



Central Coast Council  
Business Paper  
Ordinary Council Meeting  
**26 September 2023**





# 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.

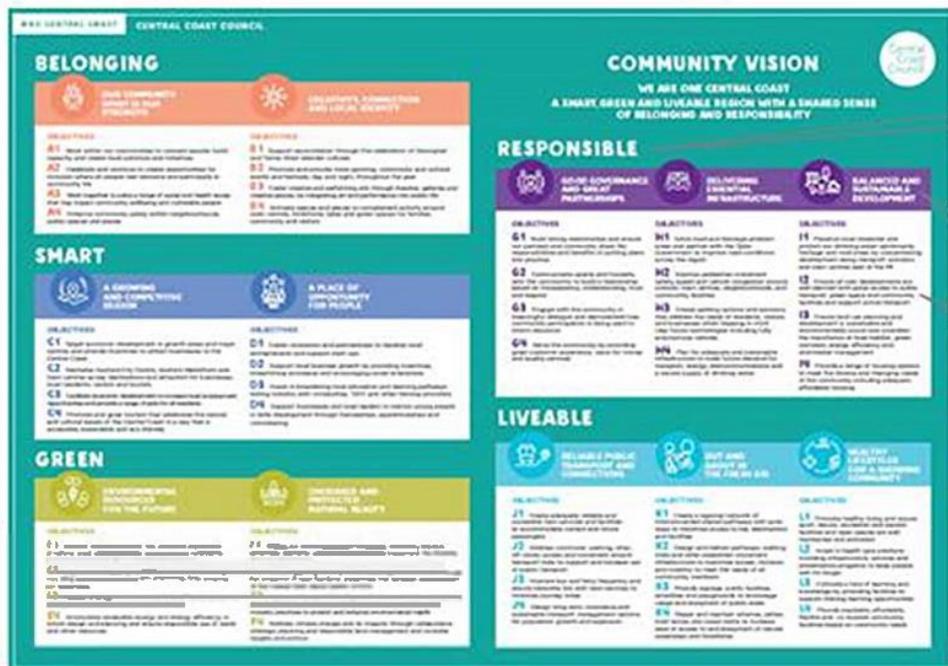
 **Good governance and great partnerships**

**G2** Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making

There are 5 themes, 12 focus areas and 48 objectives

### COMMUNITY STRATEGIC PLAN 2018-2028 FRAMEWORK

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.



# Meeting Notice

**The Ordinary Council Meeting  
of Central Coast Council  
will be held in the Central Coast Council Chambers,  
2 Hely Street, Wyong  
on Tuesday 26 September 2023 at 6.30pm,  
for the transaction of the business listed below:**

**The Public Forum will commence at 6.00pm, subject to any  
registered speaker/s to items listed on this agenda.**

Further information and details on registration process:

[www.centralcoast.nsw.gov.au/council/meetings-and-minutes/council-meetings](http://www.centralcoast.nsw.gov.au/council/meetings-and-minutes/council-meetings)

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David Farmer  
**Chief Executive Officer**



**Item No:** 1.1  
**Title:** Disclosures of Interest  
**Department:** Corporate Services

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26 September 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555894  
Author: Rachel Gibson, Team Leader, Civic Support  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

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*

- (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 conflict of interests might be managed.



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

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26 September 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555885

### **Recommendation**

***That Council confirm the minutes of the Ordinary Meeting of Council held on 22 August 2023.***

### **Summary**

Confirmation of minutes of the Ordinary Meeting of Council held on 22 August 2023.

### **Attachments**

<b>1</b>	MINUTES - Council Meeting - 22 August 2023	Provided Under Separate Cover	D15821256
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**Item No:** 1.3  
**Title:** Notice of Intention to Deal with Matters in Confidential Session  
**Department:** Corporate Services

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26 September 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555890

### **Recommendation**

***That Council note that no matters have been tabled to deal with in a closed session.***

### **Summary**

It is necessary for the Council to adopt a resolution to formalize 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 categorized 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 categorized 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,*

### **1.3 Notice of Intention to Deal with Matters in Confidential Session (contd)**

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- 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:** Monthly Finance Report August 2023  
**Department:** Corporate Services

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26 September 2023 Ordinary Council Meeting

Reference: F2020/03205 - D15846736  
Author: Leslie Chan, Team Leader.Financial Accounting  
Michelle Best, Section Manager Financial Accounting and Assets  
Manager: Emma Galea, Chief Financial Officer  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

***That Council receive the report Monthly Financial Reports – August 2023.***

### **Report purpose**

To present to Council the monthly financial report for August 2023.

For the months of July 2023 and August 2023, the monthly financial reports will be limited to a high-level summary to allow for the completion of the 2023/2024 FY Annual Financial Statements as a priority.

During this period, the content of the monthly financial reports is under review with the aim to provide reports that capture overall organisational performance, and to measure performance against the relevant mandated benchmarks.

### **Executive Summary**

This report presents the August 2023 monthly financial report.

For 2023/2024 FY Council has budgeted an operating surplus before capital income of \$2.8M. The budgeted net operating position will fluctuate throughout the financial year, reflecting income and expenditure timing.

As at 31 August 2023, on a consolidated basis, Council has an operating surplus of \$2.5M against a budgeted operating deficit of \$5.0M.

The financial results included in this report are subject to change due to adjustments that may be requested as part of the audit by the NSW Audit Office of the 2022/2023 FY Annual Financial Statements. Accordingly, the report is limited to a high-level summary of the results for the month of August 2023.

## **Background**

The monthly financial reports have been prepared in accordance with the requirements of the *Local Government Act 1993* ("**LG Act**"), the *Local Government (General) Regulation 2005* ("**LG Reg**"), and the relevant accounting and reporting requirements of the Office of Local Government prescribed Code of Accounting Practice and Financial Reporting and Australian Accounting Standards.

## **Consultation**

The preparation of the August 2023 monthly financial report included consultation with business units across Council to ensure all revenue and expenditure attributable to the 2023/2024 FY is captured.

## **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.

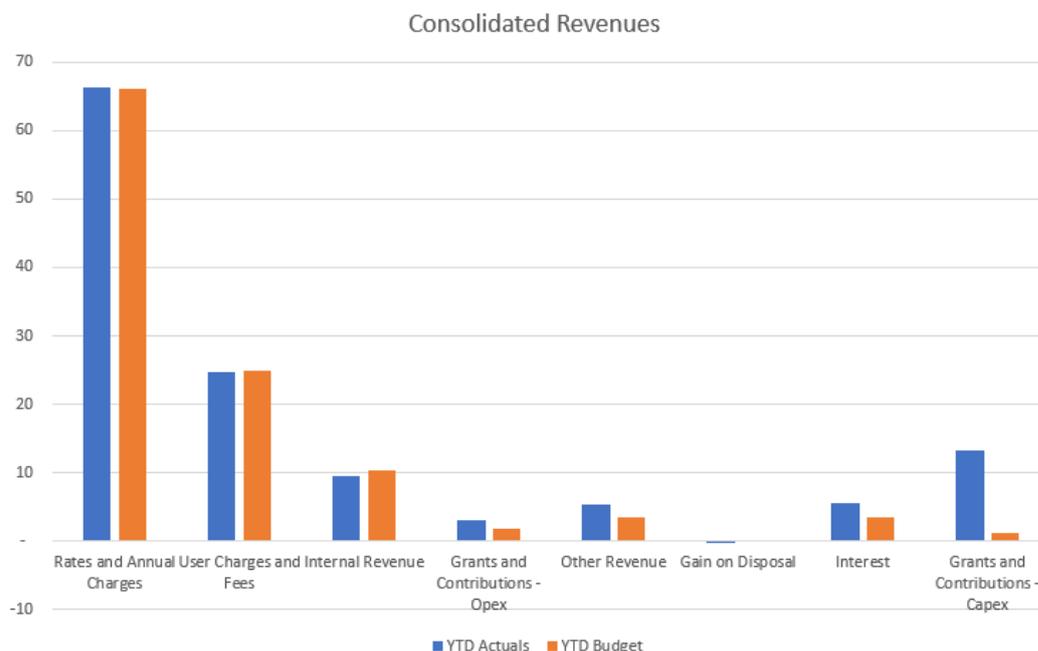
## 2.1 Monthly Finance Report August 2023 (contd)

### Consolidated Operating Statement

As at 31 August 2023, Council has a consolidated net operating surplus of \$2.5M, before capital income, which is favourable to budget by \$7.5M and a net operating surplus including capital income of \$15.9M which is favourable to budget by \$19.8M.

<b>Consolidated Operating Statement</b>										
August 2023										
	CURRENT MONTH			YEAR TO DATE				FULL YEAR		
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>										
Rates and Annual Charges	43,872	37,960	5,912	66,270	66,151	119	61,180	389,283	421,456	421,456
User Charges and Fees	13,830	12,727	1,103	24,755	24,930	(175)	24,255	164,977	163,782	163,782
Other Revenue	1,556	1,090	466	3,248	1,980	1,268	3,072	21,086	13,683	13,683
Interest	2,771	1,798	973	5,449	3,545	1,904	2,284	23,888	15,244	15,244
Grants and Contributions	2,396	873	1,523	2,980	1,764	1,216	2,888	56,621	49,880	49,880
Gain on Disposal	-	-	-	(13)	-	(13)	1,034	7,785	-	-
Other Income	935	744	192	2,044	1,483	561	1,305	9,754	8,775	8,775
Internal Revenue	4,827	4,688	139	9,552	10,248	(696)	10,919	61,923	60,701	60,701
<b>Total Income attributable to Operations</b>	<b>70,186</b>	<b>59,878</b>	<b>10,308</b>	<b>114,284</b>	<b>110,101</b>	<b>4,183</b>	<b>106,936</b>	<b>735,318</b>	<b>733,521</b>	<b>733,521</b>
<b>Operating Expenses</b>										
Employee Costs	17,706	17,948	242	30,140	29,817	(323)	24,848	184,873	195,069	195,069
Borrowing Costs	966	678	(288)	1,698	1,340	(359)	1,889	13,073	13,746	13,746
Materials and Services	16,173	17,288	1,115	34,014	37,979	3,965	30,944	216,095	237,509	237,509
Depreciation and Amortisation	15,478	15,478	-	30,970	30,970	-	24,256	176,598	192,226	192,226
Other Expenses	2,905	2,835	(70)	6,306	6,222	(84)	6,587	44,044	44,523	44,523
Loss on Disposal	-	-	-	-	-	-	-	22,060	-	-
Internal Expenses	4,296	4,304	8	8,608	8,727	119	9,732	50,087	47,634	47,634
Overheads	(0)	(0)	-	(0)	(0)	-	-	0	-	-
<b>Total Expenses attributable to Operations</b>	<b>57,525</b>	<b>58,533</b>	<b>1,008</b>	<b>111,736</b>	<b>115,055</b>	<b>3,319</b>	<b>98,256</b>	<b>706,831</b>	<b>730,708</b>	<b>730,708</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>12,662</b>	<b>1,346</b>	<b>11,316</b>	<b>2,548</b>	<b>(4,954)</b>	<b>7,502</b>	<b>8,679</b>	<b>28,487</b>	<b>2,813</b>	<b>2,813</b>
Capital Grants	2,386	-	2,386	5,392	-	5,392	3,507	48,684	59,854	59,854
Capital Contributions	3,654	545	3,109	7,949	1,089	6,860	3,333	69,388	17,500	17,500
<b>Grants and Contributions Capital Received</b>	<b>6,040</b>	<b>545</b>	<b>5,495</b>	<b>13,341</b>	<b>1,089</b>	<b>12,252</b>	<b>6,840</b>	<b>118,051</b>	<b>77,354</b>	<b>77,354</b>
<b>Net Operating Result</b>	<b>18,701</b>	<b>1,890</b>	<b>16,811</b>	<b>15,889</b>	<b>(3,865)</b>	<b>19,754</b>	<b>15,519</b>	<b>146,538</b>	<b>80,167</b>	<b>80,167</b>

Operating Revenue – \$4.2M favourable to budget



- **Rates and Annual Charges +\$0.1M**  
YTD is on track with no material variation to budget.
- **User charges and fees (\$0.2M)**
  - User charges
    - (\$0.6M) unfavourable variance in water supply user charges.
  - Fees
    - \$0.4M favourable variance from statutory and regulatory function fees.
- **Other revenue +\$1.3M**
  - \$1.6M favourable variance in unrealised gain on investments, floating rate notes and bonds. Net unrealised gain of \$1.6M August YTD.
  - (\$0.3M) unfavourable variance in event/ticketing income
- **Interest +\$1.9M**  
Favourable variance predominantly from an increased interest rate environment, hence receiving more interest on investments than budgeted.
- **Grants and contributions +\$1.2M**

Favourable, timing only difference relating to:

- Roads and Bridges grant funding (0.5M).
- Environmental Program grant funding (\$0.4M).

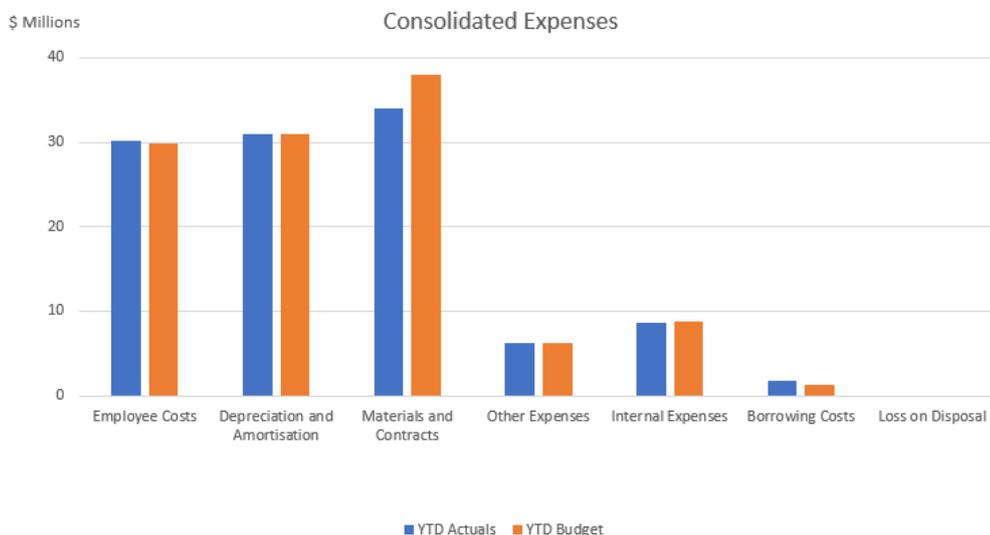
## 2.1 Monthly Finance Report August 2023 (contd)

- \$0.3M favourable variance due to additional Financial Assistance Grant instalment that was unbudgeted for this period.
- **Gain on Disposal < (\$0.1M)**  
YTD is on track with no material variation to budget.
- **Other Income +\$0.6M**
  - \$0.2M favourable variance in Community Facilities rental income.
  - \$0.2M favourable variance in Commercial rental income.
  - \$0.2M favourable variance in recovery of outgoings from rental properties.

The above variance are mainly timing differences.

- **Internal revenue (\$0.7M)**
  - (\$0.9M) unfavourable variance in external plant hire.
  - (\$0.3M) unfavourable variance in plant and fleet permanent hire.
  - (\$0.3M) unfavourable variance in internal water usage charges.
  - \$0.8M favourable variance in internal tipping fees.

### Operating Expenses – \$3.3M favourable to budget



- **Employee costs (\$0.3M)**

YTD overall employee costs and associated expense is on track (within 1.1% of budget). Underspend in salaries and wages is offset by the movement in leave provisions being higher than estimated for the period.

- **Borrowing costs (\$0.4M)**
  - (\$0.4M) unfavourable variance in additional interest paid on external loans in an increased interest rate environment. Phasing of budget will be reviewed.
  
- **Materials and services +\$4.0M**
  - \$1.1M favourable variance in materials purchased.
  - \$0.7M favourable variance in contract, labour hire and consultant costs.
  - \$0.5M favourable variance in garbage collection.
  - \$0.2M favourable variance in Bank and EFTPOS charges.
  - \$0.2M favourable variance in software and other licenses and software expenses.
  - \$0.2M favourable variance in Street Lighting - Electricity costs.
  - \$0.2M favourable variance in training costs.
  - \$0.2M favourable variance in external plant hire costs.
  - \$0.2M favourable variance in postage and printing costs.
  - \$0.2M favourable variance in mobile telecommunication costs.
  - \$0.1M favourable variance in legal fees.
  - \$0.1M favourable variance in fuel costs.
  - \$0.1M favourable variance in cleaning services costs.

Some of these variances are timing differences only.

- **Depreciation**

YTD is on track with no variation to budget.
  
- **Other expenses (\$0.1M)**

YTD is on track with no material variation to budget.
  
- **Loss on Disposal**

YTD is on track with no variation to budget.
  
- **Internal expenses +0.1M**

YTD is on track with no material variation to budget.

### **Capital Items – \$12.3M favourable to budget**

- **Capital Grants +\$5.4M**

Favourable, timing only difference relating to:

- RMS related capital projects \$2.0M

## 2.1 Monthly Finance Report August 2023 (contd)

- Water and Sewer projects \$1.9M
- Library projects \$1.1M
- Community centres projects \$0.3M
- Other capital grants \$0.2M

- **Capital Contributions +\$6.8M**

Favourable, timing only difference relating to:

- \$1.6M favourable variance in non-cash contributions.
- \$4.4M favourable variance in developer contributions
- \$0.3M favourable variance in Drainage Works.

