



Central Coast Council  
Business Paper  
Ordinary Council Meeting  
**25 January 2022**





# COMMUNITY STRATEGIC PLAN 2018-2028

**ONE – CENTRAL COAST IS THE COMMUNITY STRATEGIC PLAN (CSP) FOR THE CENTRAL COAST LOCAL GOVERNMENT AREA**

**ONE – CENTRAL COAST DEFINES THE COMMUNITY'S VISION AND IS OUR ROADMAP FOR THE FUTURE**

**ONE – CENTRAL COAST BRINGS TOGETHER EXTENSIVE COMMUNITY FEEDBACK TO SET KEY DIRECTIONS AND PRIORITIES**

One - Central Coast will shape and inform Council's business activities, future plans, services and expenditure. Where actions are the responsibility of other organisations, sectors and groups to deliver, Council will work with key partners to advocate on behalf of our community.

Ultimately, every one of us who live on the Central Coast has an opportunity and responsibility to create a sustainable future from which we can all benefit. Working together we can make a difference.

## RESPONSIBLE

**WE'RE A RESPONSIBLE COUNCIL AND COMMUNITY, COMMITTED TO BUILDING STRONG RELATIONSHIPS AND DELIVERING A GREAT CUSTOMER EXPERIENCE IN ALL OUR INTERACTIONS.**

We value transparent and meaningful communication and use community feedback to drive strategic decision making and expenditure, particularly around the delivery of essential infrastructure projects that increase the safety, liveability and sustainability of our region. We're taking a strategic approach to ensure our planning and development processes are sustainable and accessible and are designed to preserve the unique character of the coast.

 **Good governance and great partnerships**

**G2** Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect

There are 5 themes, 12 focus areas and 48 objectives



All council reports contained within the Business Paper are now aligned to the Community Strategic Plan. Each report will contain a cross reference to a Theme, Focus Area and Objective within the framework of the Plan.

The infographic is a grid with 5 main themes (rows) and 4 focus areas (columns). The themes are: BELONGING, SMART, GREEN, RESPONSIBLE, and LIVEABLE. Each theme contains specific focus areas and objectives, each with a unique icon and number. The 'RESPONSIBLE' theme is highlighted in purple, and the 'G2' objective is specifically mentioned.



# Meeting Notice

**The Ordinary Council Meeting  
of Central Coast Council  
will be held in the Council Chamber,  
2 Hely Street, Wyong  
on Tuesday 25 January 2022 at 6.30pm,  
for the transaction of the business listed below:**

## **1 PROCEDURAL ITEMS**

1.1	Disclosure of Interest.....	4
1.2	Confirmation of Minutes of Previous Meeting.....	6
1.3	Notice of Intention to Deal with Matters in Confidential Session.....	7

## **2 REPORTS**

2.1	Investment Report for December 2021.....	9
2.2	Endorsement of the Sustainability and Climate Action Plan (SCAP).....	10
2.3	Pecuniary Interest Disclosure Return - Updated Disclosure of Interest.....	14
2.4	Apply Common Seal to Council Lease at Umina Recreation Precinct (Jasmine Greens Kiosk).....	17
2.5	Request to name Toowoona Bay Lifeguard Tower in memory of Allan Cook.....	20

## **3 CONFIDENTIAL**

3.1	Mardi Water Treatment Plant Upgrade Design Develop and Construct - Tender Evaluation	
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David Farmer  
**Chief Executive Officer**



**Item No:** 1.1  
**Title:** Disclosure of Interest  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Reference: F2022/00021 - D15001817

## **Recommendation**

***That Council and staff now disclose any conflicts of interest in matters under consideration by Council at this meeting.***

Chapter 14 of the *Local Government Act 1993* ("LG Act") regulates the way in which the councillors and relevant staff of Council conduct themselves to ensure that there is no conflict between their private interests and their public functions.

