li>2) Defer the receipt and noting of the annual designated persons returns until the next Council meeting, and request the General Manager to provide unredacted copies of the returns to Councillors on the Councillor dashboard as soon as possible following this Council meeting.</li> </ol> <hr/> <table> <thead> <tr> <th>No:</th> <th>Report Title</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>September 2022 Cash and Investments</td> </tr> <tr> <td>2</td> <td>Annual Designated Persons – Pecuniary Interest 1 July 2021 to 30 June 2022</td> </tr> <tr> <td>3</td> <td>Council Delegations</td> </tr> </tbody> </table>	No:	Report Title	1	September 2022 Cash and Investments	2	Annual Designated Persons – Pecuniary Interest 1 July 2021 to 30 June 2022	3	Council Delegations
No:	Report Title								
1	September 2022 Cash and Investments								
2	Annual Designated Persons – Pecuniary Interest 1 July 2021 to 30 June 2022								
3	Council Delegations								

**MINUTES ORDINARY COUNCIL - 25 OCTOBER 2022**

The mover and seconder accepted changes to the motion from Cr Arnott to include item 2 in the motion.

Councillor Jason Wells left the meeting at 7:50pm.

Councillor Jason Wells returned to the meeting at 7:52pm.

Those for the Motion: Crs Leah Anderson, Giacomo Arnott, Matthew Bailey, Peter Kafer and Jason Wells.

Those against the Motion: Mayor Ryan Palmer and Cr Steve Tucker.

ITEM 5 - ATTACHMENT 2      OFFICE OF LOCAL GOVERNMENT -  
CORRESPONDENCE

**Tony Wickham**

---

**From:** OLG BS Response Mailbox <response@olg.nsw.gov.au>  
**Sent:** Thursday, 3 November 2022 4:46 PM  
**To:** Tony Wickham  
**Subject:** Correspondence from the Office of Local Government (Our Ref: A841574) JA

Caution! This message was sent from outside your organization.

Doc ID: A841574  
Contact: Council Governance  
Phone: 02 4428 4100

Mr Tony Wickham  
[Tony.Wickham@portstephens.nsw.gov.au](mailto:Tony.Wickham@portstephens.nsw.gov.au)

Dear Mr Wickham

Thank you for your email of 31 October 2022 about the tabling of councillors' and designated persons' returns of interests.

Clause 4.25 of the Council's code of conduct requires annual returns of interests lodged with the general manager to be tabled at the first meeting of the Council after the last day the returns are required to be lodged. As you have correctly noted, this provision simply requires returns of interest to be tabled at the meeting. There is no requirement for the Council to resolve to endorse or approve the returns.

While the information contained in returns of interests is 'open access information' for the purposes of the *Government Information (Public Access) Act 2009* (the GIPA Act), that information can be redacted before it is published on the Council's website or in the business papers for the meeting at which they are tabled where there is an overriding public interest against the disclosure of that information. The public interest considerations against the disclosure of information are listed in section 14 of the GIPA Act and include such considerations as whether disclosure of the information will reveal an individual's personal information or expose them to a risk of harm or of serious harassment or intimidation.

Councillors are entitled to request access to unredacted copies of returns of interests. However, given that councillors are only entitled to access Council information for the purpose of exercising their functions and have no functions or powers in relation to the tabling of returns of interests at meetings, their right to access this information is the same as that of other members of the public under the GIPA Act.

The Information Commissioner has issued *Guideline 1: For local councils on the disclosure of information contained in the returns disclosing the interests of councillors and designated persons*, to assist local councils to determine public interest considerations for and against disclosure of information contained in returns of interests. If you have any further questions about the Guidelines or the application of the GIPA Act to information in returns of interests, you may wish to contact the Information and Privacy Commission [here](#).

I trust this information is of assistance.