### General (including Drainage & Waste) Fund Operating Statement

Total General (+ Drainage & Waste) Fund Operating Statement											
August 2023											
	CURRENT MONTH			YEAR TO DATE				FULL YEAR			
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Adopted Changes	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>											
Rates and Annual Charges	27,205	26,415	790	49,600	49,565	35	47,573	302,073	312,872	-	312,872
User Charges and Fees	5,340	4,798	541	10,783	10,448	335	10,923	79,306	72,227	-	72,227
Other Revenue	1,405	1,090	316	2,886	1,980	907	2,726	19,957	13,683	-	13,683
Interest	2,122	1,561	562	4,156	3,070	1,086	1,769	18,149	12,336	-	12,336
Grants and Contributions	2,378	873	1,505	2,914	1,764	1,150	2,885	56,253	49,880	-	49,880
Gain on Disposal	-	-	-	(13)	-	(13)	1,034	7,785	-	-	-
Other Income	935	744	192	2,044	1,483	561	1,305	9,752	8,763	-	8,763
Internal Revenue	4,793	4,487	306	9,485	9,848	(363)	10,805	59,248	58,030	-	58,030
<b>Total Income attributable to Operations</b>	<b>44,179</b>	<b>39,968</b>	<b>4,211</b>	<b>81,855</b>	<b>78,157</b>	<b>3,698</b>	<b>79,019</b>	<b>552,521</b>	<b>527,792</b>	<b>-</b>	<b>527,792</b>
<b>Operating Expenses</b>											
Employee Costs	14,509	14,614	105	24,958	24,484	(475)	21,165	156,491	163,347	-	163,347
Borrowing Costs	189	79	(110)	377	140	(237)	453	5,280	5,358	-	5,358
Materials and Services	12,948	13,997	1,048	27,523	32,136	4,614	25,880	181,380	190,650	-	190,650
Depreciation and Amortisation	9,087	9,087	-	18,187	18,187	-	14,324	104,422	113,759	-	113,759
Other Expenses	2,905	2,835	(70)	6,306	6,222	(84)	6,557	43,291	44,523	-	44,523
Loss on Disposal	-	-	-	-	-	-	-	19,882	-	-	-
Internal Expenses	3,224	3,217	(8)	6,217	6,541	325	7,632	37,851	35,857	-	35,857
Overheads	(2,067)	(2,067)	-	(4,133)	(4,133)	-	-	(20,067)	(24,801)	-	(24,801)
<b>Total Expenses attributable to Operations</b>	<b>40,795</b>	<b>41,761</b>	<b>966</b>	<b>79,435</b>	<b>83,578</b>	<b>4,143</b>	<b>76,011</b>	<b>528,529</b>	<b>528,692</b>	<b>-</b>	<b>528,692</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>3,383</b>	<b>(1,794)</b>	<b>5,177</b>	<b>2,421</b>	<b>(5,421)</b>	<b>7,841</b>	<b>3,008</b>	<b>23,992</b>	<b>(900)</b>	<b>-</b>	<b>(900)</b>
Capital Grants	1,494	-	1,494	3,463	-	3,463	1,498	30,264	35,318	-	35,318
Capital Contributions	3,153	-	3,153	6,214	-	6,214	2,174	60,874	10,964	-	10,964
<b>Grants and Contributions Capital Received</b>	<b>4,647</b>	<b>-</b>	<b>4,647</b>	<b>9,677</b>	<b>-</b>	<b>9,677</b>	<b>3,672</b>	<b>91,138</b>	<b>46,282</b>	<b>-</b>	<b>46,282</b>
<b>Net Operating Result</b>	<b>8,031</b>	<b>(1,794)</b>	<b>9,824</b>	<b>12,097</b>	<b>(5,421)</b>	<b>17,518</b>	<b>6,680</b>	<b>115,130</b>	<b>45,381</b>	<b>-</b>	<b>45,381</b>

Water & Sewer Fund Operating Statement

Total Water & Sewer Fund Operating Statement											
August 2023											
	CURRENT MONTH			YEAR TO DATE				FULL YEAR			
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD	Last Year Actual	Original Budget	Adopted Changes	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>											
Plates and Annual Charges	16,667	11,545	5,122	16,670	16,586	83	13,607	87,209	108,584	-	108,584
User Charges and Fees	8,490	7,928	561	13,972	14,482	(510)	13,332	85,672	91,555	-	91,555
Other Revenue	150	-	150	361	-	361	346	1,130	-	-	-
Interest	648	237	411	1,292	475	817	515	5,739	2,908	-	2,908
Grants and Contributions	18	-	18	66	-	66	3	368	-	-	-
Gain on Disposal	-	-	-	-	-	-	-	-	-	-	-
Other Income	-	-	-	-	-	-	-	2	12	-	12
Internal Revenue	34	200	(166)	68	401	(333)	114	2,676	2,671	-	2,671
<b>Total Income attributable to Operations</b>	<b>26,007</b>	<b>19,911</b>	<b>6,097</b>	<b>32,429</b>	<b>31,944</b>	<b>485</b>	<b>27,917</b>	<b>182,796</b>	<b>205,729</b>	-	<b>205,729</b>
<b>Operating Expenses</b>											
Employee Costs	3,197	3,334	(137)	5,182	5,333	(152)	3,682	28,383	31,722	-	31,722
Borrowing Costs	777	600	(178)	1,321	1,199	(122)	1,437	7,794	8,389	-	8,389
Materials and Services	3,225	3,292	(67)	6,491	5,842	(649)	5,064	34,716	46,859	-	46,859
Depreciation and Amortisation	6,391	6,391	-	12,783	12,783	-	9,932	72,177	78,468	-	78,468
Other Expenses	-	-	-	-	-	-	30	752	-	-	-
Loss on Disposal	-	-	-	-	-	-	-	2,178	-	-	-
Internal Expenses	1,072	1,088	(16)	2,391	2,186	(205)	2,100	12,236	11,777	-	11,777
Overheads	2,067	2,067	-	4,133	4,133	-	-	20,067	24,801	-	24,801
<b>Total Expenses attributable to Operations</b>	<b>16,729</b>	<b>16,771</b>	<b>42</b>	<b>32,301</b>	<b>31,477</b>	<b>(824)</b>	<b>22,246</b>	<b>178,301</b>	<b>202,015</b>	-	<b>202,015</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>9,278</b>	<b>3,139</b>	<b>6,139</b>	<b>128</b>	<b>467</b>	<b>(339)</b>	<b>5,671</b>	<b>4,495</b>	<b>3,713</b>	-	<b>3,713</b>
Capital Grants	892	-	892	1,929	-	1,929	2,009	18,420	24,537	-	24,537
Capital Contributions	500	545	(44)	1,735	1,089	646	1,159	8,494	6,536	-	6,536
<b>Grants and Contributions Capital Received</b>	<b>1,392</b>	<b>545</b>	<b>848</b>	<b>3,664</b>	<b>1,089</b>	<b>2,575</b>	<b>3,168</b>	<b>26,913</b>	<b>31,072</b>	-	<b>31,072</b>
<b>Net Operating Result</b>	<b>10,670</b>	<b>3,684</b>	<b>6,986</b>	<b>3,792</b>	<b>1,556</b>	<b>2,236</b>	<b>8,839</b>	<b>31,409</b>	<b>34,786</b>	-	<b>34,786</b>

Cash and Investments / External Borrowings

Details on external borrowings and investments as at August 2023 is included in the Monthly Investment Report August 2023, included as a separate report in this business paper.

Restricted Funds

In accordance with Council’s resolution at its November 22 Council meeting, Internal Restrictions were created to set aside funds to make an early loan repayment against the \$100M loan which is due for refinancing in December 2023. An amount of \$4M was transferred each month following the resolution. At its meeting on 25 June 23 Council resolved to transfer an additional \$11.0M to the restriction. As at 31 August 2023, the Emergency Loan Repayment restriction has a balance of \$51.0M.

Council is on track to make at least an early loan repayment of \$50M to reduce the amount to be refinanced in December 2023.

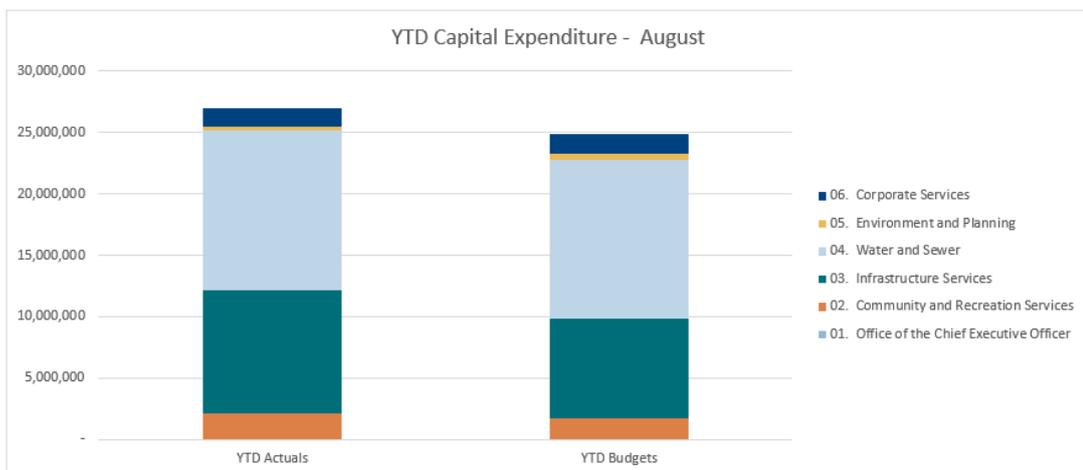
## 2.1 Monthly Finance Report August 2023 (contd)

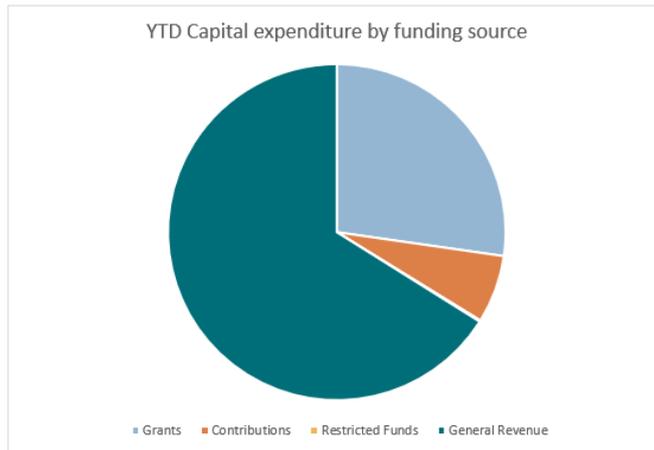
Fund	General Fund	Drainage Fund	Consolidated General Fund	Water Fund	Sewer Fund	Domestic Waste Fund
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
External Restricted Funds	220,635	35,583	256,218	15,776	30,179	99,771
Internal Restricted Funds	154,505	68	154,573	974	935	45
<b>Total Restricted Funds</b>	<b>375,140</b>	<b>35,651</b>	<b>410,791</b>	<b>16,750</b>	<b>31,114</b>	<b>99,816</b>
Unrestricted Funds	110,992	(-36,398)	74,594	(-5,735)	120,704	24,533
<b>Total funds by Fund</b>	<b>486,132</b>	<b>(-747)</b>	<b>485,385</b>	<b>11,015</b>	<b>151,819</b>	<b>124,349</b>

### Capital Works

As at 31 August 2023 capital expenditure is \$27.0M against a YTD budget of \$24.9M for the same period, and a 2023/2024 FY budget of \$202.1M.

Department	YTD Actuals	YTD Budgets	YTD Variance	Full Year Approved Budget
01. Office of the Chief Executive Officer	-	-	-	-
02. Community and Recreation Services	2,076,502	1,731,253	(345,249)	24,140,473
03. Infrastructure Services	10,082,137	8,063,230	(2,018,907)	65,369,682
04. Water and Sewer	13,024,477	12,937,844	(86,633)	84,155,136
05. Environment and Planning	309,553	521,614	212,061	10,190,500
06. Corporate Services	1,542,794	1,640,000	97,206	18,236,000
<b>Total</b>	<b>27,035,463</b>	<b>24,893,941</b>	<b>(2,141,522)</b>	<b>202,091,791</b>





### Restriction balances

Below are the external and internal restriction balances as at 31 August 2023:

Natural Account	2023/24 Opening Balance	2023/24 YTD Movement	Total Restrictions as at August 2023
<b>3.1.1.02. External Restrictions</b>			
120001. External Restrictions (Developer Contributions General)	26,292,295	(6,683,646)	19,608,649
120002. External Restrictions (Developer Contributions Drainage)	7,386,849	(11,380)	7,375,469
120003. External Restrictions (Developer Contributions Water Supply)	486,836	720,493	1,207,329
120004. External Restrictions (Developer Contributions Sewerage Services)	12,614,983	(434,432)	12,180,551
120006. External Restrictions (Developer Contributions Bonus Provisions)	4,605,545	0	4,605,545
120007. External Restrictions (Developer Contributions Section 94A Levy)	9,642,835	3,201,529	12,844,364
120101. External Restrictions (VPA Wyong)	3,570,000	0	3,570,000
122001. External Restrictions (Unexpended Grants)	28,851,748	(3,286,009)	25,565,739
122901. External Restrictions (Self Insurance Claims)	11,117,000	0	11,117,000
123001. External Restrictions (Stormwater Levy)	569,662	(5)	569,657
123101. External Restrictions (Caravan Park Surplus)	13,688,214	489,812	14,178,026
123201. External Restrictions (Cemeteries Surplus)	510,040	44,109	554,150
123202. External Restrictions (Coastal Open Space)	6,896,358	39,859	6,936,217
123204. External Restrictions (Biobanking)	320,808	(4,165)	316,443
123207. External Restrictions (Crown Land Business Enterprises)	1,947,327	44,601	1,991,928
123208. External Restrictions (Crown Land Patonga Camping Ground)	1,067,489	13,472	1,080,960
123209. External Restriction (The Entrance Town Centre Special Rate Levy)	0	517,371	517,371
123210. External Restriction (Toukley Town Centre Special Rate Levy)	0	170,901	170,901
123211. External Restriction (Wyong Town Centre Special Rate Levy)	0	54,200	54,200
123213. External Restrictions (Tourism Special Rate Levy)	2,895,096	1,094,481	3,989,577
123214. External Restrictions (Gosford CBD Special Rate Levy)	0	469,011	469,011
123215. External Restrictions (Gosford Parking Station Special Rate Levy)	1,276,604	254,153	1,530,757
124001. External Restrictions (Other External Restrictions)	478,491	15,326	493,817
220001. External Restrictions (Developer Contributions General NC)	73,750,417	10,345,669	84,096,086
220002. External Restrictions (Developer Contributions Drainage NC)	26,106,136	560,253	26,666,389
220003. External Restrictions (Developer Contributions Water Supply NC)	9,801,138	(100,164)	9,700,974
220004. External Restrictions (Developer Contributions Sewerage Services NC)	5,471,064	1,153,923	6,624,987
220006. External Restrictions (Developer Contributions Bonus Provisions NC)	1,215,988	166,513	1,382,501
220007. External Restrictions (Developer Contributions Section 94A Levy NC)	41,982,459	(3,743,788)	38,238,671
220101. External Restrictions (VPA Wyong NC)	2,243,465	37,391	2,280,856
222001. External Restrictions (Unexpended Grants NC)	2,254,723	0	2,254,723
223011. External Restrictions (Domestic Waste Management NC)	105,329,171	(5,558,251)	99,770,920
<b>Total 3.1.1.02. External Restrictions</b>	<b>402,372,542</b>	<b>(428,774)</b>	<b>401,943,768</b>

## 2.1 Monthly Finance Report August 2023 (contd)

Natural Account	2023/24 Opening Balance	2023/24 YTD Movement	Total Restrictions as at August 2023
<b>3.1.1.03. Internal Restrictions</b>			
130001. Internal Restrictions (Employee Leave Entitlements)	11,102,680	0	11,102,680
130100. Internal Restrictions (Tip Rehabilitation)	688,873	(51,490)	637,383
130200. Internal Restrictions (Land Development)	4,862,542	(6,000)	4,856,542
131008. Internal Restrictions (Davistown Wetland)	1,436,049	0	1,436,049
131025. Internal Restrictions (Regional Library)	11,569,666	0	11,569,666
131035. Internal Restrictions (St Huberts Drainage Licence Fee)	695,790	18,794	714,583
131037. Internal Restrictions (Waste Disposal Facility)	29,962,700	961,866	30,924,566
131038. Internal Restrictions (Emergency Services Levy savings)	338,854	0	338,854
131039. Internal Restrictions (Employment Generating Projects)	2,816,103	(14,775)	2,801,328
131040. Internal Restrictions (Emergency Loans Repayments)	43,000,000	8,000,000	51,000,000
131041. Internal Restrictions (Future Projects Reserve)	5,000,000	0	5,000,000
131042. Internal Restrictions (Multi Year Projects)	1,133,074	0	1,133,074
133001. Internal Restrictions (Section 355 Advances and Deposits)	367,851	2,170	369,821
230100. Internal Restrictions (Tip Rehabilitation NC)	36,829,080	(2,186,431)	34,642,650
<b>Total 3.1.1.03. Internal Restrictions</b>	<b>149,803,063</b>	<b>6,724,134</b>	<b>156,527,196</b>
<b>Grand Total</b>	<b>552,175,604</b>	<b>6,295,360</b>	<b>558,470,964</b>

### Link to Community Strategic Plan

Theme 4: Responsible

### Goal G: Good governance and great partnerships

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

### Attachments

Nil



**Item No:** 2.2  
**Title:** Investment Report for August 2023  
**Department:** Corporate Services

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26 September 2023 Ordinary Council Meeting

Reference: F2004/06604 - D15840521  
Author: Devini Susindran, Regulatory Reporting Senior Accountant.Financial Accounting  
Leslie Chan, Team Leader.Financial Accounting  
Manager: Emma Galea, Chief Financial Officer  
Executive: Marissa Racomelara, Director Corporate Services

### **Recommendation**

- 1 That Council note the Investment Report for August 2023.**
- 2 That Council note that internally restricted funds are unrestricted funds that have been internally allocated to a certain purpose.**
- 3 That Council allocate the required unrestricted funds available in the General Fund to meet its August 2023 unrestricted funds deficit of \$36.4M in the Drainage Fund as set out in this report.**

### **Report purpose**

To present the monthly Investment Report in accordance with cl. 212 of the *Local Government (General) Regulation 2005* which states as follows:

- 1 *The Responsible Accounting Officer of a Council*
  - a *must provide the council with a written report (setting out details of all money that the council has invested under section 625 of the Act) to be presented—*
    - i. *if only one ordinary meeting of the council is held in a month, at that meeting, or*
    - ii. *if more than one such meeting is held in a month, at whichever of those meetings the council by resolution determines, and*
  - b *must include in the report a certificate as to whether the investment has been made in accordance with the Act, the regulations and the council's investment policies.*
- 2 *The report must be made up to the last day of the month immediately preceding the meeting.*

**Executive Summary**

This report details Council’s investments as at 31 August 2023.

**Background**

Council’s investments are made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005, Council’s adopted Investment Policy, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.

**Current Status**

Council’s current cash and investment portfolio totals \$772.57M as at 31 August 2023. A summary of investments as at 31 August 2023 is attached as Attachment 1 to this report.

**Table 1 - Council’s Cash and Investment Portfolio by Type**

<b>Type</b>	<b>Value (\$'000)</b>
Investment Portfolio	<b>700,619</b>
Transactional accounts and cash in hand	<b>71,949</b>
<b>Total</b>	<b>772,567</b>

During August, Council’s total cash and investments increased by \$35.59M from \$736.98M to \$772.57M. The increase during August is due to the Rates Instalment payments due on 31<sup>st</sup> August. Council’s cash inflows including investment maturities have been used to manage outflows. Maturities during the month have been re-invested taking into consideration operational cashflow requirements.

**Table 2 – Council’s Portfolio by Fund**

Council’s Portfolio is held in separate funds by purpose and summarised as follows:

<b>Fund</b>	<b>General Fund</b>	<b>Drainage Fund</b>	<b>Consolidated General Fund</b>	<b>Water Fund</b>	<b>Sewer Fund</b>	<b>Domestic Waste Fund</b>
	<b>(\$'000)</b>	<b>(\$'000)</b>	<b>(\$'000)</b>	<b>(\$'000)</b>	<b>(\$'000)</b>	<b>(\$'000)</b>
External Restricted Funds	220,635	35,583	256,218	15,776	30,179	99,771
Internal Restricted Funds	154,505	68	154,573	974	935	45
<b>Total Restricted Funds</b>	<b>375,140</b>	<b>35,651</b>	<b>410,791</b>	<b>16,750</b>	<b>31,114</b>	<b>99,816</b>
Unrestricted Funds	110,992	(-36,398)	74,594	(-5,735)	120,704	24,533
<b>Total funds by Fund</b>	<b>486,132</b>	<b>(-747)</b>	<b>485,385</b>	<b>11,015</b>	<b>151,819</b>	<b>124,349</b>

*Note: The above table consolidates General Fund and Drainage Fund. From 1 July 2026, Drainage Fund fees and charges will no longer be regulated by IPART and will become part of Council’s General Fund.*

Detailed restrictions have been provided in Attachment 2. Council is continuing to manage the reported negative unrestricted funds balance in the Drainage Fund through its consolidation with the General Fund.

The negative unrestricted funds balance in the Drainage Fund is currently \$36.4M. In 2026 the Drainage Fund will become part of Council’s General Fund as IPART will no longer regulate Stormwater Drainage prices. In the interim, the unrestricted funds deficit of \$36.40M is proposed to be funded through the General Fund’s available unrestricted cash balance as at 31 Aug 2023 of \$110.99M.

### **Portfolio Management**

Council’s Investment Portfolio is managed through term deposits, floating rate notes and bond maturities and placements.

The total value of the Council’s investment portfolio as at 31 August 2023 is outlined in Table 3 below. Total net return on the portfolio for Council in August 2023, comprising entirely of interest earned, was \$2.73M.

**Table 3 – Portfolio Movement (Investments only)**

Description	2022-23 Financial Year \$'000	Jul-23 2023/24 \$'000	Aug-23 2023/24 \$'000	FYTD 2023/24 \$'000
<b>Opening Balance</b>	<b>628,005</b>	<b>707,301</b>	<b>688,245</b>	<b>707,301</b>
movement in cash at call, additions and disposals	76,828	-19,944	11,658	-8,286
Movement in Market Value	2,468	888	715	1,604
<b>Closing Balance</b>	<b>707,301</b>	<b>688,245</b>	<b>700,619</b>	<b>700,619</b>
Interest earnings	22,168	2,465	2,733	5,198

The market value of Council’s investment portfolio as at 31 August 2023 is \$700.62M.