Section 451 of the LG Act states:

- "(1) A councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.*
- (2) The councillor or member must not be present at, or in sight of, the meeting of the council or committee:*
  - (a) at any time during which the matter is being considered or discussed by the council or committee, or*
  - (b) at any time during which the council or committee is voting on any question in relation to the matter.*
- (3) For the removal of doubt, a councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or member has an interest in the matter of a kind referred to in section 448.*
- (4) Subsections (1) and (2) do not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:*
  - (a) the matter is a proposal relating to:*
    - (i) the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or*

## **1.1 Disclosure of Interest (contd)**

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- (ii) *the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and*
    - (a1) *the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person (whose interests are relevant under section 443) in that person's principal place of residence, and*
    - (b) *the councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting.*
- (5) *The special disclosure of the pecuniary interest must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and must:*
  - (a) *be in the form prescribed by the regulations, and*
  - (b) *contain the information required by the regulations."*

Further, the Code of Conduct adopted by Council applies to all councillors and staff. The Code relevantly provides that if a councillor or staff have a non-pecuniary conflict of interest, the nature of the conflict must be disclosed as well as providing for a number of ways in which a non-pecuniary conflicts of interests might be managed.



**Item No:** 1.2  
**Title:** Confirmation of Minutes of Previous Meeting  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Reference: F2022/00021 - D15001829

### **Recommendation**

***That Council confirm the minutes of the Ordinary Meeting of Council held on 14 December 2021 and the Extraordinary Meeting of Council held on 20 December 2021.***

### **Summary**

Confirmation of minutes of the Ordinary Meeting of Council held on 14 December 2021 and the Extraordinary Meeting of Council held on 20 December 2021.

### **Attachments**

<b>1</b>	MINUTES - Council Meeting - 14 December 2021	Provided Under Separate Cover	D14978697
<b>2</b>	MINUTES - Extraordinary Council Meeting - 20 December 2021	Provided Under Separate Cover	D14987844



**Item No:** 1.3  
**Title:** Notice of Intention to Deal with Matters in Confidential Session  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Trim Reference: F2022/00021 - D15001840

### **Recommendation**

***That Council resolve that the following matters be dealt with in closed session, pursuant to s. 10A(2) of the Local Government Act 1993 for the following reasons:***

#### ***Item 3.1 – Mardi Water Treatment Plant - Tender Evaluation***

##### ***Reason for considering in closed session:***

***2(c) Information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.***

***That Council resolve, pursuant to s.11(3) of the Local Government Act 1993, that this report remain confidential in accordance with Section 10A(2)(c) of the Local Government Act as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and because consideration of the matter in open Council would on balance be contrary to the public interest as it would affect Council's ability to obtain value for money services for the Central Coast community.***

### **Summary**

It is necessary for the Council to adopt a resolution to formalise its intention to deal with certain matters in a closed and confidential Session. The report is incorporated in the "Confidential" business paper which has been circulated.

The *Local Government Act 1993* requires the Chief Executive Officer to identify those matters listed on the business paper which may be categorised as confidential in terms of section 10A of the *Local Government Act 1993*. It is then a matter for Council to determine whether those matters will indeed be categorised as confidential.

### **Context**

Section 10A of the *Local Government Act 1993* (the Act) states that a Council may close to the public so much of its meeting as comprises:

- 2(a) *personnel matters concerning particular individuals (other than Councillors),*
- 2(b) *the personal hardship of any resident or ratepayer,*
- 2(c) *information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,*
- 2(d) *commercial information of a confidential nature that would, if disclosed:*
  - (i) *prejudice the commercial position of the person who supplied it, or*
  - (ii) *confer a commercial advantage on a competitor of the Council, or*
  - (iii) *reveal a trade secret,*
- 2(e) *information that would, if disclosed, prejudice the maintenance of law,*
- 2(f) *matters affecting the security of the Council, Councillors, Council staff or Council property,*
- 2(g) *advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,*
- 2(h) *information concerning the nature and location of a place or an item of Aboriginal significance on community land.*
- 2(i) *alleged contraventions of any code of conduct requirements applicable under section 440*

It is noted that with regard to those matters relating to all but 2(a), 2(b) and 2(d)(iii) it is necessary to also give consideration to whether closing the meeting to the public is, on balance, in the public interest.

Further, the Act provides that Council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public (section 10A(3)).

As provided in the Office of Local Government Meetings Practice Note August 2009, it is a matter for the Council to decide whether a matter is to be discussed during the closed part of a meeting. The Council would be guided by whether the item is in a confidential business paper, however the Council can disagree with this assessment and discuss the matter in an open part of the meeting.