Yours sincerely

ITEM 5 - ATTACHMENT 2      OFFICE OF LOCAL GOVERNMENT -  
CORRESPONDENCE

**John Davies**  
**Manager Council Governance**

Office of Local Government | Department of Planning and Environment  
T 02 4428 4100 | E [olg@olg.nsw.gov.au](mailto:olg@olg.nsw.gov.au)  
5 O'Keeffe Ave, NOWRA NSW 2541  
[www.olg.nsw.gov.au](http://www.olg.nsw.gov.au)



*The Department of Planning and Environment acknowledges that it stands on Aboriginal land. We acknowledge the traditional custodians of the land and we show our respect for elders past, present and emerging through thoughtful and collaborative approaches to our work, seeking to demonstrate our ongoing commitment to providing places in which Aboriginal people are included socially, culturally and economically.*

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**ITEM NO. 6**

**FILE NO: 22/296743  
EDRMS NO: PSC2009-00965**

**DELEGATIONS REPORT**

REPORT OF: TONY WICKHAM - GOVERNANCE SECTION MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to advise Council of each occasion the Mayor and/or General Manager have exercised their delegations, other than under section 226 and 335 of the Local Government Act 1993, which are conferred on each role.

The report at **(ATTACHMENT 1)** provides details of the delegation exercised, such as the delegated authority, the date and the reason for exercising the delegation.

**ATTACHMENTS**

1) Delegations Report.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

**MAYOR AND GENERAL MANAGER DELEGATION REPORT**

<b>Date exercised</b>	<b>Delegations exercised</b>	<b>Purpose</b>	<b>Role exercising delegation</b>	<b>Reported to Council</b>
3/11/22	Clause 178 of the Local Government (General) Regulation 2021	Acceptance of RFQ - Supply and delivery of 2 x truck mounted twin engine street sweepers	General Manager	22 November 2022

**ITEM NO. 7**

**FILE NO: 22/227252  
EDRMS NO: PSC2017-00106**

**COUNCIL RESOLUTIONS**

REPORT OF: TIMOTHY CROSDALE - GENERAL MANAGER  
GROUP: GENERAL MANAGER'S OFFICE

**BACKGROUND**

The purpose of this report is to inform the Mayor and Councillors of the status of all matters to be dealt with arising out of the proceedings of previous meetings of the Council in accordance with the Code of Meeting Practice.

The General Manager's Office has no outstanding resolutions.

**ATTACHMENTS**

- 1) Corporate Services Group resolution report.
- 2) Development Services Group resolutions report.
- 3) Facilities & Services Group resolutions report.

**COUNCILLORS ROOM**

Nil.

**TABLED DOCUMENTS**

Nil.

ITEM 7 - ATTACHMENT 1 CORPORATE SERVICES GROUP RESOLUTION REPORT.



<b>Action Sheets Report</b>	<b>Division:</b> Corporate Services	<b>Date From:</b> 27/08/2013
	<b>Committee:</b>	<b>Date To:</b> 23/11/2022
	<b>Officer:</b>	<b>Printed:</b> Wednesday 23 November 2022

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 27/08/2013	Pattison, Zoe	Campvale Drain	30/03/2023		
<b>18 Nov 2022</b> Awaiting final execution of easement documentation for 2 properties. All other properties (with exception of these 2) have been finalised.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/10/2022	Pattison, Zoe	Policy Review: Property Investment and Development Policy	30/03/2023	12/10/2022	
1						22/273002
<b>18 Nov 2022</b> Public Exhibition deferred to allow for further clarification on the distribution of funds.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/10/2022	Pattison, Zoe	Policy Review: Acquisition and Divestment of Land	30/03/2023	12/10/2022	
2						22/273002
<b>18 Nov 2022</b> Report deferred to allow for further clarification on the distribution of funds.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 22/09/2020	Pattison, Zoe	Newline Road, Raymond Terrace	30/06/2023		
2						20/288489
199						
<b>18 Nov 2022</b> Completion of the acquisition is subject to completion of the road works, as finished levels are required to inform the survey. The road works have been substantially delayed due to continued adverse weather conditions.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 13/04/2021	Pattison, Zoe	PROPOSED CLOSURE AND SALE OF PATHWAY IN BOAT HARBOUR	30/06/2023	14/04/2021	
2						21/96728
090						
<b>18 Nov 2022</b> Discussions continue to reach agreement on suitable compensation.						