Council’s investments are evaluated and monitored against a benchmark appropriate to the risk (APRA Standards BBB long term or above) and time horizon of the investment concerned. A summary of the term deposit and floating rate notes maturities are listed in Table 3 below.

**Table 3 - Investment Maturities**

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
<b>At Call</b>	3.77%	Immediate	26,382
<b>Investments</b>			
0 - 3 months	9.09%	Nov-2023	63,702
4 - 6 months	14.99%	Feb-2024	105,000
7 - 12 months	13.76%	Aug-2024	96,375
1 - 2 years	17.76%	Aug-2025	124,434
2 - 3 years	24.42%	Aug-2026	171,107
3 - 4 years	13.10%	Aug-2027	91,751
4 - 5 years	3.12%	Aug-2028	21,867
<b>Total Investments</b>	<b>96.23%</b>		<b>674,237</b>
<b>Total Portfolio</b>	<b>100.00%</b>		<b>700,619</b>
<b>Interest Accrued to July 2023 (Excluding Interest on call accounts)</b>			6,205
<b>Market Value of Investment per Portfolio Valuation Report (Attachment 5)</b>			<b>706,824</b>

The investment portfolio is concentrated in AA (17.80%), A (41.90%), and BBB (40.29%).

Council monitors and manages the portfolio taking into consideration credit ratings of financial institutions, interest rates offered for the maturity dates required and counterparty exposure. In this regard, all of Council’s investments were within policy guidelines as at 31 August 2023.

## 2.2 Investment Report for August 2023 (contd)

The current spread of investments and counterparty exposure for August 2023 are shown in Graphs 1 and 2 respectively in Attachment 3.

### Environmental, Social and Green (ESG) Investments

Council continues to look for ESG investment opportunities subject to prevailing investment guidelines. A list of current ESG investments held is contained on the Investment listing at Attachment 1 and are highlighted in green.

Council currently holds 3.02% or \$21.13M in ESG investments as at 31 August 2023.

### Portfolio Return

Interest rates on investments in the month, ranged from 1.15% to 6.40%. The monthly Bank Bill Swap Rate (BBSW) benchmark was 4.05%. Changes in economic conditions have led to the Reserve Bank of Australia (RBA) increasing its cash rate (which was at a historic low of 0.10% until 4 May 2022), to 4.10% on 7 June 2023. BBSW has also followed this trend and has been increasing steadily. Comparative interest rates are shown in the table below.

**Table 4 – Interest Rate Increases**

Month	RBA Cash Rate	1 Month Bank Accepted Bills
April 2022	0.10%	0.08%
May 2022	0.35%	0.39%
June 2022	0.85%	0.92%
July 2022	1.35%	1.48%
August 2022	1.85%	1.89%
September 2022	2.35%	2.41%
October 2022	2.60%	2.72%
November 2022	2.85%	2.87%
December 2022	3.10%	3.01%
January 2023	3.10%	3.08%
February 2023	3.35%	3.28%
March 2023	3.60%	3.54%
April 2023	3.60%	3.60%
May 2023	3.85%	3.81%
June 2023	4.10%	4.07%
July 2023	4.10%	4.10%
August 2023	4.10%	4.05%
September 2023	4.10%	Available at end of September

Source: RBA Statistics [Interest Rates and Yields – Money Market – Monthly – F1.1](#)

## **2.2 Investment Report for August 2023 (contd)**

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Investments are made within Council policy and at the best rates available at the time of placement. Interest rate rises have meant that earnings from some prior month investments have fallen below the current monthly BBSW rate.

The weighted running yield for August 2023 is 4.38%. Performance Statistics for Council are shown in Table 1 in Attachment 3.

Trading Limits are detailed in Attachment 4. Market values reflected in the Portfolio valuation report in Attachment 5 have been used to record the unrecognised gains/(losses) in tradeable fixed rate bonds and floating rate notes. Interest accrued has been recorded separately and is not reflected in portfolio valuations.

### **Consultation**

Not Applicable

### **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.

Council's investment portfolio includes rolling maturity dates to ensure that Council has sufficient liquidity to meet its ongoing obligations and the paydown of \$50M against the emergency loans in December 2023.

### **Certification:**

*I hereby certify the investments summarised in the report have been made in accordance with section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulations 2021 and Council's investment policy.*

*Emma Galea, Responsible Accounting Officer*

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

Theme 4: Responsible

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

## 2.2 Investment Report for August 2023 (contd)

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R-G4: Serve the community by providing great customer experience, value for money and quality services.

### Risk Management

Council's bank and investment accounts are reconciled daily to ensure sufficient funds are maintained for the provision of services.

### Options

Not Applicable

### Attachments

	<b>1</b> Summary of Investments as at 31 August 2023	Provided Under Separate Cover	D15854133
	<b>2</b> Summary of Restrictions 31 August 2023	Provided Under Separate Cover	D15854135
	<b>3</b> Investment Report Graphs and Table for August 2023	Provided Under Separate Cover	D15854140
	<b>4</b> Trading Limit Report as at 31 August 2023	Provided Under Separate Cover	D15854141
	<b>5</b> Portfolio Valuation Report as at 31 August 2023	Provided Under Separate Cover	D15854151



**Item No:** 2.3  
**Title:** Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority  
**Department:** Corporate Services

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26 September 2023 Ordinary Council Meeting

Reference: F2022/01283 - D15826032  
Author: Michelle Best, Section Manager Financial Accounting and Assets  
Manager: Emma Galea, Chief Financial Officer  
Executive: Marissa Racomelara, Director Corporate Services

### **Recommendation**

- 1** *That Council note that the draft Consolidated Financial Reports for Central Coast Council for the period from 1 July 2022 to 30 June 2023 are presented to Council. The Consolidated Financial Report includes the General Purpose financial report, Special Purpose financial report and Special Schedules, which are Attachments 1, 2 and 3 to the business paper.*
- 2** *That Council also note that the draft Consolidated Financial Reports have been prepared in accordance with the requirements of the Local Government Act 1993 ("LG Act"), the Local Government (General) Regulation 2005 ("LG Reg") and the relevant accounting and reporting requirements of the Office of Local Government prescribed Code of Accounting Practice and Financial Reporting 2022/23 and Australian Accounting Standards.*
- 3** *That Council note that the draft Financial Reports for Central Coast Council Water Supply Authority for the period from 1 July 2022 to 30 June 2023 are presented to Council, which is Attachment 4 to the business paper.*
- 4** *That Council note that the draft Financial Reports for Central Coast Council Water Supply Authority as presented are in accordance with s.45 of the Government Sector Audit Act 1983, the Public Finance and Audit Regulation 2015, Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board.*
- 5** *That Council authorise the Administrator to execute all documents related to the draft 2022-2023 Consolidated Financial Reports in accordance with s413(2)(c) of the LG Act, and cl. 215(1)(b)(i) of the LG Reg.*
- 6** *That Council authorise the Chief Executive Officer to execute all documents related to the draft 2022-2023 Consolidated Financial Reports in accordance with s413(2)(c) of the LG Act, and cl. 215(1)(b)(iv) of the LG Reg.*

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

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- 7 ***That Council authorise the Responsible Accounting Officer of the Council to execute all documents related to the draft 2022-2023 Consolidated Financial Reports with s413(2)(c) of the LG Act, and cl. 215(1)(b)(iii) of the LG Reg.***
- 8 ***That Council authorise, for the purposes of s.45 of the Government Sector Audit Act 1983, its Administrator, Chief Executive Officer and Responsible Accounting Officer to execute all documents related to the draft 2022-2023 Financial Reports for Central Coast Council Water Supply Authority.***
- 9 ***That Council resolve, for the purposes of s. 413(1) of the LG Act, to refer the draft Consolidated Financial Reports for Central Coast Council and the draft Financial Reports for Central Coast Council Water Supply Authority for the period from 1 July 2022 to 30 June 2023 to the Audit Office of New South Wales, for external audit.***
- 10 ***That Council delegate to the Chief Executive Officer to set the date for the meeting to present the audited 2022-2023 financial reports, together with the auditor's reports, to the public in accordance with s418(1)(a), (b) of the LG Act.***

### **Report purpose**

To consider the draft 2022-2023 unaudited Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority and to refer them to external audit.

### **Background**

The *Local Government Act 1993* ("LG Act") and the *Public Finance and Audit Act 1983* ("PF Act") require that Council prepare financial statements each year and refer them for audit. The requirement includes that:

- Council form an opinion on the financial statements
- Council present its audited financial statements together with the external auditor's reports (scheduled to be presented to Council on 31 October 2023).

### **Adoption of financial statements**

The Financial Statements for the 2022-2023 reporting period are the formal record of the business performance of all Council activities and are prepared in accordance with accounting standards and legislative requirements for the period from 1 July 2022 to 30 June 2023.

## **2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)**

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In accordance with s. 413(1) of the LG Act, Council must prepare financial reports for each year, and must refer them for audit as soon as practicable after the end of that year. Council is required to formally resolve to refer the draft financial reports to audit, to submit audited Financial Reports to the OLG by 31 October 2023 and formally present to the community the final reports complete with the auditor's reports no later than 5 December 2023 in accordance with s. 418(2) of the LG Act.

Council's external auditor, The Audit Office of New South Wales ("Audit Office") will sign-off and provide the formal audit opinion to Council. This is the standard practice and in accordance with legislative requirements.

### **Current Status**

#### **Audit Status**

Council's audit planning processes for 2022-2023 commenced with the Audit Office of NSW in May 2023 with business process walkthrough meetings held with staff across Council. The interim audit commenced on 5 June 2023 and progressed well. At the time of writing this report no formal report has been received on the outcomes of interim audit.

The 2022-23 Financial Statements for Central Coast Council and Central Coast Water Supply Authority were presented to the Audit, Risk and Improvement Committee (ARIC) on 13 September 2023.

The final audit of Council's 2022-2023 Financial Statements is commencing on 18 September 2023.

Once Council receives the formal audit opinion the financial statements will then be updated to include the audit opinions and notice of public meeting to be held in accordance with Section 418 (2) of the Local Government Act 1993, at which time Council can invite the external auditor, Caroline Karakatsanis of the Audit Office, or her delegate to formally present the report.

### **Analysis of 2022-2023 Financial Statements**

This analysis provides an overview of the financial performance and the financial position of Central Coast Council for the reporting period from 1 July 2022 to 30 June 2023. All analysis in this report relate to the Consolidated Statements unless otherwise indicated.

Key statements and notes detailed in this analysis include:

- Income Statement
- Statement of Financial Position
- Statement of Performance Measures (Note G5 to the Financial Statements)

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

Council's primary Financial Statements are in the format required by accounting standards and must conform to the provisions of the Local Government Code of Accounting Practice and Financial Reporting (Guidelines) issued by the Office of Local Government (OLG).

In this report the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the consolidated entity are referred to as "Consolidated Financial Statements".

This report provides commentary on significant items in the Financial Statements.

Note that there may be some small rounding differences throughout this report as whole dollars are rounded to the nearest \$0.1M.

### Comparison of 2022-2023 results to 2022-2023 Original Budget

Council is required to publish in the Consolidated Financial Statements for 2022-2023 the original budget adopted by Council for 2022-2023, in line with the Local Government Code of Accounting Practice and Financial Reporting 2022/23 issued in December 2022.

The below table compares the 2022-2023 actual results to the original budget adopted.

	2022-2023 Actual \$'000	2022-2023 Original Budget \$'000	Variance to Original Budget Favourable / (Unfavourable) \$'000
<b>Income Statement</b>			
Income from operations	665,617	597,690	67,927
Expenditure from operations	637,117	587,933	(49,184)
<b>Net operating result (excluding capital grants and contributions)</b>	<b>28,500</b>	<b>9,757</b>	<b>18,743</b>
Income from capital grants and contributions	118,053	75,883	42,170
<b>Net operating result (including capital grants and contributions)</b>	<b>146,553</b>	<b>85,640</b>	<b>60,913</b>

The variance between the actual net operating result (excluding capital grants and contributions) of \$28.5M surplus and the original budgeted net operating result (excluding capital grants and contributions) of \$9.8M surplus is an \$18.7M favourable variance. Details regarding variances are provided below.

**2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)**

**Income from Operations**

The following table reports income by category and is followed by explanations relating to variations between actual income to the original budget.

	2022-2023 Actual \$'000	2022-2023 Original Budget \$'000	Variance to Original Budget Favourable / (Unfavourable) \$'000	Variance to Original Budget Favourable / (Unfavourable) %
<b>Income from Operations</b>				
Rates and Annual Charges	389,286	390,335	(1,049)	(0.3%)
User Charges and Fees	164,980	145,542	19,438	13.4%
Interest and Investment Revenue	23,888	4,890	18,998	388.5%
Other Revenues	16,103	9,666	6,437	66.6%
Grants and Contributions - Operating	56,622	34,046	22,576	(66.3%)
Grants and Contributions - Capital	118,053	75,883	42,170	55.6%
Other Income	14,738	7,917	6,821	86.2%
Net Gain from disposal of assets	-	5,294	(5,294)	(100%)
<b>Total Income</b>	<b>783,670</b>	<b>673,573</b>	<b>110,097</b>	<b>16.3%</b>

*Rates and annual charges*

No material variance to original budget.

*User charges and fees*

The favourable variance of \$19.4M is largely attributable to 2022-2023 being a non-COVID affected financial year, resulting in increased revenue through increased utilisation of various recreational facilities by the community such as holiday parks and pools, resulting in higher fee revenue than budget.

*Interest and investment revenue*

The favourable variance of \$19.0M relates to the value of Council's investment portfolio and interest earnings from a high interest rate environment in 2022-2023.

*Other revenue*

The favourable variance of \$6.4M is largely attributable to the unrealised gains on investments from a high interest rate environment in 2022-2023 that was not included in the original budget forecast. There was also an increase in fines income and one-off insurance recoveries.

*Grants and contributions - Operating*

The favourable variance of \$22.6M is largely attributable to the advance payment of the 2023-2024 Financial Assistance Grant being higher than originally budgeted, as well as increased grant amounts in roads and bridges funding.

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

### *Grants and contributions - Capital*

The favourable variance of \$42.2M relates to assets donated and found during 2022-23. This includes \$11.5M in open space assets contributed by Public Works Authority, \$10.5M donated roads and drainage assets, and \$16.2M land and buildings recognised for the first time.

### *Other Income*

The favourable variance of \$6.8M is attributable to increased ticketing income and community facilities rental income following a non-COVID affected financial year.

### *Net gain from disposal of assets*

This amount should be compared with the net loss from disposal of assets as explained below. It is noted that in 2022 – 2023 the actual net impact of disposal of assets is offset in the Financial Statements and is shown as a net loss.

## **Expenditure from Operations**

The following table reports expenditure by category and is followed by explanations relating to variations between actual expenses compared to the original budget.

	2022-2023 Actual	2022-2023 Original Budget	Variance to Original Budget Favourable / (Unfavourable)	Variance to Original Budget Favourable / (Unfavourable)
	\$'000	\$'000	\$'000	%
<b>Expenditure from Operations</b>				
Employee benefits and on-costs	184,873	180,750	(4,123)	(2.3%)
Borrowing costs	13,072	11,421	(1,651)	(14.5%)
Materials and services	204,252	198,729	(5,523)	(2.8%)
Depreciation and amortisation	176,601	158,781	(17,820)	(11.2%)
Other expenses	44,043	38,252	(5,791)	(15.1%)
Net loss from disposal of assets	14,276	-	(14,276)	(100%)
<b>Total Expenditure</b>	<b>637,117</b>	<b>587,933</b>	<b>(49,184)</b>	<b>(8.4%)</b>

### *Employee costs*

This is mostly in line with original budget forecast, with a small unfavourable variance mainly attributable to an increase in employee leave entitlements and increased workers compensation payouts due to a higher number of work injury damage claims this financial year. These unfavourable impacts were partially offset with savings as a result of higher than expected vacancies.

## 2.3 **Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)**

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### *Borrowing costs*

Unfavourable variance of (\$1.7M) mainly attributable to increased amortisation from the discounting of the tip remediation provision following a high CPI environment in 2022-2023.

### *Materials and services*

The small unfavourable variance is attributable to increased garbage collection costs and external plant hire.

### *Depreciation*

Unfavourable variance of (\$17.8M) is due to the impact of revaluation increments recognised in 2021-2022, after the 2022-23 Original Budget was determined. The increments increased the asset base substantially, which increased depreciation expense.

### *Other expenses*

Unfavourable variance of (\$5.8M) is largely attributable to fair value decrements from a high interest rate environment in 2022-2023 that was not included in the original budget forecast, as well as increased EPA waste levy costs.

### *Net loss from disposal of assets*

The unfavourable variance of (\$14.3M) is due to:

- Replacement of infrastructure assets earlier than anticipated (\$8.8M)
- Derecognition of land and buildings confirmed as no longer owned by Council (\$9.5M) as part of the operational land revaluation process
- Profit on sale of operational land \$3.9M

## **Comparison of 2022 – 2023 financial results to prior financial year**

The comparison of the financial performance for Council in the 2022-2023 Financial Statements (1 July 2022 to 30 June 2023) is to the 2021-2022 financial year (1 July 2021 to 30 June 2022).

### Operating Result

The operating surplus before capital grants and contributions for the 2022-2023 financial year is \$28.5M. The operating result including capital grants and contributions is a surplus of \$146.6M. The operating result before capital grants and contributions in 2022-2023 is \$12.0M less than the result in the prior year, however, still represents a good result.

The below table compares the operating result for the 2022-2023 financial year to the 2021-2022 financial year.

**2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)**

	2022-2023 Actual \$'000	2021-2022 Actual \$'000
Income from operations	665,617	603,204
Expenditure from operations	637,117	562,759
<b>Operating result for continuing operations (excluding capital grants and contributions)</b>	<b>28,500</b>	<b>40,445</b>
Income from capital grants and contributions	118,053	65,626
<b>Net operating result (including capital grants and contributions)</b>	<b>146,554</b>	<b>106,071</b>

Statement of Financial Position

The Statement of Financial Position details the value of what Council owns ("assets") and what Council owes ("liabilities").

Within these headings, "Current" means an amount that is due to be realised within the next 12 months whilst "Non-current" indicates an asset or liability that is longer term in nature.

For the movement between financial years, a positive movement means that the values have increased from 30 June 2022 to 30 June 2023.

Statement of Financial Position	30 June 2023 \$'000	30 June 2022 \$'000	Movement \$'000
<b>Assets</b>			
Current Assets	446,102	306,699	139,403
Non-Current Assets	9,019,486	8,578,968	440,518
<b>Total Assets</b>	<b>9,465,588</b>	<b>8,885,667</b>	<b>579,921</b>
<b>Liabilities</b>			
Current Liabilities	290,669	190,633	100,036
Non-Current Liabilities	278,934	372,921	(93,987)
<b>Total Liabilities</b>	<b>569,603</b>	<b>563,554</b>	<b>6,049</b>
<b>Net Equity</b>	<b>8,895,985</b>	<b>8,322,113</b>	<b>573,872</b>

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

### *Current assets*

Current assets increased by \$139.4M mainly due to a \$84.6M increase in current investments, an increase of \$24.5M in cash and cash equivalents, an increase of \$5.0M in non-current assets held for sale, and an increase of \$23.1M in receivables.

### *Non-current assets*

Non-current assets increased by \$440.5M mainly attributable to an increase in Infrastructure, Plant, Property and Equipment of \$442.7M. This has been offset by a decrease of (\$3.5M) in intangible assets.

### *Current Liabilities*

Current liabilities increased by (\$100.0M) mainly attributable to a (\$76.8M) increase in current borrowings (mostly attributable to a significant loan maturity in December 2023, that was shown as a non-current liability in the prior financial year) and a (\$15.2M) increase in contract liabilities.

### *Non-Current Liabilities*

Non-current liabilities decreased by \$94.0M due to reduction in non-current borrowings of \$104.2M, offset by a (\$7.3M) increase in non-current provisions from the tip remediation provision increase.

## Statement of Performance Measurement (Note G5)

Note G5 - Statement of Performance Measures, includes various indicators mandated by the Office of Local Government (OLG) and the applicable benchmark for all councils to assess their performance against.