### **Attachments**

Nil



**Item No:** 2.1  
**Title:** Investment Report for December 2021  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Reference: F2004/06604 - D15003568  
Author: Devini Susindran, Team Leader  
Manager: Mellissa McKee, Financial Controller  
Executive: Natalia Cowley, Director Corporate Affairs and Chief Financial Officer

Due notice is given of this matter in accordance with Council's Code of Meeting Practice. The report and any relevant attachments will be provided prior to the Ordinary Meeting of 25 January 2022.



**Item No:** 2.2  
**Title:** Endorsement of the Sustainability and Climate Action Plan (SCAP)  
**Department:** Environment and Planning

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25 January 2022 Ordinary Council Meeting

Reference: F2019/01453 - D14820532  
Author: Chris McLean, Principal Strategic Planner, Centres Planning and Urban Design  
Jared Phillips, Section Manager, Centres Planning and Urban Design  
Executive: David Milliken, Director, Environment and Planning (Acting)

## **Recommendation**

- 1 That Council endorse the Central Coast Sustainability and Climate Action Plan (SCAP) as per Attachment 1.**
- 2 That Council note progress towards implementation of the SCAP will be included as part of Council's Annual Report.**

## **Report purpose**

To endorse the Sustainability and Climate Change Action Plan as per Attachment 1.

## **Executive Summary**

In 2019 Council adopted the Central Coast Climate Change Policy (CCP) 2019. The policy outlines broad actions on climate change enabling Council to align its operations and strategic planning with the NSW State Climate Change Policy Framework.

The Central Coast Sustainability and Climate Action Plan (SCAP) will implement the Central Coast Climate Change Policy 2019. The Plan includes 27 actions within 5 strategic pillars, relating to natural systems, water and energy efficiency, community empowerment, waste reduction and improved strategic planning. The actions include initiatives that are currently committed to or underway, and those that will commence over the next three years.

The development of the SCAP has been informed by extensive face to face and online engagement undertaken over the last three years. This includes a range of surveys and workshops. To inform the SCAP a project working group of community members was established in late 2019 and an online pre-consultation survey undertaken. A total of 3,860 public submissions and 734 student submissions were received.

Through the implementation of the actions within the SCAP, Council aims to reduce emissions and its environmental footprint as well as ensuring the Central Coast is resilient

## **2.2 Endorsement of the Sustainability and Climate Action Plan (SCAP) (contd)**

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against environmental change and natural disasters, and embracing environmental sustainability practices to mitigate the effects of a changing climate.

### **Background**

The SCAP includes 27 actions that Council will implement over the next three years that relate to improved environmental sustainability and mitigating and adapting to the effects of climate change. The SCAP was developed in response to the Central Coast Climate Change Policy (CCP) 2019 where Strategic Direction 4 required the development of place-based climate change action plans in partnership with the community. Due to Council's financial position, the SCAP is not place-based, but rather the actions cover the entire Central Coast, providing a regional approach to its implementation.

Once endorsed specific measures for each action will be developed by Council staff and progress reported annually to Council via the Annual Report. A review of the success of this plan will occur in 2025 to determine its effectiveness.

### **Current Status**

The SCAP has been prepared for endorsement by Council and is contained in Attachment 1

### **Report**

The SCAP is a document that identifies five themes (or pillars) for climate mitigation and adaptation. The themes include:

1. Protect, enhancing and or manage natural systems, including hydrological processes (the water cycle) towards climate mitigation and adaptation, ensuring climate impacts to natural systems are reduced;
2. Council to become a leader in water and energy efficiency in the Central Coast region;
3. Empower the Central Coast community to become advocates towards climate mitigation for the region;
4. Support reduced waste generation via the reuse of materials and reduced transport costs utilising circular economy initiatives; and
5. Strategic Planning incorporates sustainability principles into town centres, urban renewal and greenfield development.

The themes then relate to 4-5 individual actions. Of the actions, some are already committed to or underway by Council, such as the 6 pledges that Council committed to under the Cities Power Partnership program, or actions identified within the Greener Places, Waste or Biodiversity Strategies. The intention of repeating actions that are stated elsewhere is to provide a holistic view of the work that Council is doing in the environmental sustainability and climate change space and ensure that new actions are complementary to those that are already underway.

## **2.2 Endorsement of the Sustainability and Climate Action Plan (SCAP) (contd)**

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### **Consultation**

Extensive consultation with the community has occurred. This included:

- Five face to face workshops and an online submission process during the exhibition of the Climate Change Policy 2019.
- In late 2019 a Community Reference Group was established to guide the development of the SCAP.
- Due to COVID-19, face to face consultation was replaced with an online survey. The online survey received 3,860 unique submissions and 734 student submissions relating to the types of climate adaptation and mitigation that residents and students would like to see in the region. These submissions were considered in the development of actions within the SCAP.

