

2018-2019



PORT MACQUARIE-HASTINGS
COUNCIL

annual report

PART B
STATUTORY DETAIL



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APPENDICES

- Appendix A - Government Information (Public Access) Act Agency Report
- Appendix B - Disability Inclusion Action Plan

Achievements in implementing the 2017-2021 Delivery Program and 2018-2019 Operational Plan

In accordance with the Local Government Act s428(1)

The Delivery Program 2017-2021 outlines the Councillors commitment to the Port Macquarie-Hastings community during their four-year term of office. The objectives within the four year Delivery Program represent what the Council aimed to deliver and served as a guide for Council executive and staff when developing annual Operational Plans.

The Delivery Program Progress Report, of which, is outlined over the following pages, was presented to the September 2019 Ordinary Council Meeting. It is a six monthly reporting phase, which focuses providing details of the actions, activities and projects that were delivered in line with each Council service.

The Operational Plan sets out a sub set of actions, activities and projects that will be undertaken each financial year to deliver the overall objectives in the Delivery Program and ultimately contribute to achieving the vision and goals outlined in the long term Community Strategic Plan.

In a broad context, the Delivery Program represents the work Council is responsible for to meet the community's aspirations for the future, as described in the Towards 2030 Community Strategic Plan.

The Delivery Program 2017-2021 and the subsequent objectives appear in each of the four Community Themes outlined below:

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

Each of the four themes in the Delivery Program are referenced by a number of result statements. They describe the outcomes Council envisage will be achieved at the conclusion of their term in office.

The NSW Government Integrated Planning and Reporting Framework legislation requires Council to report every six months on progress. Reports are provided to Council and the community on a six monthly basis outlining the progress of actions, activities and projects against each Delivery Program Objective.

A report outlining achievements against the actions and performance measures were detailed in the 2018-2019 Operational Plan end of year report* which was presented to the Ordinary Council Meeting held in August 2019 (Item 10.11). It covers the period from July 2018 to June 2019 and provides concise information, focusing on reporting to the community. These actions contributed to delivering the overall outcomes in the 2017-2021 Delivery Program.

The following statistical snapshot below represents the performance measurement data across all Community Themes in the plan. There were 350 Operational Plan performance measures adopted within the 2018-2019 Operational Plan and as at 30 June 2019, 85% of these were delivered, while the remaining 15% were reported as behind. However, some of those reported as behind, were identified as multi-year projects and were to continue for delivery in the 2019-2020 financial year.

*2018-2019 Operational Plan - End of year report:
https://portmacquarie.infocouncil.biz/Open/2019/08/OC_21082019_AGN.PDF

2018-2019 Operational Plan summary of performance measures by theme				
Community Theme	Total No.	On target/ Achieved	Behind	Overall Delivery (%)
Leadership and Governance	90	84	6	93%
Your Community	85	72	13	85%
Your Business and Industry	25	21	4	84%
Natural and Built Environment	150	119	31	79%
Total	350	296	54	85%

A snapshot of 2018-2019 projects across the region

Laurieton/Camden Haven/surrounds

- Camden Haven River Recreational Boating improvements including boat ramps upgrades at Bruce Porter and Dunbogan Reserves are complete
- Stage 2 stormwater remediation works at Batar Creek Road Kendall are complete
- Comboyne Small Town Sewerage Scheme provision of a centralised sewerage system has construction ongoing and continuing into 2020
- Stormwater flood mitigation measures at Rodley Street Bonny Hills has construction ongoing and continuing into late 2019
- Skatepark renewal at Kendall is pending initiation phase of the project and will continue into 2019-2020
- Playground replacements at Herons Creek Reserve, Wall Reserve, Foreshore Reserve and Pioneer Park are complete
- Dunbogan Bridge substructure rehabilitation work has commenced and will continue into late 2019
- Bold Street Laurieton Pedestrian crossing has design ongoing
- Construction of the Sewer Rising Main from Camden Haven Sewer Pump Station #1 to Dunbogan Bridge is complete

Port Macquarie

- Port Macquarie Airport Terminal upgrade - Stage 1 complete with Stage 2 works commenced
- Kingfisher Waste Depot expansion has detailed designs nearing completion and construction planned to continue into 2019-2020
- Hastings River recreational boating improvements is in the initiation phase, pending design commencement
- The off leash dog exercise park in Wauchope is complete. The Port Macquarie facility now forms part of the broader upgrade to Stuarts Park Regional Sporting Precinct
- Port Macquarie Pool has site selection process underway with the detailed design to follow
- Construction of new park at Crestwood Park is complete
- John Oxley Drive upgrade at The Ruins Way to Wrights Road Oxley Highway has designs underway and will continue into 2019-20
- Stormwater remediation works for Gordon to Buller Street has stormwater catchment analysis and design phase progressing
- Port Macquarie Coastal Walk upgrades had the Westport Park segment completed in November 2018, the Charlie Uptin segment is scheduled to commence and the Doctors Walk segment is currently in the design phase
- Port Macquarie-Hastings Hockey Facility has lighting installed to Field 2
- Port Macquarie Regional Sports Stadium - lighting installation is complete with construction of new training field commenced and scheduled for completion in September 2019

Wauchope/Rural/surrounds

- Hastings Regional Sporting Facility - Stage 1 development has design works progressing with construction planning and phasing under development
- Bago Road pavement rehabilitation, Milligans Road to Pacific Highway is complete with final seal planned in September 2019
- Bridge replacement on Comboyne Road over Hartys Creek has construction complete
- Long Flat and Telegraph Point Small Town Sewerage Scheme provisions of a centralised sewerage system has construction ongoing and continuing into 2020
- Design work for Beechwood Road Stage 5 and 6 reconstruction is ongoing
- Design phase for the Wauchope to Sancroix trunk main is complete with construction to continue into 2019-2020
- Blackbutt Park facility upgrade and replacement of park furniture has work commenced

Summary of achievements by Community Theme, Delivery Program Objective and Council Service

Achievement highlights are listed below by Community Theme, Council Service and Delivery Program Objective. The information below demonstrates Councils achievements and highlights 'how we know we are progressing' against the set objectives outlined in the Delivery Program 2017-2021.

Community Theme 1 – Leadership and Governance

What are we trying to achieve

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

What the result will be

- A community that has the opportunity to be involved in decision-making
- Open, easy, meaningful, regular and diverse communication between the community and decision-makers
- Partnerships and collaborative projects that meet the community's expectations, needs and challenges
- Knowledgeable, skilled and connected community leaders
- Strong corporate management that is transparent

How we know we are progressing

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

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council services.

Highlights by Council Service and Delivery Program Objective

Council Service: Communications and Community Place

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

- Over 780 Media releases, statements, alerts and announcements were issued from 1 July 2018 to 30 June 2019
- Over 743,000 visits and over 971,000 sessions were recorded on the corporate website from 1 July to 30 June 2019
- Facebook likes increased from 7,966 as at 1 July 2018 to 9,129 as at 30 June 2019
- A range of communication tools were used to keep the community up to date with council activities including use of consistent media channels such as social media, newspaper advertising and Weekly Mayoral messages

- Registered users on Council's 'Have Your Say' online engagement portal as at 30 June 2019 was 3,880. An increase from 3,424 users as at 30 June 2018

Council Service: Community Place

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

- Community members were involved in a variety of community engagement activities that involved face-to-face engagement via drop-in information sessions, group engagement and pop-up information sessions, Community-Council Action Team Meetings and Community Think Tank Workshops
- The Community Planning Program is ongoing and has seen Lake Cathie, Rollands Plans/Telegraph Point residents involved in plan development. Over 980 community members engaged with the process to date
- Community-Council Action teams (CCAT) have been established to help support and drive development of the Community Plans

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

- Development of a community engagement and education program is underway to enable community involvement in decision-making.
- A framework for how council consider engagement, education and communications has been developed

Council Service: Integrated Planning and Reporting

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

- An easy to read Community Report Card, highlighting Council's achievements in delivering outcomes to the community for the 2017-18 financial year, was published in November 2018
- The 2017-18 Annual Report was adopted at the Ordinary Council Meeting in November 2018 meeting legislative requirements
- The 2019-20 Operational Plan and budget was presented and adopted at the Ordinary Council Meeting in June 2019. Public exhibition, inviting community feedback, was from 21 March and 18 April 2019 with a number of community engagement popup sessions undertaken during this time

Council Service: Communications

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

- A strategic approach to communication and engagement has been endorsed by Councillors with implementation progressing
- Marketing and education campaigns are ongoing and have included a variety of communication channels to deliver a range of messages including bus stops, signage, Facebook, digital billboard, radio, television, cinema, shopping centre displays and media releases

Council Service: Governance

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

- Laurieton and Wauchope Ordinary Council Meetings were held in October 2018 and March 2019 respectively as part of the Take the Council to the Community Program

Council Service: General Manager's Office

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

- Regular meetings held with Camden Haven, Port Macquarie and Wauchope Chamber of Commerce and also Northside and Lake Cathie Progress Associations with the Mayor and Senior staff in attendance

- Ongoing meetings and or Networking events attended with Federal, State and Local members to advocate for local community needs

Council Service: General Manager's Office

Delivery Program Objective: 1.3.1 Provide effective leadership and equity

- The General Manager of Port Macquarie-Hastings Council was appointed the interim Executive Officer for the Mid North Coast Joint Organisation (MNCJO) in early 2019, a permanent Executive Officer was appointed in June 2019
- Joint Organisations teleconferences and network meetings have been attended to support this function

Council Service: Governance

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

- The 2017-18 Legislative Compliance Register was reviewed and presented to the Audit, Risk and Improvement Committee and also presented and adopted at the September 2018 Ordinary Council Meeting
- Annual Public Interest Disclosures (PID) and Government Information Public Access (GIPA) reporting was submitted in line with required timeframes
- The annual Disclosure of Interest Returns were adopted at the October 2018 Ordinary Council Meeting

Council Service: Governance

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

- Review of the Corporate Risk Register has been undertaken on a quarterly basis and presented to the Audit, Risk and Improvement Committee
- The 2018-19 Risk Management Action Plan had identified actions implemented
- The annual review of insurance coverage was undertaken and completed
- The Project Management Framework was implemented with training complete. Continuous improvement to the Project Management Framework is captured in the continuous improvement log
- The Risk Management policy was adopted at the Ordinary Council Meeting in February 2019

Council Service: Human Resource Management

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

- Implementation of Workforce Management Strategy actions identified for 2018-19 have been delivered
- The Work, Health and Safety Strategy is currently in draft with actions being identified

Delivery Program Objective: 1.3.5 Build an engaged workforce

- The annual Employee Engagement Days were delivered in May 2019, with over 500 staff participating
- Millennial workshops were held in late 2018 to identify opportunities for new ways to engage with employees
- Part 1 of the Employee Engagement Roadshow was developed and has been delivered to over 70 people leaders
- The Employee Engagement survey was completed in February 2019. Action planning sessions have commenced across the organisation

Council Service: Digital Technology

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

- Renewal of Council's technology infrastructure to provide secure and responsive information communication technology is ongoing. This includes planning for the Customer Experience Project

- Geographic Information Systems (GIS) has been provided to the organisation and community with no complaints received regarding data accuracy

Council Service: Business Improvement Office

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

- Work is ongoing to embed a culture of continuous improvement across the organisation
- An updated Business Improvement toolkit was prepared to enable the workforce to access tools to make improvements along with a series of workshops to build capacity in making improvements
- A service review program is planned to commence in 2019-2020
- The Business Improvement Office worked across various service areas to progress process improvement initiatives which including working with the Development and Environment and Digital Technology areas

Council Service: Customer interactions

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

- Over 75,000 calls were received through the customer call centre with 75% of calls answered (within 20 seconds) exceeding the set target of 75%. The call abandonment rate was 3%, achieving the set service standard of 3% or lower
- 94% of initial customer interactions were dealt with at the first point of contact
- Over 92,000 counter enquires were processed, and over 32,000 e-mails were received through Customer Service offices in Laurieton, Port Macquarie and Wauchope

Council Service: Financial Management and Assets and Property Investments

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

- The audited financial statements were lodged in October 2018 in accordance with legislated timeframes
- Investment reports tabled in accordance with required timelines
- Investment returns exceeding the benchmark for the financial year
- Financial reports tabled in accordance with required timelines
- Quarterly Budget Review Statements submitted and adopted by Council in line with required timeframes
- The 2019-20 Operational Plan and budget was presented and adopted at the June 2019 Ordinary Council Meeting

Council Service: Procurement

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

- Completion of audit action items with quarterly reporting to the Audit Committee was undertaken in line with the Procurement Strategy
- The Plant Replacement Program was delivered in line with the approved schedule

Council Service: Commercial Business Units – Glasshouse, Property and Leasing, Crematorium

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

- Operating revenue increased at the Airport by 3% in comparison to the same period last year exceeding the 3% target
- Operating revenue increased at the Crematorium by 25% in comparison to the same period last year exceeding the 3% target
- Operating revenue increased at the Environmental Laboratory by 13% in comparison to the same period last year exceeding the 3% target
- Operating revenue increased at the Glasshouse by 14% in comparison to the same period last year exceeding the 3% target

- Identified actions from the Glasshouse Strategic Plan have been delivered. A review of the Glasshouse Strategic Plan commenced in line with the Cultural Steering Group in conjunction with the recently adopted Cultural Plan
- 157 commercial leases and 73 community leases are current and operating

Council Service: Asset Management

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

- The six monthly Property Investment Strategy update report was presented to the November 2018 Ordinary Council Meeting

Council Service: Commercial Business Units

Delivery Program Objective: 1.5.4 Identify new commercially viable revenue sources

- New revenue sources identified, including review of car parking fees at the Airport, and included in 2019-20 Schedule of Fees and Charges.

Community Theme 2 – Your Community Life

What are we trying to achieve

A healthy, inclusive and vibrant community

What the result will be

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

How we know we are progressing

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

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council services

Highlights by Council Service and Delivery Program Objective

Council Service: Sports and Recreation

Delivery Program Objective: 2.1.1 Support Community Safety initiatives

- Lifeguard Services operated at Town, Flynn's, Lighthouse, Lake Cathie, Rainbow and North Haven beaches over the summer period with additional services provided at Lake Cathie to ensure lifeguard services provided coverage in peak periods
- The Surf Education Program was delivered to local schools across the region and included 38 presentations delivered to over 4,690 students

Council Service: Community Place

Delivery Program Objective: 2.1.1 Support Community Safety initiatives

- Council continued to support the Hastings Liqueur accord with ongoing campaigns. The 'RETHINK THAT SNEAKY DRINK' campaign was launched to target underage drinking in the Port Macquarie Local Government Area
- As part of the Graffiti Blasters Program training session for students were undertaken to encourage awareness of the removal of graffiti tags

- Approximately 300 tags per month and approximately 200 hours of volunteer time was donated per month from 1 July 18 to 30 June 2019 supporting the Graffiti Program

Council Service: Emergency Management

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

- Coordination and support provided to emergency services as required
- Works were undertaken in relation to the Pappinbarra Fires to replace culverts
- Works were undertaken in relation to Hannam Vale Road flood damage

Council Service: Compliance

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

Monitoring and taking action to ensure compliance issues are managed has seen a range of inspections undertaken from 1 July to 31 December 2018, some of which have included:

- 306 pool inspections undertaken
- 836 risk based audit inspections relating to on-site sewage undertaken
- 287 inspections relating to development approvals and building, environmental, public health and on-site sewage standards undertaken
- 47 fire safety inspections were undertaken
- Over 1,600 offences recorded by Council Rangers in relation to parking, beach patrols, illegal signage and sale of goods on roads
- Over 735 companion animal incidents were recorded and actioned

Council Service: Commercial Business Units - Environmental Testing

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

- Sampling, analysis and reporting of operational and regulatory requests at the Laboratory were completed within the set service standards and budgets
- National Association of Testing Authority corporate accreditation maintained

Council Service: Community Place

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

- Focus on youth initiatives has seen a youth forum held with the Governor of NSW. A Youth Summit was also held as part of Youth Week and a grant has also been secured for a Youth Leadership Program
- Two rounds of Community Grants were delivered and funding distributed
- 24 Community Groups were successful in obtaining grant funding in Round 1 of the Community Grants Program and Round 2 saw a further 12 Community Groups obtain funding which has supported activities across the local government area
- The Draft Community Inclusion Plan was presented to the Executive in June 2019 for comment before a further report will be presented to Council. The plan will determine focused actions for Seniors, Youth, Aboriginal, Multicultural, Lesbian, Gay, Bisexual, Transgender, Intersex and Questioning (LGBTIQ) communities

