



Central Coast Council
Business Paper
Ordinary Council Meeting
29 October 2024





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.



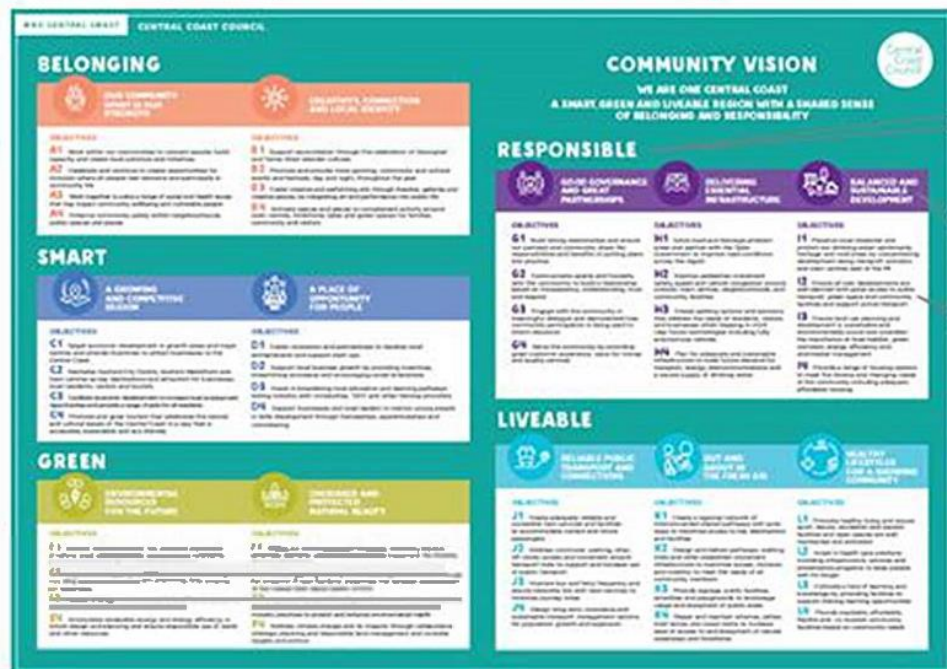
Good governance and great partnerships

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.



Theme

Focus Area

Objective

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 29 October 2024 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

Oath or Affirmation of Office

Councillors are reminded of their Oath or Affirmation of Office to undertake their duties in the best interests of the people of the Central Coast and Council and to faithfully and impartially carry out the functions, powers, authorities, and discretions vested in them under the *Local Government Act 1993*, or any other Act to the best of their ability and judgement. Councillors are also reminded of their obligations under the Code of Conduct to disclose and appropriately manage conflicts of interest.

Disclosures of Interest

Councillors are reminded of their obligation under Council's Code of Conduct to declare any conflict of interest in a matter considered by Council.

Recording

In accordance with the *NSW Privacy and Personal Information Protection Act 1998*, you are advised that all discussion held during the Open Council meeting is recorded for the purpose of livestreaming the public meeting and verifying the minutes. This will include any public discussion involving a councillor, staff member or a member of the public.

TABLE OF CONTENTS

1 Procedural Items

1.1	Confirmation of Minutes of Previous Meeting	5
1.2	Disclosure of Interest	5

2 Reports

2.1	Presentation of 2023-24 Financial Statements and related Auditor's Reports for Central Coast Council and Central Coast Council Water Supply Authority	6
2.2	Monthly Finance Report August 2024	7
2.3	Monthly Finance Report September 2024	17
2.4	Monthly Investment Report August 2024	27
2.5	Monthly Investment Report September 2024	34
2.6	The Central Coast Region Report (formerly 'End of Term' Report)	42
2.7	Water and Sewer Development Servicing Plans for Adoption	49
2.8	Submission to the Office of Local Government - Councillor Conduct Framework Review	57
2.9	Councillor appointments to external committees and panels	60
2.10	Adoption of Terms of Reference - Audit, Risk and Improvement Committee	66
2.11	Community Development Grants Program - 2024-25	70
2.12	Community Support Grant Program - August 2024	77
2.13	Community Events and Place Activation Grant Program 2024-25	82
2.14	Fire Safety Inspection Report - 11-29 The Entrance Rd, The Entrance	88
2.15	Fire Safety Inspection Report - Bateau Bay Square, 12 Bay Village Road, Bateau Bay	92
2.16	Fire Safety Inspection Report - 31 Boyce Avenue Wyong - Strathavon Resort	97
2.17	Annual Disclosure of Interest Returns	103
2.18	Status Update on Active Council Resolutions	107
2.19	Proposed Ordinary Council Meeting Schedule - 2025	109

3 Notices of Motion

3.1	Notice of Motion: Establishment of Economic Development Committee	112
-----	---	-----

David Farmer
Chief Executive Officer



Item No: 1.1

Title: Confirmation of Minutes of Previous Meeting

Recommendation

That Council confirms the minutes of the Ordinary Meeting of Council held on 27 August, 6 September, and 8 October 2024.

Item No: 1.2

Title: Disclosure of Interest

Recommendation

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

Item No: 2.1
Title: Presentation of 2023-24 Financial Statements and related Auditor's Reports for Central Coast Council and Central Coast Council Water Supply Authority
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2023/00021 - D16441414
Author: Michelle Best, Section Manager Financial Accounting and Assets
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Due notice is given of this matter in accordance with Council's Code of Meeting Practice.

The report and any relevant attachments will be provided prior to the Ordinary Meeting of 29 October 2024.



Item No: 2.2

Title: Monthly Finance Report August 2024

Department: Corporate Services

29 October 2024 Ordinary Council Meeting

Reference: F2020/03205 - D16437188

Author: Garry Teesson, Section Manager Financial Planning and Business Support

Manager: Emma Galea, Chief Financial Officer

Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council receives the Monthly Financial Report – August 2024

Report purpose

To present to Council the financial performance as at 31 August 2024.

Executive Summary

For 2024-25 FY Council has budgeted, on a consolidated basis, an operating surplus before capital income of \$10.7M. As at 31 August 2024, Council has an operating surplus of \$6.9M, compared to a YTD budget of an operating deficit of \$2.0M.

The budgeted net operating position will fluctuate throughout the financial year, reflecting income and expenditure timing. This YTD variance of \$8.9M represents 1% of council's gross annual operating expenditure budget of \$776M.

As at the end of the reporting period, there are no concerns regarding Council's performance against the adopted budget.

As part of Council's financial management framework, actual results for income and expenditure, against the amounts estimated for the reporting period, are monitored monthly. Reasons for significant variations, as well as any mitigation actions required are identified. Any required budget changes are submitted to Council as part of the legislated Quarterly Budget Review process.

Background

The monthly financial report has been prepared in accordance with the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, 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.

Report

Consolidated Operating Statement

As at 31 August 2024, Council has a consolidated net operating surplus of \$6.9M, before capital income, which is favourable to YTD budget by \$8.9M. The overall variance is predominantly driven by a YTD favourable variance in operating expenses of \$9.1M, mostly in employee costs (\$2.0M), materials and services (\$6.8M). The unfavourable variance in Depreciation (\$2.3M) is also being monitored.

The net operating surplus including capital income is \$13.8M which is favourable to YTD budget by \$10.9M.

<div>Consolidated</div> <div>Operating Statement</div> <div>August 2024</div> <div>Central Coast Council</div>								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	421,528	460,606	460,606	70,639	73,698	-	3,059	4%
User Charges and Fees	169,410	170,284	170,284	13,011	14,257	-	1,246	10%
Other Revenue	24,155	15,532	15,532	(904)	766	-	1,670	185%
Interest	38,249	26,022	26,022	2,163	2,722	-	559	26%
Grants and Contributions	52,810	44,668	44,668	9,661	4,886	-	(4,775)	49%
Gain on Disposal	3,084	-	-	-	193	-	193	100%
Other Income	10,306	10,462	10,462	2,425	2,434	-	10	0%
Internal Revenue	57,120	56,950	56,950	8,576	6,394	-	(2,181)	25%
Total Income attributable to Operations	776,662	784,524	784,524	105,570	105,351	-	(219)	0%
Operating Expenses								
Employee Costs	194,560	217,710	217,710	34,428	32,397	1	2,031	6%
Borrowing Costs	12,466	12,010	12,010	462	292	-	170	37%
Materials and Services	229,244	245,138	247,280	32,469	25,707	91,249	6,762	21%
Depreciation and Amortisation	197,293	202,942	202,942	32,143	34,469	-	(2,326)	7%
Other Expenses	43,096	47,217	47,217	778	8	-	770	99%
Loss on Disposal	11,911	-	-	-	196	-	(196)	100%
Internal Expenses	49,488	48,807	48,807	7,260	5,398	-	1,862	26%
Overheads	(0)	-	-	(0)	(0)	-	(0)	100%
Total Expenses attributable to Operations	738,060	773,823	775,965	107,540	98,467	91,250	9,073	8%
Operating Result after Overheads and before Capital Amounts	38,602	10,701	8,559	(1,970)	6,883	-	8,853	449%
Capital Grants	63,325	85,684	85,684	778	1,933	-	1,154	148%
Capital Contributions	43,842	23,908	23,908	4,100	4,947	-	847	21%
Grants and Contributions Capital Received	107,167	109,592	109,592	4,878	6,880	-	2,002	41%
Net Operating Result	145,769	120,293	118,151	2,908	13,763	-	10,855	373%

Variance analysis on the consolidated operating result is as follows:

Operating Revenue

Rates and Annual Charges

\$3.1M Favourable to YTD budget.

- This variance relates to the timing of the budgets and will be corrected in Q1.

User Fees and Charges

\$1.3M Favourable to YTD budget. Main variances include:

- \$0.5M favourable Water and Sewer charges (timing variance).
- \$0.2M favourable on Education and Care fees aligned with higher than forecast activity (partly offset by operating expenses).
- \$0.2M favourable Sport Field hire with income being raised ahead of budget schedule.
- Balance is made up of minor variances across many business units.

Other Revenue

\$1.7M Favourable to YTD budget.

- \$1.3M favourable in unrealised gain on investments, floating rate notes and bonds. This item is not budgeted due to its unpredictable nature and will be monitored and reported monthly. Budgets will be allocated quarterly through the Quarterly Budget Review process.

Interest

\$0.6M Favourable to YTD budget.

- Favourable variance predominantly from the favourable interest rate environment, hence receiving more interest on investments than budgeted. A reforecast will be calculated as part of the upcoming Quarterly Budget Review process (Q1).