**ITEM 7 - ATTACHMENT 1 CORPORATE SERVICES GROUP RESOLUTION REPORT.**



**Division:** Corporate Services      **Date From:** 27/08/2013  
**Committee:**      **Date To:** 23/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022  
**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 11/05/2021	Pattison, Zoe	Car parking in Shoal Bay	30/03/2023	12/05/2021	
1						21/123694
<b>18 Nov 2022</b>						
Construction of the car park is subject to adoption of a Plan of Management for the land. The land has been added to the Plan of Management for the Shoal Bay Holiday Park, which is with Crown Lands for approval to exhibit. Once Crown Land approval is received the Plan of Management will be placed on public exhibition.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/11/2022	Hazell, Tim	Special Rate Variation - Revised Integrated Planning and Reporting Documents - Rate Rise Options Engagement	30/06/2023	9/11/2022	
1		Crosdale, Timothy				22/300562
<b>18 Nov 2022</b>						
Council will submit an application to the Independent Pricing and Regulatory Tribunal for a Special Rate Variation in early 2023. General Manager preparing and reviewing program.						

**ITEM 7 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP  
RESOLUTIONS REPORT.**



**Division:** Development Services      **Date From:** 14/09/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report & Notice of Motion 1	Ordinary Council 13/09/2022	Drinan, Kate	Anna Bay Resort Site - 74 - 84 Gan Gan Road, Anna Bay	13/12/2022	14/09/2022	22/251340
<b>23 Nov 2022</b>						
A formal response was received stating the graffiti has been removed (photos confirmed this). In addition, maintenance works of external areas (lawns, weeding, tree maintenance) will be completed.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 5	Ordinary Council 13/09/2022	Drinan, Kate	Development Application 16-2021-703-1 for a Residential Flat Building at 11 to 15 Church Street, Nelson Bay	14/02/2023	14/09/2022	22/251340
<b>23 Nov 2022</b>						
DA 16-2021-703-1 has been scheduled for reporting to Council's Ordinary Meeting of 14 February 2023.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 2	Ordinary Council 11/10/2022	Lamont, Brock	Health Facilities	24/05/2023	12/10/2022	22/273002
<b>23 Nov 2022</b>						
The Strategy and Environment team have commenced investigations to identify opportunities to further support and advocate health facilities in Port Stephens LGA, including committees. Preparation of the report has commenced and is expected to go to Council on 23 May 2023.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report 1	Ordinary Council 27/09/2022	Lamont, Brock	NSW Electric Vehicle Strategy	31/03/2023	28/09/2022	22/262103
<b>23 Nov 2022</b>						
Strategic Planning have commenced consultation with stakeholders to identify opportunities available to Council. Report expected to be presented to Council in 28 March 2023.						

**ITEM 7 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP  
RESOLUTIONS REPORT.**



**Division:** Development Services      **Date From:** 14/09/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/10/2021	Lamont, Brock	Carbon Neutrality	31/03/2023	13/10/2021	
2 275		Pearl, Steven				21/274186
<b>23 Nov 2022</b>						
The Natural Systems team have established baseline data and focus areas. Project Control Group has been established to enable an organisation wide approach, and further develop a roadmap and identify funding sources. Report is being drafted to be reported to Council on 28 March 2023						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 14/09/2021	Lamont, Brock	Port Stephens Waterway Strategy	29/12/2023	15/09/2021	
1 240		Pearl, Steven				21/252518
<b>23 Nov 2022</b>						
The Strategic Planning Team has submitted grant applications for two projects under the Regional NSW - Business Case and Strategy Development Fund. Funding is being sought for consultants to prepare the Port Stephens Waterways Strategy. If the grant is awarded (\$93,750) the Waterways Strategy will be drafted, outcome of grant application is expected in December 2022..						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/10/2022	Lamont, Brock	Policy Review: Tree Vandalism Policy	28/11/2022	26/10/2022	
7		Pearl, Steven				22/285324
<b>23 Nov 2022</b>						
Council endorsed to place the Revised Tree Vandalism Policy on exhibition for a period of 28 days, exhibition period ends 25 November 2022. Should no submissions be received, the policy will be adopted.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/10/2022	Falkenmire, Ryan	Planning Matters Reported to Council Policy	13/12/2022	26/10/2022	
1		Pearl, Steven				22/285324
<b>23 Nov 2022</b>						
At the Ordinary Meeting of Council held on 25 October 2022, it was resolved to amend the draft Planning Matters to be Reported to Council Policy. The policy is scheduled to be reported to Council on 13 December 2022.						