Council Service: Community Place

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

- A number of actions have been delivered as part of the Disability Inclusion Action Plan some of which included:
 - o Hosting two Autism and Emergency Service Workshops
 - o Co-ordination of the Access Committee Meetings. The committee undertook a review of the 'Charlie Uptin Walk' accessible viewing platform
 - o Delivery of a Prevention of Elder Abuse presentation with the NSW Trustee and Guardian, Seniors Rights Services, NSW Fair Trading and Community Legal Centre
 - o Providing assistance to the Long Flat Community Centre with a grant application for an accessible (disability) toilet
 - o Developing an app for accessible (disabled) car parking spaces

Council Service: Recreation and Buildings and Community Place

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

- A range of actions were implemented as part of the Recreation Action Plan some of which included:
 - o Sancrox/Thrumster Sports Fields - The Development Application associated with site earthworks has been approved. Documentation for engagement of a consultant to undertake detailed designs commenced
 - o Westport Park - Riverwall and pathway upgrade complete
- The Sporting Facility renewal and upgrade program is being undertaken with actions including:
 - o Blackbutt Park facility upgrade and replacement of park furniture has work commenced
 - o Port Macquarie-Hastings Hockey Facility has lighting installed to Field 2
 - o Port Macquarie Regional Sports Stadium - lighting installation is complete with construction of new training field commenced and scheduled for completion in September 2019
 - o Oxley Oval – Sporting Infrastructure Upgrade has the incoming power supply complete. Construction of the sports clubhouse has been delayed while project partners seek finalisation of funding deed
- The Mayors Sporting Fund has distributed over \$16,000 this financial year as a result of fund raising events held to help support youth achieve sporting aspirations
- Regional Master Planning for recreational facilities included:
 - o The Draft Laurieton Sporting Complex Master Plan adopted in June 2019. The Section 355 Committee elected to utilise the 2019-20 Operational Plan budget to fund part of the main facility building upgrade
 - o The Draft Master Plan for Flynn's Beach was presented to the July 2019 Ordinary Council Meeting with further community engagement to be undertaken
 - o The Master Plan for Bain Park Wauchope is yet to commence and will align with the Wauchope Community Plan development
- Camden Haven River recreational boating improvements including boat ramps upgrades at Bruce Porter and Dunbogan Reserves are complete
- Hastings River recreational boating improvements is in the initiation phase, pending design commencement

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

- Maintenance program works for parks, reserves, sporting fields and beaches across the local government area was undertaken with actions including:
 - o Maintenance of park furniture in Camden Haven, Wauchope and Port Macquarie
 - o Preparation of sites for events including markets and weddings
 - o Inspection of all playgrounds and repairs undertaken
 - o Ongoing Sports field preparation for weekly fixtures
 - o Mowing of all parks and reserves
 - o Cleaning of bin hides and bubblers
 - o Mowing of cemeteries
- All four pools managed in accordance with the pool management and operational guidelines with programmed and reactive maintenance undertaken
- Park furniture renewals including the donated seats program delivered
- Playground replacements at Herons Creek Reserve, Wall Reserve, Foreshore Reserve and Pioneer Park complete
- The Recreational Walkway Replacement program was undertaken with boardwalk replacements works at Kooloonbung Creek Nature Park complete
- The maintenance program for beaches was undertaken with actions including
 - o Detailed beach grooming undertaken at all high profile beaches
 - o Beach accesses maintained and cleaned as required
- The maintenance program for boat ramps, wharves and jetties was undertaken in accordance with the approved maintenance schedule
- Rocks Ferry Reserve riverbank revetment extension work is ongoing

- Westport Park - Riverwall and pathway upgrades complete
- Skatepark renewal at Kendall is pending initiation phase of the project and will continue into 2019-2020
- Construction of a new Park at Crestwood Park is complete
- Community engagement undertaken for Kew Community Park with designs ongoing and will continue onto 2019-20
- Community engagement undertaken for the Coal Wharf Reserve upgrades to install a sub-surface drainage system, concept designs complete and will continue onto 2019-20

Council Service: Building Maintenance

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

- Scheduled and reactive maintenance programs of all Council-owned buildings including office furniture replacement was undertaken
- Building rectification works undertaken in line with Council Building Asset Management Plan

Council Service: Recreation and Buildings

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

- Port Macquarie Coastal Walk upgrades had the Westport Park segment completed in November 2018, the Charlie Uptin segment is scheduled to commence and the Doctors Walk segment is currently in the design phase
- Wayne Richards Park – Stage 3B detailed designs are ongoing and will continue into 2019-20
- Flynns Beach upgrade to the sea wall has construction commenced in May 2019 and will continue into 2019-20
- Hastings Regional Sporting Facility - Stage 1 development has design works progressing with construction planning and phasing under development
- Upgrades to Kooloonbung Creek Foreshore from Gordon to Hayward Street is complete
- Town Centre Master Plan improvements has works on the Gordon Street Bridge underpass continuing and ongoing into 2019-20
- Design for the Port Macquarie Off Leash Dog Exercise Park has concept plans developed for a facility at Stuart Park. This project also forms part of Council's RSIF project
- The Wauchope off leash dog park is complete. The Port Macquarie facility now forms part of the broader upgrade to Stuarts Park Regional Sporting Precinct and will continue into 2019-20
- Concept plans for Mrs Yorks Garden have been adopted. Heritage Office approvals are currently being sought to allow for Master Plan implementation to commence

Council Service: Community Place - Library

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

- The annual library events program was delivered with a range of children's and adult programs which included a program of live stream concerts from the Sydney Opera House
- Library membership increased from 33,087 as at 30 June 2018 to 34,231 as at 31 July 2019
- New Library spaces have been created and have included new study rooms and technology spaces
- The Library Strategic Plan is currently in draft and under review
- The new Library webpage has been developed

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

- A wide range of community activities and events have been held across the local government area some of which have included:
 - o 2019 Countdown to Christmas

- o Mayors Sporting Fund Golf Day,
- o Autism and Emergency Services Workshops and
- o Youth Week

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

- A range of actions were implemented as part of the Volunteer Program, volunteers donated time and resources in a variety of programs and projects

Delivery Program Objective: 2.5.1 Support cultural activities within the community

- The Cultural Plan was adopted in late 2018 with the plan having 30 actions to be delivered by 2021
- A range of performing arts events were presented at the Glasshouse some of which included: TWO by Ensemble Theatre, The Gruffalo Live on Stage, The Sapphires and the Sydney Writers Festival
- A range of visual arts events were presented at the Glasshouse some of which include:
 - o Northern Exposure exhibition, Jason Wing - Artist in Residence, Primavera at 25 - HSC student workshop, the Archibald Prize, 2017 Regional Tour and ArtExpress

Community Theme 3 – Your Business and Industry

What are we trying to achieve

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

What the result will be

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

How we know we are progressing

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

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council service

Highlights by Council Service and Delivery Program Objective

Council Service: Economic Development

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

- Implementation of the Economic Development Strategy has included actions such as:
 - o Supporting the growth of The Hub pop-up co-working centre
 - o Supporting the 2019 Mid Coast Careers Market
 - o Completion of a Business Confidence Survey with over 400 businesses participating
 - o Supporting Transport for NSW international airfreight pre-feasibility study
- Implementation of the Small Business Friendly Council Program has included major initiatives such as a Local Preference Policy (LPP) and Outdoor Dining Policy (ODP) and work commenced to draft an outdoor trading policy

Council Service: Strategic Land Use Planning

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

- Proposed location of the future Airport Business Park has the draft planning proposal received including biodiversity certification outcomes. A report was presented to the Ordinary Council meeting in June 2019
- Investigations regarding the capacity of land at the intersection of Ocean Drive and Houston Mitchell Drive Lake Cathie, for potential service industrial development had the assessment report on the planning proposal presented to the Ordinary Council Meeting in April 2019. The planning proposal has also been forwarded to the Department of Planning, Industry and Environment

Council Service: Economic Development

Delivery Program Objective: 3.1.3 Implement Major Events Strategy

- Implementation of actions within the Major Events Strategic action plan has seen Council support 23 major events. These events resulted in a combined economic impact of over \$36 million for the community

Delivery Program Objective: 3.1.4 Implement the Destination Management Plan

- Implementation of actions from the Destination Management Plan has included:
 - o Delivery of a winter campaign and Fly Port Macquarie campaign
 - o Ongoing support provided to Destination North Coast for the creation of a Business Events Bureau
 - o Completion of procurement for Destination PR services
- Visits to the destination website increased by over 46.2% (year on year) this represents an increase in users from over 251,700 2017-18 to over 367,900 in 2018-19
- The Destination Management Plan review is ongoing. Consultation with Greater Port Macquarie Tourism Marketing sub-committee was undertaken

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

- Supporting town and village initiatives that will provide activation and economic return, some actions have included:
 - o Supporting the Wauchope Main Street upgrade
 - o Outdoor trading and A-frame sign fee waiver for towns and villages commenced
 - o Visual merchandising workshop held in Laurieton
 - o Support provided for the Creative Wauchope festival
 - o The installation of town and village signage has seen community engagement undertaken on proposed symbolism and was facilitated through the Community Planning process

Council Service: Airport

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

- Port Macquarie Airport Terminal upgrade - Stage 1 construction is complete
- Port Macquarie Airport Parallel Taxiway - Stage 2 works has concept designs finalised and environmental assessment ongoing
- Biodiversity certification agreement is progressing with implementation post approval
- Over 214,700 passengers passed through Port Macquarie Airport

Council Service: Economic Development

Delivery Program Objective: 3.3.2 Promote investment, education and lifestyle opportunities

- Promoting local growth and opportunities within and outside the region is has included undertaking actions such as:
 - o Review and updates to the Investment Prospectus is complete
 - o Broader place messaging through marketing channels has included videography undertaken for the live, work, invest video campaign

Delivery Program Objective: 3.4.2 Support local business networks

- The Business Hub is meeting regularly with 75% attendance and is actively involved with “The Hub’ business and co-working space

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

- The Business Hub met regularly and is actively involved with The Hub business and co-working centre
- Engagement with local Chambers of Commerce and other business/industry representative groups is ongoing
- Expanding the local free Council Wi-Fi network has seen the Port Macquarie Airport Terminal and Port Macquarie Pool now live

Community Theme 4 – Your Natural and Built Environment

What are we trying to achieve

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

What the result will be

- Effective management and maintenance of essential water, waste and sewer infrastructure
- A community that is prepared for natural events and climate change
- Sustainable and environmentally sensitive development outcomes that consider the impact to the natural environment
- Accessible transport network for our communities
- Infrastructure provision and maintenance that meets community expectations and needs
- Well planned communities that are linked to encourage and manage growth
- Accessible and protected waterways, foreshores, beaches and bushlands
- An environment that is protected and conserved for future generations
- Renewable energy options that are understood and accessible by the community

How we know we are progressing

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

We know we are progressing on delivering outcomes to the community against the Delivery Program objectives as achievement highlights can be seen below against specific council services

Highlights by Council Service and Delivery Program Objective

Council Service: Water Supply

Delivery Program Objective: 4.1.1 Plan, investigate, design and construct water supply assets ensuring health, safety, environmental protection and security of supply for the future growth of the region

- Construction of the Sancrox to Thrumster truck main has the design phase complete with construction to continue into 2019-20
- Koorie Island high voltage incoming electrical upgrades complete
- Area 14 reclaimed trunkmain outlet construction at Bonny Hills is ongoing

- Construction of the Thrumster reclaimed water supply rising main to the reservoir has designs nearing completion and will continue into 2019-20
- Construction of the Beechwood Rosewood Reservoir is ongoing and is expected to be complete in the first quarter of 2019-20
- Construction of the Southern Arm Truck Main - Cowarra balance Tank to Pacific Hwy is complete

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

- Water asset replacement and renewal program undertaken in accordance with the program

Council Service: Sewerage

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

- Construction of the Port Macquarie Sewer rising main (PMSP71) has the detailed design phase complete and construction phase progressing towards commencement in 2019-20
- Provision of centralised sewerage systems for Comboyne, Long Flat and Telegraph Point as part of the small town sewerage program had construction commenced in October 2018 and is ongoing
- Lakewood/Kew (Area 15) sewerage upgrades to cater for future development is progressing. The project is delivered in partnership with NSW public works and design and investigation phase is programmed to continue into 2019-20
- Construction of the Area 14 reclaimed Inlet trunk main (DN250), Bonny Hills has designs nearing completion and will continue into 2019-20
- Construction of the sewer rising main from Camden Haven Pump Station #1 to Dunbogan Bridge complete
- Wauchope Sewer Treatment Plant Office construction complete
- Camden Haven reticulation augmentation complete
- Laurieton sewer rising main to Dunbogan Bridge is complete

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

- Programmed replacement of sewerage assets including sewer pumps and electrical switchboards complete
- Programmed replacement of Sewer Treatment Plant electrical and mechanical assets including instruments complete
- Sewer assets replacement and maintenance program for odour control installations, sewer rehabilitation renewal and realigning works complete

Council Service: Stormwater and Drainage

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

- Stormwater remediation works at Calwalla Crescent has design phase complete. Construction commenced and is ongoing

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

- Settlement Shore and Broadwater canal maintenance undertaken as required
- Major canal maintenance and dredging at Settlement Shore canals has works scheduled to commence and will be ongoing into 2019-20
- The Stormwater Renewal Program has been undertaken with actions including:
 - o Planning phase complete for Stormwater Relining at Fairmont Gardens, Wauchope
 - o Stormwater Relining at 559 Ocean Drive, North Haven, Bell St Dunbogan, 5 Cook St, North Haven and Andrews Park, Wauchope and repairs to the stormwater line underneath Andrews Park, Wauchope complete

- Investigation of stormwater remediation options for the Panorama Drive catchment has design phase complete
- Construction of stormwater flooding mitigation measures at Rodley Street Bonny Hills has construction commenced and will continue into 2019-20
- Capturing stormwater condition data for stormwater asset management is ongoing with results being used to guide the development of the stormwater renewal program
- Investigations of stormwater remediation options at Bellbowrie/Bay Street catchment area has design underway and progressing towards completion
- Construction of stormwater remediation measures for Stage 2 at Batar Creek Road Kendall is complete
- Detailed designs of stormwater remediation measures identified in the Westport stormwater Management Plan has stormwater catchment analysis and design phase progressing
- Designs for stormwater remediation at 10 Dilladerry Cres Port Macquarie complete
- Designs for stormwater remediation at Lincoln Rd/Racewyn Close complete

Service: Waste Management

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

- Kingfisher Waste Depot expansion has detailed designs near completion and will continue into 2019-20
- The Waste Education Program was delivered to 17 local schools with over 3,500 primary school students participating
- Replacement of three transfer bins at Wauchope Transfer Station complete
- Illegal Dumping Clean Up / Prevention Program is ongoing
- Facility upgrade and expansion approvals for the Cairncross Waste Depot is ongoing
- Port Macquarie Hastings Fishing Little project complete

Council Service: Natural Resource Management

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

- Maintenance programs for bushfire mitigation works on Council land were delivered in accordance with the Bushfire Risk Management Plan
- The Draft North Brother Local Catchment Flood Study was placed on public exhibition in May 2019 seeking community feedback
- Implementation of strategies of the Lake Cathie Coastal Zone Management Plan including stormwater outlet repairs at Middle Rock and Chapana Street complete
- The flood study relating to detailed investigations for the Hibbard Floodway was placed on public exhibition in June 2019 seeking community feedback

Council Service: Development Assessment

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

- Development assessment, building certification and subdivision certification activities were completed efficiently and in accordance with legislation
 - o Over 1,030 Development Applications with an average processing time of 42 days
 - o Over 170 Development Application modifications processes with an average processing time of 35 days
 - o Over 520 Building Construction Certificates with an average processing time of 10 days, and
 - o Over 75 Complying Development Certificates with an average processing time of 12 days
- No successful legal appeals were recorded in relation to processing errors for development applications