Operating Grants and Contributions

\$4.8M Unfavourable to YTD budget.

- Predominantly driven by the timing of the receipt of a significant portion of the Financial Assistance Grant in last financial year. The 2024-25FY grant entitlement will be re-phased based as part of Q1 based on the assumption that a pre-payment of this grant will occur again.

Gain on Disposal

\$0.2M Favourable to YTD budget.

\$0.2M favourable from disposals of plant & equipment through the programmed change overs.

Other Income

- On Track.

Internal revenue

\$2.2M Unfavourable to YTD budget.

- \$2.2M Unfavourable in Plant and Fleet internal charges due to a lag in the internal billing cycle. This is offset by internal operating expenses. Billing has been caught up in September 2024.

Operating Expenses

Employee Costs

\$2.0M Favourable to YTD budget.

- \$2.0M favourable due to staff vacancies trending higher than budgeted, and some budget timing issues.

Borrowing Costs

\$0.2M Favourable to YTD budget.

- Minor variance, mainly budget timing.

Materials and Services

\$6.8M Favourable to YTD budget. All variances are mainly timing in nature. A detailed review will be undertaken as part of Q1 to ensure that budgeted amounts remain aligned with service levels to be delivered. Main variances include:

- \$1.9M favourable in Water & Sewer.
- \$1.8M favourable in Waste Management.
- \$0.7M favourable in Plant and Fleet.
- \$0.3M favourable in Holiday Park Commission Payments (outside peak season).
- Other variances are spread across many delivery units of Council.

Depreciation

\$2.3M Unfavourable to YTD budget.

- This is partly due to budget timing difference related to the capitalisation processing and partly due to asset value indexation (permanent difference). A full year reforecast will be considered as part of Q1.

Other Expenses

\$0.8M Favourable to YTD budget.

- \$0.8M favourable variance relates mainly to the timing of the payment of Council's contribution to the Art House. This has been processed in the September accounts.

Loss on Disposal

\$0.2M Unfavourable to YTD budget.

- Minor variance due to asset values having minor residual values at time of disposal due to earlier than anticipated infrastructure replacement.

Internal expenses

\$1.9M Favourable to YTD budget.

- \$2.0M Favourable variance in Plant and Fleet internal charges due to a lag in the internal billing cycle. This is offset by internal operating Income. Billing has been caught up in the September accounts.

Capital IncomeCapital Grants

\$1.2M Favourable to YTD budget. Timing differences associated with the recognition of income with capital delivery and payment milestones with all grant income on track to be achieved for the year. Main variances include:

- \$0.4M favourable for Environmental Management projects.
- \$0.3M favourable in Open Space and Recreation.
- \$0.3M favourable in Roads and Drainage Infrastructure.

Budget timing will be reviewed as part of Q1.

Capital Contributions

\$0.8M Favourable to YTD budget, on track for full year.

- \$0.8M in Water and Sewer developer contributions
This variance is minor and consistent with the nature of forecasting the exact timing of these external payment activities.

Financial Performance by Fund

The following Tables summarise the financial performance for the reporting period by Fund.

Total General (+Drainage & Waste) Fund								
Operating Statement August 2024								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	313,733	329,428	329,428	52,641	55,583	-	2,942	6%
User Charges and Fees	76,366	75,789	75,789	10,659	11,381	-	721	7%
Other Revenue	22,826	15,532	15,532	(904)	608	-	1,512	167%
Interest	28,347	22,440	22,440	1,869	2,159	-	290	16%
Grants and Contributions	52,506	44,668	44,668	9,661	4,911	-	(4,750)	49%
Gain on Disposal	2,482	-	-	-	193	-	193	100%
Other Income	10,306	10,462	10,462	2,425	2,434	-	10	0%
Internal Revenue	52,827	54,085	54,085	8,511	6,325	-	(2,186)	26%
Total Income attributable to Operations	559,392	552,403	552,403	84,863	83,595	-	(1,268)	1%
Operating Expenses								
Employee Costs	159,433	177,004	177,004	28,005	26,514	1	1,491	5%
Borrowing Costs	4,934	3,352	3,352	244	75	-	169	69%
Materials and Services	183,599	191,871	194,012	25,952	21,072	79,229	4,880	19%
Depreciation and Amortisation	116,976	118,464	118,464	18,746	20,314	-	(1,568)	8%
Other Expenses	42,817	47,217	47,217	778	(2)	-	780	100%
Loss on Disposal	8,703	-	-	-	196	-	(196)	100%
Internal Expenses	36,876	34,518	34,518	5,089	3,564	-	1,525	30%
Overheads	(24,514)	(23,585)	(23,585)	(3,931)	(3,931)	-	(0)	0%
Total Expenses attributable to Operations	528,824	548,841	550,983	74,884	67,803	79,230	7,081	9%
Operating Result after Overheads and before Capital Amounts	30,569	3,562	1,420	9,979	15,792	-	5,813	58%
Capital Grants	52,066	65,482	65,482	-	1,123	-	1,123	100%
Capital Contributions	36,009	17,908	17,908	3,100	3,159	-	59	2%
Grants and Contributions Capital Received	88,075	83,390	83,390	3,100	4,282	-	1,182	38%
Net Operating Result	118,644	86,951	84,810	13,079	20,075	-	6,995	53%

Total Water & Sewer Fund								
Operating Statement August 2024								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	107,795	131,178	131,178	17,998	18,115	-	118	1%
User Charges and Fees	93,044	94,495	94,495	2,352	2,876	-	525	22%
Other Revenue	1,329	-	-	-	158	-	158	100%
Interest	9,902	3,582	3,582	294	563	-	269	92%
Grants and Contributions	304	-	-	-	(25)	-	(25)	100%
Gain on Disposal	602	-	-	-	-	-	-	100%
Other Income	-	-	-	-	-	-	-	100%
Internal Revenue	4,294	2,866	2,866	64	69	-	5	8%
Total Income attributable to Operations	217,269	232,122	232,122	20,707	21,756	-	1,049	5%
Operating Expenses								
Employee Costs	35,127	40,705	40,705	6,423	5,883	-	540	8%
Borrowing Costs	7,533	8,658	8,658	218	217	-	1	0%
Materials and Services	45,645	53,267	53,267	6,517	4,635	12,020	1,882	29%
Depreciation and Amortisation	80,317	84,478	84,478	13,397	14,155	-	(758)	6%
Other Expenses	279	-	-	-	11	-	(11)	100%
Loss on Disposal	3,208	-	-	-	-	-	-	100%
Internal Expenses	12,612	14,289	14,289	2,171	1,834	-	337	16%
Overheads	24,514	23,585	23,585	3,931	3,931	-	-	0%
Total Expenses attributable to Operations	209,236	224,982	224,982	32,656	30,664	12,020	1,992	6%
Operating Result after Overheads and before Capital Amounts	8,033	7,139	7,139	(11,949)	(8,909)	(12,020)	3,041	25%
Capital Grants	11,259	20,202	20,202	778	809	-	31	4%
Capital Contributions	7,833	6,000	6,000	1,000	1,788	-	788	79%
Grants and Contributions Capital Received	19,092	26,202	26,202	1,778	2,598	-	819	46%
Net Operating Result	27,125	33,341	33,341	(10,171)	(6,311)	(12,020)	3,860	38%

Financial Performance Benchmarks

Below is a summary of Council's performance, on a consolidated basis against main industry financial performance benchmarks set by the Office of Local Government.

Financial Performance Ratio	Industry Benchmark	Full year Forecast	Ratio – YTD Actuals	
Operating Performance Ratio	> 0%	1.47%	8.9%	✓
Own Source operating Revenue Ratio	> 60%	81.57%	89.1%	✓
Unrestricted Current Ratio	> 1.5x	2.57x	4.3x	✓
Cash Expense Cover Ratio	> 3 months	3.44 months	2.8 months	✓
Buildings and Infrastructure Renewals Ratio	n/a	138%	73.6%	
Infrastructure Maintenance Ratio	n/a	n/a	46.0%	

As at the end of the August 2024, on a consolidated basis, Council exceeded the mandated benchmark for the operating performance ratio, achieving 8.9%.

Council has also performed favourably against the unrestricted current ratio, achieving 4.3x against a benchmark of > 1.5x. This ratio considers all current assets and liabilities, including cash.

Council maintained positive performance regarding the cash expense cover. Council is in a strong liquidity position.

The infrastructure ratios are monitored each month and are based on a point in time. The Infrastructure Renewal Ratio is based on the actual renewal expenditure as at the end of the reporting period, compared to the depreciation over the same period. The Asset Maintenance Ratio is calculated based on actual maintenance as at the end of the reporting period compared to the required maintenance estimated over the same reporting period. Annual performance in regard to these ratios is included in the Special Schedules in the annual Financial Statements, noting that the infrastructure section within the Schedules does not form part of the NSW Audit Office audit.

Noting the volatility in the timing of asset renewal and maintenance, performance as at the end of a reporting period, is an indication only of Council's likely performance against the benchmark for the year. To further enhance the reliability of these measures, a cross unit project is currently underway to ensure that all maintenance and renewal activities are appropriately captured and accounted for.

Cash and Investments

Details on cash and investments as at 31 August 2024 are included in the Monthly Investment Report August 2024.

Emergency Loans

In 2020 Council obtained emergency loans totalling \$150M. These loans were required to finance Council's working capital, cash reserves, maturing debt facilities and capital expenditure.

