

HASTINGS COUNCIL
Annual Report
2002/2003

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MESSAGE FROM THE MAYOR

With less than a year until the end of this Council's elected term, I am proud to say that we have achieved a great deal for the region.

In the current Council's term many projects come to fruition including the City of the Arts program, the final stages of the Cowarra Dam project, major planning initiatives in the form of the Hastings Urban Growth Plan, precinct planning at Flynns Beach and Town Beach, Wauchope Urban Growth Strategy and the Camden Haven Growth Strategy. Other major achievements have been confirmation of university places for Port Macquarie, the successful of the Farmer's Markets in Wauchope and working with landholders on the acid sulphate soils programs.

The 4th City of the Arts program ended in 2003. This was a two-year project during which time we worked with the community to develop a vibrant and visible cultural community with long-term outcomes for the region. While our reign may have ended we will always proudly bear the title of 4th City of the Arts and many of our achievements, such as Confluence, AquaSculpture, public art at Harry's Lookout to name but a few, have set a high standard for others that bear the City of the Arts mantle in the years to come.

As we look towards the next Council election in March 2004, I feel confident that the Hastings Council has successfully delivered our Vision to the community – a high quality sustainable life for all. This has been achieved by delivering major infrastructure, environmental programs and growth strategies which will directly benefit our current and future residents.

MAYOR
COUNCILLOR ROB DREW

MESSAGE FROM THE GENERAL MANAGER

This Annual Report marks the final complete financial year of the current Hastings Council. It is an opportunity to reflect on the Council's many achievements over the past four years.

Extensive planning will also be a hallmark of the 1999-2004 Hastings Council. While rapid growth is excellent for our region's economic development, careful planning is essential to balance development with environmental, social and economic sustainability. Our work on acid sulphate soils, water efficiency, greenhouse gas reduction and stormwater just to name a few has been second to none. Our environmental programs have been well supported by the community and that has been a cornerstone in their success.

The adoption of the Hastings Urban Growth Strategy (HUGS) outlines the direction of urban growth throughout the region, particularly in relation to Areas 13 & 14, Lake Cathie/Bonny Hills and Thrumster. The Wauchope Urban Growth Strategy and the Camden Haven Growth Strategy have been significant planning achievements. These plans will direct urban growth in these established urban areas.

The adopted Flynns Beach and Town Beach Precinct Plans have been recognised as 'best practice'. The plans, which are primarily aimed at managing the rapid redevelopment in these areas, encourage development with solar access, good ventilation, recycled timber, water conservation and stormwater management. This type of innovative planning for future development has laid the groundwork for a sustainable future for the region.

As one of Australia's fastest growing regional areas, Councillors and Council staff are faced with many challenges as we address the needs of an ever-changing and ever-expanding population. I feel that the achievements and hard work of the current Council will go a long way to preparing the region for a sustainable future.

This Annual Report details Council's financial position and is produced to comply with State Government regulations. The Auditors' report showed that Council is a financially responsible condition, not withstanding the ongoing challenge in funding new infrastructure throughout the rapidly growing region.

Congratulations to all Council staff and the Hasting community on making this region a fantastic place to live and work.

GENERAL MANAGER
BERNARD SMITH



COUNCIL INFORMATION

INTRODUCTION

This is a comprehensive Annual Report of the Hastings Council for the twelve month period to 30 June 2002. The reporting requirements set out in the Local Government Act require significant detail to be provided with a strong emphasis being placed on accountability.

The 2002/2003 Annual Report covers the period 1 July 2002 to 30 June 2003 and includes a comparison between Council's Management Plan and performance in this period.

Council welcomes enquiries concerning any area covered in this Report. Council staff will endeavour to assist you in providing answers to all enquiries received.

A Community Report, which will become available in January 2003, provides details of major achievements during 2002/2003 and general information relating to Council's future plans.

STRATEGIC DIRECTION

Council has set a Strategic direction incorporating a Vision, Mission, Corporate Values and Corporate Programs. This provides a guide for the organisation to achieve our Vision.

COUNCIL'S VISION

A sustainable high quality of life for all.

COUNCIL'S CORPORATE VALUES

Best Value Services
Advocacy
Customer Service
Accountability and Accessibility
Consultation and Communication
Sustainability

COUNCIL'S CORPORATE PROGRAMS

Governance
Economic Development
Community and Cultural
Planning and Environment
Infrastructure
Business Activities

MEETINGS

Members of the community are welcome to attend and address Council meetings. Council meetings are held every three weeks on Mondays (if Monday is Public Holiday then the meeting is held on the next Tuesday).

If you wish to address a Council Meeting, a request must be submitted in writing to the General Manager by 11.00am on the day of the Meeting.

You can obtain the date and time of the next Council Meeting by telephoning the Council office on 6581 8111 or by visiting Council's website. Regular advertisements detailing meeting venues and times are also published in local newspapers.

Business papers for Council meetings are available on Council's Website www.hastings.nsw.gov.au and for inspection at Council Libraries on the Friday morning before the meeting. You can also obtain a copy of the Business Paper at the Council Chambers prior to the Meeting.

COUNCILLORS 2002/2003

Councillor Wayne Richards was re-elected Mayor of the Hastings in September 2002. Councillor Rob Drew was elected Deputy Mayor of the Hastings.

Hastings Council is currently composed of nine Councillors. Councillor David Morton resigned from Council on 1 January 2003. Councillor Wayne Richards died from lymphatic cancer on 2 August 2003.

The next Hastings Council election will be held in March 2004. At this election the number of Councillors will be reduced from eleven to nine. The Mayor will be popularly elected by the people of the Hastings for a four-year term.

Rob Drew - Mayor

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TRIBUTE TO AN INSPIRATION LEADER – COUNCILLOR WAYNE RICHARDS

In 2003 Hastings Council and the community mourned the loss of Councillor Wayne Richards. Cr Richards was in his fifth term as Mayor when he died on 19 August 2003 from lymphatic cancer.

The late Hastings Mayor Councillor Wayne Richards will be remembered as an inspirational leader with a passion to serve his community.

Tributes following his death described him as an outstanding and tireless worker for the community who paved the way forward for many important Local Government initiatives.

NSW Premier Bob Carr said the tributes from across the community were a measure of just what an outstanding contribution Cr Richards had made and how greatly he would be missed.

Mayor Cr Rob Drew said Wayne was an exceptional Mayor with an ability to represent the community and hold the position with dignity and humility, without putting himself or the position on a pedestal. He always put the Hastings first and commanded the respect of all sides of politics at Local, State and Federal levels.

Councillor Richards will be remembered as a great leader and logical thinker while remaining humble, who guided the Council during a period of the most rapid growth and expansion in the history of the Hastings. During his time at the helm, Council displayed strong community leadership and advocacy and a willingness to make the hard decisions.

Wayne Richards was elected to Hastings Council in 1995 and had been Mayor since 1998.

A teacher of English, he moved to Port Macquarie with his family in 1978 to take up a position with Port Macquarie High School.

He was an active member of the community, being President of the Port Macquarie Teachers Federation, President of the Hospital Action Group and a member of the Mid North Coast Area Health Board.

A passionate supporter of the region's youth, a key initiative of Cr Richards was the establishment of the Mayor's Sporting Fund in 1999 and a Cultural Fund in 2002 to assist talented young people in the Hastings reach their sporting and cultural career goals. Councillor Richards was proud the Fund's success and it was his hope that it could grow to be even more successful with the continued support of the community. His contribution to the Fund has been memorialised in an annual sporting scholarship known as the *Mayor's Sporting Fund – Wayne Richards Memorial Scholarship*



GOVERNANCE

PROGRAM FUNCTIONS

- Council
- Executive Management
- Organisational Services
- Human Resources Management
- Financial Planning and Management
- Corporate Relations

COUNCIL

Goals:

- To provide leadership and guidance to the community and ensure the optimum allocation of Council resources for the benefit of the Council area.
- To undertake the role of advocacy and promote consultation processes that encourages effective participation by the community in Council decision-making.

Key Actions	Performance Indicators	2002/03	Comments
1.1.1 To have regard to the principles of ecologically sustainable development	Mechanisms in place to link the "State of the Environment" Report to Corporate Planning process & incorporation of sustainability in Planning Instruments	✓	Ongoing
1.1.2 Develop Corporate Direction	Undertake corporate planning & adopt Corporate Plan by 30 June 2003	30/06/03	Corporate Plan adopted by Council 16 June 2003
1.1.3 Monitor organisational performance	Quarterly Corporate Review of Council's financial position and key outcomes reported and adopted	✓	December Quarterly Review reported to 10/02/03 Council Meeting
1.1.4 Rural Consultation Programme	Annual Rural Consultation Programme adopted by 31 December	31/12/02	Program adopted.

EXECUTIVE MANAGEMENT

Goals:

- To provide strategic advice, leadership and organisational direction and to ensure that the organisation operates efficiently and effectively.

Key Actions	Performance Indicators	2002/03	Comments
1.2.1 Develop & exhibit the 2003/2005 Corporate Plan	Corporate Plan developed & exhibited in accordance with Department of Local Government Guidelines & adopted by 30 June 2003	30/06/03	Plan exhibited for public comment and adopted 16 June 2003
1.2.2 Review of the Monthly Performance Reporting System & implementation of improvements	All key work groups reporting performance through the monthly performance reporting system	30/12/02	Monthly reporting system operating since July 2002 further improvements to KPI system under development. Financial monthly reporting system demonstrated at Council Workshop 23/9/02
1.2.3 Provide leadership & direction in managing the organisation	Action implemented on results of staff survey Annual review of staff turnover	✓	Ongoing action is being implemented at a sectional and organisational level. Reported to Council on 24/03/03

ORGANISATIONAL SUPPORT

Goals:

- To provide efficient support services to the organisation, including insurance, records management and business paper production and to provide public access to Council information.

Key Actions	Performance Indicators	2002/03	Comments
1.3.1 Compliance with Freedom of Information Act	Process of applications and reporting in accordance with provisions of FOI Act at all times	✓	Compliance achieved
1.3.2 Compliance with Privacy & Personal Information Act	Internal appeals & reporting in compliance with Privacy Act at all times	✓	Compliance achieved
1.3.3 Implementation of DomDoc image based records system	System to be implemented	✓	Dom Doc is now installed and live in 3 sections. It will now be moved out to the balance of Council over the next 6 months.
1.3.4 Disaster Plan Revision	Plan to be revised and reissued	31/12/02	Draft presented to Exec Group and adopted.

HUMAN RESOURCES DEVELOPMENT

Goals:

- To provide quality , cost-effective human resources services aimed at enhancing organisational performance.

Key Actions	Performance Indicators	2002/03	Comments
1.4.1 Council's Workers' Compensation Insurance Service Agreement reviewed and amended as needed & performance against Service Agreement monitored	Review completed Insurance Agreement amended as necessary	30/09/02	Insurance Agreement signed with NRMA Newcastle
1.4.2 Appointment of appropriate Workers' Compensation Insurer	Insurer appointed by 31/12/02	31/12/02	Policy renewed with NRMA – Converted from calendar to fiscal year basis from 1/07/03
1.4.3 Undertake preliminary & Category 3 audits as per achievement of benchmarks in WorkCover Premium Discount Scheme	Internal Audit complete Category 3 Audit complete	31/03/03 31/07/03	 Category 3 Audit deferred until last quarter 2003 at Auditors request
1.4.4 Develop consultation arrangements within the organisation on safety matters	Initial Report prepared for consideration of management and communicated to staff	30/09/02	Safety Review Committee meeting every 6 weeks
1.4.5 Review Council's safety obligations in respect of contract management	Consultant engaged Review completed Recommendations adopted	31/07/02	Reviewed in consultation with Infrastructure Managers. To be referred to Safety Review Committee
1.4.6 Review of Council's Salary System	Review completed Report submitted for consideration of General Manager	31/12/02 31/03/03	Working Party formed to review salary system Remuneration consultant engaged to report on Council's market competitiveness Ongoing Working Party meetings

FINANCIAL PLANNING & MANAGEMENT
Goals:

- To provide revenue collection, expenditure, services and financial management advice to Council.

Key Actions	Performance Indicators	2002/03	Comments
1.5.1 Complete annual financial statements	Completed in accordance with Local Government Act requirements	31/10/02	Target met
1.5.2 Complete annual budget incorporated in the Corporate Plan	Completed and adopted by Council	27/06/03	Target met
1.5.3 Further enhancement of the long term financial model	Presented to Council in conjunction with the annual Corporate Plan process	27/06/03	Target met
1.5.4 Develop a long term strategic financial paper clearly stating Council's objectives and challenges in the coming years	- clearly identifies Council's financial direction - performance targets set - reviewed regularly in terms of items 1.5.1 – 1.5.3	31/12/02	Strategy Paper completed and presented to Council Workshop April 2003
1.5.5 Ongoing improvement to reporting systems	Customer satisfaction	✓	Ongoing
1.5.6 Ongoing process review and improvement	4 processes identified and reviewed by a cross-functional team on an annual basis	30/06/03	Major review of procurement functions finalised, implementation currently under way. Numerous process improvement areas identified and in varying states of implementation. Target met.

CORPORATE RELATIONS

Goals:

- To publish a range of quality information to residents which provides advice on Council activities, direction, services and achievements.

Key Actions	Performance Indicators	2002/03	Comments
1.6.1 Publish Council Newsletter three (3) times each year and deliver to all residents	Newsletter published & distributed in March, June and September each year	30/08/02 30/03/03 30/06/03	June newsletter will now be distributed in August.
1.6.2 Publish & Distribute Community Report	Community Report to be delivered to all residents in November each year	30/11/02	Community Report distributed week commencing 20/01/03
1.6.3 Publish Council's Annual Report	Annual Report published & meets Local Government Act requirements by 30 November each year	30/11/02	Sent to Dept of Local Govt on 30/11/02
1.6.4 Website Maintenance	Updated Website	✓	Ongoing
1.6.5 Communications Strategy	Development of Communications Strategy	28/02/03	Date to be revised. Incumbent on leave
1.6.6 Corporate Style Manual – Stationery	Development of a Style Guide for Corporate Stationery	30/09/02	Incumbent on leave
1.6.7 Media Releases	Release three (3) articles per week	✓	Achieved

CUSTOMER SERVICE

Goals:

- To provide outstanding customer service publish a range of quality information to residents which provides advice on Council activities, direction, services and achievements.

Key Actions	Performance Indicators	2002/03	Comments
1.7.1 Implementation of Integrated Customer Service Centre (CSC)	CSC implemented on time & within budget Annual Report on achievement of adopted KPIs	31/07/02 30/06/03	Customer Service Centre opened 22/7/02 Report to July Council Meeting
1.7.2 Customer Satisfaction Survey	Survey to be conducted twice annually to measure satisfaction levels of the service provided by the Customer Service Centre. Results to be reviewed & included in the development of an improvement plan	31/12/02 30/06/03	Survey completed. Complete results distributed to Councillors and Executive. June Survey results to be distributed in August 2003
1.7.3 Maintain an average weekly call waiting time of less than 20 seconds	Twice yearly report on performance & effective management of resources to achieve target	31/12/02 31/06/03	Average Call waiting time under 20 seconds.

INFORMATION SERVICES

Goals:

- To provide and maintain effective computer facilities to meet Council and customer requirements.

Key Actions	Performance Indicators	2002/03	Comments
1.8.1 Prepare Rolling Works Programmes for Information Technology.	Completed on time and reflecting Council's adopted strategies and available funding	01/02/03	Completed December 2002 Target met
1.8.2 Ensure Security & Integrity of Council's IT System	Install 2 part firewall in preparations for e-services within approved budget Changeover computer room power supply to generator being installed by Infrastructure	01/01/03 01/01/03	Firewall installed in December 2002. Project completed Water section is no longer putting in generator as they are moving their equipment to another location. This part of the project will not go ahead.
1.8.3 Enable e-services implementation	Install WEB server for e-services	01/01/03	Web server was installed in January 2003 . Training has been completed.
1.8.4 Preparation of yearly GIS works program for review by LIS Working Party	1. Time-frame met 2. Program meets GIS budget 3. Draft report meets GIS customer requirements within budget 4. Draft presented to LIS Working Party Meeting	01/04/03	Work program completed. GIS customers consulted. Review by LIS Working Party took place in March 2003.
1.8.5 Completion of yearly GIS Works Program	1. Time-frame met 2. Program undertaken within GIS budget 3. Projects completed within 10% of overall	30/06/03	2002/2003 work program completed within budget.

HUMAN RESOURCES

STATEMENT OF HUMAN RESOURCES ACTIVITIES UNDERTAKEN S.428(2)(M)

Recruitment

In the 12 month period, Human Resource staff have recruited some 59 new/vacant positions into the organization in addition to temporary and casual appointments to supplement the peak periods of Councils operation

Policy Development/Procedural Review

A review of Council's Induction procedure was undertaken during the reporting period. The procedure now entails a 3 step process aimed at ensuring new starters are familiar with the organization and their roles and responsibilities in their employment.

In addition policies including the following were developed:

- Working from Home, covering all aspects of safety, insurances, expense payments, infrastructure support
- Driving Under the Influence (DUI) which detailed Council's actions should an employee be charged and their license suspended/cancelled
- Flexible Working Hours

Industrial Relations

Council staff vested with the responsibility for the IR function experienced continued success in defending on behalf of Council, registered disputes in the Industrial Relations Commission.

In addition Council commenced negotiation with the Electrical Trades Union to bring all electrical staff under the one award in line with the remainder of staff.

Training

Council maintained its commitment to training and carried out a range of courses throughout the year including:-

- Risk Assessment
- Chainsaw – Cross cutting
- Manual handling
- Crane (HIAB 10mtrs/10 tonnes)
- OH&S for Managers and Co ordinators
- Leadership, Supervision and Communication
- Telstra Cable location
- Traffic Control
- Chemical User
- Elevated work platform
- Handling Difficult People
- Privacy

in addition to continuing support for staff attending workshops, seminars, conferences, those undertaking studies for further qualifications and those employed in apprenticeship and trainee positions.

Safety

An appointment to the role of Safety Co ordinator was made in November 2002 and since that time a great deal of work has been done in the area of safety systems development.

Council's OHS Management Plan was developed and endorsed through the Safety Review Committee, safety programs identified and prioritized with the assistance of some key stakeholders and work finalized on over 85 Hazardous Substances Registers, a Personal Protective Equipment (PPE) audit completed, Guidance notes and templates for Risk Assessment and Safe Work Method Statements developed and procedures related to Emergency Evacuations, Managing Contractor Safety

In addition a user-friendly Safety handbook was developed in consultation with Council's 18 Worksite Safety Representatives, the safety component of Council's Induction program re vamped and an audit and electrical check of Council owned premises undertaken.

Workers Compensation

The good work commenced in 2001 including the development of an Insurer Service Agreement, greater access to and communication with local medical practitioners, immediate response to accidents/injuries in the workplace, regular claims reviews and involvement in the Work cover Premium Discount scheme has seen Council begin to reap the benefits with a reduction by two thirds of its pre 2001 Workers Compensation Premium- a significant saving of in excess of \$900 000 for the organization. It is anticipated that through the next 2 Premium Discount Scheme audits Council will gain a further reduction in its premium to the tune of \$75 000

Human Resource staff also take a far more active role in Workers Compensation litigation resulting in the reduction in both the number and payouts of claims.

STATEMENT OF ACTIVITIES UNDERTAKEN BY COUNCIL TO IMPLEMENT THE EEO MANAGEMENT PLAN S.428(2)(N)

In accordance with the strategies identified in the Management Plan a number of processes have been reviewed to ensure compliance in the past year. These have included:

- a review of all HR policies and procedures to ensure EEO principles are followed including Council's Recruitment and Selection procedure
- amendments made to the Staff Handbook and EEO included in the Induction Program for new starters
- advertisements and Job Descriptions reviewed to ensure they are free from indirect discrimination, bias, discriminatory language and reflect importantly the skills and knowledge required in the job
- the Exit interview format reviewed to include the issues of harassment, discrimination and equal opportunity as discussion points with the employee.

Council in 2002 offered 2 aboriginal apprenticeships through the NSW Governments Aboriginal Employment Strategy – one in Horticulture in the Parks and Gardens section and the other as a Fitter Mechanic in Water Supply.

Council has been and remains committed to the principles and practice of EEO and will continue to monitor and up date its procedures into the future.

MAYOR AND COUNCILLORS

The total amount of money expended during the 2002/2003 year on Mayoral fees and Councillor fees was as follows:

Mayoral Fees	\$25,760.45
Councillor Fees	\$127,312.28
Total	\$153,072.73

The total costs associated with Councillor expenses for 2002/2003 were \$69,316.60.

The total costs associated with Mayoral expenses for 2002/2003 were \$24,270.95.

Facilities for Mayor and Councillors

Hastings Council's Policy pertaining to Facilities for Mayor and Councillors was made under the Local Government Act, 1993, including Sections 252 to 254. The Act requires that the Council must adopt a policy concerning the payment of expenses and the provision of facilities to the Mayor and other Councillors.

Mayor

In addition to those facilities provided to the Councillors, the Mayor is entitled to receive the benefit of:

- A car and mobile phone is provided in accordance with Council Policy No. P8.
- An office suite in the Council Administration Building.
- Secretarial support services associated with the office of Mayor.
- Administrative assistance associated with functions, meetings and the like.
- Office refreshments.
- Telephone, facsimile machine at place of residence which will remain the property of Council.
- Air travel - Economy Class (see also Council Policy No. S38 for Interstate and Overseas Travel).