Council Service: Roads, Bridges and Transports

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

- Construction of new footpath undertaken at locations including:
 - o Central Road, Port Macquarie
 - o Hill Street, Port Macquarie
 - o Ocean Drive, North Haven
 - o The Parade, North Haven
 - o Kendall Road, Kew
- Construction of improved pedestrian amenity for Wauchope Main Street – Stage 1 has construction underway and will continue into 2019-20
- Construction to replace bridge over Harty's Creek on Comboyne Road has construction complete
- Continuation of detailed design of dual lanes on Lake Road Port Macquarie - Jindalee to Fernhill intersections and Chestnut Road to Ocean Drive has designs ongoing
- Detailed designs for Hastings River Drive, Hughes Place to Boundary Street upgrade are progressing with expected completion of designs by late 2019
- Newport Island Road roundabout construction on Hastings River Drive complete
- Dunbogan Bridge substructure rehabilitation work has commenced and will continue into late 2019
- Kindee Bridge structural repairs and bridge replacement optioneering has initial repairs complete. Stage 2 works to continue into 2019-20
- Corridor planning for the regional road corridor - Kendall Road - Ocean Drive - Hastings River Drive has traffic counts complete with preparation of tender documents underway to appoint a contractor to assist with the project
- Kew Main Street has designs ongoing, project will continue into 2019-2020
- Broad analysis of priorities for sealing of unsealed roads completed
- Bago Road pavement rehabilitation, Milligans Road to Pacific Highway is complete with final seal planned in September 2019
- Beechwood Road pavement rehabilitation east of Riverbreeze Drive has final bitumen seal scheduled for September 2019
- John Oxley Drive upgrade at The Ruins Way to Wrights Road Oxley Highway has designs underway and will continue into 2019-2020
- Undertaking the sealed road network condition survey has the project scope developed, contractor engaged and data collection commenced
- Ocean Drive duplication from Matthew Flinders to Greenmeadows has the business case under review by Transport for NSW, with construction funding announced in the NSW State budget
- Design and investigations for Gordon Street Pavement reconstruction between Ocean Drive and Horton Street is ongoing and will continue into 2019-20
- Sealing of the access road to the car park at Wall Reserve Car park is complete
- Car Park resealing works at Wall Reserve complete
- Planning and installation of new bus shelters as per the Community Passenger Transport Infrastructure Grant Scheme (CPTIGS) has included: Ongoing planning for:
 - o Port Macquarie Airport
 Bus shelters installed at:
 - o High Street, Wauchope
 - o Cameron Street, Wauchope
 - o Beechwood Road, Beechwood (two)
 - o Pacific Drive, Port Macquarie
 - o Ocean Drive, Port Macquarie
 - o Ocean Drive, Lake Cathie (two)
 - o Granite Street, Port Macquarie
 - o Greenmeadows Drive, Port Macquarie (three)
 - o Hastings River Drive, Port Macquarie
 - o Ocean Drive, West Haven
- Upgrades to the ferry access for Settlement Point and Hibbard Ferries is ongoing and will continue into 2019-2020
- The Beach-to-Beach shared path project at Camden Haven has construction of the Stage D9 pathway complete. A feasibility study and environmental pathways assessment will be undertaken for the remaining sections

- Lighthouse Road Tourism Connectivity Project - Lighthouse road east upgrades from Matthew Flinders Drive to The Lighthouse has construction commenced and is continuing into 2019-20
- Community engagement on the Orbital Road was undertaken
- Gordon/Horton Street intersection upgrades has design work commenced
- Telegraph Point Pedestrian safety upgrades for new footpaths and pedestrian refuges has planning project complete and design work commenced

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

- The Road Rehabilitation Programme has included completion of the following projects:
 - o Bago Road, (Milligans to Herons Creek) Herons Creek - final bitumen seal in September 2019
 - o Beechwood Road, (Riverbreeze to Waugh Street) Wauchope - final bitumen seal in September 2019
 - o Colonial Circuit, Wauchope
 - o Burrawan Drive, Wauchope
 - o Fairmont Drive, Wauchope
 - o Range Street, Wauchope
 - o Bransdon Street, Wauchope
 - o Bay Street, Port Macquarie
 - o Bellbowrie Street, Port Macquarie
- The Road Reseal Programme has included completion of the following projects:
 - o Lighthouse Beach (Local Roads), Port Macquarie. The reseals were completed from January to March 2019. Resealing of Matthew Flinders Drive is planned for September 2019
- The Unsealed Road Maintenance Program has included completion of resheeting, grading, drainage and vegetation and rural roadside vegetation clearing as per the assessment criteria from Council's road risk rating and road hierarchy system
- The Sealed Road Network Maintenance Program has included completion of resurfacing, heavy patching, vegetation management, roadside furnishing and drainage as per the assessment criteria from Council's road risk rating and road hierarchy system
- The Bridges and Culverts Maintenance and Repair Program included completion of inspections, monitoring and bridge repair works as per the assessment criteria from Council's road risk rating and road hierarchy system
- Bridgeworks and Road Rehabilitation Program was complete as per the assessment criteria from Council's road risk rating and road hierarchy system
- Reactive maintenance to Koala Food Trees and Koala Fencing on the Link Road (Ocean Drive) was undertaken in accordance with the program

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

- Implementation of the Road Safety Action Plan included delivery of two projects:
 - o Distracted Driver Action Plan implementation
 - o Safety Around Schools
- The Area Wide Traffic Study report has been received and a summary report will be presented to Council in 2019
- Installation and maintenance of street lights has included upgrade investigations, designs and delivery undertaken

Council Service: Strategic Land Use Planning

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

- Local Environmental Plan (LEP) and Development Control Plan (DCP) amendments for the proposed Yippin Creek urban release area to the west of Wauchope has consultants engaged for bushfire, flooding and stormwater with fee proposals being assessed for biodiversity
- Preparation of LEP, DCP and Contributions Plan (CP) provisions for the Port Macquarie Health and Education Precinct had the draft Master Plan exhibited with outcomes to be reported to Council

- The Stage 1 review of the Port Macquarie-Hastings Development Control Plan 2013 has project planning commenced. The NSW Department of Planning, Industry and Environment is developing a standard DCP format in the future which will also assist to inform the review
- A review of the housing related LEP and DCP provisions to promote housing choice options will have a consultant engaged to prepare a Local Housing Strategy and will continue into 2019-20
- Preparation of LEP, DCP and CP provisions for the “gateway sites” at the intersection of the Pacific and Oxley Hwy had the planning proposal placed on public exhibition in April and May 2019. A report on outcomes was reporting to Council in June 2019 to finalise the Planning Proposal and DCP

Delivery Program Objective: 4.5.2 Plan for infrastructure that supports population growth

- The Roads, water and sewerage works program under preparation prior to commencing the review of the Major Roads Contribution Plan and Water and Sewerage Development Servicing Plans

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

- Implementation of the Weed Management Program has included delivery of outcomes such as:
 - o Over 620ha of land treated for invasive weeds
 - o Over 850kms of weed dispersal routes treated
 - o Over 720ha of Bushland under active management
 - o Over 320km of riparian restoration works were undertaken
- Delivering bushfire preparedness and planning programs to the community is has been undertaken including joint collaboration with Rural Fire Services
- Ongoing education provided to residents, industry and community groups on Council’s tree management requirements within the Port Macquarie-Hastings 2013 tree management Development Control Plan
- Over 1,280 customer requests relating to tree matters have been handled during 1 July 2018 to 30 June 2019 including those relating to public, private matters and illegal tree works
- Estuarine Lake Linkages Program was undertaken

Council Service: Asset and Property Investments and Building Maintenance

Delivery Program Objective: 4.7.1 Promote renewable energy outcomes within Council

- LED lighting upgrades complete for the Port Macquarie-Hastings Council office building
- Wauchope and Kendall Pool were identified as existing Council facilities that were suitable to install solar energy systems. Preliminary works completed, with the projects to continue into 2019-20
- Implementation of the Long Term Energy Strategy actions has seen the six monthly update reports presented to the November 2018 and April 2019 Ordinary Council Meetings

Council Service: Water Supply

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

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

Council Service: Sewerage

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

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

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

- Delivering bushfire preparedness and planning programs to the community has been undertaken including joint collaboration with Rural Fire Services

Delivery Program Objective: 4.8.3 Promote Biodiversity Programs

- The Draft Biodiversity Strategy was reviewed and placed on public exhibition. Implementation of actions will commence into 2019-20

Rates and Charges Written Off

In accordance with the Local Government (General) Regulation Clause 132

The amount of rates and charges written off during the year were as follows: (including rates reduced or waived for pensioners)

Summary of rates and charges written off during 2018-2019	
Abandoned Pensioners	
General Fund Rates	\$1,497,325.59
Environmental Levy	\$31,626.72
Sewerage Services Annual Charges	\$633,832.56
Domestic Waste Annual Charges	\$514,512.05
Other Waste Annual Charges	\$1,309.63
Water Supply Annual Charges	\$666,115.30
	\$3,344,721.85
Pensioner Subsidy received from Office of Local Government	\$1,839,450.14
Net cost to Council for Abandoned Pensioners	\$1,505,271.71
Abandoned Other	
General Fund Rates	\$37,960.30
Environmental Levy	\$373.69
Water Supply Annual Charges	\$5,717.64
Sewerage Services Annual Charges	\$0.18
Domestic Waste Annual Charges	(\$75.58)
Other Waste Annual Charges	\$108.00
Onsite Effluent Annual Charges	\$0.00
Water Supply Usage Charges	\$166,663.74
Sewerage Services Usage Charges	\$6,478.97
	\$217,226.94
Abandoned Interest	
General Fund	\$0.00
Onsite Effluent Annual Charges	\$0.00
Sewerage Services	\$5.69
Water Supply	\$1,166.11
	\$1,171.80
Total Rates and charges written off 2018-2019	\$3,563,120.59
Less: Pensioner Subsidy received from Office of Local Government	\$1,839,450.14
Net Rates and charges written off 2018-2019	\$1,723,670.45

Mayor and Councillor Expenses

In accordance with the Local Government (General) Regulation Clause 217 (1) (a1)

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The total amount of money spent on providing facilities and payment of expenses is outlined in the table below.

Details	Amount (\$)
Mayoral Allowance	\$62,816.89
Councillor Fees	\$157,958.72
Sub Total	\$220,775.61
Dedicated office equipment allocated to Councillors	\$629.65
Telephone calls made by Councillors	\$6,312.82
Councillor attendance at conferences and seminars	\$9,435.36
Training of councillors and provision of skill development	\$11,077.27
Interstate visits by councillors, including transport, accommodation and other out-of-pocket travelling expenses	\$8,720.67
Overseas visits by councillors, including transport, accommodation, and other out-of-pocket travelling expenses	\$0.00
Travel within the local government area and NSW	\$13,463.84
Expenses of any spouse, partner or other person who accompanied a councillor, being expenses payable in accordance with the guidelines	\$0.00
Expenses involved in the provision of care for a child or an immediate family member of a councillor	\$0.00
Other expenses (including catering, stationery, printing, sundries)	\$9,300.60
Sub Total	\$58,940.21
Total Costs	\$279,715.82

Mayoral Discretionary Fund

Pursuant to the reporting requirements of Council's Mayoral Discretionary Fund Policy, a total of \$12,979.89 was discretionally allocated by the Mayor for the period.

Register of Overseas Travel

Overseas visits undertaken in 2018-2019 by Councillors, Council Staff and other Council Representatives in accordance with the Local Government (General) Regulation Clause 217(1)(a1).

Councillors or other Council Representatives

There has been no overseas travel undertaken during 2018-2019.

Contracts awarded greater than \$150,000

In accordance with the Local Government (General) Regulation Clause 217(1)(a2)

Contractor	Goods/Services or Works Description	Value (\$)
AMAC Holdings Pty Ltd trading as Alfresco Shade	Port Macquarie Town Square Shade Structures	\$205,480
AT&L Associates Pty Ltd	Hastings River Drive Upgrade - Pre-Construction	\$503,476
A W Edwards Pty Ltd	Port Macquarie Airport Terminal Building Upgrade	\$8,616,504
Birdon Pty Ltd	Maintenance dredging for the Settlement Shores Estate canals	\$858,949
BlueFit Pty Ltd	Operation and Management of Four Council Owned Swimming Pools	\$1,717,333
Calibre Professional Services	Westport Drainage Study and Detailed Design of Stormwater Remediation	\$196,660
Coffs Harbour City Council trading as Coastal Works	Laurieton Sewer Rising Main SPS No.1	\$822,465
Duratec Australia Pty Ltd	Construction of Pile Strengthening and Bridge Repairs - Dunbogan Bridge	\$3,978,412
Eire Constructions Pty Ltd	Construction of Lighthouse Road East Upgrade	\$1,123,851
Exeloo Pty Ltd	Supply of a Fully Automated, Self Cleaning Toilet Facility	\$221,100
Green Construction and Management Pty Ltd	Construction of Wauchope Main Street - Improve Pedestrian Amenity	\$2,517,064
Ledonne Constructions Pty Ltd	Design and Construction of Underbores - Beechwood and Bonny Hills	\$611,207
Ledonne Constructions Pty Ltd	Comboyne, Long Flat and Telegraph Point Sewerage Schemes - Construction	\$24,936,593
MCR Building Pty Ltd	Alterations and Additions Port Macquarie Library	\$215,507
Monitor Industries Pty Ltd t/as Monitor Lifts	21m Elevated Work Platform	\$150,975
Newcastle Weighing Services Pty Ltd	Kingfisher WTS Supply and Install Weighbridges and Gate Office	\$430,019
NSW Public Works Advisory	Provision of Integrated Water Cycle Management Phase 2 Supplementary Report	\$255,728
NSW Public Works Advisory	Kew Sewage Treatment Plant Upgrade - Public Works Advisory Project Management	\$1,341,225

Contractor	Goods/Services or Works Description	Value (\$)
RPS Manidis Roberts Pty Ltd trading as Straight Talk	Orbital Road Communications Strategy and Community Engagement	\$199,403
StateCover Mutual	Workers Compensation insurance	\$992,835
Terex Australia Pty Ltd	Supply and Delivery of a Lift and Carry 4WD Crane	\$370,645

Legal Proceedings

In accordance with the Local Government (General) Regulation Clause 217 (1)(a3)

Expenses incurred as at year ended 30 June 2019 in relation to legal proceedings were as follows:

Matter	Nature of Proceeding	Status / Outcome	Costs (\$)
Amber Healing Farm, 87 Stingray Creek Road	Development without consent	Ongoing.	\$4,246
Lot 101 Ocean Drive Grants Head	Unlawful development	Finalised. Enforceable Undertaking entered into.	\$183,291
2325 Oxley Highway Wauchope	Development without consent	Ongoing.	\$62,027
58 The Boulevard, Port Macquarie	Unlawful development	Finalised. Complied with Council's direction.	\$4,494
68 Chepana Street, Lake Cathie	Adding contrary to Notice. Damage to Council property	Finalised. Fines issued and costs awarded.	\$11,678
Houston Mitchell Drive	Contravention of <i>National Parks and Wildlife Act 1974</i>	Finalised. Enforceable Undertaking entered into.	\$26,917
Philip Charley Drive, Port Macquarie	Appeal Council's refusal for development consent	Finalised. Judgement in favour of applicant. Development consent granted.	\$19,302
Taylor v PMHC (2010)	Resolution of Costs	Ongoing.	\$20,273
Gates v PMHC	GIPA - access to information	Ongoing.	\$31,210
BDM v PMHC	Appeal Breach of Development Consent	Finalised. Fines issued and costs awarded.	\$10,269

Resolutions made under Section 67 concerning work carried out on private land

In accordance with the Local Government (General) Regulation Clause 217(1)(a4)

Council did not resolve to undertake any Private Works during 2018-2019.

Statement of external bodies exercising delegated function by Council

In accordance with the Local Government (General) Regulation Clause 217(1)(a6)

No external bodies exercised functions delegated by Council during 2018-2019.

Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which council held a controlling interest

In accordance with the Local Government (General) Regulation Clause 217(1)(a7)

There are no companies which Council held a controlling interest during 2018-2019.

Statement of all corporations, partnerships, trusts, joint ventures, syndicates or other bodies in which the Council participated

In accordance with the Local Government (General) Regulation Clause 217(1)(a8)

Arts Mid North Coast (AMNC)

Council continues to support Arts Mid North Coast (AMNC). AMNC is a regional non-profit incorporated organisation and a peak body for arts and cultural development across the Mid North Coast region. The organisation works within the following seven local government areas: MidCoast, Port Macquarie-Hastings, Kempsey, Nambucca, Bellingen and Coffs Harbour.

AMNC has been in existence for over 12 years and is part of a state network of 13 Regional Arts Boards. This network provides the framework for arts and cultural development across regional and rural NSW, predominantly for local community art organisations. Each Council contributes financially to the running of the organisation according to a per capita formula applied to all local government areas, and has a representative member on the board.

The Executive Officer works across all six local government areas, and aims to engage with all relevant sectors of the regional community to promote, facilitate and advocate for excellence in arts and cultural development across the Mid North Coast region.

Assisting with grant applications, project plan implementation and support to Cultural Development in the areas through strengthening local cultural groups. AMNC has played a role on the NSW Accessible Arts Steering Committee and liaises with Council's Cultural Steering Group. PMHC Councillor is currently the Chair of the AMNC Board.

Mid North Coast Library Cooperative

Council has been part of the Mid North Coast Cooperative Library Service since 1980. The Cooperative enables rationalised purchasing of both online and physical resources, which are then made available to all residents of Kempsey and Port Macquarie-Hastings local government areas. All resources are shared and physical items can be requested from any branch library.