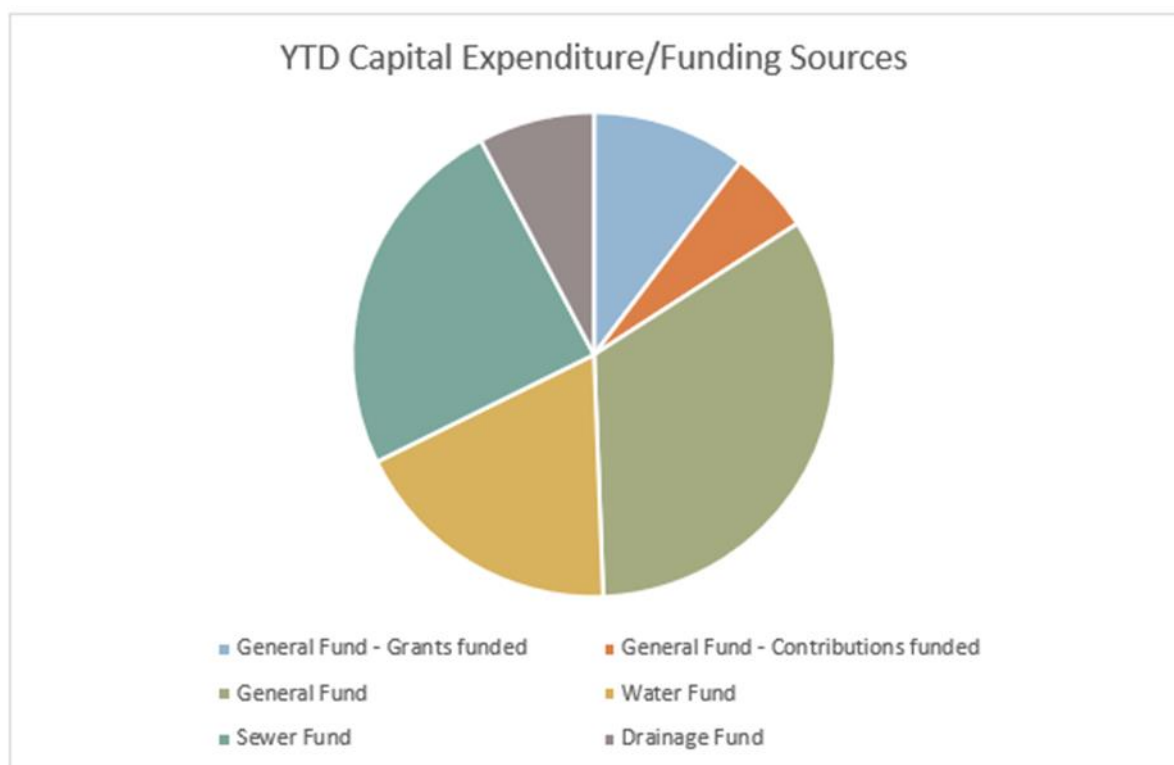
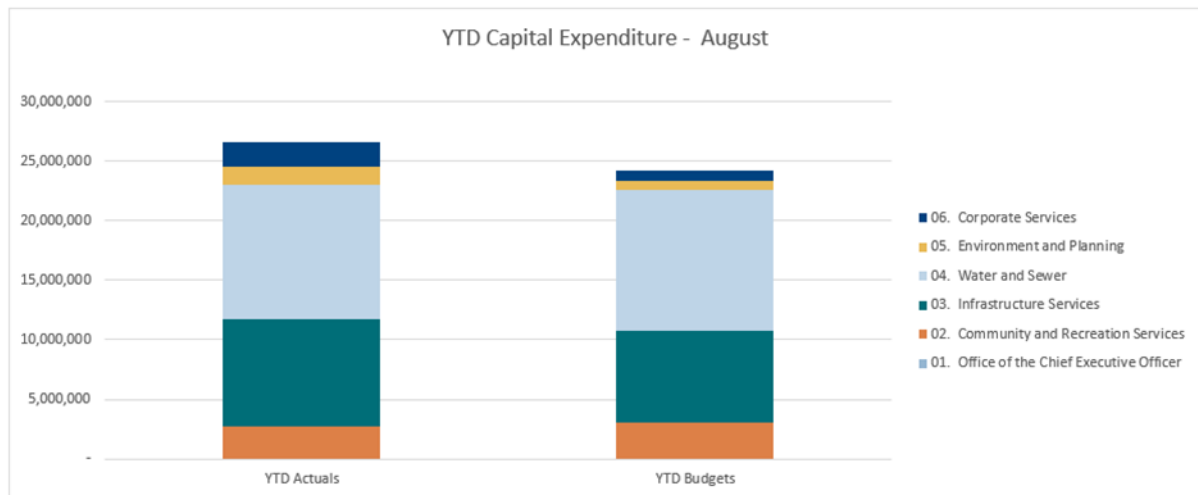
In December 2023, the \$100M Emergency Loan was settled and repaid in full, extinguishing the requirement to refinance any amount.

Council will continue to internally restrict funds with the aim of settling the remaining \$50M in November 2025, without the need to refinance any amount. The interest rates environment will be monitored and the timing and amount of any repayment or extinguishment of the loan will be optimised accordingly.

Capital Works

As at 31 August 2024 capital expenditure is \$26.6M against a YTD budget of \$24.2M for the same period, and a 2024-25 FY budget of \$304.7M. The variance mainly reflects budget timing, which will be reviewed as part of Q1.

Department	Original Budget	FULL YEAR Budget	YTD Budgets	YTD Actuals	Commitments	YTD Variance	YTD Variance
	\$ 000s	\$ 000s	\$ 000s	\$ 000s	\$ 000s	\$ 000s	%
01. Office of the Chief Executive Officer	-	-	-	-	-	-	-
02. Community and Recreation Services	51,420	49,865	3,063	2,737	6,475	326	10.6%
03. Infrastructure Services	106,650	104,016	7,740	8,969	18,030	(1,229)	-15.9%
04. Water and Sewer	122,366	122,366	11,746	11,290	56,102	457	3.9%
05. Environment and Planning	9,911	10,005	844	1,600	4,278	(756)	-89.6%
06. Corporate Services	18,180	18,436	792	2,023	8,873	(1,231)	-155.3%
Total	308,527	304,688	24,185	26,620	93,757	(2,434)	-10.1%



Stakeholder Engagement

The preparation of the August 2024 monthly financial report included consultation with business units across Council to identify the reasons and mitigation strategies for significant variances to budget.

Financial Considerations

Financial Year (FY) Implications

The proposal has cost and revenue implications for the current FY only.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

This report presents the financial position of Council as at 31 August 2024. Variations from budgeted amounts are detailed and an explanation provided. To date, there are no concerns regarding Council's financial performance for the remainder of the financial year.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Council's financial management framework includes the monthly review and reporting of significant variances to budget. This ensures that any issues are identified and rectified in a timely manner, with any necessary adjustments being captured in the appropriate Quarterly Budget Review.

This process mitigates the risk of Council's financial performance deviating from the adopted budget and ultimately altering the trajectory of Council's Long Term Financial Plan.

Critical Dates or Timeframes

Council receives monthly financial reports to ensure that Council is kept up to date with Council's financial performance.

Attachments

Nil.



Item No: 2.3
Title: Monthly Finance Report September 2024
Department: Corporate Services

29 October 2024 Ordinary Council Meeting

Reference: F2023/01346 - D16438983
Author: Garry Teesson, Section Manager Financial Planning and Business Support
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council receives the Monthly Financial Report – September 2024

Report purpose

To present to Council the monthly financial report for September 2024

Executive Summary

For 2024-25 FY Council has budgeted, on a consolidated basis, an operating surplus before capital income of \$10.7M. As at 30 September 2024, Council has an operating surplus of \$15.7M, compared to a YTD budget of an operating deficit of \$4.3M.

The budgeted net operating position will fluctuate throughout the financial year, reflecting income and expenditure timing. This YTD variance of \$20.0M represents 2.6% of Council's gross annual operating expenditure budget of \$776M.

As at the end of the reporting period, there are no concerns regarding Council's performance against the adopted budget.

As part of Council's financial management framework, actual results for income and expenditure, against the amounts estimated for the reporting period, are monitored monthly. Reasons for significant variations, as well as any mitigation actions required are identified. Any required budget changes are submitted to Council as part of the legislated Quarterly Budget Review process.

Background

The monthly financial report has been prepared in accordance with the requirements of the *Local Government Act 1993*, the Local Government (General) Regulation 2021, 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.

Report

Consolidated Operating Statement

As at 30 September 2024, Council has a consolidated net operating surplus of \$15.7M, before capital income, which is favourable to YTD budget by \$20.0M. The overall variance is predominantly driven by a YTD favourable variance in operating income, being a YTD variance (\$2.5M) in rates and charges (timing difference) and income from various sources being better than budgeted, and a YTD variance in operating expenses of \$16.5M, mostly in employee costs (\$3.3M) and materials and services of (\$12.8M).

The net operating surplus including capital income is \$24.9M which is favourable to YTD budget by \$20.7M.

<div>Consolidated</div> <div>Operating Statement</div> <div>September 2024</div> <div>Central Coast Council</div>								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	421,528	460,606	460,606	110,082	112,670	-	2,588	2%
User Charges and Fees	169,410	170,284	170,284	28,109	30,058	-	1,949	7%
Other Revenue	24,155	15,532	15,532	156	1,646	-	1,490	954%
Interest	38,249	26,022	26,022	4,326	5,508	-	1,182	27%
Grants and Contributions	52,810	44,668	44,668	10,367	9,449	-	(918)	9%
Gain on Disposal	3,084	-	-	-	265	-	265	100%
Other Income	10,306	10,462	10,462	2,860	3,174	-	314	11%
Internal Revenue	57,120	56,950	56,950	13,483	13,770	-	287	2%
Total Income attributable to Operations	776,662	784,524	784,524	169,382	176,539	-	7,157	4%
Operating Expenses								
Employee Costs	194,560	217,710	217,710	51,069	47,757	1	3,311	6%
Borrowing Costs	12,466	12,010	12,010	1,274	1,082	-	193	15%
Materials and Services	229,244	245,138	247,280	55,275	42,434	86,213	12,840	23%
Depreciation and Amortisation	197,293	202,942	202,942	48,185	51,596	-	(3,411)	7%
Other Expenses	43,096	47,217	47,217	5,643	5,429	-	214	4%
Loss on Disposal	11,911	-	-	-	466	-	(466)	100%
Internal Expenses	49,488	48,807	48,807	12,193	12,063	-	130	1%
Overheads	(0)	-	-	(0)	(0)	-	(0)	100%
Total Expenses attributable to Operations	738,060	773,823	775,965	173,638	160,827	86,213	12,811	7%
Operating Result after Overheads and before Capital Amounts	38,602	10,701	8,559	(4,256)	15,712	-	19,968	469%
Capital Grants	63,325	85,684	85,684	1,952	3,293	-	1,341	69%
Capital Contributions	43,842	23,908	23,908	6,510	5,927	-	(583)	9%
Grants and Contributions Capital Received	107,167	109,592	109,592	8,462	9,220	-	758	9%
Net Operating Result	145,769	120,293	118,151	4,206	24,933	-	20,727	493%

Variance analysis on the consolidated operating result is as follows:

Operating Revenue

Rates and Annual Charges

\$2.6M Favourable to YTD budget.

- This variance relates to the timing of the budgets and will be corrected as part of the upcoming Quarterly Budget Review process (Q1).

User Fees and Charges

\$1.9M Favourable to YTD budget. Main variances include:

- \$1.0M favourable Water and Sewer charges (timing variance).
- \$0.2M favourable on Education and Care fees aligned with higher than forecast activity (partly offset by operating expenses).
- Balance is made up of variances across many business units.