Local Government Industry Indicators	2023	2022	OLG Benchmark	2023 Result
Operating Performance Ratio	6.25%	7.73%	> 0.00%	✓
Own Source Operating Revenue Ratio	77.57%	82.49%	> 60.00%	✓
Unrestricted Current Ratio	2.63x	1.80x	> 1.50	✓
Debt Service Cover Ratio	5.64x	3.98x	> 2.00x	✓
Rates, Annual Charges, Interest Outstanding Percentage	6.60%	4.75%	< 5.00%	✗
Cash Expense Cover Ratio	8.32 months	7.02 months	> 3 months	✓

*Operating Performance Ratio* - measures how well Council contained operating expenditure within operating revenue. Council has achieved this benchmark in 2022-2023.

*Own Source Operating Revenue Ratio* - measures Council's fiscal flexibility and the degree of reliance on external funding sources such as operating grants and contributions. Council's performance is significantly above the benchmark in 2022-2023.

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

*Unrestricted Current Ratio* – measures the adequacy of working capital and Council's ability to satisfy obligations in the short term for the unrestricted activities of Council. Council has achieved this benchmark in 2022-2023.

*Debt Service Cover Ratio* - measures the availability of operating cash to service debt including interest, principal and lease payments. Council has achieved this ratio in 2022-2023 as the operating result before capital excluding interest and depreciation adequately covered loan principal repayments and borrowing costs.

*Rate and annual charges outstanding ratio* - assesses the impact of uncollected rates and annual charges on Council's liquidity and the adequacy of debt recovery efforts. Council has not achieved this ratio in 2022-2023 and is currently reviewing its debt recovery policy to improve this ratio for 2023-2024.

*Cash Expense Cover Ratio* - this liquidity ratio indicates the number of months a Council can continue paying for its immediate expenses without additional cash inflow. Council's performance is significantly above the benchmark in 2022-2023.

### Water Supply Authority (WSA) Financial Statements

#### Operating Result

The operating deficit before capital grants and contributions for the 2022-2023 financial year is (\$1.0M). The operating surplus including capital grants and contributions, is a surplus of \$33.6M. The operating result before capital grants and contributions in 2022-2023 shows improvement of \$9.0M on the prior year.

	2022-2023 Actual \$'000	2021-2022 Actual \$'000
Income from operations	201,431	166,003
Expenditure from operations	202,478	176,128
<b>Net operating result (excluding capital grants and contributions)</b>	<b>(1,047)</b>	<b>(10,125)</b>
Income from capital grants and contributions	34,645	15,879
<b>Net operating result (including capital grants and contributions)</b>	<b>33,598</b>	<b>5,754</b>

The below table compares the 2022-2023 actual results to the original budget.

	2022- 2023 Actual \$'000	2022- 2023 Original Budget \$'000	Variance to Original Budget Favourable / (Unfavourable) \$'000
<b>Income Statement</b>			
Income from operations	201,431	194,295	7,136
Expenditure from operations	202,478	170,633	(31,845)
<b>Net operating result (excluding capital grants and contributions)</b>	<b>(1,047)</b>	<b>23,662</b>	<b>(24,709)</b>
Income from capital grants and contributions	34,645	27,993	6,652
<b>Net operating result (including capital grants and contributions)</b>	<b>33,598</b>	<b>51,655</b>	<b>(18,057)</b>

### Income from Operations

The following table reports income by category.

	2022-2023 Actual \$'000	2022-2023 Original Budget \$'000	Variance to Original Budget Favourable / (Unfavourable) \$'000	Variance to Original Budget Favourable / (Unfavourable) %
Annual Charges	106,386	106,899	(513)	(0.5%)
User Charges and Fees	87,644	84,897	2,747	3.2%
Interest and Investment Revenue	5,830	2,433	3,397	139.6%
Other Revenue	18	12	6	50.0%
Grants and Contributions - Operating	432	54	378	700.0%
Grants and Contributions - Capital	34,645	27,993	6,652	23.8%
Net Gain from disposal of assets	-	-	9	n/a
<b>Total Income</b>	<b>236,076</b>	<b>222,288</b>	<b>13,788</b>	<b>6.2%</b>

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

### Expenditure from Operations

The following table reports expenditure by category.

	2022- 2023 Actual \$'000	2022- 2023 Original Budget \$'000	Variance to Original Budget Favourable / (Unfavourable) \$'000	Variance to Original Budget Favourable / (Unfavourable) %
<b>Expenditure from Operations</b>				
Employee benefits and on-costs	30,309	32,371	2,062	6.4%
Borrowing costs	9,435	8,265	(1,170)	(14.2%)
Materials and services	73,942	54,153	(19,789)	(36.5%)
Depreciation and amortisation	85,830	75,843	(9,987)	(13.2%)
Other expenses	755	-	(755)	(100.0%)
Net loss from disposal of assets	2,507	-	(2,507)	(100.0%)
<b>Total Expenditure</b>	<b>202,478</b>	<b>170,633</b>	<b>(31,845)</b>	<b>(18.7%)</b>

### Statement of Financial Position

For the movement between financial years a positive movement means that the values have increased from 30 June 2022 to 30 June 2023.

Statement of Financial Position	30 June 2023 \$'000	30 June 2022 \$'000	Movement \$'000
<b>Assets</b>			
Current Assets	150,394	108,970	41,424
Non-Current Assets	4,475,656	4,206,171	269,485
<b>Total Assets</b>	<b>4,626,050</b>	<b>4,315,141</b>	<b>310,909</b>
<b>Liabilities</b>			
Current Liabilities	83,790	68,289	(15,501)
Non-Current Liabilities	155,598	171,603	16,005
<b>Total Liabilities</b>	<b>239,388</b>	<b>239,892</b>	<b>504</b>
<b>Net Equity</b>	<b>4,386,662</b>	<b>4,075,249</b>	<b>311,413</b>

### Financial Considerations

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

## 2.3 **Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)**

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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.

The audit of Council's General Purpose financial report, Special Purpose financial report, Special Schedules and Council's Water Supply Authority financial report will be undertaken by the Audit Office at an agreed engagement fee which is included in Council's budget.

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

Theme 4: Responsible

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

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

### **Risk Management**

Council is working with the Audit Office of New South Wales to meet our legislative reporting requirements.

The Financial Statements are audited by the Audit Office of New South Wales who, amongst other things, form an opinion on the Financial Statements whether:

- The Council's accounting records have been kept in accordance with the requirements of the Local Government Act 1993, Chapter 13, Part 3 Division 2; and

the Financial Statements:

- Have been prepared, in all material respects, in accordance with the requirements of this Division
- Are consistent with the Council's accounting records
- Present fairly, in all material respects, the financial position of the Council as at 30 June 2023, and of its financial performance and its cash flows for the year then ended in accordance with Australian Accounting Standards
- All information relevant to the conduct of the audit has been obtained

## 2.3 Draft 2022-2023 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority (contd)

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- No material deficiencies in the accounting records or Financial Statements have come to light during the audit.

### Options

The referral of the draft 2022-2023 Financial Reports to audit is a legislative requirement.

### Critical Dates or Timeframes

Council must refer the draft 2022-2023 Financial Reports before the External Auditor will provide their formal opinion to enable Council to lodge the 2022-2023 Financial Reports for Central Coast Council with the Office of Local Government by 31 October 2023.

### Attachments

<b>1</b> 	2023 Financial Statements - GPFS	Provided Under Separate Cover	D15858343
<b>2</b> 	2023 Financial Statements - SPFS	Provided Under Separate Cover	D15858348
<b>3</b> 	2023 Financial Statements - Special Schedule	Provided Under Separate Cover	D15858349
<b>4</b> 	2023 Financial Statements - Water Supply Authority	Provided Under Separate Cover	D15858344



**Item No:** 2.4  
**Title:** RZ/3/2023 - Request to Prepare Planning Proposal  
- Reclassification of Council Land  
**Department:** Environment and Planning

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26 September 2023 Ordinary Council Meeting

Reference: F2017/01072 - D15813421  
Author: Shannon Turkington, Unit Manager Strategic Planning  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

### ***That Council:***

- 1** *Notes advice provided by the Local Planning Panel and confirms that no rezoning is proposed as part of the Planning Proposal to reclassify Council land identified in Attachment 1.*
- 2** *Requests a Gateway Determination from the Minister for Planning and Public Spaces in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979, in relation to the Planning Proposal in Attachment 1.*
- 3** *Undertakes community and public authority consultation in accordance with the Gateway Determination requirements.*
- 4** *Receives a report to further consider the Planning Proposal following public consultation.*

## **Report purpose**

To seek Council endorsement to request Gateway Determination from the Minister for Planning and Public Spaces for a Planning Proposal to reclassify Council owned land from Community to Operational and undertake community consultation for the proposal.

## **Executive Summary**

Council resolved on 22 August 2023 to undertake a bulk reclassification of land, which included the reclassification of land from operational to community and community to Operational. A Planning Proposal has been prepared to initiate an amendment to the *Central Coast Local Environmental Plan 2022 (CCLEP 2022)* and *State Environmental Planning Policy (Precincts Regional) 2021 (SEPP Precincts)* to reclassify Council owned land from community to operational. The Planning Proposal sets out the land to be reclassified, including the extinguishing of Public Reserve Trusts and other encumbrances where required.

## 2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)

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Two of the sites to be reclassified are included in the boundary of *State Environmental Planning Policy (Precincts Regional) 2021* and therefore an amendment to both the *Central Coast Local Environmental Plan 2022* and *State Environmental Planning Policy (Precincts Regional) 2021* is required.

### Background

At its Ordinary Meeting of 22 August 2023, Council resolved:

137/23

That Council:

- 1 Commence the reclassification of 80 lots of operational land located in 12 suburbs to community land in accordance with Section 34 of the Local Government Act 1993. The street addresses and legal descriptors of the 80 lots of land proposed for reclassification are listed in Attachment 1 and involve:
  - a. four sites with improvements (five lots in all) at Glenning Valley (part of Berkley Sports Complex), Kanwal (Lakelands Community Centre), Wamberal (Wamberal Memorial Hall) and Yarramalong (St Barnabas Church); and
  - b. nine park and natural area sites (some of which are groups of sites, comprising 75 lots in all) at Buff Point, Davistown, Hamlyn Terrace, Jilliby, Lisarow, Noraville, Springfield and Watanobbi.
- 2 Publicly exhibit the proposed reclassification of these 80 lots of land from operational to community for not less than 28 days.
- 3 Note that once reclassified as community land, these sites will be subject to further community engagement through a future categorisation process and included in a revised Council Community Land Plan of Management.
- 4 Revoke Council resolutions 202/21/1, 202/21/6 and 202/21/7 of 27 July 2021 to reclassify and/or sell the following three sites of community land:
  - a. Land at 4 and 6 Tyrrell Place KILLARNEY VALE (Lot 479 DP 704452 and Lot 478 DP 704452);
  - b. Land at 8 and 10 Bay Village Road BATEAU BAY (Lot 51 DP 1154778 and Lot 2 DP 1154356); and
  - c. Land at 10W Woodcutters Road WOONGARAH (Lot 32 DP 1044070).
- 5 Commence the reclassification of the following four lots from community land to operational land in accordance with Section 34 of the Local Government Act 1993 (Attachment 2):

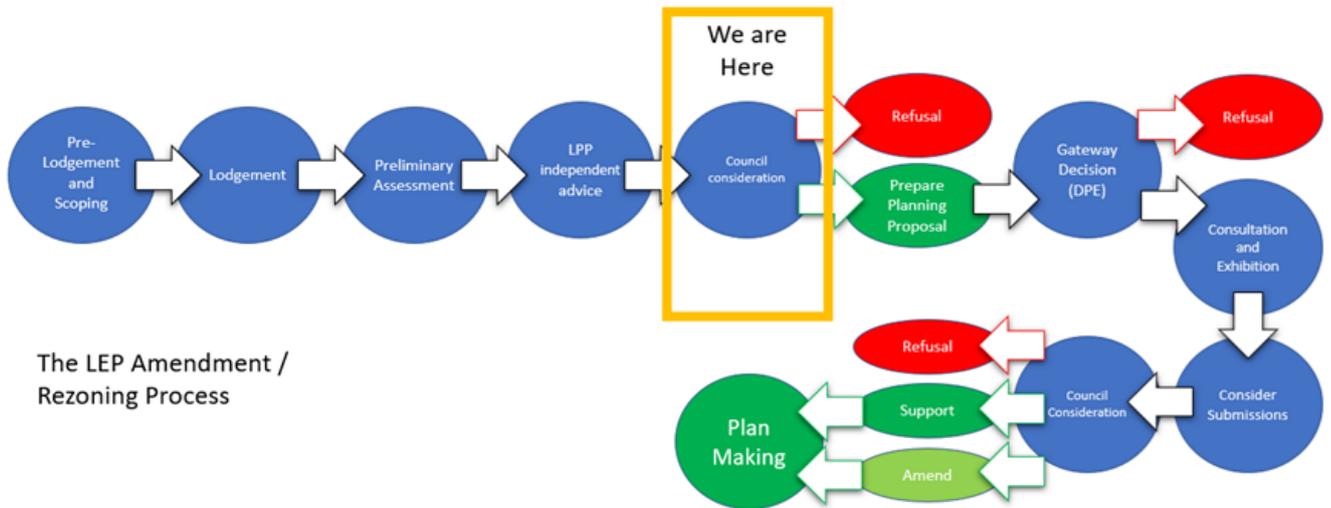
**2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)**

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- a. *Land facing Henry Parry Drive that provides access to the former Council Chambers at 49-51 Mann St GOSFORD, being Lot 1 in DP 251476;*
  - b. *Land abutting Kanangra Drive to the east known as 50W Parraweena Drive GWANDALAN, being Lot 1 in DP 1043151;*
  - c. *Land being part of 6W Kemira Road LAKE MUNMORAH; being part of Lot 79 in DP 217918; and*
  - d. *Land at 20 Summerland Road SUMMERLAND POINT known as Summerland Sporties, and currently leased to Doyalson-Wyee RSL Club, being part of Lot 4 in DP 263812.*
- 6 *Progress the subdivision of land to facilitate reclassification of part of 6W Kemira Road LAKE MUNMORAH and part of 20 Summerland Road SUMMERLAND POINT.*
- 7 *Note Council's intention to progress resolutions 52/21 of 22 March 2022 and 202/21/8-13 of 27 July 2021 to reclassify the following seven sites from community to operational land:*
- a. *18 Dane Street, GOSFORD, being Lot 2 DP 1011876;*
  - b. *48W Wallarah Road, GOROKAN, being Lot 2 DP 733448;*
  - c. *191 Wallarah Road, KANWAL, being Lot 21 DP 813270;*
  - d. *75 Bungary Road, NORAH HEAD, being Lot 5 Sec 24 DP 758779 and Lot 1 DP 860696;*
  - e. *Part 2-4 Park Road, THE ENTRANCE, being Lot 10 DP 1285833 (part only) and Lot 1 DP 406038 (part only);*
  - f. *13 and 15 Yaralla Road, TOUKLEY, being Lot 78 DP 20493 and Lot 79 DP 20493; and*
  - g. *Car park and curtilage, Austin Butler Access, WOY WOY, being Lot 19 DP 235385 (part only).*
- 8 *As part of the consultation process to reclassify land described in parts 5 and 7, seek community feedback on the following options with respect to Austin Butler Access, WOY WOY (Lot 9 DP 235385 [part only]):*
- a. *Retain the site in Council ownership, or*
  - b. *Proceed with the sale and allocate all proceeds from that sale via the 10-year Long Term Financial Plan to the greening of the local community, for example, via an extensive street tree planting program.*

**Current Status**

A Planning Proposal has been prepared to progress points 5 and 7 of the above resolution. The Planning Proposal was reported to the Local Planning Panel Meeting of 14 September 2023 for their consideration.



**Figure 1 – Local Environmental Plan amendment process**

## Report

The Planning Proposal proposes to reclassify the following Council owned land from community to operational and extinguish Public Reserve Trusts and other encumbrances where required. The Planning Proposal does not propose to rezone any of the sites.

Two of the sites to be reclassified are included in the boundary of *State Environmental Planning Policy (Precincts Regional) 2021* and therefore an amendment to both the *Central Coast Local Environmental Plan 2022* and *State Environmental Planning Policy (Precincts Regional) 2021* is required. The following sites (as resolved by Council at its meeting of 22 August 2023) are proposed to be reclassified:

- 18 Dane Drive, Gosford
- 49-51 Mann Street, Gosford
- 50W Parraweena Rd, Gwandalan
- 48W Wallarah Road, Gorokan
- 191 Wallarah Road, Kanwal
- Part 6W Kemira Road, Lake Munmorah (part)
- 75 Bungary Road, Norah Head
- Part 20 Summerland Road, Summerland Point (leased area)
- 2-4 Park Road, The Entrance (Bowling club site only)
- 13-15 Yaralla Road, Toukley
- Car Park & Curtilage/ Austin Butler Way, Woy Woy – 51 Chambers Place, Woy Woy (part)

### **Consultation**

The Planning Proposal will be made available for 28 days for community consultation and undertaken in accordance with any determinations made by the Gateway. Council will also facilitate a Public Hearing following the conclusion of the public exhibition period.

The Planning Proposal was reported to the Local Planning Panel on 14 September 2023, as a requirement of the plan making process. Although the Local Planning Panel has decision making powers for Planning Proposals, all Planning Proposals must be forwarded to the Local Planning Panel for advice before Council considers whether or not to forward the Planning Proposal to the Minister for Planning and Public Spaces requesting a Gateway Determination.

The Local Planning Panel considered the Planning Proposal and provided the following advice:

*The Panel support the reclassification of land except those sites zoned SP2 – Infrastructure or RE1 – Public Recreation. Such sites should be deferred until the completion of an environmental assessment of their rezoning potential. Once completed appropriate classification of the sites can be determined and if required any future planning proposal would include:*

- *Rezoning of the Land including supporting environment assessment studies, and*
- *Reclassification of the land under the Local Government Act 1993.*

The Planning Proposal does not intend to rezone any of the sites as part of this proposal and is seeking to reclassify the land only.

Further information on the sites zoned RE1 Public Recreation and SP2 – Infrastructure is provided below. The proposed reclassification of the land does not change the current land use. Should a future use of the land be proposed that was not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

#### *18 Dane Drive, Gosford NSW 2250 (RE1 Public Recreation)*

Gosford City Bowling Club is proposed to be reclassified to operational land and retained in Council ownership. The site is leased to the Central Coast Leagues Club and the Gosford Bowling Club is provided access to the site by the Leagues Club. The lease to the Central Coast Leagues Club expires in December 2024.

At the Ordinary Council Meeting of 23 March 2021, Council resolved to adopt the Stadium Implementation Plan and make it available on Council's website. A key component of the

## 2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)

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Implementation plan is to develop a precinct masterplan for the stadium and 18 Dane Drive, Gosford.

A further report to Council was prepared for the 27 April 2021 Council Meeting seeking a resolution to rezone and reclassify 18 Dane Drive, Gosford to Operational Land to enable greater opportunities defined in the Stadium Implementation Plan. This matter was deferred to allow for community consultation. Community consultation was undertaken between 30 April and 21 May 2021, the key findings from the community's submission included:

- Consideration of user groups who may be affected;
- Stadium management rights could be provided to another party;
- support for the rezoning and reclassification process to stimulate the Stadium
- request for more music concerts being held at the Stadium.

At the 22 March 2022 Ordinary Council Meeting, a further report was brought to Council on the submissions and outcomes following the public exhibition of the Central Coast Stadium- Rezoning and Reclassification proposal. Council resolved *"That Council commence the rezoning and reclassification process for Lot 2, DP 1011876 which will allow grater Masterplan outcomes"*

Council is not proposing to sell the site or change the current lease conditions in place with Central Coast Leagues Club. Council has indicated its intention to extend a further lease to the Leagues Club, subject to agreement on lease terms. Detailed environmental investigations would be undertaken at the time that a preferred alternative use of the site is ready to progress.