Council's library service has also formed partnerships with Charles Sturt University, Hastings Autism and Asperger's Resource Group and Port Macquarie and District Family History Society to house their respective collections.

Mid North Coast Joint Organisation

Council is a member of the Mid North Coast Joint Organisation (MNCJO) along with Bellingen Shire Council and Kempsey Shire Council.

The NSW Government established Joint Organisations (JOs) under the *Local Government Act* 1993 (the Act) in 2018. Council resolved to join the MNCJO in March 2018. As per information provided by the Office of Local Government (OLG), this Act allows for Councils to voluntarily join new JOs to strengthen regional coordination and improve the delivery of important infrastructure and services for communities through strategic planning, collaboration, shared leadership and advocacy.

The NSW government has stated that JOs will transform the way local and state governments work together to plan and deliver the things that matter to regional communities. JOs will give local Councils a seat at the table in planning for important regional infrastructure and investment. The first MNCJO Board meeting took place on 13 June 2018.

Council Art Collection

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Council continues to manage the Council Art Collection, which is housed at the Glasshouse. Many of the works were exhibited in four Glasshouse Gallery exhibitions throughout 2018-2019, as well as being displayed in the Glasshouse foyers and conference and meeting rooms.

Headspace

Headspace commenced delivering services to young people in January 2013 and has been very successful in increasing young people's mental health awareness in the community. Council has been working closely with Headspace to develop activities and programs for young people through partnerships with Council's Youth Advisory Council.

Council continued to partner with Headspace for many events, activities and programs including; Homelessness matters day, Luminosity, and Youth Week. These actions will continue into the future.

Youth Partnership

The Department of Family and Community Services (FACS) funded \$51,040 for the Community Participation Officer – Youth position within Council until 30 June 2019. The service agreement included providing information, support, and programs and events for young people aged between 12-25 years. This funding has been in place for many years.

The funding source from FACS has been transitioning over the past 2 years and is now changing to target Early Intervention. This is a direct services approach that looks to support the most vulnerable within the community, including Aboriginal children aged 0-3, Aboriginal Families and Aboriginal young mothers. The FACS funding no longer supports general youth services and activities.

Conservatorium Mid North Coast

The Conservatorium Mid North Coast (CMNC) is an Incorporated Association dedicated to furthering the musical talent of the Mid North Coast of NSW. The Conservatorium aims to create a vibrant, creative, cohesive and active music and performing arts culture across the MidCoast and Port Macquarie-Hastings Local Government Areas, a culture that embraces and supports the need for quality music education and understands links with the broader arts, community development and creative industries sectors.

Port Macquarie-Hastings Council continues to work with the CMNC through the presentation of Free Friday lunchtime concerts for the community. These concerts are held in vacant spaces in the Glasshouse and in the Hay Street forecourt, utilising existing space and activating the precinct.

This program provides local musicians the opportunity to perform publicly within a professional capacity and opportunities for the community to engage in arts and cultural experiences at no cost. The program has grown significantly in popularity, in regards to attendance by the community. During the past twelve months, approximately 3,611 people have attended the free concerts and approximately 478 performers/artists have had the opportunity to perform in a public setting.

Beach to Beach Riverwalk

Beach to Beach is a community group that formed in 2014 to build a multiuse path to link Grants Beach in North Haven to Pilot Beach in Dunbogan. Council has been working with the group for four years, has provided funding and construction support, and has a staff member on the Committee.

Schools to Schools

Schools to Schools is a community group that formed to build a multiuse path to link Kendall Public School to Laurieton Public School. Council has supported the group through providing funding, constructing path sections and by acting as a liaison between all relevant parties involved in the project.

Creek to Creek

Creek to Creek is a Camden Haven based community group that undertakes improvements to the Queens Lake Walking Trail. Council supports the group through the provision of materials, funding, and advice.

Friends of Mrs York's Garden

The Friends of Mrs York's Garden is a small community group that has formed to restore a previous historical garden in Port Macquarie. Council has supported the group through providing funding, ecological and heritage advice and by supporting the volunteers with Work Health and Safety, and volunteer management advice.

Coastal Warriors

Coastal Warriors Mid North Coast is a volunteer based organisation that formed in July 2017 with Council's support. Coastal Warriors aim is to prevent plastics and other harmful objects entering our oceans harming marine life and damaging our Eco systems.

Coastal Warriors hosted numerous pick up days throughout the LGA with local beach clean ups and also surrounding areas including parks and gardens, to prevent harmful objects entering drains and leading into our waterways. They supported the Marine Litter Grant including the grant funding for two Sea bins at the Port Macquarie Marina.

Midwaste Regional Waste Group

Midwaste is the forum made up of representatives from six member Councils located on the Mid North Coast of NSW, whose focus is regional co-operation in waste management, waste minimisation and resource recovery. The six councils include Bellingen, Coffs Harbour, Kempsey, Mid Coast, Nambucca, and Port Macquarie-Hastings.

Council works closely with the Midwaste Coordinator and member Councils to achieve regional goals, including providing local workshops for the community. Council has been a part of this group since 2003 and in the past year a Council staff member has acted as group Chairperson.

Midwaste, supported by Council, was recently successful with a Food Smart Communities grant funded by the NSW EPA, and this will roll out in our LGA over the next two years.

North Shore Eco Warriors

North Shore Eco Warriors is a volunteer organisation carrying out clean ups on the North Shore of Port Macquarie. Council supported their community litter grant, which resulted in recycled seating with an anti-litter message, recently installed on the north shore. The North Shore Eco Warriors also supported the Marine litter grant and service several fishing line bins on the North Shore.

Marine litter grant partnerships

For the Marine litter grant, Council was supported throughout the project by the Leesefield family of Lake Cathie, Marine Rescue, the Blue Water Fishing Club and the Port Macquarie Marina.

Supporting Local Communities and Businesses

Council has worked closely with communities throughout the region in activating community spaces, capturing and implementing their needs and expectations and stimulating their local businesses. These communities include Wauchope, Camden Haven and Comboyne. Council has also engaged businesses in the local government area in Place Making activities that have inspired the local community and stimulated these local economies.

Community Planning Process

In September 2018, Council introduced a community-planning program to work with communities to develop their own community plans. The Community Plans identify the vision for their places and actions to achieve that vision into the future. Council has identified 18 communities across the Local Government area and working with Community Council Action Teams (CCATs) has seen the development of seven plans. The aim is to have 18 Community Plans developed by August 2020.

Port Macquarie Dementia Steering Group

Through the Port Macquarie Dementia Steering Group, Council provides support and advice on making Port Macquarie a dementia friendly city. Council has been working with the group for over two years, and has a staff member on the committee.

Inclusion Partnership

Council's Community Participation Officer - Inclusion is Chairperson of the Port Macquarie Dementia Friendly Community Steering Group, member of the Hastings Prevention of Elder Abuse Network, member of the State Government North Coast Ageing Strategy Task Force and is a resource for local organisations. The National Disability Insurance Scheme (NDIS) funding for this position ceased on 30 June 2018.

Library Van

Council currently offers an outreach library service through a mobile van, which attends a number of schools and is present at various community events throughout the year. Council was successful in September 2018 in gaining a Cultural Infrastructure Grant through Create NSW for a new Library Van with increased services and programs. The Van is expected to be in service by mid-2020.

Landcare

Council works closely with a number of urban Landcare group across 14 sites in the LGA. They restore urban bush land for the enjoyment of the community and the health of the environment.

Charles Sturt University

Council has a close working partnership with Charles Sturt University (CSU) including supporting Student placements within the Council and joint event delivery.

Council's Environmental Laboratory, which provides a range of water, sewerage and environmental testing services, is co-located within the CSU Port Macquarie campus. The inclusion of Council's laboratory within the CSU campus provides a unique opportunity to explore potential future opportunities for collaboration between CSU and Council in teaching and research.

Community Drug Action Team

Council supports and Auspices the Community Drug Action Team to deliver vital information about drugs to the community. CDAT work to support Council events, particularly Youth Week, to highlight the issues around drug use.

Eucalypt Plantation Joint Venture Forestry Right Agreement

This is a Joint Venture Agreement between Council and Forestry for the establishment of a eucalypt plantation of 75ha (on a total plot of 106.4ha). The agreement, established in 1999, extends for 40 years until 2039 with Council's contribution to the agreement being the land.

Grants, Financial Assistance and Contributions

Total amount granted under section 356 in accordance with the Local Government (General) Regulation Clause 217(1)(a5)

Council recognises the importance of assisting Not-For-Profit community groups and organisations that are interested in and working towards, the enhancement of facilities and improve community well-being of its residents. Each year, Council provide financial assistance to a broad range of groups to boost their ability to make a difference in our local community. The following community groups/organisations were assisted in 2018-2019.

Community Group / Organisation	\$ Amount
Arts Mid North Coast	\$15,750.00
Amatuer Beekeepers	\$8,678.00
Beechwood Public School P&C	\$3,356.95
Big Sing in the Desert	\$500.00

Community Group / Organisation	\$ Amount
Bonny Hills Community Hall	\$1,000.00
Bonny Hills Progress Association	\$9,800.00
Bonny Hills Surf Life Saving Club	\$10,000.00
Camden Haven Chamber of Commerce	\$5,000.00
Camden Haven Community Band	\$7,100.00
Camden Haven Park Run	\$120.00
CareFlight Limited	\$8,213.75
Camden Haven Surf Life Saving Club	\$15,500.00
Comboyne Community Assoc	\$3,770.00
Comboyne War Memorial Hall	\$4,998.00
Donation of Rates	\$28,980.13
Donations for DA/BA fees	\$7,559.00
Donations to Educational Institutions	\$2,890.00
Douglas Vale Conservation	\$10,000.00
Friends of Kooloonbung Creek	\$5,000.00
Friends of Mrs Yorks Garden	\$9,140.00
Glasshouse Vouchers	\$3,700.00
Glasshouse Discount to Community Groups	\$60,040.96
Hastings Bridge Association	\$2,393.00
Hastings District Highland Band	\$7,224.00
Hastings Koala Orchestra	\$4,865.00
Hastings Orienteering Group	\$7,651.00
Hastings Valley Motorcycle Club	\$3,452.09
Hastings Valley Mountain Bikes	\$2,245.00
Koala Preservation Society	\$550.00
Lake Cathie/Bonny Hills Lions Club	\$2,530.00
Lake Cathie Landcare Group	\$1,000.00
Lake Cathie Progress Association	\$3,200.00
Laurieton Mens Shed	\$5,745.00
Long Flat Public School P&C	\$450.00
Mac Adams Music Centre	\$1,000.00
Marine Rescue - Camden Have	\$10,000.00
Maritime Museum – Rates, Water & Insurance	\$32,363.75
Mayors Sporting Fund	\$15,325.00
Mid North Coast Local Health	\$500.00
Mid North Coast Maritime Museum	\$6,870.00
Motor Neurone Disease	\$200.00
Mother's Day Classic Foundation	\$3,000.00

Community Group / Organisation	\$ Amount
Port Macquarie Community College	\$500.00
Port Macquarie Croquet Club	\$150.00
Port Macquarie Hastings Municipal Band	\$10,000.00
Port Macquarie Historical Courthouse	\$1,000.00
Port Macquarie Historical Society	\$10,000.00
Port Macquarie Landcare Group	\$10,000.00
Port Macquarie Players	\$550.00
Port Macquarie Senior Citizens	\$1,000.00
Port Macquarie Surf Life Saving Club	\$10,000.00
Port Macquarie Tennis Club	\$3,440.00
Riding for the Disabled	\$2,099.00
Rotary Club of Port Macquarie	\$10,250.00
Salvation Army	\$350.00
Seaside Scavenge	\$3,326.00
Rollands Plains Recreation	\$440.00
Tacking Point Surf Life Saving Club	\$10,000.00
Telecross System - Telephone account	\$233.31
Wauchope Chamber of Commerce	\$14,227.00
Wauchope Community Centre	\$1,000.00
Wauchope District Historical Society - Refund	\$(652.00)
Wauchope District Memorial Hospital	\$7,725.00
Wauchope Little Athletics Club	\$2,444.00
Wauchope Rotary Youth Hall	\$1,000.00
Wauchope Timbertown Tennis Club	\$10,000.00
Wauchope/Bonny Hills Surf Life Saving Club	\$500.00
Total	\$441,242.94

Statement of Activities to implement Equal Employment Opportunity (EEO) Management Plan

Clause 217(1)(a9)

Council's Equal Employment Opportunity (EEO) Management Plan seeks to create a positive work culture within the organisation, by ensuring all employees adopt fair practices and demonstrate ethical behavior while respecting the social, personal and cultural attributes of those they interact with.

Key achievements during 2018-2019 have been:

- Ongoing provision of work experience placements
- Ongoing provision of flexible work practices and workplace facilities for women with breastfeeding responsibilities

- Ongoing provision of flexible work practices for employees with carer and family responsibilities, including part time work, purchased leave, flexible hours and work from home
- Employment of apprentices, trainees and cadets across a range of work areas and disciplines
- Ongoing provision of Transition to Retirement options for mature staff
- Provision of a vast array of eLearning and face to face training packages to assist any staff member needing training to keep up with changing technology in the work place
- Provision of a variety of leadership development opportunities
- Implementation of Health Plan template and process for employees who may have a temporary or permanent disability or medical condition that requires support.
- Implementation of Reasonable Adjustment Policy
- Facilitated and hosted an Indigenous Bush Regeneration Trainee program in partnership with BioDiversity Australia. The program provided a TAFE qualification and job skills for 12 Indigenous students.
- Reviewed a wide range of Council policies and procedures with consultation with Council employees and management, including Apprenticeship, Traineeship, and Cadetship Policy, Transition to Retirement Policy, Work Experience Placements Procedure, Working from Home Policy, Parental Leave Procedure
- Reviewed Induction Program Policy and induction materials to ensure EEO awareness is incorporated in the onboarding experience for new starters
- Drafted new Equity and Diversity Strategy, which is currently undergoing consultation with Council employees and management, with adoption planned for 2019-2020

General Manager Remuneration Package

In accordance with the Local Government (General) Regulation Clause 217 (1)(b)

The remuneration for the General Manager for the year ended 30 June 2019 is broken down as below:

Detail	Amount
Salary component	\$291,334
Total amount of any bonus payments, performance payments or other payments made to the general manager that do not form part of the salary component	Nil
Total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme to which the General Manager may be a contributor	\$27,677
Total value of any non-cash benefits for which the General Manager may elect under the package	\$9,000
Total amount payable by the council by way of fringe benefits tax for any such non-cash benefits	\$2,576
Total Remuneration Package	\$330,587

Senior Staff Remuneration Package

In accordance with the Local Government (General) Regulation Clause 217 (1)(c)

In addition to the General Manager, Council has classified four Directors positions as senior staff positions under Section 428 (1)(c) of the Local Government Act 1993. The total combined remuneration packages for the four senior staff that held these positions was \$1,001,276.

Total remuneration for all four senior staff members includes the following:

Detail	Amount
Salary components	\$738,912
Total amount of any bonus payments, performance payments or other payments made that do not form part of the salary components.	\$160,344
Total amount payable by the council by way of the employer's contribution or salary sacrifice to any superannuation scheme	\$102,020
Total value of any non-cash benefits	Nil
Total amount payable by way of fringe benefits tax	Nil
Total Remuneration Package for four senior staff	\$1,001,276

It should be noted that there were extended periods of acting by non-contract persons in one of the four positions normally occupied by those on contract during 2018-2019.

Statement of Stormwater Management Services

In accordance with the Local Government (General) Regulation Clause 217(1)(e)

Annual charges for stormwater management service were used to fund operational stormwater maintenance, design, investigation and capital works across all urban areas of the region in accordance with Council's Operational Plan. A dedicated stormwater works crew provides a specific focus on the delivery of stormwater maintenance services to the community, to improve actual stormwater service levels, environmental health and customer response times.