Other Revenue

\$1.5M Favourable to YTD budget.

- \$1.6M favourable in unrealised gain on investments, floating rate notes and bonds. This item is not budgeted due to its unpredictable nature and will be monitored and reported monthly. Budgets will be allocated quarterly through the Quarterly Budget Review process.

Interest

\$1.2M Favourable to YTD budget.

- Favourable variance predominantly from the favourable interest rate environment, hence receiving more interest on investments than budgeted. A reforecast will be calculated as part of Q1.

Operating Grants and Contributions

\$0.9M Unfavourable to YTD budget.

- \$4.4M favourable associated with the receipt of emergency services grant funding for works completed in prior years.
- \$5.2M unfavourable driven by the timing of the receipt of a significant portion of the Financial Assistance Grant in last financial year. The 2024-25FY grant

entitlement will be re-phased based as part of Q1 based on the assumption that a pre-payment of this grant will occur again.

Gain on Disposal

\$0.3M Favourable to YTD budget.

- \$0.3M favourable from disposals of plant & equipment through the programmed change overs.

Other Income

\$0.3M Favourable to YTD budget.

- \$0.5M favourable from commercial lease income (budget timing difference).

Internal revenue

\$0.3M Favourable to YTD budget. Minor variance that will be monitored.

Operating Expenses

Employee Costs

\$3.3M Favourable to YTD budget.

- \$3.3M favourable due to staff vacancies trending higher than budgeted and some budget timing issues.

Borrowing Costs

\$0.2M Favourable to YTD budget.

- Minor variance, mainly budget timing.

Materials and Services

\$12.8M Favourable to YTD budget. All variances are mainly timing in nature. A detailed review will be undertaken as part of Q1 to ensure that budgeted amounts remain aligned with service levels to be delivered. Main variances include:

- \$2.9M favourable in Governance Risk and Legal relating to timing of insurance premium payments against budget.
- \$1.8M favourable in Water & Sewer.
- \$1.6M favourable in Waste Management.
- \$0.9M favourable in Economic Development relating to the timing of contractor payments compared to budget
- Other variances are spread across many delivery units of Council.

Depreciation

\$3.4M Unfavourable to YTD budget.

- This is partly due to budget timing difference related to the capitalisation processing and partly due to asset value indexation (permanent difference). A full year reforecast will be considered as part of Q1.

Other Expenses

\$0.2M Favourable to YTD budget. Minor variance that will be monitored.

Loss on Disposal

\$0.5M Unfavourable to YTD budget.

- Minor variance due to asset values having minor residual values at time of disposal due to earlier than anticipated infrastructure replacement.

Internal expenses

\$0.1M Favourable to YTD budget. Minor variance that will be monitored.

Capital Income

Capital Grants

\$1.3M Favourable to YTD budget. Timing differences associated with the recognition of income with capital delivery and payment milestones.

Budget timing will be reviewed as part of Q1.

Capital Contributions

\$0.8M Unfavourable to YTD budget.

- \$0.8M favourable in Water and Sewer developer contributions
- \$1.6M unfavourable in General Fund developer contributions

This variance is minor and consistent with the nature of forecasting the exact timing of these external payment activities.

Financial Performance by Fund

The following Tables summarise the financial performance for the reporting period by Fund.

<div> <div>Total General (+Drainage & Waste) Fund</div> <div>Operating Statement</div> <div>September 2024</div> <div>Central Coast Council</div> </div>								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	313,733	329,428	329,428	80,266	82,799	-	2,533	3%
User Charges and Fees	76,366	75,789	75,789	16,425	17,305	-	880	5%
Other Revenue	22,826	15,532	15,532	156	1,396	-	1,240	794%
Interest	28,347	22,440	22,440	3,738	4,225	-	487	13%
Grants and Contributions	52,506	44,668	44,668	10,367	9,461	-	(906)	9%
Gain on Disposal	2,482	-	-	-	265	-	265	100%
Other Income	10,306	10,462	10,462	2,860	3,174	-	314	11%
Internal Revenue	52,827	54,085	54,085	13,074	13,324	-	251	2%
Total Income attributable to Operations	559,392	552,403	552,403	126,887	131,950	-	5,063	4%
Operating Expenses								
Employee Costs	159,433	177,004	177,004	41,168	38,873	1	2,296	6%
Borrowing Costs	4,934	3,352	3,352	399	243	-	156	39%
Materials and Services	183,599	191,871	194,012	44,710	33,718	74,911	10,992	25%
Depreciation and Amortisation	116,976	118,464	118,464	28,089	30,365	-	(2,276)	8%
Other Expenses	42,817	47,217	47,217	5,643	5,416	-	227	4%
Loss on Disposal	8,703	-	-	-	462	-	(462)	100%
Internal Expenses	36,876	34,518	34,518	8,866	8,830	-	36	0%
Overheads	(24,514)	(23,585)	(23,585)	(5,896)	(5,896)	-	(0)	0%
Total Expenses attributable to Operations	528,824	548,841	550,983	122,980	112,011	74,912	10,970	9%
Operating Result after Overheads and before Capital Amounts	30,569	3,562	1,420	3,906	19,939	-	16,033	410%
Capital Grants	52,066	65,482	65,482	383	1,669	-	1,286	336%
Capital Contributions	36,009	17,908	17,908	5,010	3,652	-	(1,358)	27%
Grants and Contributions Capital Received	88,075	83,390	83,390	5,393	5,321	-	(72)	1%
Net Operating Result	118,644	86,951	84,810	9,299	25,260	-	15,961	172%

<div> <div>Total Water & Sewer Fund</div> <div>Operating Statement</div> <div>September 2024</div> <div>Central Coast Council</div> </div>								
	PRIOR YEAR Actuals	Original Budget	FULL YEAR Budget	YTD Budget	YTD Actuals	Current Year Commitments	YTD Variance (excluding commitments)	YTD Variance (excluding commitments)
	\$'000	\$'000		\$'000	\$'000	\$'000	\$'000	%
Operating Income								
Rates and Annual Charges	107,795	131,178	131,178	29,815	29,871	-	55	0%
User Charges and Fees	93,044	94,495	94,495	11,684	12,753	-	1,069	9%
Other Revenue	1,329	-	-	-	250	-	250	100%
Interest	9,902	3,582	3,582	587	1,283	-	696	119%
Grants and Contributions	304	-	-	-	(12)	-	(12)	100%
Gain on Disposal	602	-	-	-	-	-	-	100%
Other Income	-	-	-	-	-	-	-	100%
Internal Revenue	4,294	2,866	2,866	409	445	-	36	9%
Total Income attributable to Operations	217,269	232,122	232,122	42,495	44,589	-	2,094	5%
Operating Expenses								
Employee Costs	35,127	40,705	40,705	9,900	8,885	-	1,015	10%
Borrowing Costs	7,533	8,658	8,658	875	838	-	37	4%
Materials and Services	45,645	53,267	53,267	10,565	8,717	11,301	1,848	17%
Depreciation and Amortisation	80,317	84,478	84,478	20,095	21,231	-	(1,136)	6%
Other Expenses	279	-	-	-	13	-	(13)	100%
Loss on Disposal	3,208	-	-	-	3	-	(3)	100%
Internal Expenses	12,612	14,289	14,289	3,326	3,233	-	93	3%
Overheads	24,514	23,585	23,585	5,896	5,896	-	-	0%
Total Expenses attributable to Operations	209,236	224,982	224,982	50,658	48,816	11,301	1,842	4%
Operating Result after Overheads and before Capital Amounts	8,033	7,139	7,139	(8,162)	(4,227)	-	3,936	48%
Capital Grants	11,259	20,202	20,202	1,569	1,624	-	55	3%
Capital Contributions	7,833	6,000	6,000	1,500	2,275	-	775	52%
Grants and Contributions Capital Received	19,092	26,202	26,202	3,069	3,899	-	830	27%
Net Operating Result	27,125	33,341	33,341	(5,093)	(327)	-	4,766	94%

Financial Performance Benchmarks

Below is a summary of Council's performance, on a consolidated basis against main industry financial performance benchmarks set by the Office of Local Government.

Financial Performance Ratio	Industry Benchmark	Full year Forecast	Ratio – YTD Actuals	
Operating Performance Ratio	> 0%	1.47%	9.1%	✓
Own Source operating Revenue Ratio	> 60%	81.57%	89.0%	✓
Unrestricted Current Ratio	> 1.5x	2.57x	3.1x	✓
Cash Expense Cover Ratio	> 3 months	3.44 months	3.3 months	✓
Buildings and Infrastructure Renewals Ratio	n/a	138%	91.3%	
Infrastructure Maintenance Ratio	n/a	n/a	48%	

As at the end of the September 2024, on a consolidated basis, Council exceeded the mandated benchmark for the operating performance ratio, achieving 9.1%.

Council has also performed favourably against the unrestricted current ratio, achieving 3.1x against a benchmark of > 1.5x. This ratio considers all current assets and liabilities, including cash.

Council maintained positive performance regarding the cash expense cover. Council is in a strong liquidity position.

The infrastructure ratios are monitored each month and are based on a point in time. The Infrastructure Renewal Ratio is based on the actual renewal expenditure as at the end of the reporting period, compared to the depreciation over the same period. The Asset Maintenance Ratio is calculated based on actual maintenance as at the end of the reporting period compared to the required maintenance estimated over the same reporting period. Annual performance in regard to these ratios is included in the Special Schedules in the annual Financial Statements, noting that the infrastructure section within the Schedules does not form part of the NSW Audit Office audit.

Noting the volatility in the timing of asset renewal and maintenance, performance as at the end of a reporting period, is an indication only of Council's likely performance against the benchmark for the year. To further enhance the reliability of these measures, a cross unit project is currently underway to ensure that all maintenance and renewal activities are appropriately captured and accounted for.

Cash and Investments

Details on cash and investments as at 30 September 2024 are included in the Monthly Investment Report September 2024.

Emergency Loans

In 2020 Council obtained emergency loans totalling \$150M. These loans were required to finance Council's working capital, cash reserves, maturing debt facilities and capital expenditure.