**ITEM 7 - ATTACHMENT 2 DEVELOPMENT SERVICES GROUP RESOLUTIONS REPORT.**



**Division:** Development Services      **Date From:** 14/09/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/10/2022	Lamont, Brock	Draft Medowie Place Plan	10/05/2023	26/10/2022	
5		Pearl, Steven				22/285324
<b>23 Nov 2022</b>						
Council endorsed to place the Draft Medowie Place Plan and Engagement Report on exhibition for a period of 28 days. The final Medowie Place Plan will be reported back to Council on 9 May 2023.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/11/2022	Lamont, Brock	Policy Review: Climate Change Policy	31/03/2023	9/11/2022	
5		Pearl, Steven				22/300562
<b>23 Nov 2022</b>						
Council endorsed to place the Revised Climate Change Policy on exhibition for a period of 28 days. Two Way scheduled for 21 February 2023, and due to return to Council on 28 February 2022.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/11/2022	Lamont, Brock	Policy Review: Environmental Policy	31/03/2023		
6		Pearl, Steven				22/300562
<b>23 Nov 2022</b>						
Council endorsed to place the Revised Environment Policy on exhibition for a period of 28 days. Two Way scheduled for 21 February 2023, and due to return to Council on 28 February 2023.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/11/2022	Lamont, Brock	Draft Development Control Plan - Housekeeping	28/02/2023	9/11/2022	
2		Pearl, Steven				22/300562
<b>23 Nov 2022</b>						
Council endorsed to place the Draft Development Control Plan - Housekeeping on exhibition for a period of 28 days. Two Way scheduled for 21 February 2023, and report due to return to Council on 28 February 2023, for adoption.						



**ITEM 7 - ATTACHMENT 3 FACILITIES & SERVICES GROUP RESOLUTIONS REPORT.**



**Division:** Facilities & Services      **Date From:** 09/02/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/05/2022	Maretich, John	Review of Dog Off Lead Areas - Boat Harbour Beach	30/06/2023	27/05/2022	
4		Kable, Gregory				22/136825
<b>23 Nov 2022</b>						
Report was endorsed by Council at its meeting held 24 May 2022, Minute No. 133. A review will be carried out in 12 months as per the Council resolution.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 24/05/2022	Maretich, John	World Menstruation Hygiene Day	31/03/2023	27/05/2022	
1		Kable, Gregory				22/136825
<b>23 Nov 2022</b>						
This action is still under investigation. A report will be presented to Council in March 2023 with an option to provide this service to the community.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/07/2022	Maretich, John	Koala Signage	31/03/2023	13/07/2022	
1		Kable, Gregory				22/186061
<b>23 Nov 2022</b>						
Council staff have been in contact and are working with this group to facilitate appropriate signs on our road network.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 26/07/2022	Maretich, John	Smart Parking	31/03/2023	27/07/2022	
2		Kable, Gregory				22/199431
<b>23 Nov 2022</b>						
Staff compiling details to report back to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Maretich, John	Kirrang Drive, Medowie Shared Pathway	31/03/2023	13/08/2021	
8 217		Kable, Gregory				21/218740
<b>23 Nov 2022</b>						
Council staff will undertake further investigations into the financial requirements and options to accelerate the Kirrang Drive, Medowie pathway. Staff will report the outcomes back to Council with an option to stage the project.						