Councillors

The Councillors are to receive the benefit of:

- Provision and use of official stationery, including letterhead, business cards and name badges.
- Typing services, Council business only.
- Postage of official correspondence - all mail is to be directed through the Council's own mailing systems.
- Meals/refreshments on evenings of Council, Committee, Sub-Committee Meetings and Working Parties, or at any other time deemed appropriate by the Mayor or General Manager whilst on Council business.
- Transport to official functions (if needed) when deputising for the Mayor.
- A subscription to Local Government Act and Planning and Environment Legislation held in the Councillors' Room.
- A subscription for the Local Government Regulations.
- A Councillors' Room, shared by all Councillors in the Council Headquarters Building, including a telephone and computer terminal.
- Councillor Room refreshments.
- A telephone/facsimile machine dedicated line and consumables at a suitable location as nominated by the Councillor which will remain the property of Council.

Where a telephone/fax facility is not required by a Councillor, Council will meet 50% of the rental of the Councillor's telephone and the cost of all costs made on Council business.

The Mayor or General Manager will be required to certify all claims for reimbursement prior to payment.

Where no separate telephone/fax/answering machine and dedicated line is provided and upon request, Council will provide, at its expenses, an answering machine for a Councillor's telephone.

- Upon request by a Councillor, Council will provide, at its expenses, a two-drawer filing cabinet for the storage of Council related documents.
- Upon request by Councillors, Council will provide, at its expense, copies of local newspapers, industry magazines and publications for information and research purposes.
- Air travel - economy class (see also Council Policy No. S38 for Interstate and Overseas Travel).

- Insurance - Councillors shall receive the benefit of insurance cover for (See also Insurance):
 - o personal injury/accident
 - o public liability
 - o professional indemnity
 - o travel insurance
 - o illness while travelling - travel, accident or sickness
- Council will provide training for Councillors as is appropriate for the effective discharge of the functions of civic office.
- Such training will be at Council's expenses and will be provided by Council's own staff or by outside providers as appropriate.
- Child-care cost reimbursement for attendance at Council and Committee, Sub-Committee Meetings and Working Parties.
- Reimbursement is subject to a formal claim being lodged not later than one (1) month after the expense was incurred.
- Protective apparel, if required, including hard hat and safety footwear, to accord with the NSW Occupational Health and Safety Act, 1983, for on site inspections.
- Provision of Notepad computer, printer, consumables and Telstra line.
- Provision of a Councillor uniform, upon request, consisting of blazer/jacket; shirt/blouse; trousers/skirt and tie/scarf.

Travelling Expenses Incurred by Councillors

Within the Hastings Local Government Area

Councillors are entitled to claim for travel from their place of residence to and from the Council Chambers, or other nominated venues, whilst on Council business, at the rate per kilometre as contained in the Local Government (State) Award.

The travelling expense is payable for Council and Committee Meetings, formal or social functions when representing Council or meetings with the community, where attendance is approved for the purposes of this policy by the Council or the Mayor or the General Manager.

Outside the Hastings Local Government Area

When approved by Council or the Mayor, Councillors will be entitled to travel to be by first class, such as when the Councillor is to accompany dignitaries. The Mayor and the General Manager are to have authority to determine such circumstances.

Where destinations are up to two (2) hours drive from Port Macquarie, travel should be by Council vehicle, unless otherwise approved by the Mayor or General Manager.

A Councillor who uses his or her own vehicle will be reimbursed at the appropriate kilometre rate or equivalent airfare, whichever is the lesser.

Vehicles

Upon request by Councillors, vehicles based at the Administration Building will be made available to enable Councillors to conduct inspections or attend meetings on Council related business.

Conferences and Seminars

Who May Attend Conferences/Seminars?

Councillors may be nominated to attend conferences, seminars and similar functions by:

- the Council, through resolution duly taken
- the Mayor or General Manager acting under delegated authorities

This shall not preclude the Mayor from nominating a substitute attendee for functions on those occasions where the Mayor is unable to be in attendance.

What Conferences & Seminars may be Attended?

The conferences, seminars, workshops, courses and similar to which this policy applies shall generally be confined to:

Local Government Association Annual Conferences (Federal and State).
Special "one-off" Conferences called by the Local Government Association on important issues.
Annual Conferences and Congresses of the major industry associations and professions in Local Government.
Seminars which further the training and development efforts of the Council, and within the budget framework.

Registration

The Council will pay all normal registration costs which are charged by organisers, including those relating to official luncheons, dinners and tours which are relevant to the interests of the Council.

Costs Incurred

Payment of reimbursement of costs incurred shall be subject to the requirements:

- (a) The travel is on Council business being to and from conference or seminars of the Local Government related organisations.
- (b) Only reasonable allowances are claimed or accepted towards necessary out-of-pocket expenses.
- (c) The travel is undertaken with all due expedition, and by the shortest route.
- (d) Any time occupied in other than Council business is not included in the calculation of expenses to be paid.
- (e) The claim is made not later than three (3) months after the expenses were incurred, and upon a voucher form for payment.

Actual accommodation and subsistence expenses will be met by Council up to the limits prescribed in Council's Policy No. S21 or on the basis of reasonableness, as determined by the Mayor or General Manager. Council will not meet any expenses for alcohol or personal expenses.

Community Functions

Where the Mayor, Deputy Mayor or Councillors accept an invitation to attend a community function in the role of the Mayor, Deputy Mayor or Councillor, Council shall meet the cost associated with such attendance.

Spouse/Partner

Where the attendee is accompanied by his or her spouse/partner no objection is raised subject to Council not being involved in any additional costs.

Where the Mayor has requested a Councillor to attend a function in his stead and the nature of the function is such that the Mayor has determined the Councillor should be accompanied, Council will meet travelling and subsistence expenses for the spouse/partner.

Councillors' Insurance

Councillors shall receive the benefit of insurance cover for:

- Personal Injury/Accident - Councillors will be covered whilst ever on Council business.
- Public Liability
- Professional Indemnity
- Travel Insurance

(i) *Personal Effects*: Where Council requires a Councillor to travel Council will obtain travel insurance through its travel agent insurers to cover personal effects of participants.

(ii) *Personal Accident*: Where Council requires a Councillor to travel overseas it will effect personal accident cover.

Illness While Travelling - Travel Accident or Sickness

Occasionally Councillors or staff members incur medical or hospital expenses from illness or accident whilst travelling overseas on Council business. Council will take out a Travel, Accident and Sickness Policy to cover overseas travel in the individual case.

Councillors' Legal Advice and Legal Costs**Enquiry, Investigation or Hearing**

In the event of any enquiry, investigation or hearing by any of:

- Independent Commission Against Corruption
- The Office of the Ombudsman
- The Department of Local Government and Co-operatives

- The Police
- The Director of Public Prosecutions, or
- The Local Government Pecuniary Interest Tribunal into the conduct of a Councillor, or where:-

Legal proceedings being taken against a Councillor arising out of or in connection with the Councillor's performance of his or her civic duties or exercise of his or her functions as a Councillor, Council shall reimburse such Councillor, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis, PROVIDED THAT:

- (a) The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Councillor on any basis; and
- (b) That the enquiry, investigation, hearing or proceeding results in a finding substantially favourable to the Councillor.

Note: Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act should be distinguished from expenses incurred in relation to proceedings arising merely from something which a Councillor has done during his/her term in office. An example of the latter is expenses arising from an investigation as to whether a Councillor acted corruptly by using knowledge of a proposed rezoning for private gain. This latter type of expense should not form part of a policy adopted under Section 252 of the Act.

Council may not meet the costs of an action in defamation taken by a Councillor as plaintiff in any circumstances.

Where doubt arises in relation to any of these points, Council should seek its own legal advice.

STATEMENT OF EXTERNAL BODIES EXERCISING DELEGATED FUNCTION S.428(2)(O)

No external bodies exercised functions delegated by Council in the period 1 July 2002 to 30 June 2003.

STATEMENT OF ALL COMPANIES IN WHICH COUNCIL HELD A CONTROLLING INTEREST S.428(2)(P)

There are no companies which Council held a controlling interest in the period 1 July 2002 to 30 June 2003.

STATEMENT OF ALL PARTNERSHIPS, COOPERATIVES OR OTHER JOINT VENTURES TO WHICH COUNCIL WAS A PARTY S.428(2)(Q)

Council as not involved in any partnerships or joint ventures in the period 1 July 2002 to 30 June 2003.
Council is part of the Mid North Coast Library Cooperative.

ECONOMIC DEVELOPMENT

PROGRAM FUNCTIONS

- Tourism & Visitor Information Centres
- Industry Development

Goals:

- Tourism - devise, in partnership with the local tourism industry, an effective annual Marketing Program and assist in product development by way of collating data and statistics for industry and developers.
- Visitor Information Centres - provide and operate efficient, effective, accredited Visitor Information Centres that provide services to meet customer needs, 364 days of the year.

Key Actions	Performance Indicators	2002/03	Comments
2.1.1 Implement Yr 2 Marketing/Promotional "Branding" Campaign	- Increased number of advertisers in tourism brochure - Increased number of responses generated - Reduced cost per response - Taskforce & industry satisfaction with quality of campaign	30/10/02 30/06/03 30/06/03 30/06/03	Support fragmented, but due to directory listing opportunity, increased number of operators participating. Marketing Campaign ongoing. Full results to be determined in June.
2.1.2 Develop collaborative shortbreak marketing campaign	3 campaigns negotiated and implemented - number of operators involved - responses generated	30/06/03	Campaign 1 implemented. Campaign 2 & 3 combined for Mar to Jun. Results to be reported at the end of June..
2.1.3 Establish Event Development & Coordination Project	- Event Coordinator employed - Adoption of a strategic plan for event management and development within the Hastings - Research and preparation of report on an annual "icon" event for the Hastings, and planning commenced - Negotiations commenced with: - International/ national sporting events	01/06/02 01/06/03 01/06/03	Achieved. Strategic Plan still under development In progress. In progress

Key Actions	Performance Indicators	2002/03	Comments
	- Local and regional media - sponsors • Government grant conditions met • Additional 12 month funding secured	01/06/03 30/06/03	Will not be achieved this year. Needs to be rolled over to 2003/04 subject to ongoing funding. Grant extended to 30 May 2003
2.1.4 Achieve 65% conference bid conversion rate	• Minimum 40 conference bids made; 26 successful	30/06/03	On target. Conference Coordinator appointed 1/9/02. Bids made – 24 Bids won – 13 (2443 room nights) Bids to be determined – 7 Bids lost - 4
2.1.5 Increase Visitor Information Centre Usage	• Increase accommodation bookings by 10% per annum • Schedule of staff 'family' visits to operators devised and maintained • Strategy for information distribution throughout Hastings devised and implemented	30/06/03 30/09/02 30/10/02	Achieved. Bookings increased by 11.11% Jul-Dec 2002. Implemented Implemented. Tourism Newsletter, weekly email communications, workshops, What's On Publication.
2.1.6 Review VIC Business Plan in conjunction with Tourism Manager	Review completed	30/10/02	Review has commenced. Finalisation of review with recs will be completed by 31/03/03
2.1.7 Conferencing Strategy completed in conjunction with the Tourism Manager	Increased Conference activity, with a minimum of six (6) Conferences attracted to Port Macquarie, with minimum delegates of 200	30/10/02	Conference Co-ordinator appointed on 01/09/02 and working towards agreed strategy
2.1.8 Ensure that the VICs maintain their accreditation as Level 1 and Level 3 VICs respectively	Accreditation Levels maintained	30/06/03	Achieved

INDUSTRY DEVELOPMENT
Goals:

- To encourage and facilitate business development and employment opportunities that provide for the needs of the Hastings community.

Key Actions	Performance Indicators	2002/03	Comments
2.2.1 Implementation of Timber Residue Program	By 2006 to exceed the NSW benchmark in the wood products industry by 5%.	- Investment Brief complete - MOU with prospective investor in place	Unlikely to be achieved. Premiers recent announcement indicates sufficient resource unlikely to be available.
2.2.2 Implementation of Education Program	By 2011 to achieve the same employment servicing level per resident as the NSW average in each occasion By 2006 to increase the export content (outside of the Hastings) by 5%	Government commitment to tangible University presence in the Hastings	May not be achieved. This is a third party decision.
2.2.3 Implementation of Tourism Development Program	By 2006 to exceed the NSW benchmark in the Tourism Industry by 5%.	Hastings Industry Measurement System and Quality Service Provider Program included as part of Tourism Marketing campaign	Hastings Industry Measurement System achieved. Quality Service Provider Program agreed by the Taskforce for inclusion in 2003/04.
2.2.4 Implementation of Hastings Food and Agricultural Food and Opportunities Program	By 2006 to exceed the "other agriculture" NSW Benchmark by 5%	Achievement of Farmers' Market objectives	Achieved
2.2.5 Extractive Industries	To protect extractive industry resource associated with haulage routes in the Hastings	Extractive Industry mapping complete	Achieved

<i>Key Actions</i>	<i>Performance Indicators</i>	<i>2002/03</i>	<i>Comments</i>
2.2.6 Management of Industry Promotion	100% of enquiries competently handled within 24 hours Maintenance of an efficient data source to assist those enquiring about the Hastings	100% of enquiries competently handled within 24 hours Snapshots produced quarterly	On target
2.2.7 Maintain progress of retail hierarchy	Implementation of Retail Policy Plan Implementation of Greater CBD Master Plan	Development of Master Plan completed	On target

COMMUNITY AND CULTURAL

PROGRAM FUNCTIONS

- Library Services
- Community & Cultural Development

LIBRARY SERVICES

Goals

- To provide quality information and recreational services.

Key Actions	Performance Indicators	2002/03	Comments
3.1.1 Attract new borrowers to maintain membership rate at 50% of population	Library membership measured against census data	✓	1155 new members have joined. 24% increase on this time last year. 49% of population are active Library members
3.1.2 A program of extension activities of at least 1 per month	No. of activities held/no. of attendees	✓	82 activities and programs with 1,580 attendees
3.1.3 Implement Business Plan	Meet set targets as outlined	✓	Business Plan presented to Corporate Team March 2003.

COMMUNITY & CULTURAL DEVELOPMENT
Goals:

- To provide, manage or facilitate a range of services and activities to enhance equity and social well-being and create a safe, inclusive and vibrant community.

Key Actions	Performance Indicators	2002/03	Comments
3.2.1 Implement the Community Plan, including: i) provide community development resources to local indigenous & rural communities ii) maintain the protocol to provide accurate, accessible information for the community & information centres in the Hastings iii) implement "Art in Public Places" policies iv) prepare a Cultural Plan v) Develop new 5 yrs Social Plan	i) Number & nature of Social Plan programmes implemented in period ii) Protocol reported to Council for adoption iii) Number of programmes & projects implemented iv) Plan prepared by 30/06/04 v) Processes for development of new plan ready by 30/10/03	30/4/03 30/04/03 30/06/03 30/06/03	i) ALO working with Lands Council's on many issues eg as NAIDOC Oxley Hwy alignment, est. of Gorri Interagency, Heritage wk. ii) Final development of web site being undertaken. Plan to complete and launch late 2003 Public art considerations currently being integrated with new DCP20 and S94 Plans for Community and Cultural Facilities and Public Open Space. A 10 yr public art plan is being developed. Public art projects – Windmill Hill; Camden Haven Public art plan and 3d x 3d public art forum underway. iv) Still awaiting final Cultural Planning Guidelines from State Government and first cultural planning workshop organised. v) Developing discussion paper on Social Plan due to wide changes in State Govt Guidelines
3.2.2 Provide an exhibition & workshops programme for the Regional Gallery that targets diverse cultural, ethnic & community interests & groups	Number of exhibitions & workshops held	30/04/03	3 exhibitions held featuring artists and works from diverse backgrounds including "Listen to the Land", "One Tree" & "Pallingjang Saltwater 2"

Key Actions	Performance Indicators	2002/03	Comments
3.2.3 Update the Crime Prevention Strategy in co-operation with key groups & agencies	Crime Prevention Plan Updated Focus groups / workshops held Public exhibition / Council approval		To be undertaken in 1 st & 2 nd quarters 2003/04
3.2.4 Develop the Hastings Community Drug Action Plan (HCDAP)	HCDAP Developed Student visitor's program completed Stepping Stones to Success program planned Washroom advertising project implemented	30/04/03 30/6/03	Drug Action Plan developed and launched. Strategies now being planned for implementation. Student visitor program completed
3.2.5 Manage Council's Community Grants Programme & the Area Assistance Scheme to required timeframes	Grants Programme implemented	30/12/03	All AAS requirements have been implemented on time. New program currently open
3.2.6 Implement the City of the Arts Program	* Program implemented in accordance with funding guidelines and community consultation * Additional funding accessed to implement non-program projects	30/06/04 30/06/04	COA Program being implemented. Major activities include Fresh Art, Hand Made in the Hastings, Events Forum, Premiers History Awards, Indigenous Public Art, Memories of Harry, Confluence, AquaSculpture3d x 3d forum, planning for Abundance, PlayRites Festival of Theatre underway, Cultural venues audit underway, Performing Arts Additional Funds of \$59,000 have been acquired

Key Actions	Performance Indicators	2002/03	Comments
3.2.7 Implement the Archaeological Master Plan AMP	Number of sites developed in line with the AMP	30/6/03	Design work being developed. Costings sought from suppliers in Sydney. The first two public art project in the Plan are being implemented – Windmill Hill and Town Green Birpai artwork
3.2.8 Develop and launch the Aboriginal Action Plan	Plan developed and launched		Draft plan being developed, by Dec 2003
3.2.9 Confirm redevelopment proposed of Civic Centre site to incorporate Art Gallery & Performing Arts Centre	Provision of cultural facilities in accordance with development brief	✓	Meetings with Architect and key stakeholders and staff. Planning for operations commencing.



REPORT ON BUSH FIRE HAZARD REDUCTION ACTIVITIES

S.428(2)(i)

Hazard reduction activities were carried out by six (6) agencies within the Hastings Council area. These were Hastings Rural Fire Service, NSW National Parks & Wildlife Services, State Forests, Country Energy and DLWC.

Hazard Reduction Burns

All agencies combined, completed 28 of the 31 planned control burns that were registered with the Hastings Bush Fire Management Committees, approximately 5102.11 hectares were reduced to satisfactory levels.

Hastings Rural Fire Service

Rural Fire Service, Hastings District completed 600 hectares of hazard reduction burns.

NSW National Parks and Wildlife Service (NPWS)

The NPWS carried out 9 of 9 hazard reduction works; totalling 632.11 hectares and completed 101 km of fire trail maintenance.

State Forest

The State Forest carried out 14 control burns, which were completed to satisfactory levels, totalling 3870 hectares. 227 km of fire trail maintenance was also completed.

NSW Fire Brigades

The NSW Fire Brigade carried out no hazard reduction burns.

Summary of Hazard Reduction Works

Planned control burns approved by the Hastings Bush Fire Management Committee totalled 5102.11 hectares.

Hazard reduction burns have been greatly restricted by dry weather and availability of crew.

Fire Trail Maintenance

Approximately 3 km of Asset Protection Zones on vacant Crown lands (DLWC) were constructed or maintained using Regional Fire Mitigation Grants (totalling \$3,000.00). The works were carried out in the areas of North Haven, Laurieton and West Haven. Due to the continuing dry weather, some areas have not been completed.

Fire Calls and Other Incidents (Rural Fire Service)

The Rural Fire Service attended a total of 440 incidents during the 2002/2003 year. These incidents included bush and grass fires, structural fires, motor vehicle accidents/fires, storm and tempest, within the Hastings Council area and surrounding areas. Units also assisted at the Section 44 Bush Fire Emergencies at Canberra, Grafton and Snowy Mountains.

Training (Rural Fire Service)

Senior First Aid

3 courses

60 personnel

total of 639 hours

Basic Fire Fighters

3 courses

100 personnel

total of 1544 hours.

Advanced Fire Fighters

2 course

40 personnel

total of 1020 hours.

Chain Saw

2 courses

10 personnel

total of 350 hours.

Village Fire Fighter

1 course

30 personnel

total of 800 hours.

Total man hours training = 4353 hours

DETAILS OF PROGRAMMES UNDERTAKEN BY COUNCIL DURING THE YEAR TO PROMOTE SERVICES AND ACCESS TO SERVICES FOR PEOPLE WITH DIVERSE CULTURAL AND LINGUISTIC BACKGROUNDS**S.428(2)(J)**

The Hastings has relatively small numbers of people with a non-Anglo background.

Aboriginality

Of a total population of 64483 some 1273 persons identified as Aboriginal or Torres Strait Islander in the 2001 Census (2% of total population).

This represents a similar rate to NSW (1.8% total population) but lower than the Mid North Coast Region (3.6% total population), and is a 30% increase over the 931 persons identified as Aboriginal or Torres Strait Islander in 1996.

Census data may under enumerate the number of Aboriginal or Torres Strait Islanders in the population and informal estimates suggest 1500 may be a more accurate figure.

Ethnicity

Of the total Hastings population of 64483, 54701 persons identify their place of birth as Australia (84.8% of total population). This represents a significantly higher rate than NSW (69.9% total population) and a similar rate to the Mid North Coast Region (84.0% total population).

4,629 persons identified their place of birth as English speaking countries (7.2% of total population). 2,008 persons identified their place of birth as non English speaking countries (3.1% of total population) and is a 20% increase over the 1,665 in 1996. 94.3% of the Hastings population (aged 5 years or more) speak English only.