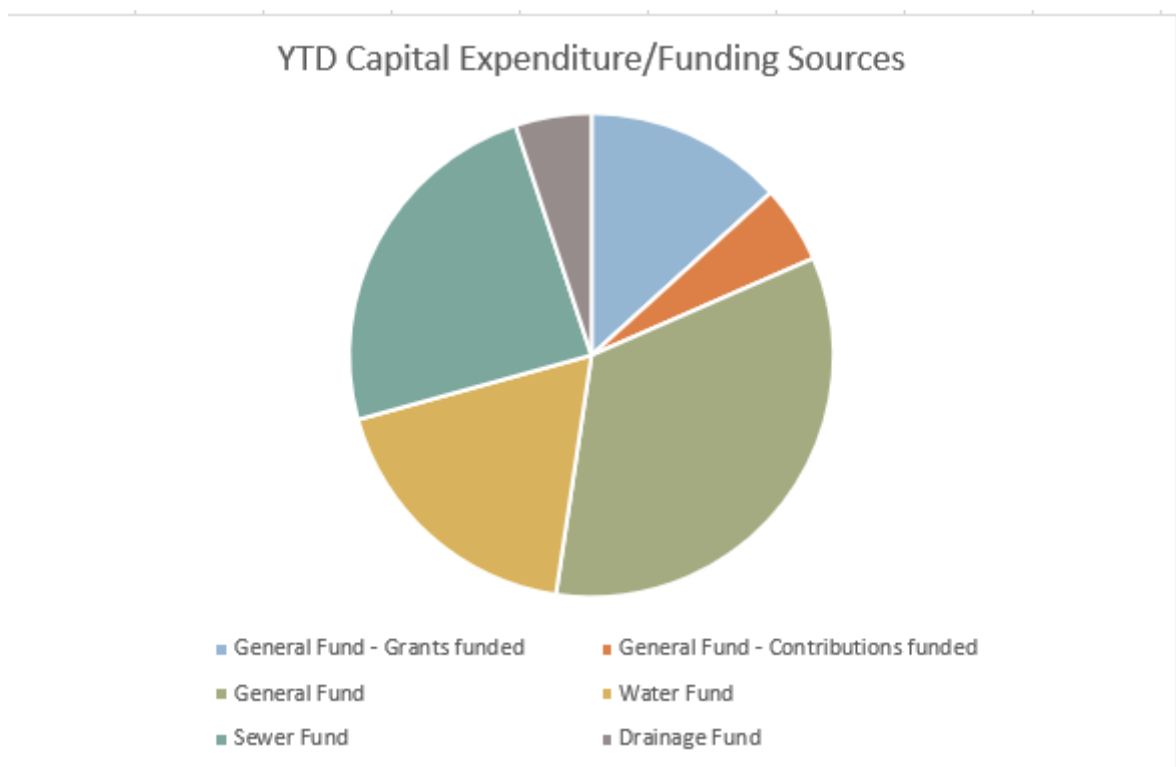
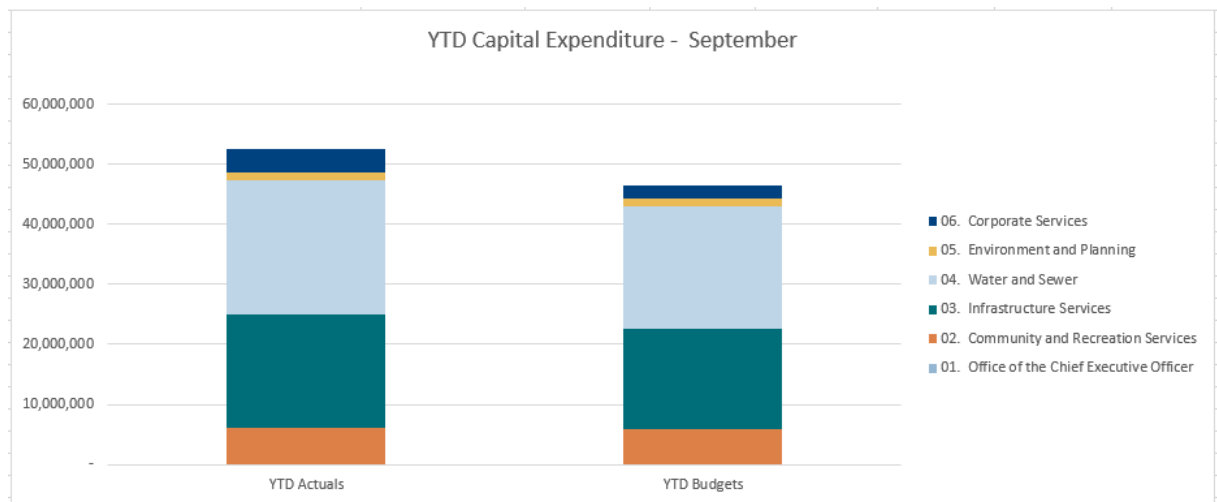
In December 2023, the \$100M Emergency Loan was settled and repaid in full, extinguishing the requirement to refinance any amount.

Council will continue to internally restrict funds with the aim of settling the remaining \$50M in November 2025, without the need to refinance any amount. The interest rates environment will be monitored and the timing and amount of any repayment or extinguishment of the loan will be optimised accordingly.

Capital Works

As at 30 September 2024 capital expenditure is \$52.5M against a YTD budget of \$46.6M for the same period, and a 2024-25 FY budget of \$304.7M. The variance mainly reflects budget timing, which will be reviewed as part of Q1.

Department	Original Budget \$ 000s	FULL YEAR Budget \$ 000s	YTD Budgets \$ 000s	YTD Actuals \$ 000s	Commitments \$ 000s	YTD Variance \$ 000s	YTD Variance %
01. Office of the Chief Executive Officer	-	-	-	-	-	-	-
02. Community and Recreation Services	51,420	49,865	5,956	6,202	5,908	(246)	-4.1%
03. Infrastructure Services	106,650	104,016	16,718	18,741	19,244	(2,023)	-12.1%
04. Water and Sewer	122,366	122,366	20,301	22,355	49,133	(2,054)	-10.1%
05. Environment and Planning	9,911	10,005	1,272	1,405	4,491	(133)	-10.5%
06. Corporate Services	18,180	18,436	2,328	3,809	8,030	(1,481)	-63.6%
Total	308,527	304,688	46,574	52,511	86,806	(5,937)	-12.7%



Stakeholder Engagement

The preparation of the September 2024 monthly financial report included consultation with business units across Council to identify the reasons and mitigation strategies for significant variances to budget.

Financial Considerations

Financial Year (FY) Implications

The proposal has cost and revenue implications for the current FY only.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal.

This report presents the financial position of Council as at 30 September 2024. Variations from budgeted amounts are detailed and an explanation provided. To date, there are no concerns regarding Council's financial performance for the remainder of the financial year.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Council's financial management framework includes the monthly review and reporting of significant variances to budget. This ensures that any issues are identified and rectified in a timely manner, with any necessary adjustments being captured in the appropriate Quarterly Budget Review.

This process mitigates the risk of Council's financial performance deviating from the adopted budget and ultimately altering the trajectory of Council's Long Term Financial Plan.

Critical Dates or Timeframes

Council receives monthly financial reports to ensure that Council is kept up to date with Council's financial performance.

Attachments

Nil.

Item No: 2.4
Title: Monthly Investment Report August 2024
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2004/06604 - D16438629
Author: Michelle Best, Section Manager Financial Accounting and Assets
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council:

- 1 Notes the Investment Report for August 2024.**
- 2 Allocates the required unrestricted funds available in the General Fund to meet the August 2024 unrestricted funds deficit in the Drainage Fund.**

Report purpose

To present the monthly Investment Report for August 2024.

Executive Summary

This report provides details of Council's investment portfolio and performance as at 31 August 2024.

Background

Clause 212 of the Local Government (General) Regulations 2021 stipulates:

- (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*

2.4 Monthly Investment Report August 2024 (cont'd)

- 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.*

The report must be made up to the last day of the month immediately preceding the meeting.

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

Report

Council's current cash and investment portfolio totaled \$805.38M as at 31 August 2024. A listing of investments is attached as (Attachment 1) to this report.

Council continues to look for Environmental, Social and Green (ESG) investment opportunities subject to prevailing investment guidelines. Current ESG investments are highlighted green in (Attachment 1).

Council currently holds 2.11% or \$17M in ESG investments as at 31 August 2024.

Table 1 - Council's Cash and Investment Portfolio by Type

Type	Carrying Value (\$'000)
Investment Portfolio:	
At Call Account	\$31,230
Term Deposits	\$195,000
Floating Rate Notes	\$412,400
Fixed Rate Bonds	\$75,500
Floating Bonds	\$5,000
Transactional accounts and cash in hand	\$86,249
Total	\$805,379

Table 2 - Council's Portfolio by Fund

Council's portfolio is held in separate funds by purpose and is summarised as follows:

Fund	General Fund	Drainage Fund	General Fund combined with Drainage Fund	Domestic Waste Fund	Water and Sewer Fund
	(\$'000)	(\$'000)	with Drainage Fund (\$'000)	(\$'000)	(\$'000)
External Restricted Cash	227,296	39,456	266,752		
Internal Restricted Cash	140,314	19	140,333		
Total Restricted Cash	367,610	39,475	407,085	122,447	198,410
Unrestricted Cash	114,534	(37,097)	77,437		
Total Cash	482,144	2,378	484,522	122,447	198,410

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 are listed in (Attachment 2). It is noted that the amount shown for each respective fund above may be reflected over various restrictions in (Attachment 2). The balances above will increase and decrease during each financial year as revenues are received and expenditures occur.

Council continues to set aside funds to enable extinguishment of the remaining emergency loan in November 2025, restricting \$1.4M each month for this purpose.

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 as at 31 August 2024 is \$37.10M. From 2026-27 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 \$37.10M in the Drainage Fund is proposed to be funded through the General Fund's available unrestricted cash balance.

Portfolio Management

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

Council's cash inflows including investment maturities have been used to manage outflows with maturities during the month re-invested taking into consideration operational cashflow requirements.

Table 3 – Portfolio Movement (Investments only)

	2024-25 YTD Actuals (\$'000)
Opening Balance	704,398
Net Movement	14,732
Closing balance	719,130

Net movement includes maturities and new investments.

The Portfolio Valuation Report in (Attachment 3) provides further details on Council's portfolio.

Table 4 - Investment Maturities

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
At Call	4.34%	Immediate	31,230
Investments			
0 - 3 months	11.25%	Nov-2024	80,870
4 - 6 months	12.52%	Feb-2025	90,000
7 - 12 months	16.76%	Aug-2025	120,500
1 - 2 years	26.86%	Aug-2026	193,180
2 - 3 years	23.05%	Aug-2027	165,750
3 - 4 years	3.14%	Aug-2028	22,600
4 - 5 years	2.09%	Aug-2029	15,000
Total Investments	95.66%		687,900
Total Portfolio	100.00%		719,130

Portfolio Performance

The Reserve Bank of Australia (RBA) maintained the cash rate at 4.35% at its meeting in August 2024. The next RBA meeting is scheduled for 23-24 September 2024. BBSW has also followed cash rate trends and has been stable since February 2024.