### Part 6W Kemira Road Lake Munmorah 2259 NSW (SP2 Infrastructure)

Following public consultation, Council resolved on the 22 November 2022 to endorse a Planning Proposal (as amended), draft Central Coast Development Control Plan Chapter (as amended) and draft Planning Agreement for lands at 6W Kemira Road and 285-325 Pacific Highway, Lake Munmorah.

The Planning Proposal sought to rezone lands from RU6 Transition and C2 Environmental Conservation to R2 Low Density Residential, SP2 Infrastructure, RE1 Public Recreation and C2 Environmental Conservation under CCLEP 2022. The subject Planning Proposal will result in the creation of an additional 300 low density residential lots.

The proposal sought to apply a SP2 Infrastructure zone to a portion of 6W Kemira Road Lake Munmorah to enable the construction of a collector road to provide access to the future residential subdivision via Chisholm Avenue and Tall Timbers Road, Lake Munmorah.

## **2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)**

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The rezoning was finalised in December 2022. The portion of 6W Kemira Road defined by the SP2 Infrastructure Zone now requires subdivision and reclassification from community to operational land before it can be dedicated as a public road.

A detailed environmental assessment was undertaken as part of the Planning Proposal (to rezone the site) and no further assessment is required. Council is not proposing to sell the site, as it will be dedicated as a public road.

### *Part 2-4 Park Road The Entrance 2259 NSW (RE1 Public Recreation)*

The proposed reclassification of land relates to the bowling club land only and not the adjacent open space. The site is home to The Greens Bowling Club, with the land leased to The Mingara Club on a 20-year lease which was renewed in October 2022. The club is responsible for the maintenance and improvements of buildings and bowling greens.

In March 2020, a fire destroyed the club, with The Mingara Club responsible for demolition and rebuilding of the club and bowling facilities. The Mingara Club requested to purchase the land from Council to assist in obtaining the necessary finances to rebuild the club.

DA/1163/2021 was approved last year for the redevelopment of the fire damaged club. The proposed reclassification of the land from community to operational will facilitate the long-term lease or sale of the land to The Mingara Club, to assist in the redevelopment of the site. The long-term lease or sale of the land will not change the use of the site as a bowling club.

The proposed reclassification of the land does not change the current land use. Should a proposed future use of the land be proposed that was not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

### *191 Wallarah Road, Kanwal 2259 NSW (RE1 Public Recreation)*

The land was transferred from the Wyong District Rugby League Football Club to Wyong Shire Council in October 1991 as part of the subdivision of land to create a youth and community centre and car park.

Wyong Leagues Club operate under license in the lower area of the club and items are also stored in the lower section of building. Community bookings are currently managed by Council's Community Facilities Booking team. It is proposed that community bookings will continue under Wyong Leagues Club ownership.

## **2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)**

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The site is proposed to be reclassified to enable long term lease or sale of the property to the Wyong Rugby Leagues Club Group. The proposed reclassification of the land does not change the current land use.

Should a future use of the land be proposed that is not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

### *48W Wallarah Road, Kanwal 2259 NSW (RE1 Public Recreation)*

The site is used by the Wallarah Bay Recreation Club and is land-locked and therefore is only able to be accessed by water or through the club site. The site is currently licenced and maintained by the Wallarah Bay Recreation Club, which has made improvements to the land.

Council intends to reclassify the land to enable the long term lease or sale of the land to the Wyong Rugby League Club Group. The reclassification of the land is not intended to change the use of the land.

Should a future use of the land be proposed that is not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

### *Part of 1 Austin Butler Acc. Woy Woy 2256 NSW (RE1 Public Recreation)*

The Planning Proposal does not seek to rezone the land, only to reclassify it from community to operational land. Should a future use of the land be proposed that is not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

### *Part 20 Summerland Road, Summerland Point (RE1 Public Recreation)*

Part of 20 Summerland Road, Summerland Point is proposed to be reclassified to allow for the long-term lease of the site to the Doyalson Wyee RSL Club, who operate Summerland Sporties. The long-term lease will allow for upgrading of the club. The reclassification of the site will apply only to the current leased areas and not to the entire parcel of land.

Should a future use of the land be proposed that is not permitted within the current land use zone, detailed environmental assessment would be undertaken at that time to inform any future determination on whether to rezone the land.

## **Financial Considerations**

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

## 2.4 RZ/3/2023 - Request to Prepare Planning Proposal - Reclassification of Council Land (contd)

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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.

The Planning Proposal, public consultation and public hearings will be undertaken using Council's adopted operational budget and will not have an impact on Council's bottom line.

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

Theme 4: Responsible

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

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

### **Risk Management**

There have been no material risks to Council associated with the preparation of Planning Proposals, which are part of the regular business of Council.

Council will have a further opportunity to consider whether it wishes to progress reclassification of some or all of these parcels following the proposed consultation.

### **Options**

- 1 Support the recommendation to request a Gateway Determination from the Minister for Planning and Public Spaces in relation to the Planning Proposal provided in Attachment 1. **This is the recommended option.**
- 2 Resolve not to support the Planning Proposal. This option will not allow for the reclassification of land.

### **Attachments**

<b>1</b>	Planning Proposal - Reclassification of Council Owned Community Land to Operational Land September 2023	Provided Under Separate Cover	D15836110
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**Item No:** 2.5  
**Title:** Gosford Regional Library Project Status Update  
**Department:** Infrastructure Services and Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: CPA/3691 - D15805147  
Author: Mark Butterfield, Project Manager  
Manager: Michael Ross, Unit Manager Procurement and Project Management  
Manager: Beth Burgess, Unit Manager Libraries and Education  
Executive: Melanie Smith, Director Community and Recreation Services

### **Recommendation**

- 1 That Council notes that a contract for the Design Development and Construction of Gosford Regional Library has been entered into with North Construction & Building Pty Ltd, in accordance with Resolution 104/23.**
- 2 That Council notes Attachment 1, which details progress on the Gosford Regional Library project.**
- 3 That Council notes that, in accordance with the Office of Local Government, further reports will be provided to Council every quarter to inform Council on the following items for the Regional Library project:**
  - The project's progress**
  - Costs and budget variances**
  - Any issue that may have an adverse impact on the project, both monetary and non-monetary**

### **Report purpose**

The purpose of this report is to inform Council on the progress of the Gosford Regional Library project.

### **Executive Summary**

This report provides an update on the progress of the Gosford Regional Library project for the last quarter and includes Attachment 1 that details information on the following topics:

- 1 Performance against project budget
- 2 Performance against time
- 3 Risk Management
- 4 Extensions of time
- 5 Grant funding

All matters are progressing as anticipated.

### **Background**

At the 27 June 2023 Ordinary Council Meeting, the following resolution was made:

#### *104/23 Resolved*

- 1 That Council authorise the CEO to enter a contract with North Construction & Building Pty Ltd for Contract CPA/3691 – Design Development and Construction of Gosford Regional Library, for an upper limit contract sum of \$29,150,000, noting that final commercial terms and contract sum are still to be determined, and the upper limit contract sum value is inclusive of costs associated with the design construction support services consultancy contract which will be novated through contract CPA/3691.*
- 2 That Council approve an increase of \$5,000,000.00 to the capital budget to accommodate the proposed delivery program of Gosford Regional Library.*
- 3 That Council determines that Attachment 1, supporting letter from registered quantity surveyor remains confidential in accordance with s.11 (3) of the Local Government Act 1993 as the report contains commercial information of a confidential nature*

Contract CPA/3691 was subsequently entered into with North Construction & Building Pty Ltd (North) for the Design Development and Construction of Gosford Regional Library on 11 August 2023 for a contract sum of \$28,311,339.73. This contract sum is inclusive of costs associated with the design construction support services consultancy contract which was novated through contract CPA/3691.

### **Current Status**

Negotiations between Council and North concluded in early August. Value management options presented by North during the negotiation were reviewed and endorsed by Council's lead design consultant, Lahznimmo Architects, their engineering sub-consultant, Northrop Consulting Engineers and Quantity Surveyor, MBM.

A contract sum of \$28,311,339.73 was agreed between the parties. This contract sum is inclusive of costs associated with the design consultancy contract CPA/2804 which was novated through contract CPA/3691. The contract was formally awarded on 11 August 2023.

The Gosford Regional Library project is now in the Implement/Deliver phase of Council's Project Management Framework.

## 2.5 Gosford Regional Library Project Status Update (contd)

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North are completing their mobilisation activities and starting works on site. Relevant construction documentation approvals are being completed and site facilities established. Internal demolition within the existing building is commencing. A works zone has been implemented on Donnison St, with hoarding being installed to enclose the existing north façade for asbestos dust removal works.

Activities for the next quarter focus on the demolition of the existing building, in anticipation of foundation works for the construction of the library starting next calendar year.

### 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.

The current approved funding for the Project is \$32.7m. The Project is funded by a combination of Developer Contributions; special levy collected from the former Gosford City Council; a Federal Government Community Grant; and Council funds restricted to this Project. The funding sources will be accessed in accordance with grant funding schedules and other sources as required.

As at 31 August 2023, there has been a total of \$3,056,684 expended on the Project.

### Link to Community Strategic Plan

Theme 5: Liveable

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

L-L3: Cultivate a love of learning and knowledge by providing facilities to support lifelong learning.

### Risk Management

Current project risk controls are listed in the Risk Management section of the separate attachment.

### Attachments

1  Project Progress Report Sep 2023 Provided Under Separate Cover D15842104



**Item No:** 2.6  
**Title:** Adoption of Kibble Park Place Plan and Kibble Park Concept Plan  
**Department:** Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: CPA/2910 - D15802399  
Author: Glenn Cannard, Unit Manager Community and Culture  
Executive: Melanie Smith, Director, Community and Recreation Services

## Recommendation

- 1 That Council adopt the Kibble Park Place Plan (Attachment 1) and Kibble Park Concept Plan.(Attachment 2).**
- 2 That Council prepare documentation and obtain relevant approvals to demolish the existing Gosford Library in March 2025 post the opening of the Gosford Regional Library, to expand the public open space in the Gosford CBD.**

## Report purpose

To adopt the draft Kibble Park Place Plan and Concept Plan as amended following public consultation.

## Executive Summary

The Kibble Park Place Plan and Concept Plan have been prepared to provide strategic direction for future development and management of this critical public space in the heart of the Gosford Central Business District (CBD), while ensuring it is functional, accessible, vibrant, and inclusive for the whole community.

## Background

Kibble Park is a well-established public space located in the heart of the Gosford CBD. The park was named after James Kibble (1858 – 1944), an important local leader, businessman, and philanthropist who helped spur economic and civic activity in the area. The park as it is known today was first opened in 1980 and it has served as a central gathering place for community events, recreational activities, and relaxation since.

Small improvements have been made to Kibble Park in the years following its opening including a major upgrade in 2013. In 2017, the Gosford Town Centre was placed under the control of a State Environmental Planning Policy (SEPP) and Draft Development Control Plan (DCP). Shortly after, the Government Architect for New South Wales (GANSW) completed an Urban Design Framework (UDF) to provide a guiding document for the planning and activation of spaces within Gosford, including Kibble Park.

### **Current Status**

Following the Urban Design Framework and recognising the importance of the park and the need to address its aging infrastructure, Council initiated a comprehensive planning process to develop a long-term vision for the site, this process included the development of both a Place Plan and Concept Plan.

The process of creating the Kibble Park Place Plan and Concept Plan involved extensive community consultation, stakeholder engagement, and expert analysis. The aim was to gather input from various stakeholders, including residents, businesses, community groups, and professionals, to ensure that the plans reflect the aspirations and needs of the community.

### **Report**

The Place Plan provides a road map for achieving the community's vision through management, activation, and practical design improvements, it sets the vision and direction for Kibble Park and provides a 'design brief' for the Concept Plan structured around five key principles:

- 1 Welcoming and Inclusive – Creating a place where people feel safe, included and welcome, inspires unique ideas that respond to the needs of this place. A focus on ensuring safety and comfort through creative lighting, accessible paths, adaptable furniture, and new amenities will welcome all members of the community, looking after unique needs of all park users.
- 2 Green and Relaxing – Kibble Park encourages respite, relaxation and play in the heart of a bustling, growing city. Using local, natural materials and vegetation and creating spaces for play, relaxation and study, the community will be free to explore the green living room in the city.
- 3 Connected and Flowing – Kibble Park holds pride of place in the heart of Gosford, its location and role connects people to place. Decluttering, simplifying, and creating edges that are alive with activity will create a beating civic heart that is connected to the city. Clear sightlines and views of the hills will link Kibble Park and users to their surroundings.
- 4 Sharing and Celebrating – Celebrating the past, present, and future is central to Kibble Park. Expressing cultural identity and storytelling through the park will add a new layer of meaning. Artists and performers will have an active place in telling the stories of this place while the community make new memories in the city.
- 5 Gathering and Fun - Kibble Park is where people gather to experience new celebrations and embrace traditions. Creating dedicated spaces for events that enable

## **2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)**

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togetherness and vibrancy will give the community an inner-city hub of activity and connection while contributing to the local economy.

The Concept Plan refines the vision to a conceptual level, illustrating the main design ideas and principles and proposing specific improvements to enhance the Parks functionality. The design principles include:

- 1 Green Space - Create a 'green heart' in Gosford that offers flexible spaces with a variety of formal and informal areas that both emphasis engagement with the environment, strengthen the sense of community through social interaction and create a calm respite in the heart of the city.
- 2 Public Realm - Develop a variety of scalable spaces and associated amenities that allow for both day and night-time activation; including a dedicated events space with appropriate services and facilities; encouraging outdoor dining by providing ample and varied seating opportunities to activate the edges of the park throughout the day and night; and develop an iconic play space that is challenging, encourages adventure, and fosters interaction through play.
- 3 Accessibility - Ensure all access is underpinned by safety through increased visibility and clear site lines, clear and concise wayfinding, and appropriate ambient lighting. Creating a safe pedestrian focused environment that balances the existing vehicular and pedestrian requirements and connects seamlessly throughout the park. Providing accessible, adaptable, and versatile furniture and amenities throughout the park.
- 4 Cultural Heritage - Celebrate the rich and unique cultural heritage through all aspects of the built form and landscape embellishments within the new park. Collaborate with local First Nations groups and historical societies to investigate ways to acknowledge the shared history, of indigenous and non-indigenous peoples. Explore opportunities to incorporate educational opportunities and cultural layering into the design of play areas.
- 5 Safety and Operations - Ensure all pedestrian pathways, outdoor spaces and amenities are underpinned by CEPTED principles to create a safe and connected public domain. Ensure all design decisions are cognisant of maintenance, ease of construction and longevity to ensure the on-going costs are kept to a minimum.

To achieve these design principles, five coordinated zones have been developed. This approach has also been designed to minimise the impact of any construction activity and allow a staged approach to achieving the overall redevelopment of the site. The five zones include:

- 1 The Park Edge – Focussing on Mortimer Lane and William Street, this zone proposes changes to traffic conditions and improved pedestrian safety by reconfiguring Mortimer Lane and William Street.

## 2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)

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These changes will enable William Street Mall and the Imperial Centre frontages to better address Kibble Park, providing more outdoor dining, market stalls and pop-up activation opportunities. It will also enhance the main pedestrian linkages into the park from William Street by decluttering the space and providing adequately sized walkways to ensure appropriate access for market stalls, pop up events and outdoor dining to contribute to ongoing laneway activation and boosting the night-time economy for surrounding businesses.

A reconfiguration of the Imperial Centre Carpark and pedestrian entry to include a shaded taxi rank, bollards, turning area and seating will improve safety and pedestrian comfort. There is also a focus on providing a better connection between Kibble Park and the new Gosford Regional Library through the provision of a shared raised threshold and a more welcoming interface across Donnison Street.

- 2 Events and Gathering - The proposed removal of the old Gosford Library building upon completion of the new Gosford Regional Library provides a unique opportunity to increase the green space available within the Gosford CBD.

This zone aims to develop a large, dedicated turf events space with appropriate services and facilities to host a range of events. It will include a dedicated stage space with shelter, storage, and services with appropriate vehicular access.

A flexible amphitheatre will be created, with a water cascade to provide visual appeal, wide seating will provide a raised view of the park and space to view concerts and events, and space will be provided for pop up events and stalls along the northern edge.

This zone will also deliver a safe and legible connection from the Gosford Regional Library to the park through clear lines of travel and increased pedestrian amenity.

- 3 Community Space - This zone focusses on providing a Community Space that, while nestled in the leafy park environment, is flexible and accessible for all. New public toilet facilities will adjoin the Community Space to amalgamate the buildings in the one place for ease of services, maintenance, and visibility.

Wide accessible pathways will link the Community Space to the park while shade trees will assist in keeping the space cooler while also creating a canopy that softens the building within the grounds.

- 4 Play and Adventure - This zone will provide an iconic and unique playground area that references the cultural history of Gosford and the surrounding area. The play space will be challenging, encourage adventure, and foster interaction through play and will have a First Nations theme.

## 2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)

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The creation of an iconic shelter with integrated lighting will provide appropriate shade and weather protection for the play space for children and their carers; while the creation of a series of water experiences (including an urban Billabong) and appropriate tree planting will allow for appropriate shade amenity and ensure to maintain surveillance between the spaces.

- 5 Green Relaxation - Creating a substantial 'green heart' that offers shaded and flexible spaces for relaxation, gathering, and picnics is the focus of the final zone.

It will retain and expand the existing urban stream and enhance the creek line by allowing for increased visibility and access to the creek edge; boost shade amenity through the inclusion of large native tree species and to lower ambient temperature; retain and enhance the existing character of the space by showcasing the existing trees on the site; provide a range of seating options that allow for a variety of uses; and provide additional street trees along Donnison Street and Henry Parry Drive to provide increased separation from the roads.

### Consultation

The consultation aimed to gather input from the community, stakeholders, and relevant experts to ensure that the proposed plan reflects the needs, aspirations, and preferences of the local community.

Consultation Methods:

- 1 Public Drop-in Sessions: A series of public meetings were conducted to provide an opportunity for community members to learn about the project, ask questions, and provide their feedback. A drop-in information session was hosted at Parkhouse Kibble Park on 30th March 2023 as part of the Let's Talk Gosford campaign. 100 people attended the session with 296 conversations hosted across the community and business leaders and operators' sessions.
- 2 Interactive Concept Plans: An interactive concept plan was developed for the community to provide feedback on. The Interactive Concept Plan was viewed 1118 times, 74 comments were placed on the interactive concept plan generating 140 reactions. This was designed to capture demographic information, assess the park's current strengths and weaknesses, and gather suggestions for improvement. The interactive plan was promoted through social media, email newsletters, and the council's website.
- 3 Stakeholder Interviews: Key stakeholders, including local community groups, businesses, and relevant organisations, were identified, and invited to participate in one-on-one interviews. These interviews provided an opportunity for stakeholders to

## **2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)**

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share their perspectives, concerns, and ideas for the future development of Kibble Park.

- 4 Virtual presentations: 200 positions were made available for virtual project presentations. 20 registered to attend the sessions and 16 participated. These sessions allowed for in-depth discussions on their unique needs and preferences regarding the park's design and amenities.
- 5 Written Feedback: All residents and stakeholders were able to provide written feedback via email, the online feedback form on [yourvoiceourcoast.com](http://yourvoiceourcoast.com), handwritten submissions forms provided at information sessions, or via post. A total of 42 online feedback forms were completed and six people submitted feedback via email.

### Consultation Outcomes:

The consultation process yielded valuable insights and feedback from the community, stakeholders, and experts. The key outcomes of the consultation are as follows:

- 1 Community Engagement: The consultation process generated significant community interest and engagement. Public meetings were well-attended, and the online survey received a high number of responses. The community demonstrated a strong sense of ownership and pride in Kibble Park, emphasizing the need for improvements while preserving its unique character.
- 2 Accessibility and Connectivity: The consultation highlighted the importance of improving accessibility and connectivity within and around the park. Participants emphasized the need for well-maintained pathways, adequate lighting, and improved public transport links to ensure ease of access for all community members.
- 3 Amenities and Facilities: The community expressed a desire for a diverse range of amenities and facilities within the park. Suggestions included additional seating, shade structures, picnic areas, playgrounds, fitness equipment, and public toilets. Participants emphasized the importance of creating spaces that cater to various age groups and interests.
- 4 Environmental Sustainability: Many participants highlighted the importance of integrating sustainable design principles into the park's development. Suggestions included the incorporation of green spaces, native plantings, water-saving features, and environmentally friendly materials to enhance the park's ecological value.
- 5 Heritage and Cultural Significance: The consultation process revealed a strong appreciation for the park's historical and cultural significance. Participants expressed a desire for the preservation and celebration of the park's heritage elements, including the restoration of significant features and the integration of interpretive signage to educate visitors about the park's history.