During the year the following activities were carried out:

- The Aboriginal Liaison Officer position is now a permanent parttime position funded by Council.
- Support and sponsorship for some of the activities of Hastings Community
- Group for Reconciliation including printing of newsletter
- Community events held marking NAIDOC and Reconciliation Weeks
- Draft Statement of Commitment and Reconciliation has been advertised and currently awaiting community comment prior to adoption by Council
- Council continued to consult with local Lands Council on relevant issues
- Indigenous Australians art exhibited at Port Macquarie
- Regional Art Gallery
- NESB HACC project identified access and equity issues for service providers in the region and has compiled a resource manual for HACC services to implement access and equity strategies in service provision.
- Facilitated the Mid North Coast Multicultural Network

Access & Equity Activities

The Hastings Council Community Plan adopted 1999 is currently being reviewed. In line with Local Government requirements the new Social Plan will be ready for dissemination in November 2004. The Executive Summary was reviewed and updated in 2000. Access and equity priorities from the plan were included in the 2002/03 Corporate Plan.

The table commencing on page 27 summarises access and equity activities for the 2002/2003 year and status as at June 2003. All issues recorded are identified in the community plan.

Access & Equity Activities*Summary*

The following section summarises the activities Hastings Council will undertake to ensure that appropriate facilities and services are accessible to everyone in the community. This covers services Council may itself provide and services Council may advocate for from other service providers.

Council's objective is to ensure that appropriate facilities and services are accessible to everyone in the community.

Major Targets

1. Promote fairness in the distribution of resources and access to services essential to meet basic needs.
2. Recognise people's rights and improve quality of life.
3. Provide people with opportunities for participation and consultation about decisions affecting their lives and improve the accountability of decision-makers.

Hastings Council priority access and equity activities have been identified as part of its ongoing community planning process. The Community Plan has been developed on the basis of the Community Services Plan. Other planning documents which the Plan refers to are:

Hastings Community Profile 2003
Hastings Crime Prevention Strategy 2001; and
Disability Discrimination Act Action Plan 2002.

Copies of these documents are available at all Libraries for reference. They are also available from the Council Offices.

Significant access and equity activities Council will undertake over 2003 and 2004 are listed in the following table.

Target Group	Activity	Issue Identified
<i>Community Facilities and Recreation</i>		
Community, visitors	Prepare a management and development plan for community and cultural facilities in existing areas and areas of new urban growth	Currently being undertaken
Community, visitors	Expand and upgrade passive and active indoor and outdoor recreation resources	Achieved
Young people	Expand leisure and recreation options for young people	Achieved
<i>Art and Culture</i>		
Community, visitors	Plan for the development of the Regional Gallery, a centre of the performing arts and cultural heritage facilities and museums in the Hastings	Continuous Development
Community, visitors People with a disability	Support the development of cultural facilities, projects and programs with local communities and specific groups	Achieved and ongoing
Community, all target groups, visitors	Develop public art policy, implementation and funding plan	Achieved
Community	Develop a strategic art and cultural industries plan	Partly achieved
<i>Community Diversity and Participation</i>		
Aboriginal and Torres Strait Islander people, People of diverse cultural and linguistic backgrounds	Facilitate the establishment of culturally appropriate services	Achieved and ongoing

Target Group	Activity	Issue Identified
Community	Allocate Council grants and assist groups in applying for external grants to meet identified community needs	Achieved – funding distributed on annual basis
Aboriginal and Torres Strait Islander people, Rural communities	Develop and implement consultation methods between Council and indigenous communities, Council and rural communities. Provide community development resources to these communities.	Achieved
<i>Community safety and crime prevention</i>		
Women, children, men, older people	Implement actions in the Crime Prevention Strategy to reduce violence, and improve safety in public places and in relationships	Achieved
Community, visitors	Promote beach safety	Achieved
<i>Health</i>		
Community	Develop and implement an action plan on illicit drugs	Achieved
Older people	Promote healthy lifestyles for older people	Achieved
Children	Administer immunisation clinics in three centres	No action taken
People with disabilities, Young people, Community Aboriginal and Torres Strait Islander people	Lobby for, support the establishment of and promote adequate and appropriate health services and networks in the Hastings	Achieved
<i>Employment, Education and Economic Development</i>		
Unemployed	Promote employment opportunities for groups which are particularly disadvantaged in the jobs market	Achieved
Community	Continue to support and advocate for local primary industries	Ongoing
<i>Housing and Accommodation</i>		
Low income people, older people, people with disabilities, Aboriginal and Torres Strait Islander people	Implement strategies identified in housing study to promote the provision of affordable and appropriate housing	No action taken
Aboriginal and Torres Strait Islander people	Monitor the provision of affordable and appropriate housing	No action taken
Men, women, people with disabilities	Support establishment of crisis accommodation for men, people with mental illness (and dual diagnosis), drug or alcohol problems	Achieved in part
<i>Welfare and Support Services</i>		
All target groups	Support the establishment of a community legal/justice/ advocacy service for the Hastings	Achieved
Men	Provide ongoing support for Hastings Macleay Mens Support Group	Achieved

Target Group	Activity	Issue Identified
Children, people with disabilities, families, women	Monitor and advocate for adequate levels of support services	Achieved
All target groups	Encourage and support coordination between agencies to optimise the use of resources	Achieved
<i>Information, Planning and Advocacy</i>		
Community, new residents	Support the coordination and delivery of community information services	Achieved
Community	Establish and use relevant reference and working groups to assist community planning such as the Hastings Youth Advisory Group, Art and Culture Advisory Committee	Achieved
Gay, lesbian , bi-sexual and transgender people	Develop a detailed section in the Community Plan to reflect the needs of people of diverse sexualities	Achieved
All target groups	Coordinate and participate in planning forums, interagencies and related initiatives at regional and local level	Achieved
<i>Transport and Mobility</i>		
Community, especially low income earners	Support an accessible and effective public transport system	Achieved
People with disabilities, older people, children, visitors	Plan for and provide safe walkways, footpaths and cycleways	Achieved

PLANNING AND ENVIRONMENT

PROGRAM FUNCTIONS

- Strategic Land Use Planning
- Development & Building Control
- Environmental Services
- Compliance

STRATEGIC LAND USE PLANNING

Goals:

- To create sustainable living for the current and future residents of the Hastings which respects the environment and the economic/social well-being of the community.

Key Actions	Performance Indicators	2002/03	Comments
4.1.1 HUGS Area 14 Master plan - environmental study	Report to Council on draft document	31/03/03	Achieved
4.1.2 HUGS Area 13 Koala habitat investigation	Report to Council	30/06/03	Completed.
4.1.3 Camden Haven Growth Strategy	Strategy reported to Council	30/10/02	Final report to Council in March.
4.1.4 Rural Residential Strategy	Report to Council	31/12/03	Achieved – on exhibition.
4.1.5 Precinct Planning. Investigate and prepare draft DCP for Westport Precinct	Report to Council on draft plan	30/06/03	Delayed due to Greater CBD Master plan - now underway
4.1.6 Conduct CBD Access Summit	Summit convened	31/08/02	Summit held on 29/8/02

DEVELOPMENT COMMUNITY & CULTURAL DEVELOPMENT

Goals:

- To provide a development and building control system which provides for "ownership" of applications and where legislative requirements and Council policies are applied in a consistent and efficient manner

Key Actions	Performance Indicators	2002/03	Comments
4.2.1 Complying development applications approved within 7 days	7 days or better approval time	30/06/03	Continually achieved
4.2.2 Prepare Water Efficiency in Development DCP	Draft DCP prepared and reported to Council	30/06/03	Achieved
4.2.3 Implement DCP 48 Energy Efficient Development	Provisions of plan implemented	30/06/03	Underway
4.2.4 Continued implementation of inspection program of fire safety in older buildings	Ongoing. Inspections conducted on premises based on risk assessment	30/06/03	Underway
4.2.5 Review all development related application forms to provide ease of use and understanding	Forms reviewed and changes made to presentation and delivery	1/08/02	Achieved

ENVIRONMENTAL SERVICES
Goals:

- To ensure that Council and the community are informed on major environmental health issues and to monitor environmental health trends.

Key Actions	Performance Indicators	2002/03	Comments
4.3.1 Implement requirements of Onsite Sewage Management Plan	Ongoing	30/06/03	Underway
4.3.2 Implement requirements of Companion Animals Management Plan	Ongoing	30/06/03	Underway
4.3.3 Continued Implementation of Cities for Climate Protection Program	Stage 2 Milestone Achieved	30/06/02	Achieved
4.3.4 Implement Partridge Creek Acid Sulphate Soils Management Strategy	Ongoing Works Completed	1/02/03	On ground works underway.
4.3.5 Complete Natural Heritage Trust funded Drain Acid Sulphate Soils management project	Drainage based Management Agreements completed for identified drainage systems	30/06/03	Underway
4.3.6 Implement Stormwater Education Project	Water Efficiency DCP prepared. Water efficiency and management demonstration project completed	30/06/03	DCP completed. Demonstration project not in place.
4.3.7 Implement food safety reforms	Food premises notification scheme implemented	01/08/02	Completed

COMPLIANCE
Goals:

- To enforce standards in the interests of the environment, public health and public interest

Key Actions	Performance Indicators	2002/03	Comments
4.4.1 Maintain and develop on-street and off-street parking compliance function	Parking patrols undertaken in accordance with parking compliance protocol. Enter into off street parking enforcement agreements where possible	30/6/03	Underway
4.4.2 Ensure ongoing compliance in relation to unauthorized uses and development consents	All complaints followed up. Inspection schedule of consents implemented with any follow-up action	30/06/03	Underway
4.4.3 Ensure risks, public health and the environment are responded to	All complaints followed up in accordance with procedures and service standards	30/06/03	Underway
4.4.4 Undertake inspections of regulated premises	Inspections undertaken in accordance with risk assessment program	30/06/03	Underway

**SUMMARY OF THE AMOUNTS INCURRED BY COUNCIL DURING 2002/2003 IN RELATION TO LEGAL PROCEEDING
TAKEN BY OR AGAINST COUNCIL
S.428(2)(D)**

Matter	Sum of Amount	Comment
Allandale Deer P/L – Burger King – DA Conditions – Disabled Ramp	\$321.20	Finalised. Works complete.
Bell & Harris – Deed of Release	\$3,430.19	Finalised.
Bridle – Illegal Development SEPP 14 Wetlands – Lindfield Park Drive, Port Macquarie	\$4,553.22	Finalised. Consent orders issued.
DA 1999/0468 – Surf Street, Tourist Cabins	\$508.20	Finalised. Applicant complied with order.
Dugdale – Pollard – 3 Newport Crescent – Non Compliance 2	\$2,036.32	Ongoing.
G & B Barker – Elford's Road, Blackmans Point	\$1,028.28	Order issued against Barker.
Harrington – 1522 Ocean Drive, Lake Cathie – Court Appeal	\$1,624.37	Order issued. Work being undertaken to comply.
Horton Street Freshbake – Food Safety Standards Prosecution	\$156.20	To court on 24 July 2003.
Ibos Pty Ltd – Billabong Drive, Port Macquarie – DA 2000/0832	\$504.90	Finalised. Council successful at appeal.
IDAFE inc – Court Appeal – DA 2002/0553	\$1,515.42	Withdrawn.
James Hack – 552 Hacks Ferry Road, Telegraph Point – Unauthorised Development	\$1,457.50	Finalised.
K Little – Prosecution – 501 Kennedy Drive, Port Macquarie	\$0.00	Finalised at no cost to Council.
Luke Watson – Unauthorised Land Fill – 6 Depot Road, Wauchope	\$1,190.20	Finalised. Fine being paid in instalments.
MMTR Pty Ltd – Illegal Tree Clearing – Lot 5 DP 809815, Thrumster	\$7,513.99	Ongoing.
Nautilus Pacific – 21 Gore Street, Port Macquarie – Land & Environment Court Appeal	\$3,042.60	Ongoing.
Neil Trcin – Prosecution – Breach of Impounding Act	\$797.50	Finalised in favour of Council.
Retreat Village – Prosecution – Non Compliance with S68 LGAct	\$2,076.80	Finalised. Outstanding contributions paid.
Shipley – LEC Appeal – Motor Bikes – Beechwood	\$956.45	Finalised. Order issued.
SP 12292 – Order Sect – 121B – 42 Clarence Street, Port Macquarie	\$1,551.00	Ongoing.
Grand Total	\$34,264.34	

INFRASTRUCTURE

PROGRAMME FUNCTIONS

- Waste Management
- Council Buildings
- Parks, Gardens & Reserves
- Swimming Pools & Beaches
- Environment & Community Infrastructure Facilities
- Water Supply
- Sewerage Services
- Foreshores, Estuary & Flood Plain Management
- Technical Services
- Roads & Civil Infrastructure
- Survey, Investigation & Design Services
- Electrical, Mechanical & Communication Services

WASTE MANAGEMENT

Goals:

- To provide environmentally and ecologically sustainable waste management services through the implementation of Council's adopted Waste Management Strategy.

Key Actions	Performance Indicators	2002/03	Comments
5.1.1 Manage landfills in accordance with EPA licence conditions	Nil breaches	30/06/03	Annual returns submitted to EPA in Dec. Achieved compliance with licence conditions
5.1.2 Develop waste transfer stations to serve the Wauchope and Camden Haven areas	Transfer stations constructed	30/06/03	Site environmental assessments has been completed for the Camden Haven and the assessment for Wauchope is currently being undertaken by consultants in preparation for DA lodgement . Adjustments to the Waste Business Plan will see the T/S construction extended to 2005
5.1.3 Introduce waste provisions in DCPs	DCP amendments adopted	30/06/03	Feasibility study indicating other options should be pursued
5.1.4 Undertake initiatives to minimise contamination in recycling and organics collection services	Improvement to established benchmarks in these services	30/06/03	Initiatives being undertaken through Regional Group under grants programme from RNSW.
5.1.5 Implement closure/remediation/post closure plans for relevant landfills	Plans implemented	30/06/03	Closure of PMQ landfill completed. Surrender of licence is now completed

Key Actions	Performance Indicators	2002/03	Comments
5.1.6 Promote waste minimisation initiatives	Reduction in waste to landfill	30/06/03	A number of initiatives are being implemented
5.1.7 Refine and administer the landfill Environmental Management Systems (EMS)	EMS adapted	30/06/03	EMS Audit has been completed for the Cairncross Landfill Site.

COUNCIL BUILDINGS

Goals:

- To provide efficient and effective management of Council's building assets.

Key Actions	Performance Indicators	2002/03	Comments
5.2.1 Develop a construction program in line with Council's corporate plan	Plan developed and works implemented	30/06/03	Construction Plan has been developed and implemented
5.2.2 Adapt the building maintenance management program.	Program adapted	30/06/03	Open Windows Maintenance Programme to be pursued in line with the development of a Buildings Business Plan.
5.2.3 Renew or establish period/term contracts for all service providers	Contracts renewed or established	30/06/03	Majority of term contracts have been tendered out and appointments made.
5.2.4 Undertake a fire safety audit of all public buildings	Audit completed	30/06/03	Preliminary work commenced Tenders issued for Surf Club buildings. Others to follow.

CONDITIONS OF PUBLIC WORKS				
Category	Condition as at 30 June 2001 *	Estimate of cost to reach a satisfactory standard	Estimate of cost to maintain standard (current \$ value)	Maintenance Program 2000/2001 (\$)
Amenities/Toilets	Satisfactory	Nil	196,635	196,635
Visitor Information Centre	Satisfactory	Nil	4,785	4,785
Community/Youth Centres	Satisfactory	Nil	6,450	6,450
Surfing Clubs	Satisfactory	Nil	23,200	23,200
Residencies	Satisfactory	Nil	14,565	14,565
Music Centre	Satisfactory	Nil	1,350	1,350
Public Halls	Satisfactory	Nil	39,100	39,100
Senior Citizens' Centre	Satisfactory	Nil	5,040	5,040
Civic Centre	Satisfactory	Nil	85,200	85,200
Libraries	Satisfactory	Nil	140,700	140,700
Indoor Sport Complexes	Satisfactory	Nil	37,700	37,700
Swimming Pools	Satisfactory	Nil	177,800	177,800
Historic Court House	Satisfactory	Nil	2,500	2,500
Administration HQ	Satisfactory	Nil	167,800	167,800
Regional Art Gallery	Satisfactory	Nil	49,100	49,100
Coach Station	Satisfactory	Nil	11,000	11,000
Note: * With respect to Public Buildings, 'satisfactory' means that the building meets the detailed performance criteria as set down in Council's service level standards. This standard is maintained through an inspection and cleaning schedule mechanism and compliance with relevant licencing requirements.				

PARKS, GARDENS AND RESERVES

Goals:

- To provide and manage a range of passive and active recreational facilities and environmental open space.

<i>Key Actions</i>	<i>Performance Indicators</i>	<i>2002/03</i>	<i>Comments</i>
5.3.1 Carry out recreational and parks improvements in accordance with the Open Space Management Plan	Complete compliance with the time-frame of the works programme.	✓	All items in the works programme have been completed within the nominated time frame
5.3.2 Further develop and implement the initiatives of workplace reform	Workplace reform process is completed in accordance with adopted time-frame	✓	Further work place reform initiatives are being investigated as part of the ongoing process

SWIMMING POOLS & BEACHES
Goals:

- To provide safe aquatic recreational facilities.

Key Actions	Performance Indicators	2002/03	Comments
5.4.1 Ensure lease conditions at all Council swimming pools are adhered to, with no breaches	No breaches of pool lease conditions	✓	No breaches reported or recorded
5.4.2 Implement the upgrading of swimming facilities in accordance with Council's adopted programme	Implementation achieved in accordance with adopted programme	✓	The implementation of Council's upgrading of swimming pool facilities has been in accordance with the adopted programme
5.4.3 Ensure that lifeguard services are provided at beaches to meet seasonal needs	Lifeguards employed, trained and operational to meet demands of the beach season	✓	Lifeguard Services are provided in accordance with Council's Management Plan
5.4.4 Ensure that the construction of the Kendall pool is in accordance with the adopted programme	Kendall pool is constructed in accordance with adopted programme	✓	The development of the Kendall Pool is in line with the projected completion dates

ENVIRONMENT & COMMUNITY INFRASTRUCTURE FACILITIES

Goals:

- To provide environmental improvements and community infrastructure facilities for the benefit of the community.

Key Actions	Performance Indicators	2002/03	Comments
5.5.1 Commence Stage 1 estuary water quality monitoring	Grants offered, designs complete , programme commenced per Camden Haven & Hastings Estuary management Plans	1/03/03	No grant offer as of 1/7/03, commenced project May 03 without grant per Council resolution April 03. Project to c/o to 2003/04.
5.5.2 Complete Stage 4 Stormwater Management Grant projects	- Implement area wide education programme; - Implement pollution control facilities per adopted works programmes	30/06/03 30/06/03	Consultancy 85% complete, c/o to 203/04. Designs completed, construction commenced , due for completion August 2003.
5.5.3 Implement North Shore Drainage Strategy Stage 2	Implement Stage works per adopted strategy and works programme	30/06/03	Deferred due to design issues. Due to complete Dec 2003.

WATER SUPPLY
Goals:

- To provide an adequate, safe and clean water supply to the urban centers, and to provide water infrastructure to meet future needs.

Key Actions	Performance Indicators	2002/03	Comments
5.6.1 Complete the construction of the Cowarra Dam & associated works	Construction & commissioning completed by Dec 2002		Construction completed Oct'01. Minor works continuing until commissioning likely to be Dec '03
5.6.2 Complete the construction of Koree #3 river pumping station & associated works	Construction commenced & completed by Dec 2002		High Voltage substation completed Dec'02 Pumping stn & Rising Mains to be completed by Aug '03
5.6.3 Filling of the Cowarra Dam and commissioning of dam pumping station & balance tank	Fill dam & commission associated facilities by Dec 2004		Filling delayed by drought conditions & construction of Koree HV & Koree #3 PS
5.6.4 Construction & commissioning of Southern Arm Trunk Main	Construction commenced & completed by Dec 2004		Funding application to be lodged with DLWC in Aug '03. Construction to be completed by June 2005
5.6.5 Provision of Water Treatment Facilities at Comboyne, Long Flat, Telegraph Point, Wauchope & Rosewood	Construction commenced & completed by Dec 2004		Tenders closed July 2003. Construction to be completed by June 2005
5.6.6 Complete concept design for raising of Port Macquarie Dam	Concept design report completed and forwarded to DLWC by Dec 2003		Draft site & geotechnical reports being reviewed by Council staff.
5.6.7 Complete concept design of Maher Road, Sancrox & Area 13 service reservoirs & trunk mains	Concept designs completed as follows; Maher Rd by Dec 2002 Sancrox by Dec 2002 Area 13 by Dec 2003	31/12/02 31/12/02	Project designs has been combine with Southern Arm Trunk Main design works to be undertaken by DPWS in 2003/04
5.6.8 Review Development Servicing Plan & S64 Contribution Plan	Review completed & approved by DLWC		Initial review completed & reported to Council Jun'03
5.6.9 Review of Rolling Works	Review to be complete, accurate	✓	Draft 30year CWP completed

Key Actions	Performance Indicators	2002/03	Comments
Programme, Strategic Business Plan & Financial Model	and in the form required by Council		and currently being finalised for DSP Review
5.6.10 Complete approved Capital Works Programme	Programme completed by 30 June each year	30/06/03	Programme delayed by drought associated work activities
5.6.11 Draw water from river sources in an environmentally acceptable manner	Full compliance with State Government issued licence conditions	✓	Abstraction carried out within licence conditions or as directed by DLWC
5.6.11 Monitor water supply quality in accordance with NHMRC Guidelines	Testing & quality requirements achieved in accordance with guidelines	✓	Ongoing
5.6.12 Operate off-creek storage dam in accordance with Government Guidelines	Full compliance with requirements of NSW Dams Safety Act and Committee recommendations	✓	Initial & five yearly surveillance reports to be completed during 2003/04.
5.6.13 Complete annual water utility performance monitoring report	Review to be complete, accurate & submitted to DLWC	✓	Completed & submitted to DLWC
5.6.14 Demand management implementation & initiatives	Development & implementation of demand management strategy	✓	Ongoing project including Water Reclamation project

SEWERAGE SERVICES

Goals:

- To treat and manage the sewage waste from the urban centers in an environmentally acceptable manner and to provide sewerage infrastructure to meet future needs.