**ITEM 7 - ATTACHMENT 3 FACILITIES & SERVICES GROUP RESOLUTIONS REPORT.**



**Division:** Facilities & Services      **Date From:** 09/02/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Maretich, John	Raymond Terrace Seven Day Makeover	31/03/2023		
17 228		Kable, Gregory				21/218740
<b>23 Nov 2022</b>						
This will be discussed with the Councillors in the lead up to William St, Stage 2 which funded through the Streets of Shared Spaces grant. There is the possibility to incorporate a Business Boosters Program to create great business vibrancy in Raymond Terrace.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 9/02/2021	Maretich, John	MEDOWIE REGIONAL PLAYGROUND AND TOWN CENTRE	31/03/2023		
2 012		Kable, Gregory				21/33235
<b>23 Nov 2022</b>						
The regional playground will be addressed in the Medowie Place Plan. A report will be prepared for Council as part of the Place Plan.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 10/08/2021	Maretich, John	Agreement with Community Association DP270468 - Lagoons Estate, Nelson Bay	31/03/2023		
4 208		Kable, Gregory				21/218740
<b>23 Nov 2022</b>						
Council to enter agreement with the Community Association DP 270468 in accordance with the confidential terms as per Council report. Terms of the agreement still being discussed in alignment with the proposed engineering works.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 12/10/2021	Gutsche, Tammy	Change to Lease Arrangements for Fingal Bay Surf Life Saving Club and Commercial Tenancies	30/12/2022	13/10/2021	
8 270		Kable, Gregory				21/274186
<b>23 Nov 2022</b>						
Some delays have occurred due to external legal requests. Paperwork is still in the process of preparation.						

**ITEM 7 - ATTACHMENT 3 FACILITIES & SERVICES GROUP RESOLUTIONS REPORT.**



**Division:** Facilities & Services      **Date From:** 09/02/2021  
**Committee:**      **Date To:** 22/11/2022  
**Officer:**      **Printed:** Wednesday 23 November 2022

**Action Sheets Report**

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/02/2022	Maretich, John	Foreshore Reserves and Parking on Council Land	31/03/2023	14/02/2022	
5 030		Kable, Gregory				22/45826
<b>23 Nov 2022</b>						
Report shall be provided back to Council in March 2023.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/02/2022	Maretich, John	POLICY REVIEW - CONTRIBUTION TO WORKS FOR KERB AND GUTTERING CONSTRUCTION POLICY	31/03/2023	14/02/2022	
6 018		Kable, Gregory				22/45826
<b>23 Nov 2022</b>						
This action is still under investigation. Report to Council to be provided in December to align this policy with a proposed future hardship policy going to Council.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 8/02/2022	Maretich, John	Medowie Library	31/03/2023	14/02/2022	
2 027		Kable, Gregory				22/45826
<b>23 Nov 2022</b>						
Investigation is still underway to determine viability as requested. Report to be provided in February 2023 as part of Council's review of services.						

Type	Meeting	Officer/Director	Subject	Est. Compl.	Emailed	Completed
Report	Ordinary Council 25/10/2022	Maretich, John	Boating and Fishing Infrastructure Plan	28/02/2023	26/10/2022	
8		Kable, Gregory				22/285324
<b>23 Nov 2022</b>						
Adopted at Council meeting on 26 October 2022. Has gone out for Public Exhibition from 26 October - 22 November 2022.						

# NOTICES OF MOTION

**NOTICE OF MOTION**

**ITEM NO. 1**

**FILE NO: 22/299610**

**EDRMS NO: PSC2017-00019**

**POTTERS LANE BASKETBALL HOOP**

**COUNCILLOR: GIACOMO ARNOTT**

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**THAT COUNCIL:**

- 1) Notes that the Potters Lane estate in Raymond Terrace is growing every week and is steadily moving towards completion.
  - 2) Notes that aside from a park, there is little recreational infrastructure in the estate.
  - 3) Asks the General Manager to prepare a report outlining:
    - a. Indicative cost and potential locations for a half-court slab and basketball hoop in the estate.
    - b. Indicative date when funds would be available for the works to be completed.
    - c. Whether the project is in the contributions plan or required of the developer.
- 