A summary is provided below of key works/investigations undertaken during the 2018-2019 reporting period:

- Culvert replacement, Wingham Road, Comboyne
- Stormwater Relining, 559 Ocean Drive, North Haven
- Stormwater Relining, Bell Street, Dunbogan
- Stormwater Relining, Cook Street, North Haven
- Stormwater Relining, Andrews Park, Wauchope
- Tip Fees removal of silt from Open Drains (approx. \$500k)
- Completion of detailed stormwater analysis and preparation of remedial works concept designs for the following locations:
 - o Panorama Drive, Bonny Hills
- Tulloch Road/Racewyn Close, Port Macquarie
- Commencement of detailed stormwater analysis and preparation of remedial works concept designs for the Bay/Belbowrie Street catchment, Port Macquarie
- Completion of Stage 1 of the ongoing North Brother Local Catchments Flood Study project
- Continuation of Black Swan Terrace, Westhaven Stormwater Basin upgrade project
- Completion of Batar Creek Road and Laurel Street Kendall Stormwater Upgrade Stage 2 Works
- CCTV and Condition assessment of approximately 7.5km of stormwater pipeline
- Completion of remedial works to mitigate the risks of overland stormwater flooding at the following locations:
 - o Kennedy Drive/Palmview Terrace, Port Macquarie; and

- o Lake Spur, Kew
- Regular inspection and removal of siltation, weeds and debris from critical stormwater overland stormwater flowpaths at Black Swan Terrace, West Haven and Binbilla Drive, Bonny Hills prior to and following significant rain events

Statement detailing the Coastal Protection Services provided

In accordance with the Local Government (General) Regulation Clause 217 (1)(e1)

Council did not levy services for coastal protection during 2018-2019.

Particulars of any Environmental Upgrade Agreement entered into

In accordance with any requirements imposed under s406. s54P

Council did not enter into any environmental upgrade agreements during 2018-2019.

Special Variation of rating income

In accordance with the Local Government (General) Regulation s508(2) s508(a)

In 2012, Council received approval for a Special Rating Variation (SRV), of 7.30% as a permanent increase to the rate base. An additional permanent SRV approval of 3.89% was received in 2017-2018. The tables below outline how the total amount of the rating increases have been expended during the 2018-2019 financial year according to Council's funding future services program.

Year	Special Rate Variation %	Details	Amount
2018-2019	7.30%	Infrastructure maintenance/renewal	\$2,874,195
2018-2019	3.89%	Maintain and renew the council's road network and reduce its infrastructure backlog	\$1,806,418

2012-2013 Approval - 7.3% - Expenditure for 2018-2019	Amount
Beach Safety	\$11,497
Bushfire Management	\$22,993
Parks, Reserves and Sporting Field Maintenance	\$482,861
Tree Maintenance	\$57,484
Road Maintenance - Heavy Patching	\$574,835
Road Maintenance - Resealing Program	\$1,322,142
Unsealed Road Maintenance Program	\$402,383
Total	\$2,874,195

2017-2018 Approval - 3.89% - Expenditure for 2018-2019	Amount
Maintain and renew the council's road network and reduce its infrastructure backlog	\$1,806,418
Total	\$1,806,418

The following projects and outcomes have been achieved using funding from the special rating increases across the local government area.

7.3% Special Rate Variation (SRV) Activity Breakdown

Beach Safety - Lifeguard Funding

2018-2019 funding spend of \$11,497: School Education Programs delivered school visits and educational resources to over 4,694 students across the local government area.

Bushfire Management

2018-2019 funding spend of \$22,993: The bushfire risk mitigation and resilience grants program and access to the state mitigation support services assist Council in the provision of new and enhanced Asset Protection Zones (APZ), fire trail upgrades and construction. In addition to this funding and support Council used the SRV funding to undertaken additional works associated with APZ inspections and maintenance as well as fire trail upgrades.

Parks, Reserves and Sporting Field maintenance

2018-2019 funding spend of \$482,861: This additional funding has allowed Council to increase maintenance levels of service, particularly mowing maintenance, which has resulted in a

significant reduction in the number of customer requests that have been generated this financial year. High use areas have been targeted for higher levels of service primarily associated with mowing activities improving usability of public open space across the local government area.

Tree Management

2018-2019 funding spend of \$57,484: This additional funding has allowed Council to undertake priority listed tree works. The number of jobs in Council's tree works list has decreased from 846 for the 2017-2018 financial year to 817 at the end of 2018-2019.

Heavy Patching - Road Maintenance

2018-2019 funding spend of \$574,835: Works addressed the sealed road repairs maintenance backlog in accordance with Council's risk based prioritisation system. Additional road repair works (including heavy patching and road drainage repairs) were implemented utilising special rate variation funds allocated to operational roads maintenance budgets.

Resealing Program - Road Maintenance

2018-2019 funding spend of \$1,322,142: This program allowed Council to address resealing on lower traffic roads, which saw a number of streets resealed in and around Port Macquarie.

Unsealed Road Maintenance

2018-2019 funding spend of \$402,383: Maintenance grading of high priority unsealed roads continued. Grading high priority roads twice per annum and lower priority roads once per annum has been achieved during the year.

3.89% Special Rate Variation (SRV) Activity Breakdown

Maintain and renew the council's road network and reduce its infrastructure backlog 2018-2019 funding spend of \$1,806,418: Allocation of two additional grading crews to continue the rural grading program.

High traffic road resurfacing was undertaken with priorities based on condition data, roads hierarchy and traffic volumes.

Pavement rejuvenation has been carried out across the region according to priority rankings. Funding supported design requirements for new road construction.

Road/Street and Description	Location	Activity
Bago Road (Bago Interchange to Milligans)	Herons Creek	Pavement Rehabilitation
Beechwood Road (Riverbreeze to Waugh)	Wauchope	
Burrawan Drive	Wauchope	
Colonial Circuit	Wauchope	
Fairmont Drive	Wauchope	
Range Street	Wauchope	
Bransdon Street	Wauchope	Asphalt Works
Brownings Lane	Wauchope	
Hastings River Drive (Aston to Newport)	Port Macquarie	
Bellbowrie Street	Port Macquarie	
Bay Street	Port Macquarie	
Newport Island Road	Port Macquarie	
Colling Road	Comboyne (1km)	Gravel Resheeting
Lorne Road	Comboyne (1km)	
Pappinbarra Road	Pappinbarra (1km)	
Pappinbarra Right Arm Road	Pappinbarra (500m)	
Pipeclay Road	Pipeclay (1km)	

Road/Street and Description	Location	Activity
The Hatch Road	The Hatch (2km), (crushed concrete)	
Tower Road	Pembroke (2.8km), (crushed concrete)	
Upper Rollands Plains Road	Rollands Plains (3km)	

Companion Animals Act 1998

Statement regarding activities relating to enforcing and ensuring compliance with the Clause 217(1)(f)

Rangers are responsible for enforcing companion animal laws, as well as educating the community about responsible pet ownership. Council spent \$213,563 on companion animal management and activities during 2018-2019. Council continues to promote responsible companion animal ownership through information on Council's website, brochures, media releases and through communication with the public on a daily basis.

Animals impounded

When Council rangers have been unable to identify the owners of stray animals, cats and dogs are taken to the Council pound. During the year, this totaled 53 cats and 363 dogs. There were five cats and 148 dogs seized and taken home to the owner instead of taken to the pound.

Dog attacks

Over the past year, rangers received 132 dog attack reports of these alleged dog attacks 48 required further investigations.

Responsible pet ownership education

Council has been proactively encouraging authorised identifiers and breeders to use the online NSW Pet Registry. Council has corresponded with pet owners supplying the Office of Local Government brochures on how to register pets online and give them the best possible chance of being returned home. These brochures are enclosed with all Certificates of Identification Council issues.

Further education, is also provided by Rangers, Customer Service and Administration Officers with information and resources readily available on our website. This education helps reduce the number of stray and unwanted animals.

Promoting the desexing of dogs and cats

Telephone calls received from customers requesting discount desexing for their pets are referred on to the RSPCA or the National Desexing Network, who at times have vouchers/programs available to assist with desexing companion animals. Council Rangers promote desexing animals before registration to assist owners in accessing the discounted registration rates available.

Alternatives to euthanasia for unclaimed animals

The impounding facility is run under contract by the state branch of the RSPCA. This allows for all unclaimed animals to be released to them for assessment and suitability for re-housing. With this procedure in place, it allows for all suitable unclaimed dogs and cats to be placed on the statewide rehoming network. Euthanasia rates for animals are therefore, kept to an absolute minimum.

Off-leash dog areas

Council has a number of beaches that are identified as off-leash areas and has in this financial year completed two fenced dedicated dog parks in Laurieton and Wauchope. A future fenced dog exercise area for Port Macquarie is expected to be completed in the 2019-2020 financial year. The current off-leash areas for dogs are:

- North Shore Beach from northern end of Corilla housing estate north to Queens Head 4WD access point

- North Shore Beach from southern end of Corilla housing estate south to the northern break wall
- Rocky Beach, Port Macquarie
- Nobby's Beach, Port Macquarie
- Lighthouse Beach Port Macquarie from Watonga Rocks south to Dirah Street Access, Lake Cathie
- Rainbow Beach, Bonny Hills from Duchess Creek north to Middle Rock
- Spooney's Bay, Bonny Hills
- Grants Beach, North Haven from the northern end of the surf club car park, north to Grants Head
- Washouse Beach, Dunbogan from the breakwall to the North boundary of the Kattang Nature Reserve
- Dunbogan Beach, Dunbogan from Seaview Avenue beach access point south to Beach Street access point
- Henry Kendall Reserve, Laurieton (fenced dedicated dog park); and
- Blackbutt Park, Wauchope (fenced dedicated dog park).

Swimming Pool Inspections Act 1992

Section 22F(2) Swimming Pool Act 1992, section 428 of the Local Government Act 1993 Division 5 of Part 2

Swimming Pool Regulations	Total inspections
1. Number of inspections of tourist and visitor accommodation	29
2. Number of Inspections of premises on which there are more than two dwellings	2
Council officers carried out 291 inspections of swimming pools on residential premises in 2018-19	
Resulted in council issuing:	
1. A certificate of compliance under section 22D of the Act	148
2. A certificate of non-compliance under clause 18BA of this Regulation	14

Carers Recognition Act 2010

CR Act s8(2)

Port Macquarie-Hastings Council is not considered to be a 'human service agency' under the Act (i.e. a council that provides services directed at carers and/or people being cared for by carers).

Capital works

OLG Capital Works Expenditure guidelines

In relation to capital works projects valued at greater than 10% of Council's ordinary rate in 2018-2019, Council undertook an upgrade of the Port Macquarie Airport Terminal Building. The upgrade doubled the size of the existing terminal building to cater for future growth in airline services and passenger numbers, and provide enhanced passenger facilities of a quality and level of service commensurate with contemporary regional airport standards.

Fisheries Management Act 1994

S220ZT (2)

Port Macquarie-Hastings Council is not identified in any recovery or threat abatement plan under the Act as responsible for implementation of measures included in the plan.

Public Interest Disclosures Act 1994

Public authorities are required to report annually to Parliament on their obligations under the Public Interest Disclosures Act 1994 (Section 31). The Public Interest Disclosures Act 1994 (PID 2018-2019 Annual Report - PART B - Statutory Information

Act) sets in place a system to encourage public officials to report serious wrongdoing. The conditions around this reporting are set out in Council's Internal Reporting Policy. Public Interest Disclosures (PID's) received and investigated by Council during 2018-19 include:

Number of public officials who made PIDs to Council	0
Number of PIDs received by Council	0
Number of PIDs primarily about local government pecuniary interest contravention	0
Number of PIDs finalised	0

During the reporting period, Council undertook the following actions to meet its staff awareness obligations:

- Internal reporting policy in place, regularly reviewed and updated;
- Code of Conduct Training provided by LGNSW;
- Training provided to staff during induction;
- Links on intranet site;
- Links on internet site and
- Messages on bulletin boards

Government Information (Public Access) Act 2009

The Government Information (Public Access) Act 2009 (GIPA Act) was introduced 1 July 2010. The GIPA Act provided widespread reform for the public sector in the way community members access Government Information.

The GIPA Act facilitates access to information that holds in the following ways:

- Mandatory release via Council's website (Open access)
- Authorised proactive release via Council's website
- Informal release via an informal access application
- Formal release via a formal access application.

Any person who wishes to obtain access to information held by Council is encouraged to contact Council for assistance. There are a number of open access documents available including:

- Council's GIPA Information Guide
- Documents tabled in Parliament by or on behalf of Council
- Council's Policy Documents
- Disclosure Log of Access Applications
- Register of Government Contracts
- Council's Code of Conduct
- Council's Code of Meeting Practice
- Annual Reports
- Annual Financial Reports
- Integrated Planning and Reporting document suite
- Business Papers, agendas and minutes of Council/Committee meetings
- Register of Investments
- Register of Graffiti Removal Works
- Council plans and policies

Where information is released to an applicant under a formal access application and Council considers that it will be of interest to other members of the public, Council may provide details of the information in its *disclosure log* on Council's website for inspection by the public.

Council is required to produce an Annual Report under Section 125 of the *Government Information (Public Access) Act 2009*. The following information has been produced to comply with this requirement.

Review of proactive release program - Clause 7(a)

Under section 7 of the GIPA Act, Council must review their programs for the release of government information to identify the kinds of information that can be made publicly available. This review must be undertaken at least once every 12 months.

Council's program for the proactive release of information involves:

- Reviewing all formal applications and determining if the information sought should be released proactively in the future;
- Reviewing all informal requests and determining if the information should be released proactively in the future; and
- Monitoring matters raised by staff and determining if the information should be released proactively in the future.

During the reporting period, Council reviewed this program by ensuring there is an ongoing monitoring program of all applications/requests for information whether they were formal, informal or other requests. The program also includes information from Council officers with respect to the information they are producing. The review has determined the proactive release of information to be sufficient at this time.

See **Appendix A** for the Government Information (Public Access) Act - Agency report

Environmental Planning and Assessment Act 1979

Particulars of compliance with and effect of planning agreements in force during the year in accordance with the Environmental Planning and Assessment Act Section 93G(5)

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
1	Sovereign Hills Estate Highway Works Planning Agreement	13 April 2007	Parts of Lot 2 Deposited Plan 1065263, Lot 4 Deposited Plan 588214, Lot 52 Deposited Plan 776844, Lot 2 Deposited Plan 603648 and the Oxley Highway Road Reserve, Thrumster	The planning agreement provides for the early provision of an upgraded section of the Oxley Highway and the provision of a major intersection to serve a proposed new Town Centre for Area 13/Thrumster. A Deed of novation was executed on 18 August 2015.	Port Macquarie Hastings Council Sovereign Hills Project Pty Ltd NT Australia Pty Ltd Taisei Oncho Australia Pty Ltd MMTR Pty Ltd Almaty Pty Ltd	The highway upgrade has been completed.
2	Sovereign Hills Estate Planning Agreement	18 June 2008	Lot 1 DP 603648, Lot 32 DP 792453, Lot 4 DP 588214, Lot 101 DP 843811, Lot 5 DP 809815, Lot 102 DP 1106752, Lot 2 DP 1108055, Lots 1, 2 & 3 DP 1112929 Oxley Highway Thrumster.	The planning agreement relates to the early provision of infrastructure, including roads, open space and community facilities, required to serve a proposed new Town Centre and urban expansion proposed by the Area 13 LEP. The First Deed of Variation was executed on 17 September 2012. A Deed of novation was executed on 18 August 2015.	Port Macquarie Hastings Council Sovereign Hills Project Pty Ltd (Developer) NT Australia Pty Ltd, Taisei Oncho Australia Pty Ltd, MMTR Pty Ltd, Almaty Pty Ltd, The Gateway (Port Macquarie) Pty Ltd, K M Gleeson and C A Gleeson, MEL Properties Pty Ltd (Owners)	The development has commenced. Part development contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
3	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 1 DP 603648, Lot 32 DP 792453, Lot 4 DP 588214, Lot 101 DP 843811, Lot 5 DP 809815, Lot 102 DP 1106752, Lot 2 DP 1108055, Lots 1, 2 & 3 DP 1112929 Oxley Highway Thrumster.	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance. A Deed of novation was executed on 18 August 2015.	Port Macquarie Hastings Council Sovereign Hills Project Pty Ltd (Developer) NT Australia Pty Ltd, Taisei Oncho Australia Pty Ltd, MMTR Pty Ltd, Almaty Pty Ltd, The Gateway (Port Macquarie) Pty Ltd, K M Gleeson and C A Gleeson, MEL Properties Pty Ltd (Owners)	The development has commenced. Part development contributions received.
4	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 4 DP 613304 Oxley Highway Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council Chewton Glen Pty Ltd	The development had not commenced during the financial year.
5	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 3 DP 565437 & Lot 206 DP 754434 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council J C L'Estrange	The development had not commenced during the financial year.
6	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 2 DP 701760 Thrumster St Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council P J & R L Gray	The development had not commenced during the financial year.
7	Area 13 Environmental Land	18 June 2008	Lot 1 DP 565437	The planning agreement provides for payment of a contribution for management of	Port Macquarie Hastings Council P J & R L Gray	The development had not commenced