Key Actions	Performance Indicators	2002/03	Comments
5.7.1 Develop the Hastings Effluent Management Strategy to provide concepts for implementation	Long term strategies developed to meet the requirements of the Hastings Urban Growth Strategy	✓	Ongoing development of overall study. Report to Council Workshop in near future.
5.7.2 Operate and Maintain Treatment Plants in a continuous manner to produce a final effluent quality in accordance with EPA requirements	Load Based Licences returned in accordance with EPA	28/02/03	Annual Returns of LBL's to EPA in due course.
5.7.3 Review Strategic Business Plan	Review to be complete and in form acceptable to Council	31/03/03	Business Plan currently under review. Financial Model being finalised with input from DSP prior to completion of review.
5.7.4 Complete the approved Capital Works Programme	Program completed to Council's quality requirements	30/6/03	Work continuing.
5.7.5 Continually review reticulation rehabilitation programme based on flow gauging data	Remedial works proposed are adopted and programmed to meet Councils Service Standards	30/6/03	Programme continually evolving with remedial works continuing
5.7.6 Develop the Sewerage Servicing Options for the Hastings Small Villages	Servicing Options developed and adopted by Council and DLWC	28/02/03	Options Development Study currently being finalised by Sinclair Knight Merz. Report to Council expected soon.
5.7.7 Review Development Servicing Plan & S64 Contribution Plan	Review completed & approved by DLWC	✓	DSP Calculations currently being undertaken. Public Exhibition of DSP anticipated within next six months.
5.7.8 Complete Investigations and Design of Area 13 Treatment Plant	Investigations and design of plant undertaken to gain EPA approval	✓	Concept Design and Land Management Plan of Thrumster Land currently being finalised by URS Australia, and reported to Council in near future.

<i>Key Actions</i>	<i>Performance Indicators</i>	<i>2002/03</i>	<i>Comments</i>
5.7.9 Lake Cathie/ Bonny Hills Treatment Plant Upgrade	Upgrade approved by EPA and other Authorities to allow construction of Augmentation		Investigations continuing to allow augmentation to proceed as planned.

FORESHORES, ESTUARY AND FLOOD PLAIN

Goals:

- To address the environmental and physical requirements of estuaries and flood plains.

Key Actions	Performance Indicators	2002/03	Comments
5.8.1 Complete Camden Haven Estuary Management Plan	Completed on time and adopted by Council & Dept Land & Water Conservation	01/09/02	Complete
5.8.2 Complete Camden Haven Floodplain Management Plan	Completed on time and adopted by Council & Dept Land & Water Conservation	01/12/02	Draft Final Plan completed, due for adoption August 2003.
5.8.3 Complete Hastings Floodplain Management Study	Completed on time and adopted by Council & Dept Land & Water Conservation	01/03/03	50% complete, due for completion March 2004.
5.8.4 Commence Hastings Flood Warning System	Receive grant offer, complete designs and commence implementation	01/06/03	No grant offer, deferred to 2004/05 programme.
5.8.5 Develop Canal Maintenance Plan	Canal Maintenance Plan completed on time and endorsed by Council	01/12/02	Consultancy commenced Feb 03, due for completion Dec 03.

TECHNICAL SERVICES

Goals:

- To provide engineering technical corporate support services to the organisation.
- To maintain and develop transportation and stormwater asset systems.
- To provide traffic management advice to the organisation.

Key Actions	Performance Indicators	2002/03	Comments
5.9.1 Prepare Rolling Works Programmes for Transport and Waterway facilities.	Completed on time and reflect Council adopted strategies and available funding	1/02/03	On schedule
5.9.2 Commence implementation of Hastings Major Roads & Traffic Study	Feasibility of outer ring road completed on time and endorsed by Council	30/06/03	No funds , deferred to 2003/04.
5.9.3 Cycleway Plans implemented	Cycleway Plans implemented per approved works programmes	30/06/03	On schedule
5.9.4 Pedestrian Access Mobility Plans	Plans implemented per approved works programmes	30/06/03	On schedule
5.9.5 LATM Plans implemented	Plans implemented per approved works programmes	30/06/03	On schedule
5.9.6 Develop strategy for sealed road pavement maintenance	Strategy completed on time and reflects asset management needs within available resources	30/06/03	In progress, requires further refinement with asset system update
5.9.7 Quality System for asset provision	Completion of Quality Assurance System for asset provision through developments	30/06/03	In progress , likely completion Dec 03.
5.9.8 AUSPEC Design Specifications	Complete review of AUSPEC Design specifications on time in consultation with HCIA	30/06/03	In progress , slightly behind schedule, due for completion August 2003.
5.9.9 Review Transportation and Stormwater Asset Systems	Review completed on time and identifies actions for improvements to existing system	30/12/02	Not commenced , due to shortage of specialist stormwater & asset staff.
5.9.10 Aerodrome Operations	Aerodrome Operations undertaken in accordance with CASSA guidelines and operations manual verified by independent audit	01/02/03	In progress.
5.9.11 Road Safety Strategy	Strategy completed on time and endorsed by Council and RTA	01/03/03	Consultancy commenced late due for completion August 2003.

ROADS & CIVIL INFRASTRUCTURE

Goals:

- To provide and maintain safe networks suited to the Council's purposes.
- To enhance the streetscape in the Port Macquarie CBD.

Key Actions	Performance Indicators	2002/03	Comments
5.10.1 Operate the ferry services in a safe manner and to the service levels adopted by Council	Service levels achieved and no breaches by WorkCover received	30/06/03	Achieved.
5.10.2 Provide depot facilities suitable for Council's needs	Facilities suitable and no environmental breaches by EPA / Council Environmental Section and no breaches by WorkCover received.	30/06/03	Achieved.
5.10.3 Select and implement Plant/ Fleet management System	All appropriate systems reviewed and most suitable system implemented, subject to funding.	30/06/03	Preliminary assessment of three systems undertaken. Detailed comparison with in-house system yet to be done. To be continued in 2003/04.
5.10.4 Review the plant utilisation against targets for the previous 12 months and review and recommend, where necessary, adjustments to the plant hire rates	Review complete and recommendations finished by due deadline.	30/09/02	Utilisation review not completed as information was not available from new Authority software system.
5.10.5 Report on plant replacements for current Works Programme	Report completed by due deadline & within available budget	31/08/02	Reported to Council on 9/9/02
5.10.6 Complete annual Contract Hire Plant documentation for next financial year	Documentation complete & ready for tender by due deadline	30/04/03	Achieved.
5.10.7 Review Plant Business Plan	Plan reviewed by due deadline	30/11/02	New Business Plan process. Plant not in wave 1. Will be done in 2003 for 04/05 Management Plan.
5.10.8 Continue site selection and forward planning work for a combined Works Depot	Selection finalised by due date and forward planning work continuing according to project timelines	30/06/03	Provisional site being examined as part of the Thrumster land Management Plan. Space requirements being collated.

Key Actions	Performance Indicators	2002/03	Comments
5.10.9 Implement TCMP works approved by Sub-Committee and Council	Works completed by due deadline & quality of works to Council's requirements	30/06/03	Achieved.
5.10.10 Provide maintenance services for road, bridge and associated infrastructure assets.	Services provided to meet Council's requirements and within available budgets.	30/06/03	Achieved
5.10.11 Report on Capital Works Programme achievement for previous financial year	Report completed by due deadline	30/10/02	Not achieved.
5.10.12 Complete the approved Works Programme each financial year	Programme completed by due deadline & quality of works to Council's requirements	30/06/03	Achieved
5.10.13 Review the strategy for road resealing	Strategy reviewed by due deadline	30/11/02	Reported to Council on 11/11/02.
5.10.14 Review strategy for unsealed rural roads	Strategy reviewed by due deadline	30/11/02	Reported to Council on 24 March 2003.
5.10.15 Continue Council policy of bringing civil infrastructure maintenance expenditure up to the value of 1% of the Current Replacement Cost of the assets by 1 July 2003	Sufficient funding provided each year in Council's annual Management Plan	31/03/03	Achieved. Policy being followed in 03/04 Management Plan.
5.10.16 Implement Quality, Environment and OHS&R corporate systems for road construction and maintenance activities	Systems developed and implemented by due deadline	30/06/03	Not commenced. Implementation will require resourcing if it is to be achieved.

SURVEY, INVESTIGATION & DESIGN SERVICES

Goals:

- To provide quality survey, investigation and design services to the organization.

Key Actions	Performance Indicators	2002/03	Comments
5.11.1 Prepare 3 year survey & design programme	Programme prepared on time; Reflects adopted works programmes	31/07/02	Completed for 02/03
5.11.2 Develop Quality Services Plan	Completed on time and endorsed	01/03/03	In progress, delayed due to staff shortages, due for completion Dec 2003.
5.11.3 Complete 75% of 2003/04 programmed designs	Completed as programmed to design briefs	30/06/03	Monitored monthly , 3 months behind schedule.
5.11.4 Review Service Specifications	Completed on time to reflect Council's service objectives	01/12/02	Completed
5.11.5 Review Business Plan	Completed on time and provides for competitive provision of services	01/03/03	Completed draft, due for completion September 2003.
5.11.6 Provide AUSPEC Services	Develop AUSPEC corporate services system and plan	Ongoing	On schedule

ELECTRICAL, MECHANICAL & COMMUNICATION SERVICES

Goals:

- To provide quality electrical, mechanical and communication services suitable for Council's needs.

Key Actions	Performance Indicators	2002/03	Comments
5.12.1 Implement infrastructure maintenance, repair& replacement as required by asset owners	Timeframe achieved & user groups satisfied with the quality, timing & quantity of services provided.	30/06/03	Ongoing, monthly progress reports provided to major customers
5.12.2 Review Business Plan	Review completed by May each year	30/05/03	Ongoing, report to Councillor Workshop Feb'03
5.12.3 Investigate a system for distribution of workshop overheads	System investigated by May 2003	30/5/03	Ongoing, but delayed by OH&S and WMS projects
5.12.4 Investigate alternative workshop facilities	Report completed on viable options for location of workshop facilities	31/12/02	Reported to Council Jun'03 & approval granted to proceed with relocation.

CONDITION OF PUBLIC ROAD, STORMWATER DRAINAGE, FLOOD MITIGATION, WATER SUPPLY AND WASTE WATER

Definitions used with respect to the condition of water, wastewater, roads and drainage assets are as follows:

Excel

In excellent (near new) condition; and/or
Adequately performing the required function; and/or
No problem beyond normal maintenance; and/or
Negligible wear and/or
Undamaged or damage repaired to original specification

FAIR

In fair condition; and/or
Not performing required function; and/or
Problem requiring immediate attention; and/or
Wear beyond tolerances; and/or
Damage is noticeably affecting performance

GOOD

In good condition; and/or
Easily performing required function; and/or
Wear approaching allowable limits and/or
All wear within tolerance

BROKEN DOWN

Unusable; and/or
Broken Down; and/or
Not able to be operated; and/or
Dangerous

CONDITION OF PUBLIC ROADS						
Asset Category	Quantity	Condition Rating at 30/6/2003	At Cost Value (x \$1,000)	Estimate of Annualised Cost to Maintain Satisfactory Serviceability Standard (x \$1,000)	Estimate of Annualised Cost to Maintain Current Serviceability Standard (x \$1,000)	Maintenance Expenditure for 2002/2003 Financial Year (x \$1,000)
Airport	1	Good	\$ 5,725.44	\$ 330.00	\$ 330.00	\$ 304.91
Ferries	2	Good	\$ 366.90	\$ 170.00	\$ 170.00	\$ 307.21
Sealed Local Roads	737.482 km	Fair	\$ 274,202.61	\$ 6,170.00	\$ 5,490.00	\$ 3,792.17
Unsealed Local Roads	447.215 km	Fair	\$ 43,442.96	\$ 1,960.00	\$ 870.00	\$ 715.39
Bridges on Local Roads.	164	Good/Fair	\$ 18,629.98	\$ 380.00	\$ 210.00	\$ 291.22
Bridges on Regional Roads.	14	Fair	\$ 5,059.63	\$ 110.00	\$ 60.00	\$ 37.31
Sealed Regional Roads	69.704 km	Good/Fair	\$ 29,041.63	\$ 660.00	\$ 590.00	\$ 506.71
Unsealed Regional Roads	15.794 km	Good/Fair	\$ 1,819.51	\$ 90.00	\$ 80.00	\$ 95.42
Street Lighting	-	Fair	-	\$ 715.00	\$ 650.00	\$ 652.17

Note: **Accurate** estimates of the annualised cost to raise the asset condition to a satisfactory serviceability standard or to maintain the current serviceability standard, are not currently available. The figures given in the table above are the best estimates. Accurate estimates are reliant on the asset registers and condition inspections and assessment being periodically completed and updated to permit accurate modelling to be undertaken. Insufficient resources are currently available to meet this need.

CONDITION OF STORMWATER DRAINAGE AND FLOOD MITIGATION						
Asset Category	Quantity	Condition Rating at 30/6/2003	At Cost Value (x \$1,000)	Estimate of Annualised Cost to Maintain Satisfactory Serviceability Standard (x \$1,000)	Estimate of Annualised Cost to Maintain Current Serviceability Standard (x \$1,000)	Maintenance Expenditure for 2002/2003 Financial Year (x \$1,000)
Urban Stormwater Drainage	176.8 km	Good/Fair	\$ 34,182.14	\$ 770.00	\$ 350.00	\$ 328.49
Flood Mitigation	285,534 m ³	Fair	\$ 3,522.91	\$ 80.00	\$ 20.00	\$ 17.98

Note: **Accurate** estimates of the annualised cost to raise the asset condition to a satisfactory serviceability standard or to maintain the current serviceability standard, are not currently available. The figures given in the table above are the best estimates. Accurate estimates are reliant on the asset registers and condition inspections and assessment being periodically completed and updated to permit accurate modelling to be undertaken. Insufficient resources are currently available to meet this need.

CONDITION OF WATER SUPPLY				
Category	Condition at end of 30/6/2003	Cost estimate to reach Satisfactory standard	Cost estimate to maintain standard (current \$ value)	Maintenance Programme 2003/2004 (\$)
Collection 5 river intakes, 1 borewell	Good	N/A	155,000	151,800
Treatment 10 chlorination sites	Good	N/A	170,000	165,800
Storage 1 OCS Dam 35 Reservoirs	Good Good	N/A N/A	180,000 95,000	180,000 95,600
Reticulation 17 pump stations 784km mains 22,243 connections 1 SCADA system, 152 sites	Good Good Good Good	N/A N/A N/A N/A	292,000 524,000 422,000 260,000	292,000 561,000 404,000 226,000

CONDITION OF WASTE WATER				
Category	Condition at end of 30/6/2003	Cost estimate to reach Satisfactory standard	Cost estimate to maintain standard (current \$ value)	Maintenance Programme 2002/2003 (\$)
Collection 24,312 connections 453km gravity mains 88km rising mains 148 pump stations	Good Good Good Good	N/A N/A N/A N/A	 420,200 550,200	 420,200 550,200
Treatment Disposal 6 plants			785,000	785,000

BUSINESS ACTIVITIES

PROGRAM FUNCTIONS

- Port Macquarie Airport
- Land Development
- Caravan Parks
- Crematorium & Cemeteries
- Timertown

PORT MACQUARIE AIRPORT

Goals:

- To provide, operate and manage a safe and functional aerodrome facility to Government standards and to Council's purposes.

Key Actions	Performance Indicators	2002/03	Comments
6.1.1 Meet requirements of CASA annual audit	Aerodrome Licence maintained	30/06/02	CASA Audit 21/11/01. Licence maintained
6.1.2 Review Aerodrome manual	Review to reflect CASAs audit	31/07/02	Amendments to Aerodrome Manual completed 30/11/01. CASA signed off 22/01/02
6.1.3 Develop Long Term Strategic Management Plan	Strategic opportunities for long term development of the Aerodrome are identified	31/10/02	Preliminary consultations held. SKM Currently Developing Plan
6.1.4 Review Business Plan	Overall Financial performance is met	31/12/02	
6.1.5 Runway Upgrade	Runway overlay meets future terminal requirements	30/06/03	Conditional on loan funding

LAND DEVELOPMENT
Goals:

- To manage Council's investment land holdings to reflect a commercial return and to increase the income base of Council

Key Actions	Performance Indicators	2002/03	Comments
6.2.1 To manage Council's investment landholdings in accordance with the Property Business Plan	The effective commercial return to the Business Unit of not less than 10% net on investments held or made	30/06/03	Conditional on purchases this year.
6.2.2 To develop an income stream	- The effective commercial return to the Business Unit of not less than 10% net on investments held or made. - The accumulation of property reserves in accordance with the Land Development and Commercial Leasing Business Plan	30/06/03	In progress. Investigation of potential investments continue.
6.2.3 Review Property Unit Operation	Review reported to Property Management Committee, including: • Financial status of the Reserve • Future investment projections • Structure of the Property Unit • Resources	30/06/03	In progress
6.2.4 Wauchope Industrial Land	Investigate lot configuration in accordance with demand	30/06/03	In progress

CARAVAN PARKS

Goals:

- To manage Council's caravan parks so as to provide a high level of holiday accommodation which provides a commercial return to Council.

Key Actions	Performance Indicators	2002/03	Comments
6.3.1 Establish Council's Caravan Parks Strategy	- Cost Benefit Analysis completed - Strategy Adopted by Council	30/06/03	In progress.
6.3.2 Review Business Plan	- Business Plan objectives reviewed annually and adjusted accordingly. - Budget targets being achieved or bettered. - Financial performance of caravan parks reviewed annually and reported to the property management committee. - Business performance feedback is communicated to the contractor on a regular basis	30/06/03	In progress.

CREMATORIUM & CEMETERIES*Goals:*

- To provide quality memorial facilities and services whilst providing a commercial return on funds invested in the business.

Key Actions	Performance Indicators	2002/03	Comments
6.4.1 Deliver services and manage in accordance with the strategy adopted in the Business Plan	Business plan objectives met	30/06/02	75% of target met
6.4.2 Review Business Plan	Business Plan Reviewed by March 2003	30/03/03	Reviewed in September 2002
6.4.3 Report on Business Unit for 2001/2002	Performance report completed by 30 th October 2002	30/10/02	

TIMBERTOWN

Goals:

- To manage and maintain Timbertown as a viable theme park.

<i>Key Actions</i>	<i>Performance Indicators</i>	<i>2002/03</i>	<i>Comments</i>
6.5.1 Maintain and develop Timbertown as a viable Council operation	- Achieve income expenditure results as set out in the budgets	30/06/03	
	- Continue to secure viable tenancies	30/06/03	
	- Investigate other means of income to finance capital works.	30/06/03	
6.5.2 Review Council's continued ownership of Timbertown	Future direction determined	30/06/03	

FREEDOM OF INFORMATION

TYPES OF DOCUMENTS HELD BY COUNCIL

Hastings Council holds documents, which relate to a number of different issues concerning the Hastings area and the operation of Council. These documents are grouped into five categories:

1. Files
2. Policy Documents
3. General Documents
4. Codes
5. Procedures

Some of these documents may be made available to the public on request. Documents that are not normally available to the public may require a Freedom of Information application to be completed before the release of such documents. Documents are available on paper, disk or microfiche.

Some of these documents are available for inspection as a requirement of certain legislation, other documents are available for purchase, whilst others are available free of charge. The following is a list of these documents.

1. Files

The main types of files that are held by council include General Subject files, Property files and Subdivision of Land files. All other types of files are listed in the list of documents to follow.

Members of the public, who wish to peruse files and/or copy documents contained on a file, should contact the person from Council you are dealing with or the Public Officer.

2. Policy Documents

Council has a register of policy documents that relate to the functions of Council. Policy documents are available for inspection free of charge. Copies can be obtained for a copying fee.

3. General Documents

General documents held by Council have been divided into two sections as listed below:

(A) DOCUMENTS AVAILABLE FOR INSPECTION AS PER LEGISLATION

Section 12(1) of the Local Government Act 1993 requires certain documents held by the Council to be made publicly available for inspection, free of charge. The public is entitled to inspect such documents at the office of the Council during ordinary office hours or at any other place as determined by the Council, for example, at libraries. Any current and previous year's documents of this type may be inspected by the public free of charge.