## 2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)

The following table provides an overview of the consultation themes/categories, the number of responses and community sentiment:

Theme/Category	Responses	Attractor	Detractor	Neutral
Playspace	12	75%	0%	25%
Trees & Shade	14	71.4%	14.3%	14.3%
People	20	30%	30%	40%
Parking	14	57.1%	7.1%	35.7%
Governance	9	0%	66.7%	33.3%
Current Library	24	29.2%	29.2%	41.6%
Heritage	20	15%	30%	55%
Cost & Financial Recovery	24	8.3%	67.7%	25%
Revitalisation	24	25%	58.3%	16.7%
Accessibility	9	88.9%	0%	11.1%
<b>Overall</b>	<b>116</b>	<b>46.6%</b>	<b>23.3%</b>	<b>30.2%</b>

Safer Cities: Her Way consultation: –

Through consultation for Safer Cities: Her Way, a collaborative project with Transport for NSW aimed at improving the perception of safety for women, girls and gender diverse people in Gosford; Council recently engaged with the Central Coast community to seek feedback on their perceptions of safety in Gosford and ideas on what could improve this.

Council received over 4000 pieces of data from our community and it demonstrated that only 43% of people feel somewhat safe in Gosford during the day and feel most unsafe in laneways, and 76% feel unsafe during the night, and most feel unsafe in Kibble Park.

This consultation re-inforces the need to address the current configuration of Kibble Park and the surrounding laneways leading to the park, to not only improve the perceptions of safety, but also to increase the number of people actively using the park and coming into the heart of the city to use modern amenities that meet their needs.

Gosford Library

As indicated above, direct commentary on the proposed removal of the existing Gosford Library upon completion of the new Gosford Regional Library was split evenly between those in favour and those opposed, with most responses neutral.

A high level financial analysis of projected costs associated with repurposing the current Gosford Library, which would entail significant structural repairs in addition to extensive external and internal refits, supports the proposal to repurpose the existing 'Parkhouse' building to provide a flexible community space..

## **2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)**

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This, coupled with the additional benefits that will flow from the demolition of the existing Gosford Library, which include providing space to develop an events and activation zone where it is needed, delivering a safe and legible connection from the Gosford Regional Library through the park with clear lines of travel and increased pedestrian amenity, and enhanced public safety through increased passive surveillance which will reduce instances of anti-social behaviour, combined with the contribution the GRL will add to the CBD, make this option the preferred approach. The demolition of the existing library will increase the green space within the Gosford CBD significantly, which will be highly sort after to accommodate residents of high density housing currently under construction.

The Gosford Regional Library is scheduled to open in early 2025. It will provide 4,000sq metres which includes:

- Meeting and information spaces
- Eight multipurpose meeting rooms
- Local history spaces
- Two office suites
- Reception/customer service area
- Flexible open plan
- Large theatre style lecture room with seating capacity for 300 people
- Administration office
- Incubator spaces
- Exhibition spaces
- Digital technology; wi-fi, hearing loops, video conferencing, RFID

The Gosford Regional Library has been designed to meet the growing needs of the Central Coast community, and has the capacity to adapt as demand changes.

### **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.

No additional budget is sought to implement actions related to the Kibble Park Place Plan or Concept Plan.

Currently, adequate budget exists within the adopted 2023/2024 operational budget to undertake any immediate work related to the Kibble Park Place Plan or Kibble Park Concept Plan.

## 2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)

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Council collects development contributions for the revitalisation of open spaces within the Gosford CBD (including Kibble Park) and these funds are adequate to redevelop the park as outlined within the Place Plan and Concept Plans.

Budget for the demolition of the old Gosford Library will be included with the 2024/2025 operational budget when all associated costs have been determined.

### Link to Community Strategic Plan

Theme 5: Liveable

### Choose Focus Area

L-L1: Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated.

### Risk Management

NIL Impact

### Options

- 1 Adoption of the Kibble Park Place Plan and Kibble Park Concept Plan: It is recommended that the Council adopts the Place Plan and Concept Plan as a guiding document for future development and management. The plan provides a clear framework to address the identified objectives and ensures a cohesive approach to the park's enhancement. **This is the preferred option.**
- 2 Do not adopt the Kibble Park Place Plan and Kibble Park Concept Plan. The Plans have broad community support and does not directly commit Council to any expenditure. By not adopting the plan, ad hoc management of the site would continue. There is no identified benefit or reason to not adopting the draft Plans. This is not the recommended option.

### Critical Dates or Timeframes

To achieve the objectives outlined within the Kibble Park Place Plan and Kibble Park Concept Plan, minimise disruption to the Gosford CBD, and align to the February 2025 opening of the Gosford Regional Library, three projects are proposed to commence shortly.

## 2.6 Adoption of Kibble Park Place Plan and Kibble Park Concept Plan (contd)

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- 1 A detailed traffic study and design of traffic movements on Donnison Street, William Street and Mortimer Lane will be conducted with work to be completed by June 30, 2024.
- 2 Targeted consultation with community and cultural organisations and event organisers will be undertaken to inform the design of the Community Space. Final design and construction documentation for this component, new public amenities and the upgraded play space will be completed by June 30, 2024.
- 3 Preparation of relevant documentation and approvals to demolish the existing Gosford Library in March 2025.

### Attachments

1	 Kibble Park Place Plan	Provided Under Separate Cover	D15841586
2	 Kibble Park Concept Plan	Provided Under Separate Cover	D15842066
3	 Kibble Park Consultation Report	Provided Under Separate Cover	D15842233



**Item No:** 2.7  
**Title:** Central Coast Water and Sewer Delivery Plan 2022-2026 - Progress Report for January - June 2023  
**Department:** Water and Sewer

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26 September 2023 Ordinary Council Meeting

Reference: F2004/06782 - D15780816  
Author: Scott Gordon, Business Manager Business Performance  
Executive: Jamie Loader, Director Water and Sewer

## **Recommendation**

***That Council notes the Water and Sewer Delivery Plan 2022-2026 (Delivery Plan) Progress Report for January – June 2023 for publication on Council’s website.***

## **Report purpose**

*That Council notes the Water and Sewer Delivery Plan 2022-2026 (Delivery Plan) Progress Report for January – June 2023.*

## **Executive Summary**

The Delivery Plan, including progress updates, was a recommendation made by the Independent Pricing and Regulatory Tribunal (IPART) in May 2022 as part of its pricing Determination for Central Coast Council’s Water and Sewer services.

At the Extraordinary Council Meeting held on 31 October 2022, it was resolved:

*“That Council adopts the Water and Sewer Delivery Plan 2022-2026.”*

Council has committed to providing our community with bi-annual progress reports on the Delivery Plan, with this report covering the period January to June 2023. The progress report will be placed on Council’s website (Attachment 1).

The Progress Report enhances Council’s transparency around operation of Council’s water and sewer services and our promise to listen to our customers.

## **Background**

In May 2022, IPART released its Final Determination on the prices that Council can charge customers for water and sewer related services from 1 July 2022 to 30 June 2026.

As part of its Determination, IPART recommended that Council publish an implementation plan by 31 October 2022 for improving its performance, accountability, and transparency. The

## 2.7 Central Coast Water and Sewer Delivery Plan 2022-2026 - Progress Report for January - June 2023 (contd)

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plan was adopted as Central Coast Council's Water and Sewer Delivery Plan 2022-2026 (Delivery Plan), with progress updates provided to the community bi-annually.

The Delivery Plan sets out Council's Water and Sewer commitments to the community on what will be delivered over the four years of its current IPART determination. The plan focuses on:

- 1 Accountability
- 2 Community Engagement
- 3 Asset Management

As at 30 June 2023, all of the current actions identified within the Delivery Plan are either completed or are on track for completion.

The Delivery Plan Progress Report is published for the information of the community on Council's website

### **Current Status**

This is the second of Council's bi-annual reporting to the community on the Delivery Plan and covers the period January – June 2023. The Progress Report also coincides with the end of the first year of our current four-year pricing determination by IPART.

This latest report highlights some important achievements across the three focus areas:

#### Accountability

- The first Delivery Plan Progress Report was published by Council in March 2023.
- A list of publicly reportable performance measures has now been defined by our customers through our community engagement activities.
- The 2023 Water and Sewer Performance Report is included as a separate report to Council and, if adopted, will be published on Council's website.

#### Community Engagement

- Council's first Water and Sewer Customer Charter was co-designed with our community. The Charter, complemented by a Customer Complaints Management Framework, is on exhibition for public comment until 23 August 2023 and is on track for adoption by Council by 30 September 2023.

## 2.7 **Central Coast Water and Sewer Delivery Plan 2022-2026 - Progress Report for January - June 2023 (contd)**

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- The latest round of community engagement, 'Improving your water and sewer services', was completed resulting in the community determining a set of values for water and sewer services and providing feedback on the importance of water and sewer performance metrics.
- Engagement with our community is embedded in decision making to ensure we place the customer at the centre of everything Council does in providing water and sewer services and that we act in the best interests of the whole community.

### Asset Management

- Asset management and assessment of our network continues to ensure that we provide a reliable water and sewer service to meet customer expectations.
- A Capital Approval and Review Committee has been established to conduct monthly reviews of water and sewer projects.
- A tender was issued for Bateau Bay Sewerage Treatment Plant improvements.

Further progress has been made across these focus areas since 30 June 2023 and will be included in the next update provided at the end of the year.

### **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.

The Delivery Plan Progress Report January – June 2023 outlines Council's commitment and accountability to deliver improved water and sewer services for the Central Coast community, in line with the IPART pricing determination 2022-2026. There is no financial impact.

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

Theme 4: Responsible

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

**2.7 Central Coast Water and Sewer Delivery Plan 2022-2026 - Progress Report for January - June 2023 (contd)**

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R-G3: Provide leadership that is transparent and accountable, makes decisions in the best interest of the community, ensures Council is financially sustainable and adheres to a strong audit process.

**Risk Management**

There have been no risks identified in the preparation of the Delivery Plan Progress Report January – June 2023.

**Attachments**

<b>1</b>	Water and Sewer Delivery Plan Progress Report January-June 2023	Provided Under Separate Cover	D15789817
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**Item No:** 2.8  
**Title:** Water and Sewer Performance Report 2023  
**Department:** Water and Sewer

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26 September 2023 Ordinary Council Meeting

Reference: F2004/06782 - D15802055  
Author: Scott Gordon, Business Manager Business Performance  
Executive: Jamie Loader, Director Water and Sewer

## **Recommendation**

***That Council notes the Water and Sewer 2023 Performance Report for the period 1 July 2022 – 30 June 2023 (Performance Report) for publication on Council’s website.***

## **Report purpose**

To provide Council and the community with the Water and Sewer 2023 Performance Report for the period 1 July 2022 – 30 June 2023 (Performance Report).

## **Executive Summary**

Performance reporting to the community on water and sewer services was a recommendation made by the Independent Pricing and Regulatory Tribunal (IPART) in May 2022 as part of its Pricing Determination for Council’s water and sewer services.

Last year Council commenced providing our community with annual performance reports for water and sewer services by 30 September each year. Council has since engaged with the community and committed to future reports being ‘customer-defined’, with this Performance Report the first prepared on this basis covering the period 1 July 2022 to 30 June 2023 (Attachment 1). It will be published on Council’s website following adoption by Council.

This Performance Report coincides with the end of the first year of our current four-year IPART Determination 2022-2026, enhancing transparency around the operation of Council’s water and sewer services and our promise to listen to our customers.

The Performance Report provides an update against key water and sewer service metrics, with the results highlighting progress and areas where work is underway or planned to improve service outcomes for customers. Performance during the year has been influenced by environmental, social and economic impacts, including inflationary pressures, a highly competitive employment market, and escalating energy costs.

## Background

In May 2022, IPART released its Final Determination on the prices that Council can charge customers for water and sewer related services from 1 July 2022 to 30 June 2026.

As part of its Determination, IPART recommended that Council publish an implementation plan by 31 October 2022 for improving its performance, accountability, and transparency. The plan was adopted as Central Coast Council's Water and Sewer Delivery Plan 2022-2026 (Delivery Plan), with bi-annual progress updates provided to the community.

IPART also recommended that Council's Water and Sewer business publish its operating performance for the information of the community by the 30 September each year. As a minimum, IPART expects that Council will continue this reporting to the community.

The initial Performance Report for the community was published on 30 September 2022 for the financial years 2017-18 to 2021-22 and provided the community with historical data across key performance metrics relating to:

- Service reliability
- Customer
- Asset and financial management
- Environment and public health
- Water conservation

## Current Status

This is the second of Council's annual Performance Reports, which coincides with the end of the first year of our current four-year IPART determination 2022-2026. Council has committed to future reports being 'customer-defined', with this Performance Report the first prepared on this basis covering the period 1 July 2022 to 30 June 2023.

Council's current round of engagement with the community, *"Improving your water and sewer services"*, was undertaken in the first half of 2023. The community determined the following values for Water and Sewer:

- Good quality water
- Quality treatment (sewer)
- Reliable service
- Affordable
- Environmental focus
- Effective planning
- Transparency and education

These values, along with the community's preference and frequency of communication around water and sewer services, has informed the development of this Performance Report.

It continues our focus of placing the customer at the centre of everything Council does to deliver on today's water and sewer needs and prepare for the future.

This Performance Report delivers upon IPART's recommendation for Water and Sewer to enhance its performance reporting to meet community expectations. It is consistent with Council's commitment to be transparent and accountable to the community and is included in Council's published 2023-24 Operational Plan:

"Publish a customer defined Water and Sewer Performance Report 2023".

This Performance Report must be published on Council's website by 30 September 2023.

The Performance Report provides an update against key water and sewer service metrics with the results highlighting:

- Improved customer responsiveness, particularly for urgent requests by customers.
- Higher unplanned outages due to increased water main breaks and failures of customer connections and asset structures.

Investment in water main asset renewals is increasing in 2023-24 to target poor performing assets and to reduce the frequency and severity of unplanned outages.

- The number of water quality complaints increased, being heavily influenced by weather conditions and discoloured water complaints, particularly in January and February 2023.

Improvements underway include optimisation of water main flushing and cleaning programs, increased renewals of water mains, and an ongoing program of removing 'dead ends' within the water network by building additional pipelines to minimise the potential for discoloured water accumulation.

- Regular water testing to ensure a safe supply of drinking water.
- Continued compliance with reporting to the environmental regulator on wastewater overflows. A significant incident reported was a rising main break at West Gosford in April 2023, with other overflows typically influenced by wet weather conditions and tree roots in the sewer network.
- Continuing favourable trend in a reduced number of sewer breaks and chokes.

## Consultation

The current round of Council's community engagement, "Improving your water and sewer services" has informed the development of this latest report. Future engagement with the community is planned to further refine water and sewer reporting to ensure it continues to meet the expectations of the community.

## 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.

The Performance Report outlines Council's commitment and accountability to deliver improved water and sewer services for the Central Coast community in line with the IPART pricing determination 2022-2026. There is no financial impact.

## Link to Community Strategic Plan

Theme 4: Responsible

## Choose Focus Area

R-G3: Provide leadership that is transparent and accountable, makes decisions in the best interest of the community, ensures Council is financially sustainable and adheres to a strong audit process.

## Risk Management

There have been no risks identified in the preparation of this Performance Report.

## Critical Dates or Timeframes

- 30 September 2023: Publish Water and Sewer 2023 Performance Report

## Attachments

1	Water and Sewer Performance Report 2022-2023	Provided Under Separate Cover	D15856805
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**Item No:** 2.9  
**Title:** Adoption of Water and Sewer Customer Charter and Complaints Management Framework  
**Department:** Water and Sewer

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26 September 2023 Ordinary Council Meeting

Reference: F2023/01244 - D15802039  
Author: Scott Gordon, Business Manager Business Performance  
Executive: Jamie Loader, Director Water and Sewer

## **Recommendation**

***That Council adopts the Water and Sewer Customer Charter (including the Summary document) and Customer Complaints Management Framework for publication on Council's website.***

## **Report purpose**

To seek Council's adoption of the Water and Sewer Customer Charter (Attachments 1 & 2) and the Customer Complaints Management Framework (Attachment 3).

## **Executive Summary**

This is Council's first Water and Sewer Customer Charter which has been co-designed with the community. The Customer Charter is complemented by a Customer Complaints Management Framework. These documents focus on placing the customer at the centre of everything Council does in providing water and sewer services to the community.

The Customer Charter has been informed through Council's targeted engagement with the community, *'Improving your water and sewer services'*. Specifically, the community determined the contents for the Charter along with a set of values for water and sewer, and providing feedback on performance metrics, reporting and communications preferences.

The Customer Complaints Management Framework has been developed to complement the Customer Charter with a focus on better outcomes for our customers.

Council considered the draft documents at its meeting of 25 July 2023 and resolved (F2017/01400 - D15709167), (a) to exhibit the draft documents for public comment, and (b) to consider a further report on the outcome of the exhibition for adoption of the documents. There were six submissions received. Council staff have reviewed the submissions and consider that there were no material suggestions from the submissions warranting changes to the draft documents.

## 2.9 Adoption of Water and Sewer Customer Charter and Complaints Management Framework (contd)

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### Background

Council's current round of engagement with the community commenced on 1-2 March 2023 with the first of a series of Deliberative Forums. Phase 2 of the forums were held on 9-10 May 2023 with the same participants. All sessions were held in Gosford and Wyong and externally facilitated by Woolcott Research.

The forums sought input from our community on what they valued most about Water and Sewer services, how we are performing, providing feedback on performance metrics, and what items the community wanted included in a community-based Customer Charter.

The community determined the following values for Water and Sewer:

- Good quality water
- Quality treatment (sewer)
- Reliable service
- Affordable
- Environmental focus
- Effective planning
- Transparency and education

Quality and reliability were considered the priority values for both water and sewer. However, the other values should also be considered in Council's decision making.

The community engagement also included targeted consultation:

- One group with young people aged 16-18 years old
- Six in-depth interviews with Aboriginal and Torres Strait Islander customers (ATSI)
- Six in-depth interviews with culturally and linguistically diverse customers who speak a language other than English at home (CALD)
- Five in-depth interviews with large customers
- Two 'deep dive' groups on the Customer Charter with 16 residential and business customers from the forums.

A total of 92 individual customers took part in the Phase 1 and 2 engagements across all components (residential and business customers).

The forums, group and in-depth interviews involved building awareness of what is a Customer Charter and an understanding of what customers would like to see included in it. Building on this engagement, Council co-designed the first detailed draft Customer Charter for Water and Sewer, including a Summary Charter, with the community. The 'Deep Dive' Groups tested the draft documents.

Phase 3 was a customer survey of residents from 5 June 2023 to 3 July 2023. The survey had 1,232 respondents and sought to reconfirm with the wider community the values and outcomes determined during the Phase 2 engagement and the community's preference and frequency of communication around water and sewer services.

## 2.9 Adoption of Water and Sewer Customer Charter and Complaints Management Framework (contd)

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### Current Status

Exhibition for public comment further demonstrates Council's commitment to implement the recommendations made by the Independent Pricing and Regulatory Tribunal (IPART) in its Determination of May 2022 and enhances Council's transparency around the operation of Council's water and sewer services and our promise to listen to our customers.

Council considered the draft documents at its meeting of 25 July 2023 and resolved (F2017/01400- D15709167), (a) to exhibit the draft documents for public comment, and (b) to consider a further report on the outcome of the exhibition and for adoption of the documents.

The draft documents were placed on public exhibition via [Your Voice Our Coast](#) for a period of 28 days ending 23 August 2023. Council received six submissions, all from residents. The final documents are ready for adoption by Council and publication on Council's website.

### Consultation

The Customer Charter has been developed in partnership with the community. In addition, internal Council stakeholders were consulted to ensure alignment with Council's corporate approach to customer service and complaints management.