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
	Management Planning Agreement		Thrumster St Thrumster	environmental areas following establishment, dedication and initial maintenance.		during the financial year.
8	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lots 8 & 9 DP 22692 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council T O & N J Hamilton & L & A M Stokman	The development had not commenced during the financial year.
9	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 147 DP 754434 Oxley Highway Port Macquarie.	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council Lankester Investments Pty Ltd	The development had not commenced during the financial year.
10	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 5 DP 809161 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council R L Maloney	The development had not commenced during the financial year.
11	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 6 DP 809161 Thrumster St Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance. Deed of Novation for new Lot 2 DP1224314 to Hometown Australia Thrumster Property Trust 16 July 2018.	Port Macquarie Hastings Council G R & M P Murcott	The development had not commenced during the financial year.
12	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 1 DP 505954 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance. Deed of Assumption executed 21 December 2012 to GT Jones & KL Jones.	Port Macquarie Hastings Council W & B J Muras	The development had not commenced during the financial year.
13	Area 13 Environmental	18 June 2008	Lot 1 DP 619643 Oxley	The planning agreement provides for payment of a contribution for management of	Port Macquarie Hastings Council	The development had not

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
	Land Management Planning Agreement		Highway Port Macquarie	environmental areas following establishment, dedication and initial maintenance.	New Pacific Australia Co Pty Ltd	commenced during the financial year.
14	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 1 DP 119272, Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council N Panos	The development had not commenced during the financial year.
15	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot G DP 400213 & Lots 22, 23 & 24 DP 1089272 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council C H & E J Pilcher	The development had not commenced during the financial year.
16	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 1 DP 552051 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council N L Ramm	The development had not commenced during the financial year.
17	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lots 10,11 & 12 DP 22692 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council K F & D Y Tanswell	The development had not commenced during the financial year.
18	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 2 DP 613304 Bestglen Pl Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council G R & G J Teasdel	The development had not commenced during the financial year.
19	Area 13 Environmental	18 June 2008	Lot 1 DP 574816 Oxley	The planning agreement provides for payment of a contribution for management of	Port Macquarie Hastings Council	The development had not

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
	Land Management Planning Agreement		Highway Thrumster	environmental areas following establishment, dedication and initial maintenance.	P J & A J Willoughby	commenced during the financial year.
20	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 3 DP 619643 Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council A D Witchard	The development had not commenced during the financial year.
21	Area 13 Environmental Land Management Planning Agreement	18 June 2008	Lot 2 DP 619643, Oxley Highway Port Macquarie	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council E C & D Witchard	The development had not commenced during the financial year.
22	Macquarie Park Planning Agreement	18 June 2008	Lot 2 DP 1112365, Grant St Port Macquarie	The planning agreement provides for payment of a contribution for the provision of new or upgraded public parking facilities within a designated area. Agreement amended 31 March 2009.	Port Macquarie Hastings Council Macquarie Park Developments Pty Ltd	Development commenced. Contributions received.
23	Area 13 Environmental Land Management Planning Agreement	24 September 2008	Lot 71 DP 1061516 Oxley Highway Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council Sovereign Hills Project Pty Ltd (Developer)	The development has commenced.
24	Area 13 Environmental Land Management Planning Agreement	24 September 2008	Lot 1 DP 613304 Oxley Highway Thrumster	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council G E & S J Vaughan	The development had not commenced during the financial year.
25	Timber Town Estate Planning Agreement	16 February 2010	Lot 21 DP 245751, Part Lot 328 and	The planning agreement provides for payment of contributions for local roads and open space, construction of a watermain, construction of	Port Macquarie Hastings Council Tebran Pty Ltd	The development has commenced.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
			Lots 329 and 330 DP 1120104 and Lot 319 DP 1065651, Colonial Circuit and Bullock Drive Wauchope	link roads to adjoining property, footpaths and cycleways and establishment, dedication and maintenance of environmental open space.		Part contributions received.
26	Maxwell Residential Subdivision Planning Agreement	16 February 2010	Lot 12 DP 812134 and Lot 1 DP 1125021, Beechwood Road Wauchope	The planning agreement provides for payment of contributions for local roads and open space, construction of a watermain, construction of link roads to adjoining property, footpaths and cycleways and establishment, dedication and maintenance of environmental open space. Deed of Assumption entered into 23 October 2014.	Port Macquarie Hastings Council Cheryn Annette Maxwell and C A Maxwell as Executor of the Estate of the Late J M Maxwell	The development has commenced. Part contributions received.
27	Beechwood Water Supply, Sewerage Services and Roadworks Planning Agreement	16 February 2010	Lot 3 DP 800211, Beechwood Road Beechwood	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections, construction of a watermain and dedication of a link road to adjoining property.	Port Macquarie Hastings Council Robert G Willcox	The development has commenced. Part contributions received.
28	Beechwood Water Supply, Sewerage Services and Roadworks Planning Agreement	16 February 2010	Lot 1 DP 789484, Beechwood Road Beechwood	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections, construction of a watermain and dedication of a link road to adjoining property.	Port Macquarie Hastings Council Kayjay Superannuation Pty Ltd	The development has commenced. Part contributions received.
29	Beechwood Water Supply, Sewerage Services and Roadworks	16 February 2010	Lot A DP 382960, Beechwood Road Beechwood	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections, construction of a watermain and dedication of a link road to adjoining property.	Port Macquarie Hastings Council Midco Holdings Pty Ltd	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
	Planning Agreement					
30	Beechwood Water Supply, Sewerage Services and Roadworks Planning Agreement	16 February 2010	Lot 4 DP 831325, Beechwood Road Beechwood	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections, construction of a watermain and dedication of a link road to adjoining property.	Port Macquarie Hastings Council W T & D C Bowen	The development has commenced. Part contributions received.
31	Newport Resort Park	21 February 2011	Lot 2 DP 1095632, Lots 11 & 12 DP 792325	The planning agreement provides for payment of a contribution for local sewerage services.	Port Macquarie Hastings Council Papuka Holdings Pty Ltd and Trevnor Pty Ltd	The development has commenced. Part contributions received.
32	Beechwood Residential Development Planning Agreement	18 August 2010	Lot 3 DP 831325	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections and construction of a watermain.	Port Macquarie Hastings Council WL & RM Lane	The development had not commenced during the financial year.
33	Beechwood Residential Development Planning Agreement	18 August 2010	Lot 5 DP 21925	The planning agreement provides for payment of a contributions for local water supply and local roads, construction of intersections and construction of a watermain.	Port Macquarie Hastings Council ANR Investments Pty Ltd	The development has commenced. Part contributions received.
34	Yippin Creek Residential Community Planning Agreement	15 July 2011	Lot 2 DP 1036844	The planning agreement provides for the carrying out of water supply works, sewer pump station, sewerage rising main, road works, pedestrian footpaths and footbridge, establishment and management of Yippin Creek corridor land by the Developer. A Deed of Variation was executed 12 February 2014.	Port Macquarie Hastings Council Gwynvill Trading P/L	The development had not commenced during the financial year.
35	Ocean Club Residential Community Planning Agreement	23 December 2011	Lot 5 DP 594793, lot 4 DP 255923 & Lot 1 DP 1145106	The planning agreement provides for payment of contributions for local sewerage services and major roads, construction of an intersection and watermain, dedication of a link road to adjoining property and establishment,	Port Macquarie Hastings Council Gwynvill Trading P/L	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
				dedication and maintenance of environmental open space. Revoked the Lake Cathie Residential Community Planning Agreement.		
36	Sydmart Area 14 Stage 1A Planning Agreement	23 December 2011	Part Lot 33 & Lot 34 DP 803801	The planning agreement provides for carrying out of works including establishing and maintaining environmental lands, road works, sewerage works and water supply works, dedication of specified land to Council.	Port Macquarie Hastings Council Sydmart Pty Limited	The development has commenced. Part contributions received.
37	Tolone Area 14 Stage 1A Planning Agreement.	23 December 2011	Lot 3 DP 706357	The planning agreement provides for carrying out of works including road works, sewerage works and water supply works, dedication of specified land to Council and payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council J Tolone	The development had not commenced during the financial year.
38	Mifsud Area 14 Stage 1A Planning Agreement	23 December 2011	Lot 2 DP 706357	The planning agreement provides for carrying out of works including road works, sewerage works and water supply works, dedication of specified land to Council and payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council A Mifsud	The development had not commenced during the financial year.
39	Seawide Area 14 Stage 1B Planning Agreement	14 September 2011	Lot 4 DP 615261	The planning agreement provides for the carrying out of specified works including establishing and maintaining environmental lands, road works, local park embellishment works and pedestrian beach access, the dedication of specified land to Council.	Port Macquarie Hastings Council Seawide Pty Limited	The development has commenced. Part contributions received.
40	Milland Area 14 Stage 1B Planning Agreement	14 September 2011	Lot 1 DP 374315	The planning agreement provides for the carrying out of specified works including establishing and maintaining environmental lands, road works, local park embellishment works and pedestrian beach access, the dedication of specified land to Council.	Port Macquarie Hastings Council Milland Pty Limited	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
41	Sancrox Employment Land and Quarry Planning Agreement	15 July 2011	Lot 1 DP 124543, Lot 2 DP 222740	The planning agreement provides for the dedication of an access road imposition of obligations in relation to the ongoing operation of a quarry, and the Landowner to provide the Council with a security for works.	Port Macquarie Hastings Council James John Dunn & Catherine Bridgette Dunn (as Trustees for the JJ & CB Dunn Superannuation Fund, Expressway Spares	The development has commenced.
42	Sancrox Employment Land Environmental Lands and Services McMullen Land Planning Agreement	15 July 2011	Lot 1 DP 555095	The planning agreement provides for the construction of water and sewerage infrastructure, the carrying out of works for the purposes of establishing and maintaining environmental lands, monetary development contributions for the maintenance of environmental lands, dedication of specified land to Council on which some Works will be situated.	Port Macquarie Hastings Council Dan McMullen	The development had not commenced during the financial year.
43	Sancrox Employment Land Environmental Lands and Services Planning Agreement	15 July 2011 First Deed of Variation 16 January 2017	Lot 62 DP 754434, Lot 1 DP 226821, Lot 1 DP 124543, Lot 1 DP 1131036, Lot 1 DP 1144490, Lot 2 DP 222740, Lot 30 DP 255774 and Lot 31 DP 255774	The planning agreement provides for the construction of water and sewerage infrastructure, the carrying out of specified works including establishing and maintaining environmental lands, payment of monetary development contributions for the maintenance of environmental lands, the dedication of specified land to Council on which some Works will be situated.	Port Macquarie Hastings Council Expressway Spares Pty Limited, James John Dunn & Catherine Bridgette Dunn	The development has commenced.
44	West Haven Planning Agreement	22 December 2011	Lot 1 DP 827937	The planning agreement provides for the carrying out of works for the purposes of establishing and maintaining environmental lands, dedication of specified land to Council on which some Works will be situated, monetary	Port Macquarie Hastings Council Neil Allan Tate David Warwick Cafe Robert William Fennell	The development had not commenced during the financial year.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
				development contributions towards management of environmental lands. Deed of Variation executed 4 July 2013.		
45	Area 15 Planning Agreements (6)	2 March 2012	Lot 33 DP 754405, Lot 3 DP 794077, Lot 12 DP 1091444, Lot 5 DP 24500, Lot 2 DP 504042, Lot 2 DP 594388.	The planning agreement provides for the carrying out of works for local parks, roads, sewer and water supply works, dedication of specified land to Council, dedication of Environmental Offset Land, establishment, management and dedication of environmental lands & arrangements for payment of contributions.	Port Macquarie Hastings Council Gentlemore Pty Ltd, Haloville Pty Ltd, Somersby, Rural Supplies Land Holdings Pty Ltd and Somersby Rural Supplies Pty Ltd. JM Cook Laurieton Lidefstyle Resort Pty Ltd CM Curtis, DP Middlemiss, KJ Middlemiss and SL Rowbottom JM Moses, LM Moses, TM Moses, A Moses and J Abade RD Tate and ML Tate	The development had not commenced during the financial year.
46	Lindfield Park Road Planning Agreement	12 April 2012	Lot 2 DP 244442.	The planning agreement provides for payment of monetary contributions towards the ongoing management of environmental land. Revokes the Area 13 Environmental Land Management Planning Agreement between Council and AM & CK Smith dated 18 June 2008 relating to Lot 2 DP 244442.	Port Macquarie Hastings Council AM & CK Smith	The development had not commenced during the financial year.
47	Lindfield Park Road Planning Agreement	12 April 2012	Lot 35 DP 1157283.	The planning agreement provides for payment of monetary contributions towards the ongoing management of environmental land. Revokes the Area 13 Environmental Land Management Planning Agreement between Council and DL	Port Macquarie Hastings Council DL Fanning	The development had not commenced during the financial year.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
				Fanning dated 18 June 2008 relating to Lot 35 DP 1157283.		
48	Lakeside Woods Planning Agreement	13 June 2012	Lot 128 DP 1078884	The Planning Agreement provides for establishment, management and dedication of environmental lands, construction of a fire trail, payment of monetary development contributions and environmental land management contributions.	Port Macquarie Hastings Council Maldon Way Pty Ltd as Trustee for The Maldon Way Trust	The development has commenced. Part contributions received.
49	Innes Peninsula Planning Agreement - Diteleigh	17 September 2012	Lot 5 DP 998125	The planning agreement provides for development of a minimum number of lots and payment of affordable housing development contributions.	Port Macquarie Hastings Council Diteleigh Pty Ltd	The development has commenced. Part contributions received.
50	Innes Peninsula Planning Agreement - Brierley Hill	17 September 2012	Lot 92 DP 1175588, Lot 2 DP 1089664 & Lot 1 DP 515602	The planning agreement provides for development of a minimum number of lots and payment of affordable housing development contributions.	Port Macquarie Hastings Council Brierley Hill Pty Ltd	The development has commenced. Part contributions received.
51	Coastside Environmental Land Planning Agreement	3 April 2013	Lot 1 DP 1102031 Oxley Highway Thrumster	The planning agreement provides for payment of monetary development contributions for ongoing management of Environmental Management Land. Arrangements for access to land for construction of public road, sewer infrastructure, environmental management works and noise barrier. Establishment, management and dedication of environmental management Land and dedication of land for public road. Revoked the Area 13 Environmental Land Planning Agreement between PMHC and Christian Outreach Centre dated 18 June 2008	Port Macquarie Hastings Council Christian Outreach Centre	The development had not commenced during the financial year.
52	Grants Head Quarry Planning Agreement	4 July 2013	Lot 1 DP 1107705	The planning agreement provides for payment of a monetary contribution to Council for maintenance of a haulage route to be used in connection with the carrying out of the development.	Port Macquarie Hastings Council Hurd Haulage P/L	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
53	Fernbank Park Planning Agreement	17 December 2013	Part Lot 376 DP 754434, Lot 6 DP 809161, Lot 101 DP 1106752	The planning agreement provides for establishment, management and dedication of environmental lands, payment of contributions for environmental land management, water supply and sewer services, construction of water supply work, sewerage services work and dedication of Highway Upgrade Land.	Port Macquarie Hastings Council Fernbank Investments(NSW) Pty Ltd Gary Raymond Murcott Margaret Patricia Murcott	The development has commenced.
54	Pacific Drive Integrated Housing Environmental Land Planning Agreement	20 December 2013	Lot 666 DP 722669, Lot 665 DP 722669	The planning agreement provides for payment of a contribution for management of environmental areas following establishment, dedication and initial maintenance.	Port Macquarie Hastings Council Kallin Property Pty Ltd	The development has commenced. Part contributions received.
55	Kmart Settlement City Precinct Planning Agreement	27 March 2014	Lot 2 DP 1163062	The planning agreement includes provisions relating to aspects of future development of the site including the east west pedestrian connection, mainstreet, Town Square, Intersection Works, and Warlters Street upgrade works, dedication of land and splay corners and pedestrian works.	Port Macquarie Hastings Council Kmart Australia Limited	The development has commenced.
56	Sancrox Employment Land Road Construction Planning Agreement	15 April 2014	Lot 62 DP 754434, Lot 1 DP 226821, Lot 1 DP 124543, Lot 1 DP 1131036, Lot 1 DP 1144490, Lot 2 DP 222740, Lot 30 DP 255774 part Lot 31 DP 255774, Lot 3 DP 1000080, part Lot 6 DP	The planning agreement provides for dedication of specified land, monetary development contributions or the construction of a road works. This plan revokes original Sancrox Employment Land Road Construction Planning Agreement dated 15 July 2011.	Port Macquarie Hastings Council James John Dunn & Catherine Bridgette Dunn (as Trustees for the JJ & CB Dunn Superannuation Fund, Expressway Spares Pty Ltd	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
			1000080 & part Lot 1 DP 1141072			
57	Sancrox Employment Land and Quarry Planning Agreement	15 April 2014	Lot 1 DP 124543, Lot 2 DP 222740, Lot 1 DP 704890, Lot 1 DP 720807 & Lot 353 DP 754434	The planning agreement provides for the dedication of an access road imposition of obligations in relation to the ongoing operation of a quarry.	Port Macquarie Hastings Council James John Dunn & Catherine Bridgette Dunn (as Trustees for the JJ & CB Dunn Superannuation Fund, Expressway Spares Pty Ltd Hanson Construction Materials Pty Ltd	The development has commenced.
58	Hastings Estate Planning Agreement	21 November 2014	Lot 1 DP222740, Lot 229 DP754434, Lot 1 DP 318920	The planning agreement provides for payment of contributions, provision of water supply and sewerage services, upgrading of part of Fernbank Creek Road and intersection upgrade works prior to development of land.	Port Macquarie-Hastings Council Hastings Estate Pty Ltd Paul James Koch Clara Jane Koch	The development had not commenced during the financial year.
59	Ocean Drive Lake Cathie Planning Agreement	18 February 2015	Lot 1 DP1193553, Lot 1 DP 374315, Lot 4 DP 615261	The planning agreement between Council and three adjoining property owners will provide for staged construction of an intersection, payment of roads contributions, construction of relocated water and sewer mains, lead in road, and sewer pump station. This agreement works alongside the existing Rainbow Beach Central Corridor Planning Agreement and Area 14 Stage 1b Planning Agreements.	Port Macquarie-Hastings Council Caterina Village Pty Ltd Caterina Development Pty Ltd Seawide Pty Ltd St Vincents Foundation Pty Ltd	The development has commenced. Part contributions received.
60	Birdon Planning Agreement	27 April 2015	Lot 17 DP 1191370 (Lot 2 DP 225413), Glen Ewan Road, Sancrox	The agreement provides for the dedication of land and payment of monetary development contributions in relation to intersection upgrade work or the carrying out of intersection upgrade work, prior to development of the land.	Port Macquarie-Hastings Council Birdon Holdings P/L	The development had not commenced during the financial year.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
61	St Agnes Village	29 January 2015	Lot 100 DP 1186143 Part Lot 4 DP 1119462	The planning agreement provides for establishment and management of environmental land.	Port Macquarie Hastings Council The Trustees of the Roman Catholic Church of the Diocese of Lismore	The development has commenced.
62	Laurieton Residential Resort Planning Agreement	26 June 2015 Deed of Variation entered into 22 February 2017	Lot 4 DP 1188392, Lakewood	Establishes criteria for assessment of dwellings as Aged Units. The Deed of Variation allows for the remaining Sewerage Services Contributions to be paid in a lump sum and require the dedication of land on which sewerage services works are located.	Port Macquarie-Hastings Council ZW 2 Pty Ltd (trading as Laurieton Residential Resort)	The development has commenced. Part contributions received.
63	Bago Quarry Planning Agreement	10 September 2015	Bago Quarry located at Lot 129, DP 754445, 129 Milligans Road, Herons Creek.	The planning agreement provides for payment of a monetary contribution to Council towards the maintenance of Bago Road. The Developer would also undertake maintenance works on approximately 2.1 kilometres of Milligan's Road, Herons Creek.	Volcanic Resources Pty Ltd, Warren James Roche, Inez Marie Roche & Mark Andrew Roche.	The development had not commenced during the financial year.
64	Lookout Road Quarry Planning Agreement	13 March 2017	Lot 161 & Part Lot 52 DP 754445 & Compartments 42 & 43 in Broken Bago State Forest	The VPA provides for the payment to Council of a monetary contribution for the purposes of the maintenance and upgrade of the Haulage Route, or such other public roads that Council determines as being impacted on by the Development.	Port Macquarie Hastings Council CTK Natural Resources Pty Limited	The development had not commenced during the financial year.
65	Sienna Grange Residential Aged Care Facility Planning Agreement	22 February 2017	Lot 1 DP 735097 and Lot 10 DP 31128	The VPA provides for the payment to Council of a monetary contribution towards the provision of sewerage infrastructure to meet the RACF development. The amount is dependent upon the Sewerage Connection Works Option taken up.	Port Macquarie Hastings Council Australian Unity Retirement Development Management Pty Ltd as trustee for Australian Unity Sienna Grange Development Trust	The development has commenced. Part contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
66	Reading Street Environmental Land Planning Agreement	1 September 2017	Lot 7 DP 1142473 (Developer Land) Lot 15 DP 1099742 (Neighbour Land)	The VPA provides for the Environmental Dedication of Land to Council following a boundary adjustment between the Developer Land and the Neighbour Land; to then subdivide the Developer Land to create Final Lots and the Environmental Dedication Land as a separate lot.	Port Macquarie Hastings Council Ronald Gordon Little and Adele Lillian Little	Agreement completed.
67	Red Ochre Planning Agreement	16 October 2017	Lot 225 DP 1208821 (Child lot 332 DP 1232716)	The VPA provides for the dedication of land and a monetary contribution towards the maintenance of environmental land.	Port Macquarie Hastings Council Diteleigh Pty Ltd	The development has commenced. Part contributions received.
68	Thrumster Rider Sewer Main Planning Agreement	20 October 2017	Lot 138 DP 1225533	The planning agreement provides for a monetary contribution towards provision of a necessary future upgrade of the Thrumster sewer network servicing the above development.	Port Macquarie Hastings Council Lewis Development Pty Ltd	The development has commenced.
69	Rainbow Beach Central Corridor Planning Agreement 2017	5 March 2018	Lot 1232 DP 1142133, Lot 5 DP 25886, Lots 1-4 DP 1150758	The planning agreement provides for the establishment, embellishment and dedication of a local community park, establishment and dedication of district sporting fields. Provision of road access to the sporting fields. Establishment, management and dedication of environmental lands, including ongoing management of environmental lands for 20 years. Provision of a \$200,000 security for rectification of any significant environmental events. Payment of monetary contributions in accordance with contributions plans in force at the time of the approval for a stage in the development. Offsets against Development Contributions, in consideration of the provision of the local park and sporting fields. This VPA revokes the Rainbow Beach Central Corridor Planning Agreement dated 22 December 2011.	Port Macquarie Hastings Council St Vincent's Foundation	The development has commenced. Part development contributions received.