These documents are:

- Annual Financial Reports
- Annual Report
- Annual Reports of Bodies Exercising Delegated Council Functions
- Any Codes referred to in this Act
- Auditor's Report
- Building Application (see footnote)
- Business Papers for Council and Committee Meetings (but not including business papers for matters considered when a meeting is closed to the public)
- Complaints Handling Policy
- Conferences and Seminars Policy (Interstate and Overseas)
- Contributions Plan
- Council's Code of Conduct

- Council's Code of Meeting Practice
- Council's Land Register
- Council's Policy concerning the payment of expenses incurred by, and the provision of facilities to Councillors
- Council's Procedure Manual
- Delegation of Authority Register
- Development Application (see footnote)
- Disclosure Register for Councillors, Designated Persons and Delegates
- EEO Management Plan
- Environmental Planning Instruments, Development Control Plans and Plans made under Section 94AB of the Environmental Planning and Assessment Act, 1979, applying to land within the Council's area
- Fees and Charges Policy (see Management Plan)
- Internal Reporting Policy (for purposes of the protected Disclosure Act)
- Leases and Licences for use of public land classified as Community Land
- Local Policies adopted by the Council concerning Approvals and Orders
- Management Plan
- Minutes of Council and Committee Meetings (but not including minutes of a meeting or any part of a meeting that is closed to the public other than the recommendation of that meeting)
- Occupational Health & Safety Code
- Plans of land proposed to be compulsorily acquired by the Council
- Plans of Management for Community Land
- Plans of Management for Community Land (Stuart Park, General Sports Grounds)
- Pricing Policy (see Management Plan)
- Records of Approvals granted and decisions made on Appeals concerning Approvals
- Records of Building Certificates
- Register of Investments
- Returns as to Candidates' Campaign Donations
- Revenue Policy (see Management Plan)
- Section 94 Contributions Plan (Carparking spaces, Community Facilities, Hastings Contribution Plan, Open Space, Parks and Public Reserves, Rural Subdivisions, Sewerage Headwork Charges, Traffic Management Measures, Water Supply Headwork Charges)
- State of Environment Report
- Subdivision Code
- The Statement of Affairs, the Summary of Affairs and the Register of Policy Documents required under the Freedom of Information Act 1989.
- Tree Preservation Policy
- Privacy Management Plan
- 2003/2006 Corporate Plan

Council also has copies of these documents available for taking away, either free of charge or on payment of copying charges.

Note:

The right to inspect does not apply to:

- plans and specifications contained in building and development applications for any residential parts of a proposed building, other than plans that show the height and external configuration of the building in relation to the site on which it is proposed to be erected; and
- commercial information contained in building and development applications, which would be likely to prejudice the commercial position of the person who supplied it, or reveal a trade secret.

(B) DOCUMENTS NOT COVERED BY SECTION 12(1) OF THE LOCAL GOVERNMENT ACT 1993.

The council must allow inspection of its documents not covered by section 12(1) free of charge, unless it is satisfied that allowing inspection of a particular document would, on balance, be contrary to the public interest. However, this requirement to allow inspection does not apply to any part of a document dealing with personnel matters concerning particular individuals, the personal hardship of any resident or ratepayer, trade secrets or a matter the disclosure of which would constitute an offence against an Act or found an action for breach of confidence.

The provision of information to the public by councils is subject to the same public interest criteria as apply to the State Government under section 59A of the FOI Act. For the purpose of determining whether allowing inspection of a document would be contrary to the public interest, it is irrelevant that the inspection of the document may cause a loss of confidence in the council; or cause a person to misinterpret or misunderstand the information contained in the document because of an omission from the document or for any other reason.

While section 12(1) gives entitlement to inspect some documents, persons might choose to inspect or access other documents under the FOI Act, where there is protection from defamation. Reference might also be made to section 664 of the Local Government Act, concerning disclosure and misuse of information.

The public officer has the responsibility of assisting people to gain access to the council's public documents.

RIGHT TO INSPECT DOCUMENTS - ASSOCIATED DOCUMENTS

Documents associated with development and building applications under section 12(1) of the Act include development consents, building approvals or any other decisions or documents issued by the council in relation to those applications. These associated documents must be available for inspection.

RIGHT TO INSPECT DOCUMENTS—LEGAL DOCUMENTS

Section 12(6), allowing inspection of documents not referred to in section 12(1), does not override the common law right of councils to refuse public access to documents that contain advice concerning litigation or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege.

RIGHT TO TAKE AWAY COPIES OF DOCUMENTS

Where a right to inspect documents is conferred or granted by or under the Local Government Act, that right includes a right to take away copies, either free of charge or on payment of reasonable copying charges, as the council chooses. The right to take away copies or set a charge is subject to any contrary provision of the Act. For example, section 174 refers to an approved fee for a copy of a building certificate and a person can obtain such a copy only with the consent of the building owners.

In addition, the right to take away copies under section 12B does not apply to copies of the residential roll of electors (referred to in S.302(1)) or the resumes of candidates for election (referred to in S.308).

RIGHT TO TAKE AWAY COPIES OF DOCUMENTS – PLANS

The Copyright Act 1968 overrides the provisions of the Local Government Act. Material which is eligible for copyright protection includes plans of buildings and developments. These are protected automatically as soon as they are drawn or recorded in some way. A plan may be subject to copyright irrespective of whether it has of a copyright notice, ie the © symbol, placed on it.

A council should only allow a copy of a plan to be taken away if the approval of the copyright owner has been obtained.

Plans of a proposed building as merely show its height and its external configuration in relation to the site on which it is proposed to be erected, referred to in section 12(1A) of the Act, are not subject to copyright. Copies of such plans may be taken away.

REVIEW OF DECISIONS RESTRICTING - ACCESS TO INFORMATION

If the general manager or other staff member of a council denies access to information held by the council to the public or a councillor, the person concerned must provide the council with written reasons for the restriction. The reasons must be publicly available.

A council must review any restriction no later than 3 months after it is imposed. If requested by any person, the council must carry out a further review of the restriction 3 months after the first review or 3 months after any subsequent review.

If the council finds that there are no grounds for the restriction, or if access to the information is obtained under the FOI Act, the council must remove the restriction.

A Councillor or member of the public dissatisfied with the general manager's or council's decision on access to documents also has the right to seek access to the council records through the FOI Act and, if access is not granted, to lodge a complaint with the Ombudsman or to appeal to the District Court.

A councillor also retains the right to request the inspection of any council record under clause 41 of the Local Government (Meetings) Regulation.

(C) OTHER DOCUMENTS AVAILABLE FOR INSPECTION, TAKING AWAY OR PURCHASE

Planning Instruments:

- Hastings LEP 21
- Hastings LEP 24
- Hastings LEP 1987 (including Explanation Notes, Model Provisions, as adopted by LEP & Index)
- Hastings LEP 2001 Text & Maps
- SEPP No's 1, 5, 6, 8, 9, 11, 12, 14, 16, 20, 21, 22, 25, 26, 27, 30, 32, 33, 34, 36, 37, 44, 45, 46, 48
- Parking Code (Code No CO3)
- Hamilton Village Management Plan

Development Control Plans:

- DCP 1 Kennedy Drive
- DCP 2 Thrumster Locality
- DCP 3 Buffer Zone (Bonny Hills)
- DCP 4 Port Macquarie Airport
- DCP 5 Industrial Development Guidelines
- DCP 6 Peripheral Business Zoning, Laurieton
- DCP 7 Policy on Advertisements
- DCP 8 Rural Residential/Hobby Farm Development
- DCP 9 Residential Tourist Accommodation
- DCP 10 Port Macquarie Urban Expansion
- DCP 11 Gordon Street Commercial Area
- DCP 14 Homes for the Aged and Disabled
- DCP 17 Subdivision Code
- DCP 18 Off Street Parking Code
- DCP 19 Development of Portion 391, The Binnacle, Port Macquarie
- DCP 20 Port Macquarie Town Centre
- DCP 22 Dual Occupancy with or without SEPP 25
- DCP 23 McLaren Drive/Granite Street
- DCP 24 North Haven Shopping Precinct
- DCP 25 Aeroplane Landing Areas
- DCP 27 Airport Lands -The Binnacle
- DCP 29 Hastings River Drive
- DCP 31 Lord Street Gateway
- DCP 32 Bed and Breakfast
- DCP 33 Brothels
- DCP 34 Acid Sulphate Soils
- DCP 36 Exempted Complying Development
- DCP 38 Dwelling Houses and Ancillary Development
- DCP 40 Advertising of Development
- DCP 41 Building Construction and Site Management

Reports and Studies:

- Hastings Coastal Development Structure Plan, 1990
- Hastings Coastal Development Strategy & Residential Release Programme, 1983
- Hastings Coastal Development Strategy and Residential Release Programme, 1985 Review
- Port Macquarie Retail Study Final Report by Plant Location International Pty Ltd
- JTCW Tall Buildings Study
- Camden Haven Industrial Land
- Port Macquarie Foreshore Management Plan
- Report on Public Hearing (Dunbogan Canal Development)
- Hastings Urban Growth Strategy, Draft 1999
- Management Plan for Koalas, 1991
- Mitchell McCotter–Background Report for Section 94 Plan, 1993
- Connell Wagner–Arterial Roads Report for Section 94 Plan, 1993
- Hastings Contribution Plan 1993
- Port Macquarie Townscape Plan -Practical Handbook of Construction Details
- Rural Residential Release Study, 1994
- Airport Lands Environmental Study
- Extractive Industry Resources Inventory Report
- Open Space Management Plan
- Queenslake Foreshore Plan of Management
- Lighthouse Beach Road Hierarchy Position Paper
- Laurieon Bay Foreshore Plan of Management
- Airport Lands Environmental Study
- Bush Fire Hazard Analysis Airport Lands Study -Port Macquarie
- Cowarra Regional Waste EIS Main Report & Appendices
- DCP Airport Lands -The Binnacle
- Geotechnical Investigation – The Binnacle Landfill Investigation
- Hastings River Drive Strategy -Environmental Study
- Hastings Heritage Study Volume 1 and Volume 2 (July 1991)
- Maps
- Property Information
- Electoral Rolls
- Copy of Council's Drainage Code
- Copy of Local Approvals Policy
- Copy of Individual Policies

4. Codes

Council has a register of codes that relate to the functions of Council. Codes are available for inspection free of charge. Copies can be obtained for a copying fee.

5. Procedures

Council has a register of procedures that relate to the functions of Council. Procedures are available for inspection free of charge. Copies can be obtained for a copying fee.

HOW MEMBERS OF THE PUBLIC MAY ACCESS OR AMEND COUNCIL DOCUMENTS

As mentioned in the previous section, Council has a vast range of documents, which can be accessed in varying ways. Most documents can be inspected at the Administration Headquarters between 8.30am and 4.30pm, Monday to Friday (public holidays excepted).

Copies of documents may also be picked up from the Administration Headquarters in person. For further enquiries about the document in question the appropriate division officer should be contacted. If you experience any difficulty in obtaining documents or information, you should contact the Public Officer.



FREEDOM OF INFORMATION

FREEDOM OF INFORMATION REQUESTS

Documents which are not made available as a matter of course may still be obtained under the Freedom of Information Act 1989.

If you believe that it may be necessary to apply for access to documents or to have Council records amended, you should contact Council's Freedom of Information Coordinator on 6581 8631 to discuss your requirements.

Applications under the Freedom of Information Act are required to be in writing and identify which document(s) you request access to. A fee of \$30.00 is applicable and if the documents concern your personal affairs, no processing fee will be charged until more than 20 hours processing time has occurred, however ancillary charges such as file retrieval fees and copying charges may apply. If your request does not concern documents affecting your personal affairs, a \$30.00 per hour processing charge will apply together with the \$30.00 application fee and other ancillary charges

When a Freedom of Information application is received, the Freedom of Information Coordinator:

- Identifies the document(s) requested,
- Checks whether the document(s) are available free of charge or on payment of a fee,
- Checks whether the document(s) are exempt document(s),
- Checks whether release of the information is prohibited under the Privacy and Personal Information Protection Act or other Acts,
- Determines whether consultation should be undertaken with other parties and if necessary, consults with those other parties,
- considers other parties submissions,
- makes a determination,
- advises the applicant of the determination.

IF YOU ARE NOT SATISFIED WITH COUNCIL'S DECISION

If you are not satisfied with Council's decision on your application for access to documents or amendment of the information held by Council, you have a right of Internal Review. An application for an Internal Review must be in writing, be submitted within 28 days of the original determination of Council and be accompanied by a \$40.00 fee.

If, after an Internal Review, you are still not satisfied with Council's decision you have the right to seek an external review by either the NSW Ombudsman or the NSW Administrative Decisions Tribunal.

PUBLIC OFFICER

Council has appointed the Director of Corporate and Community Services, Ms Ann Quadroy, as its Public Officer.

Amongst other duties, the Public Officer may deal with requests from the public concerning the Council's affairs and has the responsibility of assisting people to gain access to public documents of the Council (Council's Freedom of Information Officer is responsible for determining applications for access to documents or for other amendment of records).

If you have any difficulty in obtaining access to Council's documents, you may wish to refer your enquiry to the Public Officer. Enquiries to the Public Officer should be address as follows:

Ann Quadroy
Public Officer
Hastings Council
Corner Burrawan and Lord Streets
PORT MACQUARIE NSW 2444

Postal Address
PO Box 84
PORT MACQUARIE NSW 2444

Telephone: (02) 6581 8111
Fax: (02) 6581 8107
Email: annq@hastings.nsw.gov.au
Website: www.hastings.nsw.gov.au

SECTION A Numbers of new FOI requests - Information relating to numbers of new FOI requests received, those processed and those incomplete from the previous period.			
FOI Requests	Personal	Other	Total
New (including transferred in) Brought forward	7	9	16
Total to be processed	7	9	16
Completed Transferred out Withdrawn	0	16	16
Total processed	0	16	16
Unfinished (carried forward)	Nil	Nil	Nil

SECTION B What happened to completed requests? (Completed requests are those on Line A4).		
Results of FOI Request		
Granted in full		12
Granted in part		1
Refused		3
B4 Deferred		
B5 Completed		16

SECTION C Ministerial Certificates - number issued during the period.		
C1	Ministerial Certificates issued	Nil

SECTION D Formal consultations - number of requests requiring consultations (issued) and total number of FORMAL consultation(s) for the period.		
D1	Number of requests requiring formal consultation(s)	2

SECTION E Amendment of personal records - number of requests for amendment processed during the period	
Result of Amendment Request	Total
Result of amendment - agreed	Nil
Result of amendment - refused	Nil
Total	Nil

SECTION F Notation of personal records - number of requests for notation processed during the period.	
F3 Number of requests for notation	Nil

SECTION G FOI requests granted in part or refused - Basis of disallowing access - Number of times each reason cited in relation to completed requests, which were granted in part or refused.		
Basis of Disallowing or Restricting Access	Personal	Other
Section 19 (application incomplete, wrongly directed)		
Section 22 (deposit not paid)		
Section 25(1)(a1) (diversion of resources)		
Section 25(1)(a) (exempt)	1	
Section 25(1)(b), (c), (d) (otherwise available)		1
Section 28(1)(b) (documents not held)		1
Section 24(2) (deemed refused, over 21 days)		
Section 31(4) (released to medical practitioner)		
Totals	16	2

SECTION H Costs and fees of requests processed during the period (ie those included in lines A4, A5 and A6).		
	Assessed Costs	FOI Fees Received
All completed requests	\$810	\$440

SECTION I * Discounts allowed - numbers of FOI requests processed during the period where discounts were allowed.		
Type of Discount Allowed	Personal	Other
Public interest	Nil	Nil
Financial hardship - Pensioner/child	Nil	2
Financial hardship - Non-profit organisation	Nil	Nil
Totals	Nil	2
Significant correction of personal records	Nil	Nil
Note: * Except for Items I5, Items I1, I2, I3 and I4 refer to requests processed as recorded in A7. I5 however shows the actual number of requests for correction of records processed during the period.		

SECTION J Days to process: Number of completed requests (A4) by calendar days (elapsed time) taken to process.		
Elapsed Time	PERSONAL	Other
0 - 21 days	6	8
22 - 35 days	1	1
Over 35 days		
Totals	7	9

SECTION K Processing time - Number of completed requests (A4) by hours taken to process.		
Processing Hours	Personal	Other
0 - 10 hours	6	7
11 - 20 hours	1	2
21 - 40 hours		
Over 40 hours		
Totals	7	9

SECTION L Reviews and appeals - Number finalised during the period.	
Number of internal reviews finalised	1
Number of Ombudsman reviews finalised	Nil
Number of District Court appeals finalised	Nil

DETAILS OF INTERNAL REVIEW RESULTS - In relation to internal reviews finalised during the period.				
Bases of Internal Review	<i>Personal</i>		<i>Other</i>	
Grounds on which internal review requested	*Upheld	*Varied	*Upheld	*Varied
Access refused Deferred Exempt matter Unreasonable charges Charge unreasonably incurred Amendment refused	1			
Totals	1	Nil	Nil	Nil
Note: * Relates to whether the original agency decision was upheld or varied by the internal review.				

ADDITIONAL SUMMARY INFORMATION		
<i>Comparison from Previous period</i>		
Year	2002	2003
New Requests	30	16
Completed	27	16
Withdrawn	3	Nil
Granted in Full	17	12
Granted in Part	2	1
Refused	8	3
Deferred	Nil	Nil
Requiring Consultation	6	2
Number of internal reviews	Nil	1
Number of Ombudsman reviews	Nil	Nil
Number of ADT reviews	Nil	Nil
Amendment of personal records	Nil	Nil
<i>There has been nil impact by FOI requirements on Council's activities, policies and procedures.</i>		
<i>There have been nil inquiries under the FOI Act by the Ombudsman or any appeals under the Act to the Administrative Decisions Tribunal.</i>		

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT

The Privacy & Personal Information Protection Act is an Act to provide for the protection of personal information, and for the protection of the privacy of individuals generally. It is a requirement of the Act that all state agencies, including local government must prepare and implement a privacy management plan. Hastings Council adopted its Privacy Management Plan on 9 October 2000.

The Act requires Council to comply with twelve (12) Information Protection Principles. The principles cover the way councils collect, store and provide access to personal information.

Training sessions on the requirements of the Act have been provided to Councillors and relevant staff advising them of their responsibilities in complying with the twelve principles. Information booklets on the Privacy Act have been made available at Council's Customer Service Counter and branch offices.

Council has reviewed a number of its forms used for collecting information from the public. As a requirement of the legislation some have been amended to include a Privacy & Personal Protection Notice which advises the public of the reason the information is being collected, the intended recipients of the information, whether the supply of the information is required by law or voluntary, the existence of any right of access to, and correction of the information, and the name and address of council.

The Privacy & Personal Information Protection Act also contains provisions relating to the disclosure of personal information contained in public registers. The Act requires that personal information kept in a public register must not be disclosed unless the agency is satisfied that it is to be used for a purpose relating to the purpose of the register. This requirement has been modified by a Code of Practice, which applies to all local government authorities. Under the code, the council may allow any person to inspect a publicly available copy of a public register in council premises, and copy a single entry or a page of the register without requiring the person to provide a reason for accessing the register. If the whole or a substantive part of the register is required, the code requires that the names and addresses of all previous and current property owners must not be disclosed. Section 58 of the Act allows an individual to request that their personal information can be removed from a public register and not disclosed to the public.

Council has had one request for internal review under Part 5. The applicant was aggrieved over the refusal by Council to provide access to personal information under Sect 14 of the Act. It was determined at the internal review that the applicant was entitled to the information and access was given.

COMPETITIVE NEUTRALITY

PROGRESS IN IMPLEMENTING THE PRINCIPLES OF COMPETITIVE NEUTRALITY

S.428(2)(R)

NATIONAL COMPETITION POLICY

The National Competition principles agreement:

- Specifies that the competitive neutrality principles need not be applied where the benefits of implementation are outweighed by the costs.
- Indicates that competitive neutrality is only to apply to a local Council's business activities, and not to its non-business and non-profit activities
- Requires a local Council's significant business activities (Category 1 Waste Management Services, Sewerage Service Operations and Water Supply Operations) to be subject to the same corporatisation principles as those applied to significant State Government business activities, viz:
 - Adopt a corporatisation model for the business activities;
 - Include debt guarantee fees, where the business benefits from the Council's borrowing position by comparison with commercial rates;
 - Factor into prices an appropriate return on capital invested;
 - Make any subsidies provided to customers and the funding of those subsidies, explicit;
 - Operate within the same regulatory framework as other businesses; and
 - Include in their costs the same Federal, State and Local Government taxes and charges, as do private businesses.

The principle of competitive neutrality requires that Local Government businesses operate without net competitive advantaged over other businesses as a result of their public ownership.

Previously local Government businesses received competitive advantages, such as immunity from various taxes and charges and regulatory requirements, concessional interest rates on loans and cheaper borrowing rates because of government guarantees. Simultaneously, public ownership could create competitive disadvantages, such as costly public service industrial conditions, higher superannuation costs, community service obligations and less managerial autonomy.

However, competition policy does not require that all firms or businesses on an equal footing. Competing businesses may differ in size, assets, skills, experience and culture, characteristics which define each competitor's unique competitive advantages and disadvantages.

The benefits of adopting a competitive neutrality regime reside in the development of fairer and more cost-reflective pricing policies and production in line with market requirements.