Council received, and has responded to, the six submissions resulting from the public exhibition. The submissions and Council responses are summarised below:

#### Submission 1: External (Residential)

Theme of Comment:

The need for local representation in developing the Charter and what is different to previous documents from Council.

Response:

*The Customer Charter was developed through an extensive consultation program as part of Council's 'Improving your water and sewer services' engagement. Council worked with the community to develop the Charter based on the needs of our community.*

#### Submission 2: External (Residential)

Theme of Comment:

Lack of footpaths and public safety in Avoca Beach along Avoca Drive and Round Drive, including around the Avoca Beach picture theatre, rear of the surf club and the public school.

Response:

*The feedback did not relate to the Water and Sewer Customer Charter. The customer was contacted for further information and two service requests were lodged on their behalf.*

## 2.9 Adoption of Water and Sewer Customer Charter and Complaints Management Framework (contd)

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### Submission 3: External (Residential)

Theme of Comment:

Why the inclusion of the "Administrator's Message", use of the terms "your customer charter" and 'seepage', vacuum pots and diagram of sewer and wastewater system, language in Council's service standards, entry onto property, and water meter theft.

Response:

*The Charter was co-designed with the community, noting it reinforces the joint ownership and shared rights and responsibilities for both customers and Water and Sewer. The Administrator's Message further demonstrates Council's commitment to customers.*

*All systems maintenance and service issues for water and sewer are assessed and prioritised using the response matrix in the Charter. Water and Sewer staff regularly require access to private properties under the Water Management Act 2000 (NSW), act in a professional and respectful manner, and where possible contact customers before entering their property.*

*Council provides advice to customers on ways to minimise water meter theft, an issue facing all water utilities. Responsibilities are included in the Charter.*

### Submission 4: External (Residential)

Theme of Comment:

Bushfire burnoff and use of fire tankers impacting water quality, and responses to customers.

Response:

*The feedback did not relate to the Water and Sewer Customer Charter. The customer was contacted for further information and two service requests were lodged on their behalf.*

### Submission 5: External (Residential)

Comment:

Lack of understanding of Council assets post-merger and lack of sharing of information between departments.

Response:

*Water and Sewer has an Asset Management System in place which informs planning and maintenance of the network. Further information was sought from the customer.*

### Submission 6: External (Residential)

Comment:

Accountability and responsiveness to water and customer 'flood' management issues.

Response:

*Council investigated the CX history for the customer and sought clarification on the feedback. The customer is to meet the Section Manager for Bushfire and Flood Risk Management to discuss the matter.*

## **2.9 Adoption of Water and Sewer Customer Charter and Complaints Management Framework (contd)**

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Council has considered the feedback provided and determined that there were no material suggestions from the submissions warranting changes to the draft documents.

### **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:

The Customer Charter and Customer Complaints Management Framework were developed as part of an ongoing commitment to improving customer outcomes from the Water and Sewer business. The cost of this initiative and the flow on service improvements to our customers has been incorporated into our current IPART pricing determination. There is no financial impact to Council.

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

Theme 4: Responsible

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

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

### **Risk Management**

There is no discernible risk to Council or customers as the proposal enhances Council's accountability and service commitment to its customers.

### **Critical Dates or Timeframes**

- 30 September 2023: Council's 2023/24 Operational Plan:
  - Adoption by Council of a Water and Sewer Customer Charter that shows commitments to customers
  - Adoption by Council of a Water and Sewer Complaints Management Framework to make it easier for customers to engage with Council

**2.9 Adoption of Water and Sewer Customer Charter and Complaints Management Framework (contd)**

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**Attachments**

<b>1</b>	Central Coast Council Water and Sewer Customer Charter	Provided Under Separate Cover	D15741342
<b>2</b>	Central Coast Council Water and Sewer Customer Charter Summary	Provided Under Separate Cover	D15741337
<b>3</b>	Central Coast Council Water and Sewer Complaints Management Framework	Provided Under Separate Cover	D15739388



**Item No:** 2.10  
**Title:** Draft Water and Sewer Community Engagement and Education Strategy for public exhibition  
**Department:** Water and Sewer

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26 September 2023 Ordinary Council Meeting

Reference: F2023/01244 - D15827414  
Author: Dylan Magrin, Water Education Officer  
Manager: Scott Gordon, Business Manager Business Performance  
Executive: Jamie Loader, Director Water and Sewer

### **Recommendation**

- 1 That Council places the draft Water and Sewer Community Engagement and Education Strategy on public exhibition for a period of twenty-eight (28) days.**
- 2 That Council consider a further report on the outcome of the public exhibition and for adoption of the Water and Sewer Community Engagement and Education Strategy at the completion of the public exhibition period.**

### **Report purpose**

To outline the process for the development of the draft Water and Sewer Community Engagement and Education Strategy (Attachment 1) and for Council to consider placing the draft Strategy on public exhibition for a period of twenty-eight days.

### **Executive Summary**

The draft Water and Sewer Community Engagement and Education Strategy (Strategy) outlines how Council will engage, communicate, educate, and continue to improve its services, while building trust with customers and the community.

Council's targeted engagement with the community, '*Improving your water and sewer services*' has informed development of the draft Strategy and continues our focus of placing the customer at the centre of everything Council does to deliver on today's water and sewer needs and prepare for the future.

The draft Strategy covers the three years remaining on the current Independent Pricing and Regulatory Tribunal (IPART) Determination ending 30 June 2026, however it will be regularly reviewed to ensure it remains on track and is adapted to respond to emerging changes in operating circumstances. The draft Strategy addresses IPART's recommendation for Water and Sewer to enhance its engagement with customers and the community.

## **2.10 Draft Water and Sewer Community Engagement and Education Strategy for public exhibition (contd)**

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The public exhibition period will be for 28 days and will be published on Council's website Your Voice Our Coast (YVOC). The final Strategy, with community feedback, will be submitted to Council at its meeting of 28 November 2023 to consider adoption.

### **Background**

Council finalised a Water and Sewer Community and Stakeholder Engagement Strategy for 2022/23 to guide internal community and stakeholder engagement until such time as an external facing document could be developed in consultation with the community. The 2022/23 Strategy noted that separate community engagement, including public exhibition, will be required to develop a strategy for 2023 to 2026 to meet the expectations of IPART.

The targeted community engagement program 'Improving your water and sewer services' undertaken from March to July 2023 for the development of the Water and Sewer Customer Charter and Customer Complaints Management Framework has informed the development of this draft Strategy.

This targeted engagement also included two 'deep dive' groups with 14 residential and business customers from the forums to test the draft Strategy (Attachment 2) and continues our focus of placing the customer at the centre of everything Council does to deliver on today's water and sewer needs and prepare for the future.

### **Current Status**

The draft Strategy addresses IPART's recommendation for Water and Sewer to enhance its engagement with customers and the community. It is consistent with Council's adopted Engagement Framework, supports Council's commitment to be transparent and accountable to the community and is included in Council's published 2023/24 Operational Plan:

"Adoption by Council of a community engagement and education strategy demonstrating how customers will be engaged in planning for and delivery of water and sewer services".

The draft Strategy outlines Council's commitments to the community, incorporating an action plan for engaging with our community and an education focus on developing a water-smart community.

The Community Engagement Action Plan includes engagements relating to the Water and Sewer Masterplan, water conservation and water efficiency, IPART commitments around service delivery and future pricing proposals, and establishing a Customer Advisory Group.

Education of our community is built around four focus areas:

- Build community knowledge through engagement, education, and transparency.

## **2.10 Draft Water and Sewer Community Engagement and Education Strategy for public exhibition (contd)**

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- Develop young people to be water smart, future focused, and innovative.
- Collaborate with First Nations Peoples to improve shared water knowledge.
- Engage and educate businesses and high-water usage non-residential customers so they can be water wise and reduce their impacts on the environment.

The draft Strategy covers the three years remaining on the current IPART Determination ending 30 June 2026, however it will be regularly reviewed to ensure it remains on track and is adapted to respond to emerging changes in operating circumstances.

Council's Quarter 1 review of the 2023/24 Operational Plan is being updated to note the planned date of adoption by Council of the draft Strategy is by 30 November 2023 (the published plan states 30 September 2023). The amended timing reflects the importance of proceeding to public exhibition to provide the opportunity for the broader community to comment on the draft Strategy.

The public exhibition will be for 28 days and be published on Council's website Your Voice Our Coast. The final Strategy, with community feedback, will be submitted to Council at its meeting of 28 November 2023 to consider adoption.

### **Consultation**

The draft Strategy has been developed in consultation with the community and with internal Council stakeholders to ensure alignment with Council's corporate approach to community engagement and communications, and to reflect the community's values and outcomes about water and sewer services.

### **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.

The draft Strategy is being developed as part of an ongoing commitment to improving customer outcomes from the Water and Sewer business. The cost of this initiative and the flow on service improvements to our customers has been incorporated into our current IPART pricing determination. There is no financial impact to Council.

**Link to Community Strategic Plan**

Theme 4: Responsible

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

R-G2: Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making.

**Risk Management**

There is no discernible risk to Council or customers as the proposal enhances Council's accountability and service commitment to its customers.

**Critical Dates or Timeframes**

- 26 September 2023: Council endorsement for public exhibition
- 28 November 2023: Council adoption of final Community Engagement and Education Strategy for public release

**Attachments**

<b>1</b>	Central Coast Council Water and Sewer Community Engagement and Education Strategy	Provided Under Separate Cover	D15849068
<b>2</b>	Central Coast Council Water and Sewer Community Engagement and Education Strategy Group Findings	Provided Under Separate Cover	D15849097

**Item No:** 2.11  
**Title:** Amendments to Waste Guidance for Development  
**Department:** Environment and Planning and Infrastructure Services

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26 September 2023 Ordinary Council Meeting

Reference: F2020/00039 - D15787625  
Author: Bruce Ronan, Strategic Planner Local Planning and Policy  
Scott Duncan, Section Manager Local Planning and Policy  
Darren North, Section Manager Waste Services  
Manager: Shannon Turkington, Unit Manager Strategic Planning  
Executive: Alice Howe, Director Environment and Planning  
Boris Bolgoff, Director Infrastructure Services

## **Recommendation**

### ***That Council:***

- 1 *Publicly exhibit draft DA Guidelines for Resource and Waste Management Planning (Attachment 1) and proposed amendments to Chapter 2.14 Site Waste Management of the Central Coast Development Control Plan 2022 (Attachment 2) for not less than 28 days.***
- 2 *That Council consider a further report on the outcome of the public exhibition and any submissions on the Draft DA Guidelines for Resource and Waste Management Planning at the completion of the public exhibition period.***
- 3 *Once the DA Guidelines for Resource and Waste Management Planning are adopted by Council, delegate authority to the CEO to make minor amendments to both documents.***

## **Report purpose**

To seek community feedback on proposed *DA Guidelines for Resource and Waste Management Planning* (Waste Guidelines) and associated amendments to *Central Coast Development Control Plan 2022* (CCDCP 2022) Chapter 2.14 Site Waste Management to ensure the updated Waste Guidelines are considered during development assessment.

## **Executive Summary**

Council is in the process of updating the Waste Guidelines. The draft Waste Guidelines reflect the current changes to legislation and both Council and NSW Government waste strategies. The new Waste Guidelines have been developed to take a less prescriptive and more proactive outcome and solution-based approach to improving waste and resource

recovery outcomes in new developments. The new Waste Guidelines, once adopted, will replace Council's current *Waste Control Guidelines*.

To give effect to the proposed Waste Guidelines there needs to be a change to Chapter 2.14 Site Waste Management in the CCDCP 2022.

It is proposed to seek community feedback on both the draft Waste Guidelines and proposed amendments to CCDCP 2022.

### Background

Council's current *Waste Control Guidelines* are a combination of historical approaches and guidelines from both the former Gosford City Council and Wyong Shire Council. In 2022 Council began the extensive process of reviewing the approach and outcomes relating to waste control and management within the DA process. The outcome is the draft Waste Guidelines, which have been developed in consultation with relevant Council staff and the development industry and with due regard to new NSW and local strategies, industry best practice and include input from, and the practices of, other similarly sized councils.

### Report

Concurrently with exhibition of the draft Waste Guidelines, it is proposed to exhibit the corresponding amended chapter in the CCDCP 2022 to reflect the terminology and processes contained in the Waste Guidelines.

Chapter 2.14 Site Waste Management applies to all categories of development and provides Council's requirements for the management of waste including waste minimisation, storage, handling, recycling, and disposal via reference to the proposed Waste Guidelines. The draft Waste Guidelines cover all stages of development including clearing, demolition, site preparation, subdivision, construction, and long-term operation/on-going use.

The amended draft Chapter 2.14 of CCDCP 2022 and the associated draft Waste Guidelines have been prepared having regard to the provisions of the *Waste Avoidance and Resource Recovery Act, 2001* and the *Protection of the Environment Operations Act, 1997*.

The proposed DCP Chapter requires a Resource and Waste Management Plan (RWMP) to be submitted and approved as part of a development application for new development. In the RWMP, the applicant must demonstrate that each of the following four outcomes can be satisfied, as outlined in the draft Waste Guidelines:

- Create safety
- Protect amenity
- Deliver efficiency
- Build a circular economy.

## **2.11 Amendments to Waste Guidance for Development (contd)**

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Each development stage (i.e. site preparation, construction, occupancy) requires a different approach and solution to resource and waste management, thus each stage requires a separate RWMP to be prepared.

As the Waste Guidelines are required to be reviewed more regularly to ensure compliance with legislation changes and best practice, it is proposed to allow for future minor amendments to the Waste Guidelines (following adoption by Council) to be endorsed by Council's CEO.

### **Consultation**

The draft Waste Guidelines were prepared in consultation with the following internal sections of Council:

- Waste and Resource Recovery
- Development Advisory Services
- Employment and Urban Release
- Development Engineering
- Engineering Certification
- Residential Assessments
- Building Assessment and Certification
- Architectural Design
- Building Surveyors
- Strategic Planning

The draft Waste Guidelines were also prepared in consultation with the following external stakeholders:

- Council's waste collections contractor
- Several local architects and consultants involved in preparing waste management plans and development applications.
- Several large NSW Councils

The draft CCDCP 2022 Chapter 2.14 and draft Waste Guidelines will be placed on public consultation for a period of not less than 28 days. Feedback received during the public consultation will be considered by Council prior to finalisation.

### **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.

Adoption of the staff recommendation has no direct bottom-line budget implications for Council.

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

Theme 3: Green

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

G-E3: Reduce littering, minimise waste to landfill and educate to strengthen positive environmental behaviours.

### **Risk Management**

There are no material risks identified to the natural or built environment associated with the proposed amendment to Council's waste guidance for development.

### **Options**

- 1 Support the recommendation as the proposed amendments to Council's waste guidance for development has strategic merit in that it will apply improved practice to the consideration of waste in the development assessment process.  
**This is the recommended option.**
- 2 Retain the existing waste guidance for developers (not recommended).

### **Conclusion**

The proposed amendments to waste guidance for development has strategic merit in that the proposed changes will apply more contemporary practices to the management of waste as part of the development assessment process.

### **Attachments**

<b>1</b>	Draft DA Guidelines for Resource and Waste Planning	Provided Under Separate Cover	D15856826
<b>2</b>	Draft DCP Chapter 2.14 Site Waste Management	Provided Under Separate Cover	D15788593
<b>3</b>	Current DCP Chapter 2.14 Site Waste Management	Provided Under Separate Cover	D15783565
<b>4</b>	Current Waste Control Guidelines	Provided Under Separate Cover	D15856294



**Item No:** 2.12  
**Title:** Submission on the NSW Arts, Culture and Creative Industries Policy  
**Department:** Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: F2017/00704-002 - D15852107  
Author: Glenn Cannard, Unit Manager Community and Culture  
Executive: Melanie Smith, Director.Community and Recreation Services

## **Recommendation**

***That Council note the response provided regarding the NSW Arts, Culture & Creative Industries Policy.***

### **Report purpose**

To note the response provided by Central Coast Council regarding the NSW Arts, Culture & Creative Industries Policy.

### **Executive Summary**

The NSW Government recently released a discussion paper 'A New Look at Culture' and requested written responses to understand what is working in the arts, cultural and creative sectors, what's not; and what ideas may help stimulate growth in the sectors.

## **Report**

A response to the discussion paper was provided by Central Coast Council (Council) and is summarised below:

The Central Coast Region has a growing population, with significant growth in our local First Nations community, residents from non-speaking English backgrounds and in children 0-11 years of age. Our region is also acknowledged as one of five NSW urban growth centres, and we do not have a state funded cultural facility, specific state-based arts, and culture strategy, nor a dedicated regional arts body.

While the Central Coast has been historically overshadowed by our urban neighbours in Sydney and Newcastle, we are witnessing rapid growth in the arts, cultural and creative industries sector locally particularly in the fields of literature, visual arts, independent performing arts (particularly in dance and physical theatre), film and screen, game developers, music and multidisciplinary arts, which have significantly diversified the traditional forms of creative practice that have historically underpinned our cultural landscape.

## **2.12 Submission on the NSW Arts, Culture and Creative Industries Policy (contd)**

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While we have a solid foundation, it is crucial to address the challenges that our artists and creative industries face in terms of sustainable support. Without adequate funding, resources, and access to relevant venues and spaces, many local talented individuals will consider relocating from the Central Coast to more resource-rich regions, and we risk losing many of those who have recently relocated here if clear pathways to professional development and adequate opportunities to showcase their work are not available. We already know this is a significant issue faced by many high-calibre artists and practitioners who currently reside on the Central Coast but must seek work opportunities outside the area due to the lack of local support.

All the evidence and data confirm the Central Coast as a region which urgently requires a strategic approach to guide and support the growth of our cultural infrastructure and our supporting ecosystem for creative practitioners. It is an imperative to help us pursue objectives in our key regional plans; delivering our economic development goals; implementing our Destination Management Plan, supporting the evolution of our night-time economy, and enabling the objectives of our Regional Cultural Plan to be realised.

Council believes this strategic approach needs focus on the following key objectives:

- **Sustained Investment:** Allocate dedicated funding to support the Central Coast's rapidly emerging arts sector, ensuring that artists and projects receive the resources they need to grow and thrive.
- **Retaining Local Talent:** Implement initiatives to encourage artists to remain in the region, such as providing incentives and support for projects that are developed and presented locally.
- **Promotion and Advocacy:** Raise awareness about the Central Coast's creative potential through effective promotion and advocacy, highlighting the distinctive contributions it can make to the broader cultural landscape including the establishment of a Regional Arts Development Organisation (RADO) for the Central Coast & broader region.
- **Collaborative Partnerships:** Foster collaborations between local artists, cultural institutions, and businesses to create a network that nurtures creativity and strengthens the ties between the arts and the local community.
- **Infrastructure Development:** Support proposals such as the film and television studio at Ourimbah and explore further enabling projects through a cultural infrastructure pipeline so collectively we can catalyse the growth of the creative industries on the Central Coast.

Historically, the Central Coast, a growing area of 350,000 people, has rarely received any funding support for the arts from other levels of government and we are often entirely overlooked – seemingly adrift and viewed as neither metropolitan nor regional.

In summary, Council have requested the NSW Government identifies and selects the Central Coast as THE Pilot Region for the strategic implementation of the Arts, Culture & Creative Industries Policy.

## 2.12 Submission on the NSW Arts, Culture and Creative Industries Policy (contd)

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This would require investment in the region to capitalise on the emergence of artistic and cultural activity aligned with Council's adopted strategies on tourism, economic development, and cultural growth.

The NSW State Government enjoys significant resources (comparative to Council) and by working together we could drive significant change in our region and provide the blueprint for positive and lasting impacts in the arts and culture sector across the state.