No.	Title	Date Entered Into	Land to which agreement applies	Description of Agreement	Parties	Status
70	South Lindfield Urban Release Area Planning Agreements (6)	16 January 2019	Lot 2 DP 533058, Lot 2 DP 1177586, Lot 1 DP 533058, Lot 3 DP 533058, Lot 5 DP 630393, Lot 1 DP 369206	The planning agreements provide for the establishment, dedication and management of environmental lands and provision of infrastructure to meet the development that is made permissible by the South Lindfield LEP. There is a variation to the definition of Sewerage Services Contribution Local for the Busways Land planning agreement.	Port Macquarie-Hastings Council BaptistCare Land Busways East Pty Ltd, Bhaajayu Pty Ltd, South Pty Ltd & Galbrock Pty Ltd Lake Innes Residential Pty Ltd Geoffrey Priest, Rene Patat as trustees for Scribbly Gums Superannuation Fund and Scribbly Gums Holdings Pty Ltd Ross & Jennifer Ramm Nigel Mann family & Philip & Brett Pye	The development had not commenced during the financial year.
71	The Ruins Way, Innes Peninsula Environmental Land Management Planning Agreement	29 April 2019	Lot 3321 DP 1199939, Lot 31 DP 835437 & Lot 2 DP 813302	The agreement provides for establishment, management and dedication of environmental land and payment of a management contribution.	John Miller, Elsin Miller J&E Miller (Builder) Pty Ltd	The development had not commenced during the financial year.

APPENDIX A

Government Information (Public Access) Act - Agency Report

Clause 8A: Details of the review carried out by the agency under section 7 (3) of the Act during the reporting year and the details of any information made publicly available by the agency as a result of the review

Reviews carried out by the agency	Information made publicly available by the agency
Yes	Yes

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Clause 8B: The total number of access applications received by the agency during the reporting year (including withdrawn applications but not including invalid applications)

Total number of applications received
45

Clause 8C: The total number of access applications received by the agency during the reporting year that the agency refused either wholly or partly, because the application was for the disclosure of information referred to in Schedule 1 to the Act (information for which there is conclusive presumption of overriding public interest against disclosure)

Number of Applications Refused	Wholly	Partly	Total
	0	0	0
% of Total	0%	0%	

Schedule 2 Statistical information about access applications to be included in annual report

Table A: Number of applications by type of applicant and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Media	0	0	0	0	0	0	0	0	0	0%
Members of Parliament	0	0	0	0	0	0	0	0	0	0%
Private sector business	4	4	0	1	0	2	0	0	11	22%
Not for profit organisations or community groups	0	0	0	0	1	0	0	0	1	2%
Members of the public (by legal representative)	2	4	0	1	0	1	0	1	9	18%
Members of the public (other)	8	5	2	0	0	9	0	5	29	58%
Total	14	13	2	2	1	12	0	6	50	
% of Total	28%	26%	4%	4%	2%	24%	0%	12%		

* More than one decision can be made in respect of a particular access application. If so, a recording must be made in relation to each such decision. This also applies to Table B.

Table B: Number of applications by type of application and outcome*

	Access Granted in Full	Access Granted in Part	Access Refused in Full	Information not Held	Information Already Available	Refuse to Deal with Application	Refuse to Confirm/Deny whether information is held	Application Withdrawn	Total	% of Total
Personal information applications*	0	1	1	0	0	0	0	0	2	4%
Access applications (other than personal information applications)	14	12	1	2	1	12	0	6	48	96%
Access applications that are partly personal information applications and partly other	0	0	0	0	0	0	0	0	0	0%
Total	14	13	2	2	1	12	0	6	50	
% of Total	28%	26%	4%	4%	2%	24%	0%	12%		

* A personal information application is an access application for personal information (as defined in clause 4 of Schedule 4 to the Act) about the applicant (the applicant being an individual).

Table C: Invalid applications

Reason for invalidity	No of applications	% of Total
Application does not comply with formal requirements (section 41 of the Act)	5	100%
Application is for excluded information of the agency (section 43 of the Act)	0	0%
Application contravenes restraint order (section 110 of the Act)	0	0%
Total number of invalid applications received	5	100%
Invalid applications that subsequently became valid applications	4	80%

Table D: Conclusive presumption of overriding public interest against disclosure: matters listed in Schedule 1 of Act

	Number of times consideration used*	% of Total
Overriding secrecy laws	0	0%
Cabinet information	0	0%
Executive Council information	0	0%
Contempt	0	0%
Legal professional privilege	0	0%
Excluded information	0	0%
Documents affecting law enforcement and public safety	0	0%
Transport safety	0	0%
Adoption	0	0%
Care and protection of children	0	0%
Ministerial code of conduct	0	0%
Aboriginal and environmental heritage	0	0%
Privilege generally - Sch 1(5A)	0	0%
Information provided to High Risk Offenders Assessment Committee	0	0%
Total	0	

*More than one public interest consideration may apply in relation to a particular access application and if so, each such consideration is to be recorded (but only once per application). This also applies in relation to Table E

Table E: Other public interest considerations against disclosure: matters listed in table to section 14 of Act

	Number of times consideration used*	% of Total
Responsible and effective government	2	11%
Law enforcement and security	0	0%
Individual rights, judicial processes and natural justice	12	67%
Business interests of agencies and other persons	4	22%
Environment, culture, economy and general matters	0	0%
Secrecy provisions	0	0%
Exempt documents under interstate Freedom of Information legislation	0	0%
Total	18	

Table F: Timeliness

	Number of applications*	% of Total
Decided within the statutory timeframe (20 days plus any extensions)	30	94%
Decided after 35 days (by agreement with applicant)	1	3%
Not decided within time (deemed refusal)	1	3%
Total	32	

Table G: Number of applications reviewed under Part 5 of the Act (by type of review and outcome)

	Decision varied	Decision upheld	Total	% of Total
Internal review	0	1	1	33%
Review by Information Commissioner*	2	0	2	67%
Internal review following recommendation under section 93 of Act	0	0	0	0%
Review by NCAT	0	0	0	0%
Total	2	1	3	
% of Total	67%	33%		

*The Information Commissioner does not have the authority to vary decisions, but can make recommendations to the original decision-maker. The data in this case indicates that a recommendation to vary or uphold the original decision has been made by the Information Commissioner.

Table H: Applications for review under Part 5 of the Act (by type of applicant)

	Number of applications for review	% of Total
Applications by access applicants	17	94%
Applications by persons to whom information the subject of access application relates (see section 54 of the Act)	1	6%
Total	18	

Table I: Applications transferred to other agencies.

	Number of applications transferred	% of Total
Agency-Initiated Transfers	0	0%
Applicant - Initiated Transfers	0	0%
Total	0	

APPENDIX B

Disability Inclusion Action Plan Annual Progress Report

Disability Inclusion Act 2014

Adopted 18 September 2019 Ordinary Council Meeting - Item 11.07

Disability Inclusion Action Plan Annual Report: Year 2 of 4 years

For actions occurring between 1 July 2018 to 30 June 2019

1. Attitudes and Behaviours						
Disability Inclusion Action Plan						
1 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$ allocated budget
1.1 To increase opportunities for all residents to participate in civic life within the LGA	People with disability participate in Council meetings, community consultations, ceremonies and events	Monitor and report annually on the participation rates of people with disability	Community Participation Inclusion Officer	Short term (1-2 years)	Achieved & ongoing	Council community events and engagement meetings are held at accessible venues. Seniors Expo held at Panthers, free sponsored venue. 1458 attendees and 86 stallholders. (10% increase). Budget \$2500 Access Committee (PMHC Function Room). Cr Peter Alley, Chairperson and 11 members. Autism & Emergency Evacuation Workshops held at Glasshouse, with Emergency Services and people living with autism and their carers with 22 attendees.

1.2 Council works with its community partners to advocate for appropriate service levels to the region	Participate in disability services regional forums and inter-agency networks	Attend minimum 3 industry meetings per year	Community Participation Inclusion Officer	Short term (1-2 years)	100% Achieved and ongoing	-Attended NDIS Interagency Network meeting. -Chair 6 x Dementia Friendly Communities Steering Committee. Delivered a 12- month programme with \$15k Dementia Australia Grant including 3 x Pop Up Soup Cafes with 240 attendees, Dementia in Fiction Library event with 80 attendees, Hands on History art exhibition with 12 participants, exhibition launch at Library and 10 day exhibition, and ArtWalk video screening created by 8 people living with dementia and seen by over 6000 people. -Member of Prevention of Elder Abuse Network. Coordinated 2 x forums for 100 seniors to be aware of scams and pathways to receive help from Elder Abuse Counselling Services. Budget \$400
1.3 Participation by people with a disability in Council's decision	Ensure Access Committee's continued effectiveness as an	6 Access Committee meetings held per year	Community Participation Inclusion Officer	Short term (1-2 years)	100% Achieved and ongoing	6x Access Committee meetings coordinated. Includes prioritisation of footpath and kerb ramp requests from residents and

making processes is encouraged and supported	advisory body on access issues					reviews of draft designs of footpath works. 5x access-friendly business excursion days meeting with 25 businesses. 40x car parks audited and data entered into an 'app' that will enable those with a disability to easily locate disability-friendly carparks across the LGA. Budget \$1500.
1.4 Council works with its community partners to advocate for appropriate service levels to the region	Advocate to State and Federal Government for increased services for people with disability and their carers	Report annually on advocacy	Community Participation Inclusion Officer	Medium term (2-4 years)	100% Achieved and ongoing	-Attended National Disability Inclusion Scheme State Government Forum. -Attended NSW Dept FACS Mid North Coast Planning Forum which advocated to State Govt for simpler process for people with disability to submit their annual plan so as to receive NDIS funding.
1.5 Positive attitude towards people with a disability in the LGA are promoted	Coordinate and widely promote an International Day of People with a Disability event (IDPwD)	1 event delivered per year	Community Participation Inclusion Officer	Short term (1-2 years)	100% Achieved and ongoing	Int Day of People with Disability held at McInherney Park with SailAbility. Access Committee & Mayor thanked 48 volunteers and supported 24 people living with a disability. Budget \$150

1.6 To facilitate change towards more accessible and inclusive business practices by operators in all areas of tourism and commercial industry in the LGA	Access Committee continues to roll out the Access Friendly Business Project	10 businesses visited per year	Community Participation Inclusion Officer	Short term (1-2 years)	100% Achieved & ongoing 15 were accessible and 10 deemed not accessible	25 x businesses visited including: Bonny Hills Caravan Park, Fat Fish Café, NorthPoint Apartments, Shelly Beach, Sea Acres, Settlers Inn, Spotlight, Supercheap Auto, Beacon Lighting and Australian Hearing. As a result of advocating the Colonial Arcade installed a disability-friendly public toilet. Common issues at failed shops were steps at front door, high counter height and aisles too narrow to fit a 90cm wide wheelchair.
1.7 Council works with local industry providers to identify and resolve issues associated with providing inclusive tourism and other services to people with a disability	Provide education and promotion around accessible tourism and encourage business to use access symbols on their marketing collateral and windscreen viewpoints marked on maps	2 business and tourism presentations	Group Manager Economic Development	Medium term (2-4 years)	50% On target	PMHC Economic Development team supported and facilitated the Inclusive Tourism Regional Road Show in August 2017. The NSW Business Chamber, Destination NSW and Trip Advisor were presenting industry relevant tips, information and fact sheets. This information has been distributed through the Greater Port Macquarie Tourism Association to local tourism related businesses.