Council has determined Category 1 (\$2 million and above) Business Units as follows:

- Water
- Sewerage
- Waste

To date Council has:

- Adopted a policy on the attributions of costs overheads
- Adopted a Competitive Neutrality Complaints Policy
- Prepared detailed Business Plans for the Category 1 Business Units
- Applied the Competitive Neutrality pricing requirement

COMPETITIVE NEUTRALITY COMPLAINTS

Council adopted an Action Requests/Complaints Handling Policy on 9 March 1998. This sets out Council's broad policy position in dealing with complaints. A series of procedures support the Policy by setting out specific action, which will be followed. One of these procedures is the Competitive Neutrality Complaints Procedure (PR68) adopted by Council on 9 March 1998.

For the period ended 30 June 2003, the following summary is provided:

Number of Complaints received:	Nil
Subject matter or nature of complaint	N/A
Outcome:	
<i>Finalised Detail -No</i>	N/A
<i>Pending - No</i>	N/A

No competitive neutrality complaints were been received during 2002/2003.

2002/2003 STATE OF THE ENVIRONMENT REPORT

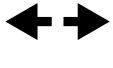
The most recent report on the State of the Hastings environment has been completed. The Hastings Council's State of the Environment Report 2002-2003 identifies the key pressures influencing the natural environment in the Hastings, determines the condition of the environment in response to these pressures, and report on the actions, present and future, taken by Council and the community to tackle these pressures.

This report is an update of the 1999-2000 comprehensive (statistics highlighted), and 2000-2001 and 2001-2002 supplementary State of the Environment Reports. The next comprehensive SoE Report will be produced next year following the Council elections.

The following table shows the main issues (and trends) from this Report, the pressures and Council's responses. These have been tabulated in the first, second and third columns.

Issue & Trend	Pressures	What Council is doing	Community Action What can I do
LAND			
Soil Erosion ↑	Poor land management practices, such as: - Lack of erosion and sediment controls on building sites - Rural unsealed roads - Poor agricultural practices - Land clearing	- Education of Council staff and local builders on environment legislation, and sediment and erosion control. - Enforcing erosion and sediment policy and code on building sites. - Supporting Landcare activities.	- Value and manage soil on your land. - Maintain vegetation cover and plant trees in exposed areas. - Insist your builder employs erosion and sediment controls. - Report soil coming from building sites.
Soil Acidity ↔	Land management practises, such as: - man-made drainage canals	- Employment of a full-time Acid Sulfate Soils/Water Quality Officer. - Application of Acid Sulfate Soils LEP - Funding, coordinating and implementing land rehabilitation projects - Education of and working with landowners remediate lands and reduce impacts	Improve land management practices.
Loss of vegetation cover ↑	- Population growth and urban development - Harvesting forests - Poor landuse practises	- Employment of a full-time Vegetation Management Officer. - Enforcement of Tree Preservation Order - Support for revegetation projects through Landcare, Dunecare and Streamcare	- Join your local Landcare Group - Control noxious weeds on your property - Plant native trees
Resource utilisation (i.e. use of natural resources - sand, gravel, timber, etc) ↑	Population growth and associated development activities, including construction of urban infrastructure	- Ensuring improved environmental management of extraction activities. - Minimising landuse conflicts through proactive strategic planning. - Recycling construction materials for reuse.	Reuse building materials i.e. recycling timber, etc. Purchase recycled or second-hand building materials.

Issue & Trend	Pressures	What Council is doing	Community Action What can I do
Land contamination and use of chemicals ↓	- Previous land use - Land management practises - Use, storage and disposal of chemicals	- Implementation of Contaminated Lands Policy. - Notification of land contamination prior to redevelopment/purchase. - Environmental auditing of industrial premises. - Drum Muster and Chem Collect organised.	- Dispose of any unwanted chemicals correctly. - Use and store chemicals in accordance with their instructions. - Clean up chemical spills immediately and in accordance with Council and manufacturer's instructions.
AQUATIC SYSTEMS			
Water consumption ↑	- Population growth - Irrigation for agricultural industries.	- 'Waterwise' education and awareness program. - Adoption of water efficiency DCP for residential development, including mandatory rainwater tanks. - Investigation into the reuse of treated effluent in Council and commercial applications. - Provision of FREE water audits.	- Comply with water restrictions, when in force. - Install AAA water saving fixtures and fittings. - Install a rainwater tank. - Conduct a water audit.
Impacts on water quality ↑	- Stormwater discharges - Discharges from STPs - Faulty/old septic systems - Discharges from industrial premises - Acid discharges from acid sulfate soils	- Implementation of stormwater, flood and estuary management plans - Stormwater education campaign for residents and business.. - Employment of an On-Site Sewerage Management Officer to implement Council's On-Site Sewerage Management Plan. - Employment of a full-time Acid Sulfate Soils/Water Quality Officer. - Litter education and enforcement.	- Report pollution incidents immediately to Council. - Wash your car on the grass. - Do the right thing, don't be a Tosser (littering). - Check your septic system regularly to ensure it is working correctly and efficiently.
Bank erosion and sedimentation ↑	- Poor land management, e.g. clearing of riparian vegetation, stock access to creeks. - Erosion from new subdivisions and unsealed roads.	- Support for Landcare groups. - StreamCare Program assisting landowners in works. - Preparing a strategy for the sealing of rural roads.	- Join your local Landcare group. - Plant native species along creek banks.
Aquatic biota ↑	- Water quality degradation - Population growth and associated urban development. - Increase in aquatic recreational activities.	- Preparation of Estuary and Stormwater Management Plans. - Acid Sulfate Soils projects. - Protection of mangroves under SEPP 14. - Education campaigns.	- Report pollution incidents immediately to Council. - Wash your car on the grass. - Place litter in the bin. - Check your septic.
BIODIVERSITY			
Habitat loss and degradation ↑	- Increased urban development - Land clearing for agriculture - Introduced species - Land and water pollution	- Noxious weed control and education - Bushland management and education - Environmental assessment of development proposals. - Enforcement of Tree Preservation Order.	- Know and control local noxious weeds - Join your local Landcare group - Plant native species
AIR			
Emissions from motor vehicles	Population growth, and associated development.	- Implementation of Bike Plan to encourage greater use of bicycles. - Strategic planning - Walk to work day	- Walk or cycle to work - Car pool or use public transport - Service your vehicle

Issue & Trend	Pressures	What Council is doing	Community Action What can I do
 Emissions from burning – backyard and back burns 	- Land management practises - Bushfire frequency - Arson	- Prohibition of backyard burning in urban areas. - Burning Policy for rural areas. - Reduction in subdivision burning.	regularly - Report smoky vehicles to EPA - Use waste service to dispose of wastes. - Report backyard burning to Council. - Maintain your property to reduce risk of bushfire.
Emissions from solid fuel heaters 	- Population growth - Increase in popularity of wood burning devices for home heating. - Incorrect operation of devices	- Winter education and enforcement campaign. - Investigation of complaints	- Operate your heater efficiently - Burn dry, seasoned, untreated wood - Clean your chimney annually. - Upgrade old appliances
Industrial air pollution 	Industry practises	Working with industry to improve environmental performance.	- Report air pollution - Investigate cleaner production practises.
NOISE			
Road transport noise 	- Population growth - Increase in development, and associated infrastructure	Proactive strategic planning.	- Service your vehicle regularly - Consider your neighbours when entering and leaving your premises
Industrial noise 	- Increase in industry. - Increase in industry adjoining residential housing.	- Proactive strategic planning - Industry audit and education program. - Investigation of noise emissions and complaints.	- Investigate new technologies. - Report excessive noise emissions. - Participate in planning processes.
Domestic/ neighbourhood noise 	- Population growth - Increase in population density - Increased expectations of community.	- Prompt investigation of complaints. - Education of residents. - Hire of barking collars. - Companion Animal education.	- Abide by noise restrictions for activities such as mowing, using power tools, operating pool pumps & air conditioners. - Control dog barking - Consider your neighbours
WASTE			
Total solid waste produced 	Increase in population and associated development activities.	- Implementation of Solid Waste Management Strategy, including recycling and green waste composting. - Education activities aimed at reducing waste.	- Minimise waste produced by rethinking shopping and disposal practises. - Say 'no' to plastic bags.
Amount of solid waste being landfilled 	Increase in population and associated development activities	- Diversion of recyclables and green waste from landfill. - Waste education on correct use of bins. - Implementation of Council internal recycling program. - Food waste collection trial.	- Participate in waste service correctly and reduce contamination. - Home compost or worm farm organic wastes.
Total liquid waste produced	- Increase in population - Urbanisation of rural areas	- "Waterwise" education program encouraging reduction in water usage. - Implementation of Water Wise DCP for residential development.	- Conduct a water audit - Buy AAA rated water saving fixtures and fittings.

Issue & Trend	Pressures	What Council is doing	Community Action What can I do
		- Free water audits	
Volume of liquid waste discharge to environment 	- Ineffective/faulty septic systems - Impact of storms on sewerage systems - Volume of effluent produced	- Commissioning of Kew-Kendall STP. - Water Reclamation Project to reuse treated effluent. - On-Site Sewage Management Strategy	- Ensure your septic is working efficiently. - Do not discharge grey water (i.e. from washing machines) to the environment without treatment.
HERITAGE			
Loss of heritage (Aboriginal and European) 	Lack of awareness and knowledge of importance of items.	- Heritage Week activities - Annual Hastings Heritage and Design Awards. - Protection of Heritage items - Heritage LEP and Masterplans.	- Take part in Heritage Week activities. - Familiarise yourself with local heritage sites.
Legend: ↑ Trend increasing ↓ Trend decreasing ↔ Trend static			

A summary of the report, including the key indicators and responses follows. A full copy of the report is available from Hastings Council or at www.hastings.nsw.gov.au.

TOWARDS SUSTAINABILITY

SOCIAL AND ECONOMIC INFORMATION

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Population	57,228*			64,483**	64,483**
Waiting time for public housing (Wauchope and Laurieton)	9 years	9 years	9 years (6-7 years)	+	12 years (8 years)
Unemployment rate %	9.8	8.6	16.1	11	10.9%**
Incomes (median personal income)	\$11,440*			\$14,900**	\$14,900**
Median age	41*			43	43**
% ATSI	1.6*			2.0	2.0**
% NESB	2.9*			3.1	3.1**
Source: *ABS 1996 Census Population and Housing, NSW Premiers Department, Regional Coordination Program, Regional Data Profile 2000 ** ABS 2001 Census +Information not available.					

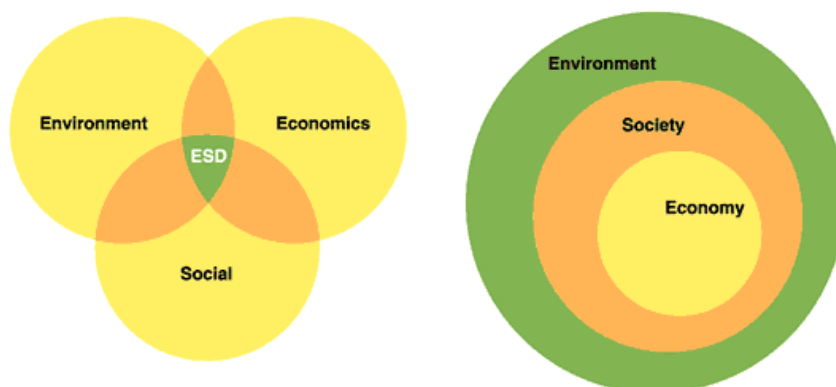
THE ROLE OF SOE REPORTING IN ENVIRONMENT MANAGEMENT

The SoE report is a monitoring and reporting tool that can assist in environmental decision-making, partly through the presentation of available data and partly through its monitoring and assessment of progress of particular actions or outcomes.

ENVIRONMENTAL MANAGEMENT SYSTEM

An EMS aims to facilitate the achievement of improving environmental performance. The thrust of the EMS is to ensure that environmental management is part of the culture of environmental awareness and practice. Sound environmental practices above and beyond mere compliance with regulatory requirements will thus become integrated with day-to-day work practices and in this way, Council can be fully recognised for their environmental performance.

Council has already adopted an environmental management plan for Water Supply, although the implementation of a Council-wide EMS would provide a more consistent and holistic approach to the management of the environment.



LAND

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Population (Growth rate)	61,298 ^①	63,000 ^① (2.3%)	65,000 ^① (2.6%)	64,483 ^② (2.1%)	64,483 ^② (2.1%)
Population Density (persons/km ²)	16.5	17	18	17.46+	17.46+
Population Density – Coastal Area (persons/km ²)	25.9	26.7	27.4	27.19+	27.19+
Area of land nominated for conservation protection (% of land area in LGA)	859km ² (23%)	1,264km ² (35%)	81,513ha (22%)	**	**
Extent of native vegetation cover (% of land area of LGA)	72%	72%	72%	**	**
Number of potentially contaminated sites	**	165	187	186	186
Number of EPA confirmed contaminated sites	**	2	2	2	0 ^③
Number of contaminated sites under investigation by EPA	**	14	14	15	0 ^③
Extent of land identified with acid sulfate soils (hectares)	**	22,000	22,000	26,905	26,905
Number of acid sulfate soils hot spots	**	3	3	5	5

NOTE: ** Information not available, ^① indicates estimated information, ^② 2001 ABS Census Information, ^③ The sites identified as contaminated in previous years where classified under the Unhealthy Building Lands Act which has been repealed. Former UBL sites will not appear on the EPA's Contaminated Land Register unless they pose 'a significant risk of harm'.

ACID SOILS

Generally, Council has responded to the ASS issue through a number of mechanisms including:

Council has employed a specialist Environment Officer to facilitate the implementation of on-ground remediation works on the Hastings and Camden Haven floodplains.

Installation of lime dosing equipment to remediate acidic discharges from the Partridge Creek catchment.

Implementation of a containment strategy for the Partridge Creek Hot Spot using hinged weir gate and infilling between distributory levees.

Council committed \$55,000 in the 2002/03 financial year to address acid sulfate soils issues.

Controlled development activities in areas containing acid sulfate soils using the provisions of the Acid Sulfate Soils LEP and DCP.

Coordinated the consultation of key stakeholders through the Hastings Camden Haven Acid Sulfate Soils Working Group.

To date \$897,000 has been allocated to ASS management and remediation projects.

ASS Integrated Action Plan

The ASS IAP provides direction and structure to the management of ASS within Hastings – Camden Haven Floodplains under current NHT, CASSP and various other funded projects. The ASS IAP also aims to provide a working framework to enable the collaboration of agencies, local committees and relevant information to limit duplication and redundancy.

Funding for the ASS Action Plan is a joint commitment between Natural Heritage Trust and Council, a total amount of \$312,295. Council had also previously obtained funding from CASSP for the remediation of Partridge Creek. Additionally, \$210,000 has been directed towards ASS rehabilitation works from the Environmental Levy.

Activities include the ongoing monitoring of Partridge Creek, 2 flood mitigation drains in the Maria, and landholder spot water quality monitoring on all drainage networks under the ASS Plan of Management.

Natural Heritage Trust Project

The main purpose of the project was to improve floodgate and drainage management on the Hastings – Camden Haven floodplains in order to minimise the adverse impacts of ASS and associated discharges on the aquatic environment of the catchment's estuaries. A major component of the project is the establishment of on-ground demonstration sites that will encourage landholder participation and reveal the benefits of improved floodgate and drainage system management. The NHT project was finalised in December 2002.

25 drainage network systems out of the 45 known problem acid discharging drains were addressed and under active management as shown below. Each network system includes an ASS drainage management plan with all Council owned structures being modified to accommodate ASS remediation techniques. Both the Rossglen and Rawdon Islands hotspots have been addressed under the NHT project. A combined total of 48 hectares of acid scalding within these two hotspots are been rehabilitated using a wet pasture management to promote vegetation regrowth and contain acidic groundwater.

A complementary extension program was executed with 2 field days, 6 demonstration sites and 11 newsletters / media releases.

Enviro Fund and Enviro Trust Projects.

Two additional externally funded grant projects are currently underway to continue to address ASS problem areas. Under the Enviro Fund project two of the main acid discharging drains in the Lower Maria Hot Spot have been addressed. Containment of acid groundwater and re-establishing a 12-heactre freshwater backswamp has been successfully achieved. Ongoing water quality monitoring at both drains over the next 1-2 years is to continue. Under the Enviro Trust project, 6 Floodgates drainage networks have been modified to allow controlled automated tidal flushing using automatic tide gates. Preliminary water quality monitoring indicates improved pH and dissolved oxygen levels behind floodgates and improved fish passage. Both projects will finish in December 2003.

Stewarts River Hot Spot- ASSPRO Project.

In collaboration with Greater Taree City Council, Hastings Council is addressing the Stewarts River Hot Spot. Containment of acid groundwaters and establishment of 12-heactre wet pasture over currently scalded land is taking place. Works are expected to be completed by December 2003. \$7,500 ASSPRO grant is to be sued to fund the project.

Partridge Creek Hot-Spot Project

Council has implemented the Partridge Creek Hotspot Project in collaboration with the NSW Department of Infrastructure, Planning and Natural Resources (DIPNR). The implementation of this strategy that contains acidic groundwater and re-establishes the former natural freshwater back swamp is arguably the most significant environmental restoration project in the Hastings LGA. At a cost of approximately \$400,000, the project will reduce the volume of acid discharged from the Partridge Creek catchment by 60-80% and provide improved opportunities for the treatment of polluted water prior to rainfall and flood events.

Land Use Planning

In accordance with the State strategy, Hastings Council amended its LEP to bring ASS under development control and prevent future uncontrolled drainage of ASS.

Monitoring of Acid Discharges

Protracted drought during the NHT project 2001-2003 prevented extensive water quality monitoring to take place. However ongoing event-based monitoring at Rawdon Island, Partridge Creek, Rossglen and two drainage networks in the Lower Maria is ongoing. Preliminary results indicates significant reduction in acid flux and lowered titrateable acidities being discharged from remediated drains.

AQUATIC SYSTEMS

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Potable water usage per property (KL)	262	264	308	329	220 ❶
Annual volume of water used for potable purposes (ML)	7741	5364	6570	6693	6143
Annual per capita potable water use (KL)	223	87	104	105	104
Percentage exceedances of ANZECC water quality guidelines for:					
Aquatic ecosystem protection	**	27%	**	**	Nil
Primary contact recreation	**	27%	**	**	Nil
Irrigation and livestock watering	**	6%	**	**	+
AusRivAS Macroinvertebrate rating	**	Good	Good	Good	**
** Information not available, + Water quality testing program does not currently extend to rural areas. ❶ Number of properties calculation altered by DLWC resulting in decrease of properties used in calculation.					

WATER USAGE

Water Usage	1998/99	'99/2000	2000/01	2001/02	2002/03
Annual water demand from Hastings River by Council for potable supply (ML)	● 5079	● 5284	● 6472	● 6579.1	● 6084.4
Annual water demand from Thone River by Council for potable supply (ML)	● 31	● 33	● 43.2	● 50.2	● 42.5
Annual water demand from Wilson River by Council for potable supply (ML)	● 43	● 47	● 57.7	● 63.7	● 53.9
Consumption of potable water/property (KL)	● 262	● 264	● 308	● 329	❶ ● 220
Number of irrigation licenses	298#	298#	258	**	267#
Area of irrigation authorised (ha)	2924#	2924#	2588.5	**	**
Total capacity of irrigation pumps which have been approved (L/S)	**	**	**	**	**
No groundwater bores (active licenses)	**	510	444	560	756
No bores (active irrigation licenses)	**	32	**	**	**
Bore Allocation (ML/yr)	**	**	3770	**	4350#
Note: #Catchment statistic (not confined to LGA boundary), ** Information not available. ● These figures represent water consumption and not extracted. The actual is approx. 15% more than the above figures. ❶ Number of properties calculation altered by DLWC resulting in decrease of properties used in calculation.					

Water restrictions were lifted on 11 March 2003 following a number of rainfall events occurring in the Hastings catchment area. These water restrictions had originally been imposed on 20 August 2002 due to local drought conditions and low flows in the Hastings River.

Despite some good rainfalls occurring during the period February to May this year, this rainfall has not had a sustained impact upon the low flow conditions in the Hastings River. A significant period of extended rainfall is still needed to allow groundwater and soil moisture levels to return to normal, which form the basis of a long term and sustainable river flow.

Dry conditions and low rainfall over the past three months has resulted in a significant fall in river levels and flows at Council's Korea Island pumping station intakes located on the Hastings River, just west of Wauchope.

A copy of the Hastings District Water Supply Monthly Report (below) details river flows, water demands, rainfall and dam storage levels. It is interesting to note that current water demands, match those recorded during January this year when Level 2 Water Restrictions were in place to reduce consumption.