An internal workshop occurred with staff from across various Units of Council and comments on the draft SCAP were sought over a two-week period. Feedback has been incorporated into the final SCAP.

### **Financial Considerations**

At its meeting held 19 October 2020, Council resolved the following:

*1108/20 That any motions put before Council for the remainder of this term of Council that have financial implications require the Chief Executive Officer to provide a report on how those additional costs will be met.*

The following statement is provided in response to this resolution of Council.

Actions are predominantly those that Council has already committed to or alternatively are open-ended and the cost of implementation can be included in future Operational Plans.

### **Link to Community Strategic Plan**

Theme 3: Green

#### **Goal E: Environmental resources for the future**

G-E4: Incorporate renewable energy and energy efficiency in future design and planning, and ensure responsible use of water and other resources.

### **Risk Management**


Due to the current financial issues and the absence of dedicated staff with skills in sustainability to implement the SCAP, the requirement in the Climate Change Policy to

## 2.2 Endorsement of the Sustainability and Climate Action Plan (SCAP) (contd)

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develop place-based Climate Action Plans is not possible at this stage. However, the SCAP is the most rigorous document that can be prepared at this time with the available resources.

### Attachments

<b>1</b>	Central Coast Sustainability and Climate  Action Plan	Provided Under Separate Cover	D15006994
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**Item No:** 2.3  
**Title:** Pecuniary Interest Disclosure Return - Updated Disclosure of Interest  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Reference: F2021/00900 - D14983484  
Author: Kathy Bragg, Senior Governance Officer  
Manager: Edward Hock, Unit Manager Governance and Legal Counsel  
Executive: Natalia Cowley, Director Corporate Affairs and Chief Financial Officer

## **Recommendation**

***That Council note the report on Pecuniary Interest Disclosure Return – Updated Disclosure of Interest.***

## **Report purpose**

To meet Council's [Code of Conduct](#) requirements for Pecuniary Interest Disclosure Returns for Council Officials who become aware of an interest they are required to disclose that has not been previously disclosed by them in a Return.

## **Executive Summary**

Council's Code of Conduct, at clauses 4.8 to 4.27, requires each Designated Person to lodge a Pecuniary Interest Disclosure Return (as specified in Schedule 2 Council's Code of Conduct) with the Chief Executive Officer:

- 1 Annually; or
- 2 Within three months of joining Council; or
- 3 When becoming aware of a change in circumstances of "a designated person's interest as specified in Schedule 1 of Council's Code of Conduct".

Council's Chief Executive Officer and Acting Director Environment and Planning have become aware of a new interest that must be disclosed and have completed a new Return. These Returns are now tabled at Council.

## **Current Status**

Clause 4.21 of Council's Code of Conduct states:

## **2.3 Pecuniary Interest Disclosure Return - Updated Disclosure of Interest (contd)**

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*4.21 A Councillor or Designated Person must make and lodge with the Chief Executive Officer a Return in the form set out in schedule 2 to this Code, disclosing the Councillor's or Designated Person's interests as specified in Schedule 1 to this Code within 3 months after:*

- a) becoming a Councillor or Designated Person, and*
- b) 30 June of each year, and*
- c) the Councillor or Designated Person becoming aware of an interest they are required to disclose under Schedule 1 that has not been previously disclosed in a Return lodged under paragraphs a) or b).*

Council's Chief Executive Officer and Acting Director Environment and Planning have become aware of an interest that must be disclosed in accordance with Clause 4.21 of the Code of Conduct and have completed a new Return accordingly.

Clause 4.25 of the Code of Conduct states:

*4.25 Returns required to be lodged with the Chief Executive Officer under clause 4.21(a) and (b) must be tabled at the first meeting of the Council after the last day the Return is required to be lodged.*

The completed Return is tabled at this Council Meeting.

### **Financial Considerations**

At its meeting held 19 October 2020, Council resolved the following:

*1108/20 That any motions put before Council for the remainder of this term of Council that have financial implications require the Chief Executive Officer to provide a report on how those additional costs will be met.*

The following statement is provided in response to this resolution of Council.