2.4 Monthly Investment Report August 2024 (cont'd)

Investments are made within Council policy and at the best rates available at the time of placement. Interest rates on investments in the month, ranged from 1.20% to 6.40%.

A comparison of the weighted running yield applicable to Council's investments portfolio to benchmark rates is shown below:

Table 5 – Investment returns

	Weighted running yield	RBA Cash Rate	BBSW benchmark
August 2024	4.80%	4.35%	4.30%

Table 6 – Performance Statistics

	1 Month	3 Month	12 Month	Since Inception
Portfolio Return ¹	0.49%	1.43%	5.41%	2.29%
Performance Index ²	0.38%	1.11%	4.39%	2.06%
Excess Performance ³	0.11%	0.32%	1.02%	0.23%

¹ Portfolio Performance is the rate of return of the portfolio over the specified period

² The Performance index is the Bloomberg AusBond Bank Bill Index

³ Excess performance is the rate of return of the portfolio in excess of the Performance Index

Table 7 – Policy Compliance – Credit Rating

Credit Rating Group	% of portfolio	Policy Limit	
BBB	40.39%	60.0%	✓
A	35.96%	70.0%	✓
AA	23.65%	100.0%	✓
AAA	0.0%	100.0%	✓
	100%		

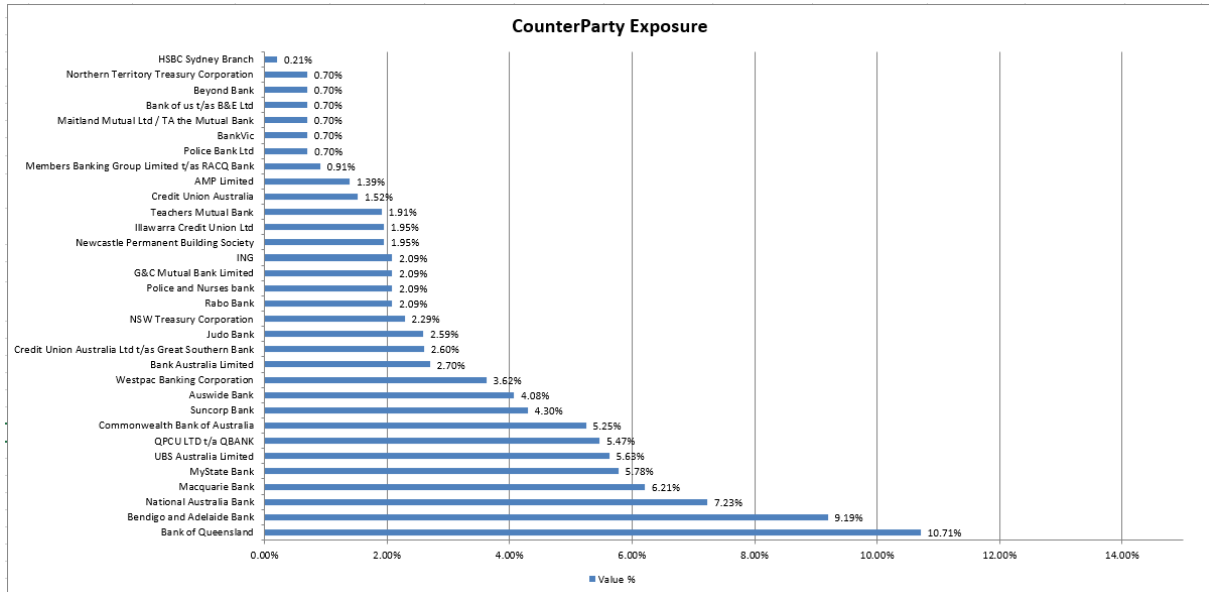
Table 8 – Policy Compliance – Terms

Term	% of portfolio	Policy Limit	
Cash At Call	4.34%		
Less than 1 year	40.52%	100%	✓
Between 1 and 3 years	49.91%	70%	✓
Between 3 and 5 years	5.23%	40%	✓
Over 5 years	0.0%	5%	✓
	100%		

✓ compliant × non-compliant

Graph 1 – Policy Compliance - Counter Party Exposure

Exposure to counterparties will be restricted by their rating as per Council's Policy, so that single entity exposure is limited. Graph 1 shows Council's counter party exposure as at 31 August 2024.



Financial Considerations

Financial Year (FY) Implications

The proposal has revenue financial implications for the current FY only.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

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

Cash that is surplus to Council's immediate requirements is invested within acceptable risk parameters to optimise interest income while ensuring the security of these funds.

2.4 Monthly Investment Report August 2024 (cont'd)

Council's investments are made in accordance with the *Local Government Act 1993*, Local Government (General) Regulation 2021, Council's adopted Investments Management and Borrowings Policy, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.




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.

All of Council's investments were in accordance with Council's Policy as at 31 August 2024.

Critical Dates or Timeframes

Nil

Attachments

- | | | | | |
|---|--|-------------------------------------|-------------------------------|-----------|
| 1 |  | Summary of Investments August 2024 | Provided Under Separate Cover | D16438804 |
| 2 |  | Summary of Restrictions August 2024 | Provided Under Separate Cover | D16438803 |
| 3 |  | August Portfolio Valuation Report | Provided Under Separate Cover | D16460273 |

Item No: 2.5
Title: Monthly Investment Report September 2024
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2023/00021 - D16441335
Author: Michelle Best, Section Manager Financial Accounting and Assets
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council:

- 1 Notes the Investment Report for September 2024.***
- 2 Allocates the required unrestricted funds available in the General Fund to meet the September 2024 unrestricted funds deficit in the Drainage Fund.***

Report purpose

To present the monthly Investment Report for September 2024.

Executive Summary

This report provides details of Council's investment portfolio and performance as at 30 September 2024.

Background

Clause 212 of the Local Government (General) Regulations 2021 stipulates:

- (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.*

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

Report

Council's current cash and investment portfolio totaled \$812.83M as at 30 September 2024. A listing of investments is attached as (Attachment 1) to this report.

Council continues to look for Environmental, Social and Green (ESG) investment opportunities subject to prevailing investment guidelines. Current ESG investments are highlighted green in (Attachment 1).

Council currently holds 2.09% or \$17M in ESG investments as at 30 September 2024.

Table 1 - Council's Cash and Investment Portfolio by Type

Type	Carrying Value (\$'000)
Investment Portfolio:	
At Call Account	\$31,329
Term Deposits	\$220,000
Floating Rate Notes	\$411,400
Fixed Rate Bonds	\$64,630
Floating Bonds	\$5,000
Transactional accounts and cash in hand	\$80,473
Total	\$812,832

Table 2 - Council's Portfolio by Fund

Council's portfolio is held in separate funds by purpose and is summarised as follows:

Fund	General Fund (\$'000)	Drainage Fund (\$'000)	General Fund Consolidated with Drainage Fund (\$'000)	Domestic Waste Fund (\$'000)	Water and Sewer Fund (\$'000)
External Restricted Cash	227,259	39,456	266,715		
Internal Restricted Cash	141,985	19	142,004		
Total Restricted Cash	369,244	39,475	408,719	124,106	196,553
Unrestricted Cash	121,035	(37,581)	83,454		
Total Cash	490,279	1,894	492,173	124,106	196,553

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). It is noted that the amount shown for each respective fund above may be reflected over various restrictions in (Attachment 2). The balances above will increase and decrease during each financial year as revenues are received and expenditures occur.

Council continues to set aside funds to enable extinguishment of the remaining emergency loan in November 2025 restricting \$1.4M each month for this purpose.

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 \$37.58M. From 2026/2027 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 \$37.58M in the Drainage Fund is proposed to be funded through the General Fund's available unrestricted cash balance.

Portfolio Management

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

Council's cash inflows including investment maturities have been used to manage outflows with maturities during the month re-invested taking into consideration operational cashflow requirements.

Table 3 – Portfolio Movement (Investments only)

	2024-25 YTD Actuals (\$'000)
Opening Balance	704,398
Net Movement	27,961
Closing balance	732,359

Net movement includes maturities and new investments.

Refer to Portfolio Valuation Report in (Attachment 3) for more information.

Table 4 - Investment Maturities

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
At Call	4.28%	Immediate	31,329
Investments			
0 - 3 months	9.42%	Dec-2024	69,000
4 - 6 months	11.88%	Mar-2025	87,000
7 - 12 months	20.77%	Sep-2025	152,130
1 - 2 years	29.49%	Sep-2026	215,950
2 - 3 years	19.03%	Sep-2027	139,350
3 - 4 years	3.09%	Sep-2028	22,600
4 - 5 years	2.05%	Sep-2029	15,000
Total Investments	95.72%		701,030
Total Portfolio	100.00%		732,359

Portfolio Performance

The Reserve Bank of Australia (RBA) maintained the cash rate at 4.35% at its meeting in September 2024. The next RBA meeting is scheduled for 4-5 November 2024. BBSW has also followed cash rate trends and has been stable since February 2024.

Investments are made within Council policy and at the best rates available at the time of placement. Interest rates on investments in the month, ranged from 1.20% to 6.40%.