2. Focus Area: Liveable Communities				Disability Inclusion Action Plan		
2 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$allocated budget
2.1 To progressively improve access to public spaces, buildings and infrastructure for all residents and visitors	Upgraded footpaths and kerb ramps provide a continuous accessible path-of-travel throughout town centres and between town centres and key retail, leisure, residential aged care and community facilities	Report annually on new or upgraded footpath, kerb ramps and pedestrian refuges and crossings installed – subject to resources and budget availability	Group Manager Transport & Stormwater Network	Short term (1-2 years)	50% On target and ongoing	Footpaths installed in 2018/19 include: -Kendall Rd, Kew (100m) - The Parade, North Haven (300m) -Ocean Drive, North Haven (300m) Central Rd Parklands Village PMQ (130m) -Hill St Port Macquarie (150m) -Hastings River Drive PMQ (230m) -Lighthouse Rd, PMQ (280m) Footpaths installed in 2017/18 Budget \$500k. include: • Bellbowrie St (200m) • Lake Rd (70m) • Park St (140m) • Sherwood Rd (120m) • Lake Rd (150m, part of Lake Rd upgrade near Oxley Hwy) Yarranabee Road Pedestrian crossing installed Budget: \$50k

2.2 To progressively improve Council-owned community buildings to provide equal access for people with disability	Scope, design and prioritise disability access improvements at community facilities within budget constraints	Access Committee review and prioritise improvements annually	Community Participation Inclusion Officer	Short term (1-2 years)	50% On target	- Audited Halls with Emerald Downs Hall and Mac Adams Hall reviewed as accessible. -Senior Citizens Port Macquarie Facility reviewed. This is a 25-year old building. Disability toilets access too difficult with two x 90 degree narrow turns, with wheelchairs requiring assistance. 2020/21 DIAP budget proposed modifications of \$30k to make the amenities compliant.
2.3 To progressively improve access to public amenities for all residents and visitors	Audit council public toilets. Review scope of works and design and implement to upgrade existing public toilets in the LGA	Access committee audited public amenities. 2 new accessible toilets installed Detailed design completed for PMQ Plaza car park amenities.	Group Manager Recreation & Buildings	Short term (1-2 years) Medium term (2-4 years)	100% Achieved and ongoing 3 new accessible toilets installed New Plaza car park amenities on-	Comboyne Hall installed new toilet at \$77k (18/19). Lake Cathie Foreshore Installed new toilet (18/19). Shelly Beach installed new toilet (17/18) and wheelchair friendly picnic table and footpath with a DIAP budget of \$20k towards the project. Grant received through the Stronger Country Communities Fund (\$255,030) for new amenities

					track for delivery September 2019	to be installed at PMQ Plaza car park scheduled completion by September 2019. An additional contribution from the Access Committee will result in the inclusion of an adult change table & gantry hoist within this facility. Pilot Beach Amenities to be rebuilt in April 2020 to meet all current standards
2.4 To progressively improve access to public amenities for all residents and visitors	Scope, design and build Dog Parks with input from Guide Dogs	2 Dog Parks created	Group Manager Recreation & Buildings	Medium term (2-4 years)	50 % completed 1 Dog Park created	Allocated Grant for 2019/2020 to develop off-leash dog exercise park in Port Macquarie (Stuart Park Regional Sporting Precinct) Wauchope Completed. These facilities will also be used by people with assistance animals and guide dogs to train their puppies. Dog Parks to include seating and easy access for people with disability.
2.5 Services and facilities provided by Council comply	Resolve access issues at Wauchope Library arising from poorly located	Improvements undertaken at Wauchope Library	Group Manager Recreation & Buildings	Medium term (2-4 years)	100% Achieved	Wheelchair ramp to outdoor play space installed. DIAP Budget: \$13k.

with the requirements of Disability Discrimination Act, Australian Standards AS1428 Building Code of Australia	accessible parking, inappropriate ramp gradients, paving and benches - subject to budget availability					
2.6 Services and facilities provided by Council are compliant with the requirements of Disability Discrimination Act, Australian Standards AS1428 & Building Code of Australia	Review design of Airport Terminal Building upgrade for disability access considerations	Design reviewed	Business Enterprise Manager – Airport	Short term (1-2 years)	85% On target	The terminal has been designed by our architects (MODE Design) to meet requirements of AS1428, with specific access and mobility features incorporated into the design including: -Provision of compliant ambulant and disabled amenities to both the male and female landside and airside areas. -Compliance with thresholds, walkways, ramps and landing grade requirements -Continuous accessible paths of travel and circulation space -Provision of low-height DDA compliant check in counter and car rental service desk -Provision of low-height DDA complainant flight information display screen to departures lounge -Inclusion of hearing loops to the check in and departure lounge areas -Statutory signage inclusion.

2.7 Improve access to beaches and outdoor recreational facilities	Investigate viability of an access mat trial which connects carpark to beach	Town Beach assessed for viability of an access mat trial	Group Manager Recreation & Buildings	Short term (1-2 years)	Completed review.	Reviewed. Access Committee decided not to proceed due to cost of mobi-mat (\$26k for 60metres), inefficiencies of set up and pack down requiring 4 x staff twice per day and beach tractor, and difficulties with high and low tide requiring different lengths of matting. During 2019/20 Recreation & Buildings to explore other options such as more permanent solutions with recycled tyre ramps.
	Review and scope signage about how to hire free beach wheelchair	Signage reviewed for promoting beach wheelchair		Short term (1-2 years)	Achieved	2018/19 Budget \$170 for 450 x brochures distributed to Visitor Information Centre, CSC's & disability groups.
					On target	2019/20 Budget \$200 for signage to be displayed at Shelly Beach.
2.8 All residents and visitors have access to beaches and outdoor recreational facilities	Review design for Wauchope Regional Sporting Fields to trial an adult change table at this venue	Facility complies with Australian Standards AS1428 & Building Code of Australia	Group Manager Recreation & Buildings	Short term (1-2 years)	Yet to commence.	This deliverable has been noted for ongoing detailed design of this facility.

2.9 To improve accessibility to playgrounds for all residents and visitors	Lake Cathie Playground access improvements	Accessible play equipment and fence installed	Group Manager Recreation & Buildings	Short term (1-2 years)	100% Achieved	Completed \$50k DIAP budget allocated for wheelchair-friendly carousel and playground fencing completed November 2018.
2.9 To improve accessibility to playgrounds for all residents and visitors	Liberty wheelchair swing	Accessible play equipment and fence installed	Group Manager Recreation & Buildings	Short term (1-2 years)	100% Achieved	\$10k DIAP budget contribution to Liberty Swing, Town Beach completed 2017/18.
2.10 Scope, design and prioritise disability access improvements at community facilities	Port Macquarie Pool upgrade design to include disability access	Facility reviewed	Group Manager Recreation & Buildings	Medium term (2-4 years)	Not yet commenced	Project planning ongoing to determine site selection. Detailed design to follow, noting disability access to be included within the facility's design.
2.11 All Council-owned community halls within LGA provide equal access for people with disability	Scope, design and prioritise disability access improvements at community facilities - subject to budget availability	All facilities reviewed	Group Manager Recreation & Buildings	Medium term (2-4 years)	90% On target	\$30k DIAP budget allocated for new accessible toilet at Comboyne Community Hall completed 2018/19. All council-owned buildings and facilities have been scoped and prioritised for any access improvements. The Access Committee reviews this on an annual basis.

						Port Macquarie Seniors Facility investigating costings to install compliant wheelchair-accessible amenities 20/21
2.12 To improve access to public spaces, buildings and infrastructure for all residents and visitors.	Proactive approach to selecting street and park furniture that includes a mix of accessible products	Report annually on accessible street and park furniture installed	Group Manager Recreation & Buildings Group Manager Transport & Stormwater Network	Medium term (2-4 years)	100% Achieved & ongoing	Park benches installed at Liberty Swing, Town Beach. \$20k DIAP budget allocated for Shelly Beach footpath and accessible picnic setting completed 2018/19 \$15k DIAP budget allocated to Kew wheelchair-accessible picnic table and shelter 2019/20
2.13 Roads & public transport are suitable for people with a disability	Access Committee to conduct an audit of all bus shelters and upgrade in accordance with Council adopted bus shelter improvement program	Apply for grants when appropriate Access Committee to prioritise location of new bus shelters	Community Participation Inclusion Officer	Short term (1-2 years)	50% On target	Auditing commenced with over 80 bus stops reviewed. In 2018-19 we installed 6 new bus shelters, funded via the NSW Government CPTIGS program, at: Bechwood x2 Port Macquarie x1 Wauchope x3.
2.14 Roads & public transport are suitable for	Investigate feasibility for a Taxi Zone to have a grate transition	Taxi Zone transition investigated	Group Manager Transport &	Medium term (2-4 years)	Completed. Kerb ramp installed instead.	Grate for Coles Port Macquarie taxi zone found to be not feasible and kerb ramp installed instead at taxi zone. Budget: \$3k

people with a disability			Stormwater Network			
2.15 There is an adequate level of accessible parking and its use is effectively monitored	Regularly police use of accessible parking spaces	Ongoing on a daily basis Report annually	Group Manager Compliance	Short term (1-2 years)	100% achieved & ongoing	Rangers have continued to enforce illegal parking in disabled zones. A total of 47 infringements were issued in the 2017-18 year and 59 infringements for the 2018-2019 year for disability access offences. 6x accessible car spaces have been provided in the re-designed Town Square. 2 x new accessible car spaces have been installed on Clarence Street (Historic Court House) 1 x new accessible car space in Murray Street 3 x re-located car spaces in High Street, Wauchope
2.16 There is an adequate level of accessible parking and its use is effectively monitored	Access Committee to review locations and suitability of existing accessible parking throughout the LGA to ensure adequate and appropriate provision	Audit by Access Committee undertaken, map produced and to further investigate accessible parking solutions.	Community Participation Inclusion Officer	Short term (1-2 years)	70% completed	Access Committee has audited 127 accessible parking spaces in Port Macquarie. An App is being developed with GIS to input data on accessible car parks in our LGA. Upon project completion in late 2019/20 this app will be available for the community and will be widely promoted.

3 Focus area: Employment			Disability Inclusion Action Plan			
3 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$ allocated budget
3.1 To develop greater awareness and build a positive attitude towards access issues. Staff have the appropriate level of skills and knowledge to provide equitable services and an accessible environment	Provide EEO training to raise awareness of the legislative requirements to ensure discriminatory practices are eliminated from the workplace	Inclusiveness Training provided via general awareness training modules	Human Resources Manager	Medium term (2-4 years)	On target	During 2018/19, work commenced on drafting an Equity and Diversity Strategy to outline initiatives to promote diversity and inclusion within Council's workforce. Supportive practices are used in Council's recruitment processes, to remove potential barriers to employment.
3.2 To develop a more disability-friendly workplace	Assist line managers and supervisors to work effectively with staff with a disability and ensure that occupational health and safety requirements are met	Compliance with WHS Safety Measures Modifications in the workplace where appropriate	Human Resources Manager	Medium term (2-4 years)	On target	Introduction of Health Plan template and process. A health plan is a tool that supports reasonable adjustment in the workplace and documents adjustments and support for employees who may have a temporary or permanent disability or medical condition that requires support.

3.3 To develop a more disability friendly workplace	Provide opportunities for redeployment and retraining where a disability is acquired in the workplace if possible	Report annually on the number of staff with an acquired disability that have been reassigned to other duties	Human Resources Manager	Short term (1-2 years)	Achieved & ongoing	During 17/18 there have been 11 employees who have been provided with flexible working arrangements, adjusted duties and other supports due to temporary and permanent disabilities acquired.
3.4 Employer of choice	Review our obligations under the Carers Recognition Act and implement appropriate practices	Employees aware of flexibility provisions	Human Resources Manager	Short term (1-2 years)	On target	Carer's Leave Procedure reviewed and adopted June 2018. New Flexible Working Arrangements Policy is currently in draft, with consultation with staff expected during 2019/20.

4 Focus Area: Systems and Processes

4 Focus Area	Action	KPI	Responsibility	Timing	Status	Supporting comment and \$allocated budget
4.1 Provide council inform-	Audit and revise council's	Accessibility of council's website	Communications Manager	Short term (1-2 years)	100% Achieved.	Council's website is compliant with the WCAG 2.0 AA checklist.

ation in a range of formats that provides best practice accessibility to services and support for people with disability	website to be compliant with WCAG 2.0AA	against WCAG 2.0AA				Web page reviews occur every 12 months for all pages to ensure the content on the website is updated and maintained accordingly.
4.2 To provide equitable access to appropriate and responsive services across the LGA. The process of information dissemination and communication with all customers is improved	Provide training to staff in National Relay Service use and protocols	1 Training workshop completed	Customer Service Team Leader	Medium term (2-4 years)	100% Achieved.	Training scheduled for 2018/19. CS Team leader has investigated training options and will proceed with online training module provided by National Relay Service. Budget: FREE training provided by National Relay Service
4.3 Information is provided in 'user-friendly' accessible formats	Provide Council information and publications in alternative formats on request and promote availability	Report annually the number of requests for information in alternative formats and the average response time	Communications Manager	Short term (1-2 years)	100% Achieved and ongoing.	No requests have come in for an alternative format to receive information. We distribute information in pdf format, recognised universally as the most accessible format to receive information.

4.4 Appropriate services are provided to meet the needs of people with a disability and frail older people	Continue to develop and promote the spoken word and large-print book collections at libraries	20% of the Library collection budget is allocated to large print and audio books.	Library Manager	Short term (1-2 years)	Achieved and ongoing.	\$34,000 allocated to large print in 2018-19. \$18,000 allocated to audio and \$5000 to downloadable audio. Continue Port Macquarie delivery service for people who are housebound.
4.5 Appropriate programs are provided to meet the needs of people with a disability to access arts and culture	Continue to develop, promote and deliver the art and dementia program and the Digital Art program	20 sessions delivered per year	Glasshouse Venue Manager	Short term (1-2 years)	Achieved and on going	12 sessions delivered in 2018-19 with 94 participants. Annual Budget for this programme is \$2,720.
4.6 To improve access to public spaces, buildings and infrastructure for all residents and visitors	Integrate people with a disability into Glasshouse audiences and activities	Report annually the number of companion card tickets issued	Glasshouse Venue Manager	Short term (1-2 years)	Achieved and on going	237 companion card tickets issued in 2018-19.
4.7 Appropriate services are provided to meet the needs of people with a disability	Promote and continue to provide assisted waste collection services for residents who are unable to take their bins to the roadside	Report annually the number of assisted residents	Group Manager Environmental Services	Ongoing	Achieved and on going	JR Richards currently provides "Wheel In Wheel Out" services to 67 residents and the service is available to any residents that require it (based on an assessment).

4.8 Appropriate services are provided to meet the needs of people with a disability	Plan & scope considerations for disability friendly council event experience	Provide and promote suitable viewing areas and amenities	Community Participation Officer – Community Events	Short term (1-2 years)	On target Each community event that is planned, staged and delivered by Council is held on Council-owned land that provides access to amenities.	-Opportunities will continue to be explored to include better viewing areas or platforms for future event design plans if the site permits. -Ground level viewing areas were made available for Wheelchairs and Mobility Scooters at two screenings of the Hastings Moonlight Movies during 2018/2019. -Ground level viewing areas made available at side of VIP tents/side of stage at Australia Day Celebrations held in Wauchope and PMQ. -Collaboration between SailAbility NSW - PMQ Branch and PMHC to stage aquatic activities on Australia Day providing an inclusive sailing experience for all along the Hastings River. -Ground level viewing areas made available on Town Green as part of Council's Annual Countdown to Christmas Celebrations held on Town Green.
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Above: Australia Day, Port Macquarie
Front Cover: Lighthouse Road, Port Macquarie