There are no financial implications associated with this report.

### **Link to Community Strategic Plan**

Theme 4: Responsible

### **Goal G: Good governance and great partnerships**

R-G2: Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect.

## 2.3 Pecuniary Interest Disclosure Return - Updated Disclosure of Interest (contd)

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### Attachments

- |          |  |                               |           |
|----------|--|-------------------------------|-----------|
| <b>1</b> | David Farmer Disclosure of Interest Return 1 July 2021 to 30 June 2022 (as at 12 January 2022)               | Provided Under Separate Cover | D15005601 |
| <b>2</b> | David Milliken Disclosure of Interest Return 1 July 2021 to 30 June 2022 (as at 26 November 2021) - Redacted | Provided Under Separate Cover | D15005600 |





**Item No:** 2.4  
**Title:** Apply Common Seal to Council Lease at Umina Recreation Precinct (Jasmine Greens Kiosk)  
**Department:** Corporate Affairs

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25 January 2022 Ordinary Council Meeting

Reference: F2020/00577 - D14988108  
Author: James Landis, Property Officer  
Manager: Joe O'Connor, Commercial Property Manager, Commercial Property  
Jamie Barclay, Unit Manager Development and Property  
Executive: Natalia Cowley, Director Corporate Affairs and Chief Financial Officer

## Recommendation

- 1 That Council affix its common seal to the front page of the lease for Gabrielle Greyem to enable the lease to be registered on title.**
- 2 That Council resolve, pursuant to section 11(3) of the Local Government Act 1993, that Attachment 1 remain confidential in accordance with section 10A(2)(d)(i) of the Local Government Act as it contains commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it and because consideration of the matter in open Council would on balance be contrary to the public interest as it would affect Council's ability to obtain value for money services for the Central Coast community.**

## Report purpose

To obtain a Council Resolution to affix Council's common seal to the front page of the lease to Gabrielle Greyem, known as the *Jasmine Greens Park Kiosk*, in order to register the lease on title.

## Executive Summary

Council's Lease to Gabrielle Greyem (the **tenant**), is regulated under the *Retail Leases Act 1994* and therefore must be registered on title. Furthermore, as the lease is over a Crown Reserve trust, Council's common seal is required to be affixed to the front page of the lease in order to complete execution of the lease and have it registered.

## Background

Council granted a 5-year Lease with 5-year Option to the tenant, commencing 18 June 2014, over part of Lot 7037 DP 1066209, being the Crown Reserve known as the Umina Recreation Precinct. In accordance with Section 102A of the *Crown Lands Act 1989*, the Minister gave written consent to the lease on 13 June 2014.

## **2.4 Apply Common Seal to Council Lease at Umina Recreation Precinct (Jasmine Greens Kiosk) (contd)**

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The tenant has exercised the 5-year option and the Lease has been signed by both parties. The permitted use of the Lease is a Café, Kiosk & Restaurant and therefore it is subject to the *Retail Leases Act 1994*. Section 16 of the Act states a retail lease of more than 3 years must be registered on title. Furthermore, as the Lease is over a Crown Reserve trust, Council's common seal is required to be affixed to the front page of the lease in order to complete execution of the lease and register it.

### **Current Status**

The lease has been executed by all parties, however pursuant to Section 95 of the *Crown Lands Act 1989* the lease cannot be registered until Council's common seal is affixed to the lease.

### **Report**

Council is required to register the lease on title in accordance with the requirements of the *Retail Leases Act 1994*. The common seal of Council is required to be affixed to the lease under the requirements of the *Crown Lands Act 1989*.

### **Consultation**

Council has sought legal advice and consulted with its lease registration agent, *Spectrum Client Solutions*.

### **Financial Considerations**

At its meeting held 19 October 2020, Council resolved the following:

*1108/20 That any motions put before Council for the remainder of this term of Council that have financial implications require the Chief Executive Officer to provide a report on how those additional costs will be met.*

The following statement is provided in response to this resolution of Council.

There is no additional impact to Council's financial position in making this resolution.

### **Link to Community Strategic Plan**

Theme 4: Responsible

### **Goal G: Good governance and great partnership**

R-G2: Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect.

## **2.4 Apply Common Seal to Council Lease at Umina Recreation Precinct (Jasmine Greens Kiosk) (contd)**

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### **Risk Management**

Up to 50 penalty units can be applied under the *Retail Leases Act 1994* for not registering a lease.