A comparison of the weighted running yield to key indicators is shown below:

Table 5 – Investment returns

	Weighted running yield	RBA Cash Rate	BBSW benchmark
September 2024	4.98%	4.35%	4.31%

Table 6 – Performance Statistics

	1 Month	3 Month	12 Month	Since Inception
Portfolio Return ¹	0.44%	1.46%	5.53%	2.36%
Performance Index ²	0.36%	1.11%	4.41%	2.11%
Excess Performance	0.08%	0.35%	1.12%	0.25%

¹ Portfolio performance is the rate of return of the portfolio over the specified period

² The Performance index is the Bloomberg AusBond Bank Bill Index

³ Excess performance is the rate of return of the portfolio in excess of the Performance Index

Table 7 – Policy Compliance – Credit Rating

Credit Rating Group	% of portfolio	Policy Limit	
BBB	41.71%	60.0%	✓
A	34.57%	70.0%	✓
AA	23.72%	100.0%	✓
AAA	0.0%	100.0%	✓
	100%		

Table 8 – Policy Compliance – Terms

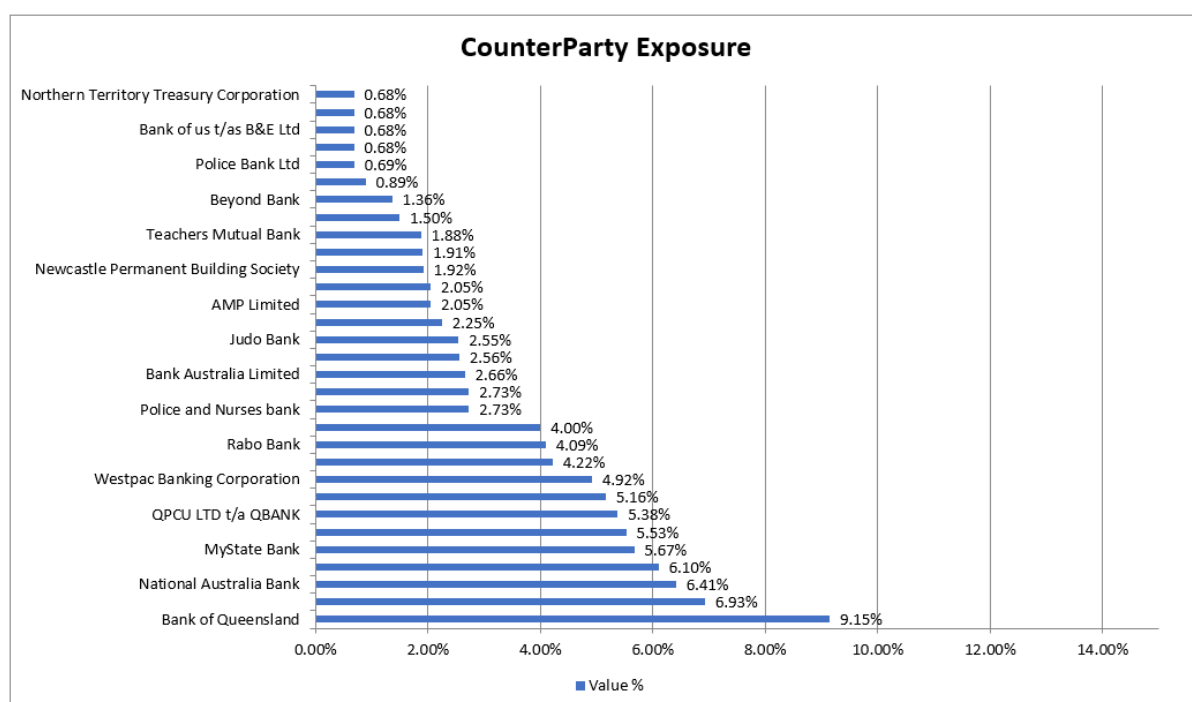
Term	% of portfolio	Policy Limit	
Cash At Call	4.28%		
Less than 1 year	42.07%	100%	✓
Between 1 and 3 years	48.52%	70%	✓
Between 3 and 5 years	5.13%	40%	✓
Over 5 years	0.0%	5%	✓
	100%		

✓ compliant

× non-compliant

Graph 1 – Counter Party Exposure

Exposure to counterparties will be restricted by their rating as per Council's Policy, so that single entity exposure is limited. Graph 1 shows Council's counter party exposure as at 30 September 2024.



Stakeholder Engagement

Nil

Financial Considerations

Financial Year (FY) Implications

The proposal has revenue financial implications for the current FY only.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

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

Cash that is surplus to Council's immediate requirements is invested within acceptable risk parameters to optimise interest income while ensuring the security of these funds.

Council's investments are made in accordance with the *Local Government Act 1993*, Local Government (General) Regulation 2021, Council's adopted Investments Management and Borrowings Policy, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.




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.

All of Council's investments were within Policy guidelines as at 30 September 2024.

Critical Dates or Timeframes

Nil

Attachments

1	Summary of Investments as at 30	Provided Under Separate	D16459311
	September 2024	Cover	
2	Summary of Restrictions as at 30 September	Provided Under Separate	D16459313
	2024	Cover	
3	Portfolio Valuation Report as at 30	Provided Under Separate	D16460274
	September 2024	Cover	

Item No: 2.6
Title: The Central Coast Region Report (formerly 'End of Term' Report)
Department: Environment and Planning



29 October 2024 Ordinary Council Meeting

Reference: F2024/00104 - D16442137
Author: Sharon McLaren, Section Manager Corporate Planning and Reporting
Paul Foote, Section Manager Corporate Planning and Reporting
Manager: Shannon Turkington, Unit Manager Strategic Planning
Executive: Jamie Loader, Director Environment and Planning

Recommendation

That Council adopts the Central Coast Region Report 2021-22 to 2023-24.

Report purpose

For Council to consider and adopt the Central Coast Region Report 2021-22 to 2023-24.

Executive Summary

The Central Coast Region Report (CCRR) is a requirement under the *Local Government Act 1993*, and forms part of the Integrated Planning and Reporting (IP&R) Framework. The CCRR is completed in the year of a Local Government election and is a report to the incoming Councillors, detailing how the Council has performed in achieving the objectives of the Community Strategic Plan (CSP).

The report provided in (Attachment 1) spans the financial years of 2021-22, 2022-23, and 2023-24, and objectively tracks the Council's progress against the goals and outcomes established in 'One - Central Coast', Council's Community Strategic Plan (CSP). The CCRR provides a comprehensive snapshot of past performance while also identifying key areas of focus for the future. The report offers insights that will assist the incoming council in reviewing and updating the Community Strategic Plan, an essential component of the IP&R cycle. This ensures that the council can align its strategic direction based on past achievements, current challenges, and future opportunities.

Background

The CCRR is a requirement under the Integrated Planning and Reporting Framework and the *Local Government Act 1993*. The CCRR outlines the achievements in implementing 'One Central Coast', Council's Community Strategic Plan.

In September 2021, the Office of Local Government issued updated guidelines changing the title of the report from 'End of Term Report' to the 'State of Our City Report' to better reflect the comprehensive nature of the document. The guidelines provided flexibility for individual Councils to adopt a name that resonates with their local context and strategic vision.

The Central Coast Region Report (CCRR) has been chosen as the title to provide a more accurate representation of the Central Coast region.

Current Status

The CCRR has been prepared in accordance with section 428(2) of the *Local Government Act 1993*. The CCRR is required to be reported to the second council meeting held in the year of a local government election. This ensures that the newly elected council receives the report early in its term, allowing it to formally note and assess the performance of the previous council.

It is important to note that while the report is not subject to a formal public exhibition process, it is crucial for it to be accessible to the public. The CCRR will be made available on the Council's website, providing all stakeholders, including residents, businesses, and external partners, with the opportunity to review and engage with the information contained within.

Report

The CCRR has been developed using a wide array of data sources to ensure a comprehensive and accurate representation of the region's progress. These data sources include contributions from State Government agencies and various internal Units within Council. A detailed list of these sources can be found in the appendix section of the report, providing transparency and credibility of the information presented.

The CCRR, as set out in (Attachment 1), is structured to include:

- **Achievements to Date:** Progress made by the previous council in implementing the CSP, which is based on the Delivery Program. This includes major projects completed, key initiatives delivered, and services provided to the community.
- **Trend Data:** Drawing from a combination of internal and external sources, the report presents trend data that highlights performance in critical areas such as population growth, economic development, infrastructure, and community wellbeing.

- **Performance Indicators:** The report tracks the progress of the council against the specific indicators outlined in the CSP. These indicators provide an objective measure of success in delivering on the strategic goals set for the region, offering transparency and accountability to both council members and the community.
- **Wellbeing 2024 Survey Results:** The latest results from the Wellbeing 2024 survey are incorporated, offering insights into the community's perceptions of quality of life, neighbourhood safety, and overall wellbeing.

Over the term there have been many highlights, with a range of Council projects, programs, and actions being successfully delivered, aligned with the priorities outlined in the Community Strategic Plan (CSP) and the overarching aspirations of our community, including:

- **Disability Inclusion Action Plan:** Implemented initiatives designed to improve accessibility and inclusivity across the Central Coast, ensuring that all residents can participate fully in community life.
- **Community Participation and Neighbourhood Connections:** Delivered multiple projects aimed at increasing community engagement, fostering a stronger sense of connection among residents, and creating inclusive, vibrant public spaces.
- **Central Coast First Nations Accord:** Developed and adopted the 'First Nations Accord', which strengthens relationships with our Aboriginal and Torres Strait Islander communities and enhances our shared commitment to cultural recognition and reconciliation.
- **Safer Cities: Her Way Project:** Implemented initiatives that prioritise the safety of women, girls, and gender-diverse people in public spaces, enhancing security and confidence in areas.
- **Visitor Information Centre:** Delivered a new Visitor Information Centre at The Entrance to better meet the needs of the community and visitors.
- **ECO Destination Certification:** The Central Coast officially achieved 'ECO Destination Certification' with Ecotourism Australia, highlighting Council's commitment to sustainable tourism.
- **Accolades and Recognition:**
 - **2021:** The Central Coast was recognised on the 'International Green Destinations Top 100 Sustainability Stories List'.
 - **2024:** Achieved first place in the global 'Green Destinations Story Awards' in Berlin, showcasing Council's environmental leadership on the world stage.
- **Visitor Economy Working Group:** Established a dedicated group to share information and collaborate on destination tourism initiatives and projects.
- **Night-Time Economy:** Developed a comprehensive 'Night-Time Economy Discussion Paper' to explore opportunities for creating a vibrant, safe, and diverse night-time economy across the Central Coast.
- **Gosford Waterfront Revitalisation:** Development, consultation and adoption of a concept plan for the revitalisation of the Gosford Waterfront.