HASTINGS DISTRICT WATER SUPPLY MONTHLY SUMMARY - 2002

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
HASTINGS RIVER (at Koroia Island)												
80 Percentile Flow (ML)	7176	9720	20237	18276	14620	12818	11325	8909	6545	5927	4820	6462
Monthly River Flow (ML)	1955	34703	50674	12272	62523	33109	13380					
Pumped From River (ML)	625	432	202	681	493	541	634					
Backfeeding (Days)	0	11	22	0	12	10	4					
CONSUMPTION (ML)												
Port Macquarie	340	262	294	268	304	323	368					
Camden Haven	136	101	118	107	106	108	115					
Wauchope	76	58	62	61	63	61	66					
Total	552	421	474	436	473	493	549	0	0	0	0	0
RAINFALL (mm)												
Port Macquarie (Average)	114	159	154	141	112	99	83	56	64	77	82	101
Port Macquarie	38	141	185	123	226	48	16					
Comboyne	48	297	142	112	210	57	18					
STORAGE DAM												
Level (m)	23.58	22.88	22.07	22.73	22.78	22.88	23.10					
Percentage Capacity (%)	97	87	76	85	86	87	90					
Available Dam Supply (Days)	136	149	114	151	133	131	127					
Inflow (ML)	550	218	183	620	473	500	577					
Outflow (+losses) (ML)	476	396	458	375	439	453	485					
Net Loss (-)/Gain (+) (ML)	73	-177	-276	245	34	47	92	0	0	0	0	0

COUNCILS' INTEGRATED WATER QUALITY DATABASE

A result of the Hastings and Camden Haven Water Quality Project Stage 2, Council is currently in the process of developing a integrated water quality database to centralise historical and future water quality data collected within the LGA form various departments within Council. A central database and GIS will allow better monitoring, management and planning of the river systems within the LGA.

WATER QUALITY MONITORING

Area-Wide Water Quality Monitoring

In response to the findings of the Hastings and Camden Haven Water Quality Project Stage 2. Council embarked on a monthly catchment wide water quality -monitoring programme. 24 sites are monitored for nutrients and physio-chemical characteristics. To date limited water quality monitoring has been detecting fair water quality in primary and secondary streams due to the natural stress associated with low flow and drought conditions. Ongoing sampling will enable the characterisation and monitoring of the main river systems the Hastings LGA.

Hastings and Camden Haven Estuary Management Plans

In response to the Hastings and Camden Haven Estuary Management Plans, Council has been undertaking monthly water quality monitoring of both estuaries since July 2003. Heavy metals, nutrients, chlorophyll-a and major Physio-chemical attributes are monitored.

Lake Cathie

Monthly monitoring carried out as part of the Lake Cathie Entrance Opening Strategy has continued as part of Council's regular water quality monitoring activities. Data from monitoring activities show that water quality both in the lower estuary and at the northern end of Lake Innes is within acceptable ranges when compared with the ANZECC Guidelines.

NSW EPA STORMWATER TRUST GRANTS – TEAM UP TO SWEEP AND MOP

This project has been assisted by funding from the NSW Government's Stormwater Trust and aims to provide integrated, cost effective and long-term solutions to stormwater pollution by implementing an area wide education program as a key "source control" tool. This program will be complemented and reinforced by structural measures, improved stormwater system maintenance and enhanced Council activities.

The project targets key issues and hotspots identified by the Hastings Urban Stormwater Management Plan and has been planned using evidence and research based approach to design, implementation, monitoring and evaluation of all components. The project addresses community values and needs for clean, healthy waterways which can be sustainably used for their scenic, recreational, economic and environmental values. Stormwater management measures implemented are as follows:

SWEEP Community Education Project

The implementation of this program commenced in July 2003 and is due for completion in December 2003. Local catchment specific education material has been developed in the form of postcards, newspaper inserts and posters and is being distributed in stages in the urban catchments of Port Macquarie, Wauchope, Camden Haven and Lake Cathie/Bonny Hills.

The education campaign has been developed through extensive social research, catchment analysis, and stakeholder consultations. The approach is locally specific – using images from each local area, emphasising messages targeting particular local conditions and contexts, grounded by community values and concerns. The campaign is framed by Council's total water cycle management and an integrated environmental education approach.

Linking messages include catchment awareness ('we all live in a catchment'), potential stormwater pollutants, catchment connections and stormwater impacts ('pollution from around your house, street, garden ends up at...'), and strategies in and around the home to help prevent stormwater pollution. The SWEEP program also commissioned artworks for Hastings Council's "Confluence" event where artists and the community meet to explore the Hastings environment through sculpture and public art.

Builders SWEEP

The builders education program included intensive training for builders and Council staff on erosion and sediment control, the development of a guide for building sites which details information to assist builders to control sediment and litter from building sites to prevent stormwater pollution, and rainwater tank trials with the aim of establishing the effect of rainwater tanks on stormwater quantity and the reduction in town water usage.

Environmental Awareness Education

This report relates to the training and education components for Council's operational personnel and the local building industry.

A total of four formal training sessions were offered to the Council's operational personnel with 52 staff participating. The training program was built around the EPA's nationally accredited "Preventing Stormwater Pollution from Council Operations" Training Package.

The building industry component included:

Convening of a Builder/Developer working party to work with Council to devise and implement an industry education strategy. Two formal training sessions for the sector. These training sessions were built around the TAFE "Minimising the Environmental Impact of Building Sites" Training Package.

Building industry evaluation included a review of feedback from the participants in the working party meetings and the training sessions. The initial measure of success for the building industry program will be the willingness of the sector to play its part in implementing the initiatives of the working party including distribution of education material and display of sediment signs. The most significant measure of success of the building industry training program will be the overall improvement of on site environmental management which can be identified through implementation of Council's enforcement protocol.

This week of intense activity provided an excellent base upon which Council can build very successful long term programs.

Guide for Building Sites

The Guide has been published to assist builders, landscape gardeners, demolition workers, trades people, home renovators and suppliers of sand soil and concrete to:

Provide simple and practical ideas to reduce the chance of polluting the stormwater system; and
To help builders comply with Council and state regulations in regard to the stormwater system.

Pamphlets targeting each trade have also been produced providing specialised advice, which complement the Guide.

Rainwater Tank Trials

At the time of this report, the trials had just been completed and the final report being finalised. The results will be published in the next Report. However, preliminary results show that rainwater tanks plumbed internally (in accordance with the requirements for 10 points under DCP 48 – Energy and Water Efficiency Requirements for Residential Buildings) have the potential to reduce the impact of stormwater on local waterways, and reduce potable water needs of the household.

Enforcement Protocol

An enforcement protocol for sediment and erosion control was developed as part of the project in consultation with the Builder/Developer Working Party (which comprised of local builders). The protocol was established to ensure consistency by Council Officers when dealing with the local building industry when instigating action under the provisions of the Protection of the Environment Operations Act, 1997. The protocol established that:

On-the-spot fines will be issued by Council when there are not controls installed on-site;

Clean-Up Notices will be issued when the controls are inadequate or have failed.

Internal Audit Process

An In House Review Program is currently being established as a result of this project and the Council Staff training sessions. The Review will entail a representative of each of the main maintenance and construction activities i.e. works, parks and gardens and depot staff as well as a member of the environment team in the audit group. This group will establish a basic review framework and once a month this group should randomly select a number of Council jobs to be reviewed. This review will be completed with a member of the Review Committee and Council's senior authorised officer.

Following the visit, an audit report will be submitted to the Review Committee for their consideration. Prior to the first visit it is recommended the committee develop a system for:

Recognising and promoting good practice

Improving inappropriate practice

Admonishing poor practice

Stormwater Quality Improvement Devices (SQIDs)

In-pit litter baskets have been installed in Wauchope and Laurieton commercial areas. A gross pollutant trap has been installed in Hastings Street, Wauchope and work is progressing in Laurieton and Bonny Hills on larger gross pollutant traps.

SQIDs Maintenance and Operations Manual

This component includes auditing and mapping of all SQIDs in the Hastings LGA and the preparation of a comprehensive best practice maintenance manual and training of operational staff in the use of this manual. The maintenance manual is being developed in consultation with Council maintenance staff.

NSW EPA STORMWATER EXTENSION GRANT – THE DRAIN IS JUST FOR RAIN PROJECT

Council's SWEEP Grant Project research identified a lack of knowledge and awareness amongst commercial business proprietors and employees. This project has been designed to raise the awareness and knowledge levels of business owners, their employees and contractors (such as cleaners) through simple education tools, such as brochures, drain stencilling, and workplace stickers. All of these tools have been utilised in previous stormwater projects targeting CBD businesses. The materials have been selected for their general message and will be used in large and small shopping districts.

Water Efficiency in New Residential Development

Water efficiency involves both reducing the use of expensive and scarce potable water as well as controlling and using rainwater and waste water from the site. On 1 July 2003, Hastings Council was one of the first in regional NSW to introduce water saving measures in new or renovated houses. Rainwater tanks are among a range of optional external measures that may be included in a compulsory rating scorecard.

All new residences and major house renovations must now meet an external and internal water efficiency rating before development applications would be processed. The requirements are part of a new Development Control Plan (DCP 48) recently introduced by Hastings Council as part of its commitment to sustainability, this initiative is another important step in helping to conserve precious water resources in the Hastings.

Hastings Council is among the leaders in requiring an integrated approach to water use and management for residential buildings. The DCP allows a range of measures to be incorporated to reduce the use of mains-supplied water and maximize the reuse of collected rainwater. Our approach also seeks to improve the management and use of stormwater on larger residential developments.

Builders would need to lodge a completed scorecard, separated into two sections, to show how they have incorporated optional external measures and met the mandatory internal requirements.

The range of optional external measures – including rainwater tanks, gutter collection systems, water-efficient landscaping and grey-water recycling systems – must add up to a total score of 10.

Rainwater tanks – for toilet flushing, laundry and external use – carry an automatic rating of 10 and would be the only external water efficiency measure required. The second part of the scorecard specifies mandatory requirements for internal water efficient fixtures and fittings, including dual-flush toilets, AAA-rated taps, showerheads, toilet cisterns, washing machines and dishwashers.

Newsletters explaining the changes were sent to practitioners in the building industry. A water efficiency seminar was held to explain the principles of the DCP and new technologies in the plumbing industry, and in particular water efficient fixtures and fittings.

The need for energy and water efficiency in new residential development is a result of growing community desire to achieve greater efficiency in domestic energy and water use. Many water efficiency measures are very cost effective especially since water charges require that you pay for each litre used. It is usually more costly to fit water controls after a dwelling is built, so they should be incorporated in each new development or when major alterations or additions are being carried out. Hot water savings will also have an impact upon energy costs and savings will be obtained for both water and energy charges.

Estuary Management Plans

Hastings and Camden Haven Estuary Management Plans

In response to the Hastings and Camden Haven Estuary Management Plans, Council has undertaken monthly water quality monitoring of both estuaries as shown below. Heavy metals, nutrients, chlorophyll-a and major Physio-chemical attributes are monitored. Limited data collection since July 2003 indicates good water quality within both Estuaries, with water quality parameters within ANZECC 2002 guidelines.

Hastings Estuary

Lighthouse Gully Rainforest Creek restoration and rehabilitation

Lighthouse gully rainforest and creek are located in Lighthouse Beach, Port Macquarie. The creek rises in Hopetoun Close and runs down to Lighthouse Beach through remnant rain-forest vegetation to a culvert under Matthew Flinders Drive and enters Lighthouse Beach at its northern end at the base of Tacking Point. The creekline has become increasingly eroded due to concentrated run-off from the upper catchment causing significant scour at the head of the gully as well as lowering the bed of the creekline. Council applied for and received grant funding of \$60,600 from the Environmental Trust earlier this year to control the erosion problems and rehabilitate the rainforest.

Due to the high conservation value of the work area, strong emphasis was placed on natural design principles in order to prevent any negative impact on the flora, fauna and aesthetics of the rainforest. Construction was carried out using rocks compatible with the natural environment. Rocks were transported to the creek bed using a small rubber tracked bobcat and conveyor belt and were hand placed by the construction team.

Port Macquarie Conservation Society, Port Macquarie Land care and Lighthouse Beach Dune care groups have been consulted throughout the project and helped with tree planting as part of the restoration and rehabilitation.

Bank Protection at The Hatch, Maria River – Review of Environmental Factors

The need for bank protection works at the Hatch have been identified in the Hastings River Estuary Management Plan and by the residents of the area who are losing their properties due to erosion. Attempts by residents to stabilize the banks using tyres and rubble have not been particularly successful and Council has made a decision to provide landowners with guidelines on how to best provide economically viable bank protection in the area so as to promote a coordinated and consistent approach by the landowners.

The objectives of the proposed works are as follows:

- To minimise the threat of bank erosion to the eastern banks of Maria River at The Hatch;
- To alleviate the potential for private property to become undermined and minimise the risk to public safety;
- To minimise the environmental impact of erosion and sedimentation/shoaling on the natural values of estuary i.e. water quality, seagrass, benthic organisms;
- To use a bank stabilisation technique which is environmentally and economically viable.

Camden Haven

Henry Kendall Reserve Bank Restoration

The detailed designs and the Review of Environmental Factors and have been finalised for bank protection works along the south-western shoreline of Stingray Creek at Henry Kendall Reserve, Laurieton. Stabilisation of the foreshore aims to fulfil the following objectives identified by the Camden Haven Estuary Management Plan:

- Protect foreshore and related amenities from further erosion;
- Prevent bank scour as it may be a source of sediment load smothering seagrass beds in bays and inlets of the creek,
- Prevent bank scour resulting in sedimentation creating navigational problems;
- Improve amenity for waterway users;
- Protect SEPP 14 wetlands in the area;
- Protect scenic quality of the area.

The designs have been prepared with extensive stakeholder and community consultation. Various site specific bioengineering bank stabilization techniques and combinations of hard and soft erosion control suitable for the area were investigated. Stage 1 bank protection works construction is scheduled to start mid-October 2003.

Coastal Management

Lake Cathie Southern Foreshore Coastal Management Plan

The highly degraded nature of the foreshore reserves south of Lake Cathie through to Middle Rock Point have been the cause of concern for some time amongst local residents and Council staff alike. This Management Plan is aimed at consolidation of the dune embankment by revegetation and improved management of stormwater outlets and beach access points.

Environmental issues such as dune stability, habitat conservation, erosion control, stormwater management, weed management, revegetation, beach access and fire management have been identified and prioritised after extensive consultation with the local community and stakeholder groups.

14 Action Plans have been developed for the study area. These plans target readily identifiable management units starting from Middle Rock in the south to the corner of Illaroo Rd and Bundella Ave in the north and define the specific works required to address the priority issues.

Management option costings, responsibilities, time-frames, priorities and an implementation plan have also been developed.

Riparian Zones

Council contributed \$30,000 in funding to the Hastings/Camden Haven Voluntary Stream Care Grants Scheme 2001-2003. This project jointly funded by the Natural Heritage Trust, Department of Land & Water Conservation and Landcare Coordinating Committee. Outcomes of the project that contribute to maintenance of biodiversity within the LGA include:

- Fencing of 22.07km of stream bank
- Installation of 68 off-stream watering points
- Installation of 5 stock access/creek crossings
- Revegetation of 15,270m² using 15,345 plants
- 20.29ha of woody weed control
- 2470 lineal metres of in-stream works

BIODIVERSITY

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Koala mortality and morbidity (admissions to Koala Hospital)	139	203	208	215	195
No of threatened fauna/flora species in LGA (NPWS Wildlife Atlas)	**	**	**	85	117
Number of Introduced Animal Species	17	17	17	17	17
Number of introduced plant species	135	135	137	137	139
Area affected by major bushfire (Ha)	**	**	Nil	Nil	7,500
Number of declared noxious weeds	**	19	19	20	20
Number of forest ecosystem types which have not met predetermined conservation targets (LNECRA)	**	53	53	**	**
** Information not available					

Habitat Loss/Modification

Continuing assessment of habitat issues through the development control process for new developments. Implementation of the Tree Preservation Order. While it is generally considered that this is a limited response in terms of biodiversity, the success of the TPO as a tool in its own right relies on a continued commitment by Council to enforcement, in particular the prosecution of those who offend against its provisions. Two prosecutions for breaches of the TPO were undertaken during 2002/2003.

In addition to the above, Council contributed to the Hastings/Camden Haven Voluntary Stream Care Grants Scheme 2001 – 2003 as discussed in Aquatic Systems Section of this report.

Threatened Species

Stocking of the Hastings River and Wilson Rivers with 38,500 Australian Bass fingerlings through a joint project between the Mid North Coast Fly Rodders Association, Hastings Council and NSW Fisheries.

Adopted an approach of developing localised Koala Plans of Management for urban release areas. This approach being applied to Area 13 urban release planning activities. Land with a current residential zone is assessed in accordance with the provisions of SEPP 44 during the development control process.

Introduced Species

The implementation of a Draft Bitou Bush Control Strategy by Hastings Council.

Continuation of Council's Noxious Weeds Program

Inspection and education activities for pet/aquarium shops to reduce the spread of aquatic environmental weeds into local waterways.

Continued participation in a multi-departmental approach to the problem of feral deer. An application for a Pest Order under the Rural Lands Protection Act has been submitted to the Minister for Agriculture by the Gloucester and Kempsey Rural Lands Protection Boards to facilitate practical controls. A determination of the application is yet to be made.

Implementation of various specific weed control strategies in conjunction with the Mid North Coast Weeds Advisory Committee (eg Bitou Bush, Groundsel Bush and Giant Parramatta Grass).

Education of residents living adjacent to remnant urban bushland in relation to the issue of weeds.

Continued inspection program of private property based on catchment management principles to detect and control weeds.

Field day held during 2002/2003 focussing on Camphor Laurel.

Fire Management

The implementation of a Bush Fire Risk Management Plan by the Rural Fire Service. The Plan takes into account environmental considerations in determining the appropriate bushfire risk management practises.

AIR

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Number of EPA licensed premises	23	23	21	22	22
Number of air quality complaints (Received by Council & EPA)	72*	77	104	140	113
*Received by Council Only ** Information not available					

Greenhouse Gas Abatement

Council has progressed through Milestones 1, 2 and 3 of the Cities for Climate Protection Program. In this regard, an inventory of Council's and the community's greenhouse gas emissions has been completed (as shown by the data presented above), greenhouse gas reduction goals have been set and the implementation of an action plan to reduce greenhouse emissions has commenced. The Council has set the following greenhouse gas reduction goals:

- A reduction of greenhouse gas emissions from Council operations of 20% of 1998 emissions by 2010.
- A reduction of greenhouse gas emissions from within the community to 1996 levels by 2010.

The following greenhouse gas abatement actions have been implemented by Council to-date:

- Office waste reduction measures
- Purchasing energy-efficient office equipment
- Town Beach solar lights
- Kingfisher Road landfill capping
- Lighting replacement in Council administration offices
- Power factor correction in administration offices/Port Macquarie library
- Energy Efficient Water Wise Residential Buildings Development Control Plan
- Waste Management and Minimisation Strategy
- Water wise programs

NOISE

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Number of complaints to Council and EPA	**	538	537	574	493
** Information not available					

Hastings Council has a number of responses to the issue of noise, including:

- Ensuring that new development proposals comply with relevant acoustical requirements
- Monitoring of new developments to ensure compliance with conditions relating to noise control
- The assessment of rezoning proposals to ensure that noise problems do not arise as a result of landuse changes
- The investigation and resolution of noise complaints
- The development of educational/informational initiatives (i.e. pamphlets, newspaper articles etc)
- Noise assessment as part of the planning and design of new road infrastructure.

Although, prompt investigation of noise related complaints remains the most effective way of dealing with neighbourhood noise, strategic planning and development control processes are critical components in the prevention of commercial/industrial activities and transport noise impacting on residential uses.

WASTE

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Annual per capita solid waste generation (tonnes)	1.2	1.27	0.5	1.09	0.98
Volume of solid waste produced (tonnes)	76,000 ^①	81,000 ^①	51,665	59,362	63,597
Volume of solid waste landfilled (tonnes)	**	68,752 ^①	32,418	31,051	42,774 ^③
Volume of solid waste diverted from landfill	11.5%	15%	37%	47%	53%
Volume of solid waste recycled (tonnes) (% of waste stream)	(15%)	12,248 (15%)	19,247 ^② (37%)	28,311	27,859
Volume of domestic waste	**	**	13,073	15,832	18,746
Volume of treated wastewater discharged from reticulated sewerage systems to receiving waters	6,979mL	6,285mL	6,818mL	6079mL	5310mL
% primary/secondary/tertiary wastewater treatment	**	100% tertiary	100% tertiary	100% tertiary	100% tertiary
Volume of liquid effluent reused (mL)	26	26	76.5	82	97
Total number of on-site sewage management systems (e.g. septic systems)	**	4166	4496	4249	4299
Note: ^① Figures include final cover material of approximately 20,000 tonnes, ^② Includes green waste figure of 12,588 – service introduced November 2000, ^③ Includes 13,184 of final cover material. ** Information not available					

SOLID WASTE
Kingfisher Rd Waste Management Facility

In October 2001, Kingfisher Road ceased to operate as a landfill (tip) and became a Waste Transfer Station. The hole in the ground used for landfill has become a mountain full of garbage. This site will need ongoing monitoring due to the production of gases and runoffs associated with the decomposition of the buried putrescible waste.

The closure of the landfill has not affected residents depositing their waste at the site but it will affect commercial operators or anyone carrying foodwaste to be landfilled. This type of waste now goes to the Cairncross Waste Management Facility.

Kingfisher Rd will accept ALL waste dropped off by residents and any commercial/ residential loads of separated waste. For example, loads of untreated timber, greenwaste, recyclable materials, steel and other metals, and broken concrete and masonry .

Cairncross Waste Management Facility

In the current Hastings Waste Strategy, organics were identified as a priority due to their impact on landfill gas and leachate generation. Operating since November 2001, this new waste facility is the first of its kind in Australia. It is made up of two components - a landfill, managed by Hastings Council & an Organics Resource Recovery Facility (ORRF), managed by Rethmann Australia. Commercial waste operators and Cairncross residents take their waste loads here. There is a small transfer station for residents to drop off recyclables and separated loads.