Some of the outcomes from this collaborative approach could include:

- Developing a not-for-profit managed multi-artform hub that could provide much needed space for opportunities across the spectrum of creative development, cross artform sharing and collaboration.
- Developing a not-for-profit managed "rolling fund" – supported by both Council and the State Government with matching investment from the private sector. This model would offer a mechanism that is locally controlled and alert to local needs to which arts organisations and individual artists can apply, plus provide a neutral decision-making process in which business and governments could be assured that their contributions are professionally managed and well spent.
- Increased investment in dedicated tertiary pathways for Performing, Visual Arts & Creative Industries on the Central Coast.
- Direct investment in Young People and the Arts with stronger links to Education through Artist in Schools & Education Officers.
- Establishing a RADO or other effective networking and professional support mechanism to link local artists with the tiers of government.
- Providing significant investment in our ageing, existing cultural facilities to ensure they remain fit for purpose into the future, and work with Council in repurposing underused facilities in government ownership to create assets such as the multi-artform hub.
- Invest in our rapidly emerging First Nations arts and cultural scene to increase opportunities for First Nations employment, stimulate our tourism sector and celebrate our unique local cultural heritage.
- Financially contributing towards an internationally recognised, broad artform based Festival of the Arts hero event on the Central Coast. Based in and around Gosford, our regional capital, this would meet numerous strategic objectives identified in a raft of local and regional plans to stimulate local economic activity.

### 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.*

## **2.12 Submission on the NSW Arts, Culture and Creative Industries Policy (contd)**

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

No additional budget is sought through the response provided to the NSW Arts, Culture & Creative Industries Policy.

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

Theme 1: Belonging

### **Goal A: Our community spirit is our strength**

B-B3: Foster creative and performing arts through theatres, galleries and creative spaces, by intergrating art and performance into public life.

### **Risk Management**

Nil Impact

### **Options**

Nil Impact

### **Attachments**

*Nil.*



**Item No:** 2.13  
**Title:** Service NSW for Business Partnership Agreement  
**Department:** Environment and Planning

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26 September 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15837677  
Author: Andrew Powrie, Business Economic Development Manager  
Manager: Jamie Barclay, Unit Manager Economic Development and Property  
Executive: Alice Howe, Director Environment and Planning

## **Recommendation**

### ***That Council:***

- 1 *Endorse the proposed Partnership Agreement with Service NSW for Business (Attachment 1).***
- 2 *Delegate authority to the CEO to enter into the Partnership Agreement with Service NSW for Business.***

## **Report purpose**

To seek support to enter into a replacement Partnership Agreement with Service NSW for Business (Attachment 1).

## **Executive Summary**

Council currently has an 'Easy to Do Business' agreement (Attachment 2) in place with Service NSW to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy. The purpose of this report is to seek support to enter into a replacement agreement with Service NSW for Business.

All councils in NSW have been invited to enter into this replacement agreement, which acts as a non-legally binding partnership agreement to enable the sharing of Service NSW for Business data with Council. This new agreement will make it easier for Service NSW for Business and Council officers to collaborate on initiatives to provide benefit for businesses in the Central Coast local government area.

## **Background**

Council currently has an agreement in place with Service NSW for Business to promote and provide access to NSW Government information and services to better assist business owners and to support the local economy. The purpose of this report is to seek support to enter into a replacement agreement with Service NSW for Business.

A resolution of Council is required to enter into an agreement with Service NSW under Section 8(4) of the *Service NSW (One-Stop Access to Government Service) Act 2013*.

### **Current Status**

In 2019, Council signed a service agreement with Service NSW under the brand of "Easy to do Business". This Service NSW brand has been updated to "Service NSW for Business".

### **Report**

Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through transactions, and to access support. The services provided to business owners include:

- Business Concierges offering over-the-phone, email and face-to-face support and case management;
- An online Business Profile to make it faster and easier for business owners to transact with NSW Government;
- Guidance and support for small business owners impacted by natural disasters or emerging issues to access a range of Government stimulus, support and information; and
- Online business information hubs including how-to guides to help business owners understand key tasks and the support available when starting and running a business in NSW.

A new partnership agreement has been developed to update the revised branding and provide consistency across all NSW councils, reflecting the broader focus of Service NSW for Business.

The new partnership agreement includes further detail and clarity about the roles and responsibilities of all agencies in relation to the collection, storage, and security of personal information.

There are no additional tasks required of Council, and signing this agreement provides access to a range of data collected by Service NSW, which provides insights and understanding of services and assistance being provided to local businesses across the region.

Previous data shared with Council under the initial agreement included number of businesses accessing various grant sources from bushfire funding to COVID support. Historic data has included the number of businesses registered for Job Keeper as well as number of businesses using and consumers accessing Dine and Discover vouchers in the region. It is important to note, no personal or individual business information is provided.

The intention of the partnership agreement is to build awareness of specialist advice services available to local businesses and to ensure Council staff can direct enquiries to these services

and provide applicants with the skills to be better informed and researched prior to lodging any applications.

The new clauses in this agreement ensure responsibility is shared between Council and Service NSW for protecting personal information and data.

### **Consultation**

Consultation has been undertaken with Service NSW in the formulation of this recommendation.

### **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.

This program is at no cost to Central Coast Council to participate.

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

Theme 2: Smart

### **Goal C: A growing and competitive region**

B-A1: Work within our communities to connect people, build capacity and create local solutions and initiatives.

### **Risk Management**

There are no material risks of Council entering into the agreement with Service NSW as recommended.

### **Options**

- 1 Do not sign the updated replacement partnership agreement with Service NSW for Business.

This is not the preferred option. We have a signed Agreement in place. Service NSW for Business provides free, personalised support to small business owners, to help them understand industry regulations, to guide them through

## 2.13 Service NSW for Business Partnership Agreement (contd)

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transactions, and to access support. It is good resource and support avenue for local Central Coast businesses looking to establish or grow.

- 2 Sign the new replacement partnership agreement with Service NSW for Business.

**This is the recommended option.** This agreement supports Council's goal to provide an attractive business and economic development environment. It will support the establishment, attraction, and retention of a diverse range of businesses and industries to the region.

### Attachments

<b>1</b>	Proposed Partnership Agreement with Service NSW for Business 2023	Provided Under Separate Cover	D15837689
<b>2</b>	Easy to do Business Program MOU - Signed by CCC and Service NSW	Provided Under Separate Cover	D13457360



**Item No:** 2.14  
**Title:** Community Support Grant Program - July 2023  
**Department:** Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: F2017/02117-002 - D15565048  
Author: Belinda McRobie, Section Manager Community Development  
Manager: Glenn Cannard, Unit Manager. Community and Culture  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

- 1 That Council allocate \$30,739.87 (inclusive of GST where applicable) from the 2023/24 grants budget to the Community Support Grant program, as outlined below and in Attachment 1.**
  - a. The Uniting Church in Australia Property Trust (NSW) on behalf of Gosford Uniting Church - \$4,900.00**
  - b. Hardys Bay Community Church \$5,000.00**
  - c. Ourimbah Region Residents Association Incorporated - \$915.87**
  - d. Coastal a Cappella - \$1,782.00**
  - e. Coast & Country Primary Care - \$4800.00**
  - f. Special Olympics Australia - \$1,495.50**
  - g. Umina United Soccer Club Incorporated – \$2,194.50**
  - h. Matcham Holgate Cricket Club Incorporated –\$5,000.00**
  - i. Northern Lakes Junior Rugby League Football Club Incorporated - \$4,652.00**
  
- 2 That Council decline applications as outlined below, for the reasons indicated in Attachment 1, and the applicants be advised and where relevant, directed to alternate funding sources.**
  - a. China Australia Friendship Association Incorporated – insufficient information to make an accurate assessment.**
  - b. Mannering Park Amateur Sailing Club Incorporated – identified in a more suitable grant program.**
  - c. Central Coast Mariners Foundation Limited– not recommended as currently proposed. Investigate other options for funding.**

## **Report purpose**

To seek endorsement of the recommendations for the Community Support Grant Program.

### Executive Summary

This report considers the applications and recommendations for the Community Support Grant Program.

The Community Support Grant Program remains open throughout the year to provide assistance for community activities that require in-kind support through the provision of subsidised access to Council services and financial assistance for community activities that require a smaller amount of support.

This program enables applicants to apply for funding support in a faster response time.

### Background

Council's grant programs are provided to support the community to deliver quality programs, projects or events that build connections, celebrate our local community, and align with the One-Central Coast Community Strategic Plan and build capacity across the entire Central Coast community.

The Community Support Grant Program is provided to support the community to deliver activities which require a small amount of funding and/or in-kind support. The Community Support Grant provides assistance for community activities that require:

- 1 In-kind support through the provision of subsidised access to Council services.
- 2 Financial assistance for community activities that require a smaller amount of support. The Community Support Grant Program provides a combined original budget of \$300,000 annually as detailed in table one below.

**Table 1: Community Support Grant Program**

Program	Original Budget	Opening Period	2023/2024 allocation to date (inclusive of GST where applicable)	Recommendation allocation within this report (Inclusive of GST where applicable)	Allocation to date + Recommendation within report (Inclusive of GST where applicable)
Community Support Grant Program	\$300,000	Ongoing	\$64,062.06	<b>\$30,739.87</b>	\$94,801.93
<b>TOTAL</b>			<b>\$64,062.06</b>	<b>\$30,739.87</b>	<b>\$94,801.93</b>

### **Current Status**

Applications submitted from 1 – 31 July 2023 are considered in this report. The Community Support Grant Program provides up to \$5,000 per project per financial year in combined funding and in-kind Council services to applicants who are a legally constituted not-for profit organisations, or auspiced by one.

### **Assessment**

A total of twelve applications were received and assessed by 14 August 2023, with 9 applications recommended for funding in this Council report. Three applications are not recommended for funding.

One application was not recommended for funding because they did not provide sufficient information to make an accurate assessment, one application is not recommended for funding as currently proposed and one application has been identified for a more suitable grant program. All applicants will be advised to discuss their proposal further with Council's Grants Officers prior to resubmission in a future round.

The Community Support Grant applications were assessed by Council's Unit Manager Community and Culture and the Community Grants Team, against the Community Support Grant Program guidelines.

### **Consultation**

Information on Council's Community Grants program is provided on Council's website and promoted through Council's social media platforms.

Regular emails with relevant information were provided to the community grants database.

Council staff conducted two grant writing workshops with 59 attendees and four grant information sessions with 116 attendees.

Additionally, Council staff also undertook two drop -in support sessions with 3 attendees to assist applicants with their submissions where required.

### **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.  
Council's 2023/2024 Council Operational Expenditure original budget allocates \$300,000 to the Community Support Grant Program.

Expenditure is approved until the end of the 2023-2024 financial year. Unspent funds will lapse on 30 June 2024.

No additional budget is required nor sought through this report. All actions within have been funded through existing and approved operational plan budgets.

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

Theme 1: Belonging

### **Goal A: Our community spirit is our strength**

B-A1: Work within our communities to connect people, build capacity and create local solutions and initiatives.

### **Risk Management**

All successful applications will receive a letter of offer outlining Council's requirements of funding, service delivery and accountability for both Council and the funded organisation.

Applications recommended for funding are conditional on all relevant event/activity approvals being provided prior to the release of funds, and successful applicants are required to return any unspent funds for projects not able to be delivered as planned

All successful applicants are required to submit a final project acquittal report no later than twelve weeks after the agreed completion date of the activity/project with copies of any photos, promotional materials, and evidence of payment/purchase for each funded item.

### **Options**

- 1 Approval of all recommended applications as submitted will provide a community benefit to residents of the Central Coast Local Government Area.  
**This is the recommended option**
- 2 Non approval of some or all applications as recommended may result in projects not being undertaken if the respective proponents are unable to secure alternate funding. Not recommended.

**Critical Dates or Timeframes**

Many of these grant applications are dependent upon support via Council's grant program. Should decisions be delayed or not supported projects may not be undertaken.

**Attachments**

<b>1</b>	Community Support Grant Program - July 2023 -  Recommended and Not Recommended	Provided Under Separate Cover	D15832733
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**Item No:** 2.15  
**Title:** Application for Memorial Seat - Mrs Coral Burnham  
**Department:** Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: F2017/01262 - D15786725  
Author: Brett Sherar, Unit Manager, Open Space and Recreation  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

***That Council approve the application for a memorial seat to acknowledge the contribution of Mrs Burnham to the community of Mannering Park.***

## **Report purpose**

To seek approval to install a memorial seat adjacent to the shared pathway in front of the Sea Scouts Hall on Griffith Street, Mannering Park in memory of Mrs Coral Burnham.

## **Executive Summary**

An application has been received by the Mannering Park Progress Association to install a memorial seat adjacent to the shared pathway in front of the Sea Scouts Hall in Mannering Park, in memory of Mrs Coral Burnham for her extensive contribution and voluntary service to the Central Coast Community.

## **Background**

The Mannering Park Progress Association has submitted an application in accordance with The Policy for Memorials, Naming of Council Facilities and Donations of Park Furniture and Trees (The Policy) (available [here](#) on Council's website) for the installation of a memorial seat to be placed adjacent to the shared pathway in front of the Sea Scouts Hall in Mannering Park. The location of the proposed seat is identified in the map contained within Attachment 1.

A review of the application and attachments provided by the Mannering Park Progress Association has determined that all requirements of the Policy have been met including confirmation that they will be responsible for the cost of purchase, installation, and ongoing maintenance of the seat.

## **Assessment Against Relevant Policy**

The application (Attachment 1) from the Mannering Park Progress Association has been assessed and complies with the requirements of The Policy.

*Criteria Assessment*

An assessment of the application has been undertaken and is considered to meet all requirements. The assessment is as follows:

*Table 1: Assessment of Application*

<b>Policy Requirement</b>	<b>Assessed Criteria</b>
<p>Clause 8: 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>Mrs Burnham passed on 12 June 2021 and therefore, she is eligible. The proposed seat is in memory of Mrs Burnham for her volunteer work as a member of the Mannering Park Public School Parents and Citizens Association; three decades in the Mannering Park Progress and contributing to the Delta Care Forums.</p> <p>Additionally, Mrs Burnham assisted in working with children in reading groups and canteen duty.</p> <p>Mrs Burnham was also directly involved in achieving a number of community outcomes provided in the attached application (Attachment 1) which also provides information on an award received by Mrs Burnham from Jill Hall MP described as the Commitment to Community Service Award.</p>
<p>Clause 16: Applications must include a supporting statement for the nominee detailing how the nominee meets the conditions as stated in the Policy.</p>	<p>Supporting statements have been provided by the Mannering Park Progress, Delta CARE and Mannering Park Parents and Citizens Association detailing how the late Mrs Burnham has met the conditions as stated in the Policy.</p>
<p>Clause 17: All applications should include a site plan indicating the proposed location of the memorial seat.</p>	<p>A plan has been provided by the Mannering Park Progress showing the proposed site for the memorial seat (Attachment 1)</p>
<p>Clause 19: The documentation must be validated by Statutory Declaration.</p>	<p>The documentation attached to the application has been validated by a Statutory Declaration.</p>
<p>Clause 21: For park furniture, plaque size will be limited to 150mm by 100mm and will be installed in the concrete base around the park furniture.</p>	<p>The Mannering Park Progress has provided a commitment contained within the application to the cost of purchasing, installing and ongoing maintenance of the seat (Attachment 1)</p>

Policy Requirement	Assessed Criteria
Wording should follow a simple and standard format and avoid terminology used in the cemeteries. The wording will recognise the nominee and their qualities/attributes, or an appropriate phrase outlined in the application.	

**Consultation**

In accordance with the Policy, Council staff in the Open Space and Recreation Unit have been consulted in relation to the placement site of the seat and no concerns have been identified with the proposal.

**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 cost to Council to adopt this recommendation.

**Link to Community Strategic Plan**

Theme 1: Belonging

**Goal A: Our community spirit is our strength**

B-A1: Work within our communities to connect people, build capacity and create local solutions and initiatives.

**Risk Management**

There are no identified risks regarding the installation of the memorial seat.

**Options**

- 1 To approve the application for the installation of the memorial seat to acknowledge the contribution of Mrs Burnham to the community of the Central Coast. **This is the recommended option.**

**2.15 Application for Memorial Seat - Mrs Coral Burnham (contd)**

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- 2 Council could decide not to approve the application for the installation of the memorial seat. This is not recommended, as the Applicant has met all requirements of the Policy.

**Attachments**

<b>1</b>	Application for Memorial Seat for Coral Burnham	Provided Under Separate Cover	D15813949
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**Item No:** 2.16  
**Title:** Application for Memorial Seat - Mr Aaron Costa  
**Department:** Community and Recreation Services

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26 September 2023 Ordinary Council Meeting

Reference: F2017/01262 - D15834212  
Author: Brett Sherar, Unit Manager Open Space and Recreation  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

***That Council approve the application for a memorial seat to acknowledge the contribution of Mr Aaron Costa to the community of Tuggerah Lakes and his extensive charity work throughout his life.***

## **Report purpose**

To seek approval to install a memorial seat adjacent to the shared pathway beside the cycleway at Soldiers Beach in memory of Mr Aaron Costa.

## **Executive Summary**

An application has been received by Council from Ms Bianca Uno to install a memorial seat beside the cycleway at Soldiers Beach, in memory of Mr Aaron Costa for his extensive charity work and contribution to the community of the Central Coast.

## **Background**

Ms Bianca Uno has submitted an application in accordance with The Policy for Memorials, Naming of Council Facilities and Donations of Park Furniture and Trees (The Policy) (available [here](#) on Council's website) for the installation of a memorial seat to be placed beside the cycleway at Soldiers Beach. The location of the proposed seat is identified in the map contained within Attachment 1.

A review of the application and attachments provided by Ms Uno has determined that all requirements of the Policy have been met including confirmation that she will be responsible for the cost of purchase, installation, and ongoing maintenance of the seat.

## **Assessment Against Relevant Policy**

The application (Attachment 1) from the Ms Uno has been assessed and complies with the requirements of The Policy.

## 2.16 Application for Memorial Seat - Mr Aaron Costa (contd)

### Criteria Assessment

An assessment of the application has been undertaken and is considered to meet all requirements. The assessment is as follows:

Table 1: Assessment of Application

Policy Requirement	Assessed Criteria
<p>Clause 8: 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 Costa passed on 7 August 2022 and therefore, he is eligible. The proposed seat is in memory of Mr Costa for his service as a Police Officer in the Tuggerah Lakes Police District and for his involvement and fundraising in many acknowledged charities throughout his life, as described in Attachment 1 of this report.</p>
<p>Clause 16: Applications must include a supporting statement for the nominee detailing how the nominee meets the conditions as stated in the Policy.</p>	<p>Supporting statements have been provided by Mr John Lavender, Minister for the Anglican Church at Glenmore Park, Mr Brett Robinson, Associate Pastor of Wyong Baptist Church and Mr Jon Goddard of the Police Association of NSW detailing how the late Mr Costa has met the conditions as stated in the Policy.</p>
<p>Clause 17: All applications should include a site plan indicating the proposed location of the memorial seat.</p>	<p>A plan has been provided by Ms Uno showing the proposed site for the memorial seat (Attachment 1)</p>
<p>Clause 19: The documentation must be validated by Statutory Declaration.</p>	<p>The documentation attached to the application has been validated by a Statutory Declaration.</p>
<p>Clause 21: For park furniture, plaque size will be limited to 150mm by 100mm and will be installed in the concrete base around the park furniture. Wording should follow a simple and standard format and avoid terminology used in the cemeteries. The wording will recognise the nominee and their qualities/attributes, or an appropriate phrase outlined in the application.</p>	<p>Ms Uno has provided a commitment contained within the application for the cost of purchasing, installing and ongoing maintenance of the seat (Attachment 1)</p>

### Consultation

In accordance with the Policy, Council staff in the Open Space and Recreation Unit have been consulted in relation to the placement site of the seat and no concerns have been identified with the proposal.

### 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 cost to Council to adopt this recommendation.

### Link to Community Strategic Plan

Theme 1: Belonging

#### Goal A: Our community spirit is our strength

B-A1: Work within our communities to connect people, build capacity and create local solutions and initiatives.

### Risk Management

There are no identified risks regarding the installation of the memorial seat.

### Options

- 1 To approve the application for the installation of the memorial seat to acknowledge the contribution of Mr Costa to the community of the Central Coast. **This is the recommended option.**
- 2 Council could decide not to approve the application for the installation of the memorial seat. This is not recommended, as the Applicant has met all requirements of the Policy.

**Attachments**

<b>1</b>	Application for Memorial Seat - Aaron  Costa	Provided Under Separate Cover	D15834461
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