### **Attachments**

- |          |   |           |
|----------|---|-----------|
| <b>1</b> | Confidential - Executed Lease Umina Beach Recreation (R45590)<br>Reserve Greyem 18 June 2014 - 17 June 2019 - | D14988303 |
|----------|---|-----------|



**Item No:** 2.5  
**Title:** Request to name Toowoan Bay Lifeguard Tower in memory of Allan Cook  
**Department:** Community and Recreation Services

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25 January 2022 Ordinary Council Meeting

Reference: F2017/01262 - D14986803  
Author: Phil Cantillon, Unit Manager Leisure Beach Safety and Community Facilities  
Executive: Brian Bell, Director Community and Recreation Services (Acting)

## **Recommendation**

***That Council approve the application to name Toowoan Bay Lifeguard Tower in memory of Allan Cook to acknowledge the outstanding contribution of Mr Cook to the community of the Central Coast.***

## **Report purpose**

To seek approval to name Toowoan Bay Lifeguard Tower, located opposite the Toowoan Bay Surf Life Saving Club in memory of the late Mr Allan Cook.

## **Executive Summary**

An application has been received from Mr Stephen Prince to name Toowoan Bay Lifeguard Tower in memory of Mr Allan Cook for his extensive contribution and outstanding voluntary service to the Central Coast community as a dedicated lifesaver for over 40 years.

In accordance with the [Policy for Memorial, naming of Council Facilities and Donations of Park Furniture and Trees](#) (the Policy) any requests received are subject to a report to Council.

## **Background**

Mr Prince lodged an application on 6 December 2021 in accordance with The Policy for the naming of Toowoan Bay Lifeguard Tower, located opposite Toowoan Bay Surf Life Saving Club. The location of the Lifeguard Tower is identified in the map contained within the application (Attachment 1).

A review of the application and attachments provided by Mr Prince has determined that all requirements of the Policy have been met, including his confirmation that he will be responsible for all costs associated with the proposal.

The applicant has requested approval of the naming be expedited so that Mr Cook's son, who is currently in Australia from the United Kingdom until early January 2022, can attend

## 2.5 Request to name Toowoon Bay Lifeguard Tower in memory of Allan Cook (contd)

the naming ceremony. However, Mr Prince has been advised that a Council report is required, and with agenda deadlines, this application will be considered at the earliest in Quarter 1 2022.

The application from Mr Prince (Attachment 1) has been assessed and is considered to meet all requirements. The assessment is as follows:

**Table 1: Assessment Against Relevant Policy**

Policy Requirement	Assessed Criteria
<p>Clause 8:</p> <p>A request for a commemorative memorial will be considered only if the person who is nominated (the nominee) has been deceased for at least six months, was of good repute and not likely to be the subject of controversy.</p>	<p>Mr Cook passed on 26 July 2019. He was widely known and respected within the local community for his long-time commitment to the local community, serving as a lifeguard based at the Toowoon Bay Lifeguard tower for over 34 years and therefore is considered eligible.</p>
<p>Clause 11:</p> <p>With the exception of historical persons of distant past, naming after a person shall only be approved with the written consent of their immediate family.</p>	<p>Written consent of Mr Cook's son, on behalf of the family dated 18 November 2021 has been provided as part of the application (Attachment 1).</p>
<p>Clause 32:</p> <p>All proposals to name or re-name a facility must be submitted in writing.</p>	<p>Provided</p>
<p>Clause 33:</p> <p>Applications must contain the following details:</p> <p>(a) Name and address of requester;</p> <p>(b) Sufficient information to clearly identify the facility (description,</p>	<p>(a) Stephen Prince Address provided</p> <p>(b) The lifeguard tower is located opposite the Toowoon Bay Surf Life Saving Club building.</p>