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>341</b>	<p><b>Councillor Giacomo Arnott Councillor Peter Kafer</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Notes that the Potters Lane estate in Raymond Terrace is growing every week and is steadily moving towards completion.</li><li>2) Notes that aside from a park, there is little recreational infrastructure in the estate.</li><li>3) Asks the General Manager to prepare a report outlining:<ol style="list-style-type: none"><li>a. Indicative cost and potential locations for a half-court slab and basketball hoop in the estate.</li><li>b. Indicative date when funds would be available for the works to be completed.</li><li>c. Whether the project is in the contributions plan or required of the developer.</li></ol></li></ol>
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## MINUTES ORDINARY COUNCIL - 13 DECEMBER 2022

Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

## BACKGROUND REPORT OF: JOHN MARETICH – ASSETS SECTION MANAGER

### BACKGROUND

Council's Recreation Strategy (the 'strategy'), which was adopted in 2018, identifies suitable embellishments for Council managed land. In the strategy, half courts and hit-up walls are supported in district and regional parks.

This recognises the strategy's objective to deliver recreational facilities that are appropriately scaled, responsive to community needs and ensuring facility provision is sustainable. The quality of Council's recreational assets can be improved by investing in centrally located, multi-use recreational district and regional facilities.

Potters Lane (Old Dairy Reserve) is identified as a 'Local Park' in the strategy.

Should the Notice of Motion be adopted, the General Manager will prepare a report.

### FINANCIAL/RESOURCE IMPLICATIONS

Source of Funds	Yes/No	Funding (\$)	Comment
Existing budget	Yes		
Reserve Funds	No		
Developer Contributions (\$7.11)	No		
External Grants	No		
Other	No		

### ATTACHMENTS

Nil.

# CONFIDENTIAL ITEMS

In accordance with Section 10A, of the Local Government Act 1993, Council can close part of a meeting to the public to consider matters involving personnel, personal ratepayer hardship, commercial information, nature and location of a place or item of Aboriginal significance on community land, matters affecting the security of council, councillors, staff or council property and matters that could be prejudice to the maintenance of law.

Further information on any item that is listed for consideration as a confidential item can be sought by contacting Council.

## ORDINARY COUNCIL MEETING – 13 DECEMBER 2022 MOTION

342	<b>Councillor Peter Kafer</b> <b>Councillor Jason Wells</b>  It was resolved that Council move into confidential session.
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

**CONFIDENTIAL**

**ITEM NO. 1**

**FILE NO: 22/268830  
EDRMS NO: PSC2022-02402**

**PROPOSED SALE OF LAND - 1 COACHWOOD DRIVE, MEDOWIE**

REPORT OF: ZOE PATTISON - ACTING GROUP MANAGER CORPORATE  
SERVICES  
GROUP: CORPORATE SERVICES

**ORDINARY COUNCIL MEETING - 13 DECEMBER 2022  
MOTION**

<b>343</b>	<p><b>Councillor Jason Wells Councillor Peter Francis</b></p> <p>It was resolved that Council:</p> <ol style="list-style-type: none"><li>1) Authorise the sale of Council owned operational land as outlined in the confidential terms and conditions of this report.</li><li>2) Authorise the General Manager to negotiate variations to contract conditions as required, excluding a sale price below the minimum amount identified in the body of this report.</li><li>3) Authorise the General Manager and the Mayor to sign all documents required to complete the sale.</li></ol>
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.



**ORDINARY COUNCIL MEETING – 13 DECEMBER 2022**

**MOTION**

<b>344</b>	<b>Councillor Peter Francis</b> <b>Councillor Steve Tucker</b>  It was resolved that Council move out of confidential session.
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Those for the Motion: Mayor Ryan Palmer, Crs Leah Anderson, Giacomo Arnott, Peter Francis, Peter Kafer, Steve Tucker and Jason Wells.

Those against the Motion: Nil.

The motion was carried.

There being no further business the meeting closed at 9:29pm.