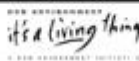
Don't be a Tosser – Litter Reduction Project

The NSW Environment Protection Authority granted Hastings Council the sum of \$4,632 to assist funding for a Litter Prevention Education Program. The project was based around the production and distribution of litter prevention education materials using the "Don't be a tosser" slogan.

The 'blitz' component of the project commenced in December 2003. The data reveals that a relatively low number of fines were issued. However, it is clear that the project raised the profile of the littering issue among Council enforcement officers. There were no infringements issued for the period between June 2002 and October 2002, while 9 fines were issued following implementation of the program.

'Tosser' boxes (each containing 18 portable ashtrays) and drink coasters were distributed to local clubs and pubs. Tosser boxes and fridge magnets were and continue to be provided in Council Offices and the Port Macquarie Tourist Information Centre.

Don't be a tosser. Litter blitz on now. \$60-\$375 fines.



Liquid Waste

On-Site Sewage Management

Implementation of On-Site Sewerage Management Plan

Council has continued with implementation of its On-Site Sewage Management Plan. This Plan aims at improving the performance of OSM systems to ensure protection of environmental values and public health.

During the past year the following summarises the actions undertaken:

Further inspections of Village areas in particular Comboyne and Beechwood

Development of specific control strategy for Beechwood village to address the unique problems from small lot size and soil types in this area.

Review of Agents Reports and follow up of issues identified with Aerated Wastewater Treatment Systems.

Continue distribution of educational material to homeowners throughout the area

Distribution of technical information contractors, suppliers and installers.

Participation in a Workshop for suppliers and installers on emerging environmental issues with adjoining local government areas.

Increasing the pre purchase inspections services for people wishing to purchase properties. Following up with educational material to new owners to explain the issues in on-site sewage management to them.

Commencing the risk ranking protocols for identification of resource allocation and regulatory controls in areas where risk of adverse impacts is highest.

Commenced a review of the OSM register to ensure all on-site management systems are recorded and part of the on-going management program.

During this year Council appointed a full time officer to manage its on-site sewage management program.

HERITAGE

Key Indicators	1998/99	1999/00	2000/01	2001/02	2002/03
Number of protected heritage items	388	362	121*	488	496
*Number of European items only					

During 2002/03 the following activities have been conducted aimed at raising awareness and protecting heritage in the Hastings:

- Heritage Week: Freshwater – Water, Waves and Wanderings (April 2003)
- Continued Local Heritage Assistance Funding (year 5)
- Sought inclusion of Port Macquarie's first and second burying grounds on the State Heritage Register
- Launched 'Moments in Flight' a series of banners at the Port Macquarie airport depicting aspects of aviation history in the Hastings
- Hosted the NSW Premier's History Awards in the Hastings during October 2002
- Continued Museum's Advisory Program
- Continued Heritage Advisory Program
- Completed refurbishment to the Laurieton School of Arts and relocated the Camden Haven Historical Society
- Held the second Hastings Heritage and Design Awards in May 2003
- Commenced preliminary design work for signage – Port Macquarie Archaeology Interpretation Masterplan
- Timber Stories (Stage 1 thematic study)
- Hosted Births of a Nation display
- Prepared Cemetery Walks Brochure for Port Macquarie's second burying ground
- Updated Consultants and Tradespersons Register
- Updated Heritage Publications Catalogue
- Prepared Conservation Management Plan for the Laurieton School of Arts.

FINANCIAL REPORTS

Following are Council's Financial Reports for the financial year ending 30 June 2003:

- Statement of Financial Performance
- Statement of Financial Position
- Expenses, Revenues, Assets Held and Grants Included In Revenues
- The Total Amount Granted Under Section 356 of the Local Government Act 1993
- Senior Staff Remuneration Packages
- Mayoral & Councillor Fees
- Statement of Financial Performance by Business Activities
- Statement of Financial Position by Business Activities
- Summary of Rates And Charges Written Off During 2002/2003
- Contract Details
- Cross Subsidises – Water
- Details Of Overseas And Interstate Visits Undertaken
- During The Year By Councillors, Council Staff Or Other Persons Representing The Council

STATEMENT OF FINANCIAL PERFORMANCE for the year ended 30 June 2003

	Actual 2003 \$'000	Actual 2002 \$'000
EXPENSES FROM ORDINARY ACTIVITIES		
Employee Costs	18,062	16,932
Materials & Contracts	21,572	19,153
Borrowing Costs	1,769	1,953
Depreciation	18,458	17,218
Other Expenses	4,248	3,495
Loss from Disposal of Assets	336	521
Total Expenses from Ordinary Activities	64,445	59,272
REVENUES FROM ORDINARY ACTIVITIES		
Rates & Annual Charges	38,127	35,505
User Charges & Fees	13,830	12,846
Investment Revenues	4,914	3,756
Grants & Contributions - Operating	10,409	8,768
Other Revenues	1,344	1,215
Profit from Disposal of Assets	0	0
Revenues from Ordinary Activities before Capital Amounts	68,624	62,090
SURPLUS (DEFICIT) FROM ORDINARY ACTIVITIES BEFORE CAPITAL AMOUNTS	4,179	2,818
Grants & Contributions provided for capital purposes	26,388	28,076
SURPLUS FROM ORDINARY ACTIVITIES AFTER CAPITAL AMOUNTS	30,567	30,894
SURPLUS FROM ALL ACTIVITIES	30,567	\$ 30,894

STATEMENT OF FINANCIAL POSITION

for the year ended 30th June 2003

	Actual 2003 \$'000	Actual 2002 \$'000
CURRENT ASSETS		
Cash Assets	3,377	9,573
Investment Securities	46,199	28,265
Receivables	5,971	6,176
Inventories	814	763
Other	629	546
TOTAL CURRENT ASSETS	56,990	45,323
NON-CURRENT ASSETS		
Investment Securities	33,465	38,422
Receivables	1,196	902
Inventories	376	600
Property, Plant & Equipment	723,818	701,959
TOTAL NON-CURRENT ASSETS	758,855	741,883
TOTAL ASSETS	815,845	787,206
CURRENT LIABILITIES		
Payables	8,667	8,415
Borrowings	4,032	4,023
Provisions	2,071	2,093
TOTAL CURRENT LIABILITIES	14,770	14,531
NON-CURRENT LIABILITIES		
Payables	9,255	9,225
Borrowings	20,959	24,135
Provisions	6,649	5,670
TOTAL NON CURRENT LIABILITIES	36,863	39,030
TOTAL LIABILITIES	51,633	53,561
NET ASSETS	764,212	733,645
EQUITY		
Accumulated Surplus	762,871	732,304
Asset Revaluation Reserve	1,341	1,341
TOTAL EQUITY	764,212	733,645

EXPENSES, REVENUES, ASSETS HELD AND GRANTS INCLUDED IN REVENUES

for the year ended 30th June 2003

	Expenses	Revenues	Operating Result	Grants included in Revenues	Assets Held
	ACTUAL \$'000	ACTUAL \$'000	ACTUAL \$'000	ACTUAL \$'000	ACTUAL \$'000
<u>FUNCTIONS/ACTIVITIES</u>					
GOVERNANCE	1,414		(1,414)		
ADMINISTRATION	1,181	140	(1,041)		23,051
PUBLIC ORDER & SAFETY	2,251	840	(1,411)	365	3,689
HEALTH	216	102	(114)	74	7
COMMUNITY SERVICES & EDUCATION	1,030	374	(656)	296	1,456
HOUSING & COMMUNITY AMENITIES	13,412	10,661	(2,751)	1,024	48,833
WATER SUPPLIES	9,664	18,987	9,323	2,893	184,725
SEWERAGE SERVICES	9,520	17,538	8,018	478	143,724
RECREATION & CULTURE	6,214	3,520	(2,694)	1,108	43,978
MINING, MANUFACTURING & CONSTRUCTION	1,465	1,306	(159)		289
TRANSPORT & COMMUNICATION	15,262	11,841	(3,421)	2,325	355,878
ECONOMIC AFFAIRS	2,816	4,685	1,869	301	10,215
TOTAL FUNCTIONS & ACTIVITIES	64,445	69,994	5,549	8,864	815,845
GENERAL PURPOSE REVENUES*		25,018	25,018	6,246	
SURPLUS/(DEFICIT) FROM ALL ACTIVITIES	64,445	95,012	30,567	15,110	815,845

**THE TOTAL AMOUNT GRANTED
UNDER SECTION 356 OF THE LOCAL GOVERNMENT ACT 1993
for the year ended 30th June 2003**

Young Achievement Australia	A0100.264	3,300.00
Jack Griffin Bike Riad	A0100.264	200.00
ALGWA conference	A0100.264	500.00
North Coast Academy of Sport	S1103.199	6,000.00
Donations for DA/BA fees	F0300.001	3,943.00
Donation of Rates	F0300.264	24,074.70
NBN Television - Telethon	E0200.264	1,000.00
PM Holidays - A Night on the Green	E0200.264	1,818.18
Cancer Council	E0200.264	50.00
Salvation Army - Red Sheild Appeal Golf Day	E0200.264	500.00
Town Criers Championship	E0200.264	100.00
PM & District Eisteddfod Soc - 13/14 Classical Balle	E0200.264	125.00
	S0701.264,	
	S0708.264,	
Donation of Waste Depot Tipping Fees	S0709.264	17,544.91
Band Subsidies	S1100.199	16,537.28
Port Macquarie Marine Radio Base	S1201.001	3,300.00
Port Macquarie Sea Rescue	S1201.925	3,300.00
Camden Haven Marine Radio Base	S1202.001	3,300.00
Camden Haven Sea Rescue	S1202.925	3,300.00
Maritime Museum - Rates	S1303.394	10,955.48
Port Macquarie SLSC	S5227.001	3,300.00
Tacking Point SLSC	S5227.002	3,300.00
Bonny Hills SLSC	S5227.003	3,300.00
Camden Haven SLSC	S5227.004	3,300.00
Donations - Educational Establishments	S9027.001	1,780.00
Donations - Art & Cultural	S9027.002	19,422.01
Donations - Community Services	S9027.003	33,988.00
Donations - Sport & Recreation	S9027.004	10,714.65
Donations - Community Halls	S9027.005	1,100.00
PM News Eve Committee	A0251.001	4,500.00
		<u>184,553.21</u>

**Senior Staff Renumeration Packages
for the year ended 30th June 2003**

Title	Director	
	General Manager	Development & Environment
Salary including Annual Leave	137,369.12	101,795.99
Annual Leave	11,399.93	8,447.80
Sick Leave		2,111.95
Long Service Leave		1,689.56
Performance Bonus		5,000.00
Superannuation	13,636.36	
	<u>162,405.41</u>	<u>119,045.30</u>

MAYORAL & COUNCILLOR FEES
for the year ended 30th June 2003

The total amount of money expended during the 2002/2003 year on Mayoral fees and Councillor fees was as follows:

1 Mayoral Fees	25,760.45	E0100.340
2 Councillor Fees	127,312.28	E0150.251

The total costs associated with Councillor expenses for 2002/2003 were:

Councillors Expense

Catering	319.21	E0150.003
Delegates Expenses	12,522.27	E0150.005
Travelling	40,682.98	E0150.100
Fax - Councillors	1,501.79	E0150.282
Insurances	2,466.36	E0150.313
Phones	9,834.01	E0150.373
Stationery	106.27	E0150.425
Printing	521.00	E0150.499
Sundry Expenses	1,362.71	E0150.925
	<u>69,316.60</u>	

Mayoral Expenses

Catering	1,441.68	E0100.003
Delegates Expenses	1,980.35	E0100.005
Travelling Expenses	7,504.25	E0100.100
Conferences	659.09	E0100.187
Insurances	224.12	E0100.313
Phones	572.97	E0100.373
Phones - Mobile	3,715.43	E0100.374
Subscriptions/Updates	2,295.92	E0100.430
Sundry Expenses	5,877.14	E0100.925
	<u>24,270.95</u>	

Other

Catering	31,105.90	E0155.001
	<u>31,105.90</u>	

Total Expenses (including Mayoral
and Councillor Fees) 277,766.18

HASTINGS COUNCIL
STATEMENT OF FINANCIAL PERFORMANCE BY BUSINESS ACTIVITIES
for the year ended 30th June 2003

	BUSINESS ACTIVITIES		
	Water (Category 1)	Sewer (Category 1)	Waste Management (Category 1)
	'000	'000	'000
	2003	2003	2003
EXPENSES FROM ORDINARY ACTIVITIES			
Employee Costs	1,575	1,720	852
Materials & Contracts	4,246	4,137	5,776
Borrowing Costs	30	447	254
Depreciation & Amortisation	3,194	2,609	227
Other Operating Expenses	484	608	706
Loss on Disposal of Assets	134	0	0
NCP Imputation Payments		0	0
TOTAL	9,663	9,521	7,815
REVENUE FROM ORDINARY ACTIVITIES			
Rates & Annual Charges	4,649	10,807	5,333
User Charges & Fees	5,422	739	2,215
Interest Received	1,216	2,191	14
Grants & Contributions - Operating	340	317	448
Other Operating Revenues	13	69	4
Gain on Disposal of Assets	0	0	0
TOTAL	11,640	14,123	8,014
ORDINARY ACTIVITIES RESULT BEFORE CAPITAL AMOUNTS	1,977	4,602	199
Grants & Contributions - Capital	7,346	3,415	(94)
RESULT FROM ORDINARY ACTIVITIES	9,323	8,017	105
Corporate Taxation Equivalent	593	1,381	60
SURPLUS (DEFICIT) FOR YEAR	8,730	6,636	45
Add: Accumulated Profits brought forward	164,262	130,570	1,382
NCP Imputation Payments retained	593	1,381	60
Less: Dividends Paid			
ACCUMULATED SURPLUS	173,585	138,587	1,487
RATE OF RETURN ON CAPITAL	1.24%	4.90%	7.64%
NOTIONAL SUBSIDY FROM COUNCIL	N/A	N/A	N/A

STATEMENT OF FINANCIAL POSITION by BUSINESS ACTIVITIES
for the year ended 30th June 2003

	BUSINESS ACTIVITIES					
	Water (Category 1) '000		Sewer (Category 1) '000		Waste Management (Category 1) '000	
	2003	2002	2003	2002	2003	2002
CURRENT ASSETS						
Cash Assets			15,946	109		30
Investment Securities	14,376	14,376		10,485	149	203
Receivables	1,577	1,577	2,100	1,810	332	291
Inventories	265	265	22	22		
TOTAL CURRENT ASSETS	16,218	16,218	18,068	12,426	481	524
NON-CURRENT ASSETS						
Cash Assets			22,684			
Investment Securities	7,429	7,429		26,078		
Receivables	5	5	4,601	287	271	133
Property, Plant & Equipment	150,921	150,921	103,111	102,783	5,928	6,178
TOTAL NON-CURRENT ASSETS	158,355	158,355	130,396	129,148	6,199	6,311
TOTAL ASSETS	174,573	174,573	148,464	141,574	6,680	6,835
CURRENT LIABILITIES						
Payables	3,652	3,652	315	357	449	475
Interest bearing liabilities	117	117	1,139	1,002	498	479
Provisions	259	259	138	152	122	83
TOTAL CURRENT LIABILITIES	4,028	4,028	1,592	1,511	1,069	1,037
NON-CURRENT LIABILITIES						
Payables	5,287	5,287	3,337	3,337		
Interest bearing liabilities	238	238	4,487	5,629	3,692	4,204
Provisions	758	758	461	417	432	213
TOTAL NON CURRENT LIABILITIES	6,283	6,283	8,285	9,383	4,124	4,417
TOTAL LIABILITIES	10,311	10,311	9,877	10,894	5,193	5,454
NET ASSETS	164,262	164,262	138,587	130,680	1,487	1,381
EQUITY						
Accumulated Surplus	164,262	154,924	138,587	130,680	1,487	1,381
Asset Revaluation Reserve						
TOTAL EQUITY	164,262	154,924	138,587	130,680	1,487	1,381

SUMMARY OF RATES AND CHARGES WRITTEN OFF DURING 2002/2003

(Includes Pensioner Rebates & Postponed Rate Abandonments)

Residential Rates	Abandoned Pensioners	F0100.762	1,269,132.65
	Postponed Rates	F0100.761	25,884.13
Farmland Rates	Abandoned Other	F0100.763	9,686.70
	Abandoned Pensioners	F0101.775	1,126.75
Mining Rates	Abandoned Other	F0101.763	-
	Abandoned Pensioners	F0102	-
Business Rates	Abandoned Other	F0102	-
	Abandoned Pensioners	F0103.774	-
Water Availability Charges	Abandoned Other	F0703.763	- 135.36
	Abandoned Pensioners	W2701.762	614,913.80
Sewer Availability Charges	Abandoned Other	W2701.763	3,919.82
	Abandoned Pensioners	W3000.762	577,697.89
Waste Management Charges	Abandoned Other	W3000.763	4,044.72
	Abandoned Pensioners	S0720.762	267,991.20
Extra Charges	Abandoned Other	S0720.763	311,252.51
	Postponed Rates	F0120.761	2,313.56
	Abandoned Other	F0120.763	-
			<u>3,087,828.37</u>

CONTRACT DETAILS
S.428(2)(h)

Following are the details for each contract awarded by Council during the year other than employment contracts and contracts for less than \$100,000.

CONTRACTS

Supplier	Project	Cost
Haire Civil Construction	Port Macquarie Town Centre Master Plan, Hay Street/Sunset Parade, Port Macquarie	\$122,587
Pioneer Road Services	Asphalt Resurfacing Oxley Highway (High Street), Wauchope, Level Crossing to Hastings Street	\$205,000
Casbee	Reconstruction of Ocean Drive, Port Macquarie, between Treeview Way to Maher Street, Port Macquarie	\$1,814,458
Pollards Pools	Kendall Pool Construction	\$492,000

CROSS SUBSIDIES - WATER

A subsidised water supply contribution will mean that there is a cross-subsidy between the typical residential bills for water supply (water rates) and the water supply contributions. The cross-subsidy will extend for the period of reduced contributions, this being until the end of the 2005-2006 financial year. The calculation of the cross-subsidy is based upon the weighted average contribution for all the water supply schemes and moves to \$40 by the year 2005/2006. A cross-subsidy of \$40, means that each typical residential water bill subsidises the water supply contributions by \$40.

REGISTER OF INTER-STATE AND OVERSEAS TRAVEL 1 July 2002- 30 June 2003				
Name	Name of Conference	Location	Date/s	Resolved
Michael Coulter (Director DES)	International Cities & Town Centres Conference	Caloundra, QLD	18 to 21 August 2002	ORD 29/07/02
Mayor, Councillor Wayne Richards Councillor David Mayne	Handa Dashi Festival	Handa, Japan	5 & 6 October 2002	ORD 29/07/02
Trevor Sargeant (Economic Development Officer)	Visited Tuna Processing Facility	Maloolabah, QLD	8 & 9 August 2002	Endorsed ORD 19/08/02
Carl Bennett (GIS Technician)	Annual ESRI GIS Conference	Brisbane, QLD	27 & 28 August 2002	ORD 19/08/02
Airport Manager and Airport Engineer	Australian Annual Airports Association Conference	Adelaide, SA	10 to 14 Nov 2002	ORD 09/09/02
Pat Lulham & Adam Carson (Electricians)	ALSTROM Australia Workshop	Brisbane, QLD	8 to 10 October 2002	ORD 30/09/02
Murray Thompson & Adam Carson (Water Manager & Electrician)	ALSTROM Australia Workshop	Brisbane, QLD	February 2003	ORD 30/09/02
Mayor, Councillor Wayne Richards	National General Assembly of Local Government	Alice Springs, NT	3 to 6 Nov 2002	ORD 21/10/02
Bernard Smith (General Manager)	LGMA – Managers Exchange Programme	California	31 Jan to 21 Feb 2003	ORD 20/01/03
Murray Thompson (Water Manager)	Australian Water Association 2003 Ozwater Conference & Exhibit	Perth	6 to 10 April 2003	ORD 10/02/03
Mayor (Councillor Wayne Richards)	"Our Sporting Future" Forum	Melbourne	12 to 14 March 2003	ORD 10/02/03
James Maguire (Systems Librarian)	Libero User Group Annual Meeting	Adelaide	17 to 19 March 2003	ORD 10/02/03
Rod Ward (Printing Officer)	Advanced Imari Copier Training	Brisbane	24 & 25 March 2003	ORD 24/03/03
Geoff Freeman (Director Infra Services)	Alternative Waste Technologies Workshop	Noosa	14 to 16 May 2003	ORD 05/05/03
Mayor (Councillor Wayne Richards)	National Local Roads Congress	Kalgoorlie, WA	29 June to 1 July 2003	ORD 16/06/03
Wendy Dell (Tourism Manager)	Australian Tourism Exchange	Melbourne, VIC	18 to 20 June 2003	ORD 16/06/03



Opening Hours: 8.30am to 4.30pm

Telephone Enquiries: 8am to 5pm

STREET ADDRESS:

Corner of Lord and Burrawan Streets - Port Macquarie NSW 2444

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PO Box 84 - Port Macquarie NSW 2444

Telephone: 02 6581 8111

Facsimile: 026581 8123

Email: council@hastings.nsw.gov.au

Website: www.hastings.nsw.gov.au

Branch Offices:

High Street, Wauchope

9 Laurie Street, Laurieton