## 2.5

## Request to name Toowoon Bay Lifeguard Tower in memory of Allan Cook (contd)

Policy Requirement	Assessed Criteria
<p>maps, drawing and any other relevant details); and</p> <p>(c) Reason for the choice of facility, including discussing the origin and significance of the current name to the facility.</p>	<p>Site Plan included as part of application (Attachment 1).</p> <p>(c) Mr Cook was the Superintendent of the Wyong Shire Council Lifeguard Service and was based at the Toowoon Bay Lifeguard tower for over 34 years.</p>
<p>Clause 34:</p> <p>If the proposal is to commemorate a person, then additional information is required:</p> <p>(a) Dates of birth and death;</p> <p>(b) Association of the person with the facility to be named;</p> <p>(c) Person's association and contribution to the local community;</p> <p>(d) Source of the above information; and</p> <p>(e) Any other relevant supporting documentation.</p>	<p>(a) 3 September 1951 – 26 July 2019</p> <p>(b) Superintendent of The Wyong Shire Council Lifeguard Service for over 34 years</p> <p>(c) Lifesaver with over 40 years of volunteer beach patrols; championed the introduction of female lifeguards and through this Wyong Shire Council was the first Council in Australia to employ a female as a professional lifeguard; advocate for the Disabled Surfers Association; driving force behind the establishment of lifeguard towers on the patrolled beaches of Wyong Shire.</p> <p>(d) Family members, Central Coast Lifeguards and Surf Lifesaving movements.</p> <p>(e) <a href="https://www.nbnnews.com.au/2019/08/04/in-loving-memory-of-allan-cook/">https://www.nbnnews.com.au/2019/08/04/in-loving-memory-of-allan-cook/</a></p> <p><a href="http://www.centralcoastnews.net/2019/08/19/surf-club-mourns-loss-of-life-member/">http://www.centralcoastnews.net/2019/08/19/surf-club-mourns-loss-of-life-member/</a></p>
<p>Clause 35:</p> <p>Applications must include a supporting statement for the nominee which detail how the</p>	<p>Included as part of application (Attachment 1)</p>

**2.5 Request to name Toowoon Bay Lifeguard Tower in memory of Allan Cook (contd)**

<b>Policy Requirement</b>	<b>Assessed Criteria</b>
nominee meets the conditions as stated in The Policy.	<i>"Allan was widely known and respected within the local community. The aforementioned summary demonstrates the considerable contribution to both the Wyong Shire and broader Central Coast Community Allan has made over a 50-year period. It is generally acknowledged Allan made a significant contribution to both the sporting and social development of the community."</i>
<p>Clause 36:</p> <p>The application must be supported in writing by a minimum of three third parties, one of which must be a local community group.</p>	<p>Letters of support provided by:</p> <ol style="list-style-type: none"> <li>1 President Toowoon Bay Surf Life Saving Club</li> <li>2 Emma McBride MP Federal Member for Dobell</li> <li>3 David Harris MP Member for Wyong</li> <li>4 David Mehan MP Member for the Entrance</li> </ol>
<p>Clause 37:</p> <p>The documentation must be validated by Statutory Declaration and signed by a Justice of the Peace, Legal Practitioner or Commissioner of Declarations.</p>	<p>Included as part of application (Attachment 1)</p>

**Consultation**

In accordance with The Policy, Council staff in the Leisure, Beach Safety and Community Facilities Unit have evaluated the appropriateness of the naming of the Toowoon Bay Lifeguard Tower in consultation with the relevant Council asset user(s) and Governance.

**Financial Considerations**

At its meeting held 19 October 2020, Council resolved the following:

*1108/20 That any motions put before Council for the remainder of this term of Council that have financial implications require the Chief Executive Officer to provide a report on how those additional costs will be met.*

## 2.5 Request to name Toowoon Bay Lifeguard Tower in memory of Allan Cook (contd)

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The following statement is provided in response to this resolution of Council.

There will be no financial cost to Council as Mr Prince has agreed to pay all costs associated with this proposal.

### Link to Community Strategic Plan

Theme 1: Belonging

### Goal L: Healthy lifestyle for a growing community

B-A4: Enhance community safety within neighbourhoods, public spaces and places.

### Risk Management

There are no identified risks regarding the naming of the Toowoon Bay Lifeguard Tower.

### Options

- 1 To approve the application for the naming of Toowoon Bay Lifeguard Tower in memory of and to acknowledge the outstanding contribution of Mr Allan Cook. **This is the recommended option.**
- 2 Council could decide to not approve the application for the naming of Toowoon Bay Lifeguard Tower. This is not recommended, as the applicant has met all requirements of The Policy.

### Attachments

- |   |   |                               |           |
|---|---|-------------------------------|-----------|
| 1 | Application to name the Toowoon Bay Lifeguard Tower in memory of Allan Cook | Provided Under Separate Cover | D14988309 |
|---|---|-------------------------------|-----------|