- Flood Assistance: Assisted 12 Sydney Councils during the March 2022 floods, providing critical waste management support in times of crisis, demonstrating regional support for neighbouring communities.
- FOGO Waste Solutions: Planning for the future introduction of Food Organics and Garden Organics (FOGO) collection and processing solutions, significantly advancing Council's waste management practices and environmental sustainability goals.
- Waste Management: Completed a new landfill cell at Buttonderry Waste Management Facility, enhancing our region's capacity to manage waste responsibly.
- Sustainable Futures Festival: Successfully delivered the inaugural 'Sustainable Futures Festival' in November 2022, promoting environmental awareness and sustainable practices throughout the community.
- Wildlife Protection: Discovered and protected a rare nest of endangered loggerhead turtle eggs at Shelly Beach, relocating them to Taronga Zoo to ensure their survival.
- Floodplain Management Plans: Adopted the 'Northern Lakes Floodplain Risk Management Study and Plan', the 'Davistown and Empire Bay Floodplain Risk Management Study and Plan', providing a strategic framework to manage and mitigate flood risks in vulnerable areas.
- Customer Responsiveness: Implemented a new call centre solution, centralising customer service through a 1300 number, improving responsiveness and enhancing the customer experience.
- Water and Sewer Performance: Delivered the first 'Water and Sewer Performance Report', offering transparency and accountability in the services and performance.
- Mardi Water Treatment Plant Upgrade: Commenced major works on the \$82.5 million upgrade of the 'Mardi Water Treatment Plant', a critical infrastructure project for the region's water supply.
- Central Coast Local Environmental Plan 2022: Finalised the 'Central Coast Local Environmental Plan 2022', setting the foundation for responsible land use and development in the region.
- Regional Library Development: Significant progress was made toward delivering the first regional library for the Central Coast, with a target completion in 2025.
- Peninsula Recreation and Active Lifestyle Precinct: Advanced the redevelopment of this key recreational precinct, providing enhanced facilities to promote healthy, active living.
- Shared Pathways Projects: Commenced multi-year projects to create shared pathways at Magenta and Tuggerawong, improving pedestrian and cycling infrastructure across the region.
- Colongra Sporting Complex: Moving forward with the Colongra Sporting Complex, expanding opportunities for sports and recreation in the area.
- Playspace Upgrades: Delivered significant playspace upgrades across various communities, notable upgrades include:
 - Tunkawallin (Gwandalan)
 - Sun Valley Park (Green Point)
 - Woolmers Crescent (Mardi)
 - Hylton Moore Oval (East Gosford)
 - Palm Gully Park (North Avoca)

2.6 The Central Coast Region Report (formerly 'End of Term' Report) (cont'd)

- Turo Reserve (Pretty Beach)
- Jirramba Reserve (Saratoga)
- Pioneer Park (Killarney Vale)
- Mackenzie Reserve (Budgewoi)
- Niagara Park Stadium Upgrade: Commenced the \$2.8 million upgrade of Niagara Park Stadium, enhancing local sporting facilities and accessibility improvements.

Full details of Council's performance and progress against the CSP indicators is detailed in (Attachment 1).

The CCRR outlines several key accomplishments that the Central Coast community can celebrate, including significant improvements in social, economic, and environmental areas:

- Reduction in Domestic Break and Enter Offences: The region has seen a substantial decline in domestic break and enter offences, dropping from 1,405 incidents in 2016 to a record low of 566 in 2022. This downward trend reflects the effectiveness of community safety initiatives and law enforcement efforts.
- Social Equity and Community Wellbeing: The proportion of households earning \$1,481 or less per week has remained relatively stable at 23.2%, compared to 21.9% in 2016, indicating sustained economic resilience among lower-income households despite broader economic challenges.
- Quality of Life Ratings: Result of the Wellbeing 2024 Survey, 82% of respondents rated their quality of life on the Central Coast as "Excellent," "Very Good," or "Good," demonstrating a strong overall satisfaction with living conditions in the region.
- Neighbourhood Safety Perception: The survey also revealed that 79% of residents feel safe when alone in their homes during the day, further emphasising the community's confidence in local safety and security measures.
- Educational Attainment: There has been a positive increase in the number of students completing Year 12 or its equivalent, contributing to improved educational outcomes and future economic opportunities for the region's youth.
- Economic Growth: The local economy continues to strengthen, with notable growth in the number of businesses operating in the region, providing new employment opportunities, and boosting the overall economic stability of the Central Coast.
- Sustainability and Renewable Energy: The number of residents adopting solar power has significantly increased, accompanied by a corresponding rise in the amount of energy being produced from renewable sources. This reflects the community's growing commitment to sustainability and reducing carbon emissions.

While there is much to celebrate, the CCRR also identifies key areas where focused effort is needed to address ongoing challenges and improve community outcomes:

- Reduction of Domestic Waste to Landfill: There remains a pressing need to reduce the volume of domestic waste being sent to landfill. This will require effective waste management solutions and community engagement to promote recycling and responsible disposal practices.

2.6 The Central Coast Region Report (formerly 'End of Term' Report) (cont'd)

- Addressing Homelessness: The number of people experiencing homelessness continues to be a concern. Central Coast Council works with outreach providers to help support positive outcomes such as food, accommodation, health and welfare needs. These actions to assist in prevention of homelessness will require ongoing focus.
- Health and Wellbeing: Efforts are needed to increase the percentage of community members engaging in regular physical activity and meeting recommended daily consumption of fruit and vegetables. Promoting healthier lifestyles through education and community programs will be critical to improving overall health outcomes.
- Water Quality at Swimming Sites: Improving the water quality at local swimming sites is essential to ensuring the safety and enjoyment of these important recreational areas.

In summary, the CCRR provides a balanced assessment of the Central Coast's progress. It highlights the community's successes while outlining strategic areas for improvement, ensuring that Council remains focused on achieving its long-term goals.

Stakeholder Engagement

Nil

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

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


The CCRR has been developed in accordance with the guidelines set out by the Office of Local Government and has undergone internal review to ensure accuracy, completeness, and alignment with the Community Strategic Plan (CSP).

By presenting the report during this early phase of the new Council's term, Council will be able to provide a clear snapshot of achievements, challenges, and opportunities from the previous term. This will assist in setting the foundation for informed strategic decision-making and resource allocation moving forward, further supporting the Council's long-term vision and objectives.

Critical Dates or Timeframes

29 October 2024 - The mandatory requirements of the Integrated Planning and Reporting Guidelines for Local Government in NSW state that the Central Coast Region Report should be presented to the second meeting, in the year of a local government election for the newly elected council for noting.

Attachments

1	Central Coast Region Report 2021-22 to  2023-24	Provided Under Separate Cover	D16435970
----------	---	----------------------------------	-----------

Item No: 2.7
Title: Water and Sewer Development Servicing Plans for Adoption
Department: Water and Sewer



29 October 2024 Ordinary Council Meeting

Reference: F2005/01750 - D16442981
Author: Luke Drury, Section Manager. Assets and Projects
Manager: Stephen Legge, Unit Manager Assets and Projects
Executive: Danielle Hargreaves, Director Water and Sewer (Acting)

Recommendation

That Council:

- 1 Notes the feedback received on the public exhibition of the draft Water Supply and Sewerage Development Servicing Plans.***
- 2 Adopts the final Water Supply and Sewerage Development Servicing Plans for registration with the Independent Pricing and Regulatory Tribunal (IPART).***

Report purpose

To receive feedback on the public exhibition of the draft Water Supply and Sewerage Development Servicing Plans (DSPs).

To adopt the final Water Supply and Sewerage Development Servicing Plans.

Executive Summary

The Independent Pricing and Regulatory Tribunal (IPART) requires Council to update its Water Supply and Sewerage Development Servicing Plans (DSPs) every five (5) years. New DSPs are due for submission to IPART in November 2024.

Council received a report at its 25 June 2024 meeting that presented draft DSPs and associated developer charges. The DSPs were endorsed and placed on public exhibition in line with IPARTs requirements.

The public exhibition process is now complete with the outcomes summarised within this report. The final DSPs and associated developer charges are now ready to be adopted to allow subsequent registration with IPART.

This report is seeking to adopt the final DSPs and allow registration with IPART.

Background

The Water Supply and Sewerage Development Servicing Plans (DSPs) detail the developer charges that are required to be paid by developers towards the provision of existing and future water supply and sewerage infrastructure. These charges are levied under the *Water Management Act 2000* (can also be levied under the Local Government Act) and are unrelated to Developer Contributions levied under Section 7.11/7.12 of the *Environmental Planning & Assessment Act 1979*. Developer Charges are levied on an Equivalent Tenement (ET) basis, where a proposed development is compared to an equivalent number of residential properties for the purpose of determining charges payable.

Council is required by the NSW Independent Pricing and Regulatory Tribunal (IPART) to review its Water Supply and Sewerage DSPs every five (5) years. The DSPs are required to be revised using parameters issued by IPART in its determination on 'Maximum prices for connecting, or upgrading a connection, to a water supply, sewerage or drainage system – Sydney Water, Hunter Water and Central Coast Council (October 2018)' and its Final Determination on 'Maximum prices for water, wastewater and other services supplied by Central Coast Council from 1 July 2022'.

While Council prepares its DSPs in line with the above IPART determination (and associated calculation template), all other NSW Council's determine their equivalent charges in line with a Department of Primary Industries (Water) methodology.

IPART requires an updated DSP, adopted by Council, to be submitted for registration by 6 November 2024 for their review and registration. IPART set the methodology and provide the calculation template for the calculation of the associated developer charges. The current DSPs were prepared in 2019 and have been indexed annually in line with IPART's requirements.

DSPs must be exhibited for a minimum of 30 working days prior to adoption. This includes notification to the Urban Development Institute of Australia, Housing Industry Association and any applicants who have lodged an application under Section 305 of the *Water Management Act 2005* within the last six (6) months.

It is noted that both Hunter Water and Sydney Water are in the process of reintroducing developer charges within their area of operations following an extended period of the charges being set to zero by the NSW Government. These charges will begin to be phased in from 2024-25, with the full amount of the charges being applicable from 1 July 2026.

Currently there are two (2) different Water Supply and Sewerage Development Servicing Plans for the Central Coast area of operation. Each DSP has one (1) charge for water supply and one for sewerage, noting the water supply charges both include a common headworks charge for the dams and water treatment plants that provide capacity to the whole of the Central Coast Region. These are outlined below in Table 1:

Table 1 Existing Developer Charges

DSP Name	Developer Charge	Amount (\$2024-25)/ET
Northern Region Water Supply and Sewerage Development Servicing Plan	Water Supply Developer Charge	\$4,012.21
	Sewerage Developer Charge	\$2,809.93
Southern Region Water Supply and Sewerage Development Servicing Plan	Water Supply Developer Charge	\$3,111.78
	Sewerage Developer Charge	\$2,186.07

The above charges were calculated within IPART's approved calculation template and considered the water supply and sewerage annual service charges and usage charges that applied under the 2018 IPART Determination on 'Maximum prices for connecting, or upgrading a connection, to a water supply, sewerage or drainage system – Sydney Water, Hunter Water and Central Coast Council (October 2018)'.

Updates to the current DSPs have utilised new sets of data to inform the calculation of developer charges. These include Council's 2022 asset valuation, IPART's 2022 Determination on Maximum prices for water, wastewater and other services supplied by Central Coast Council and the Central Coast Water Security Plan 2023.

At its 25 June 2024 meeting, Council resolved to place the draft DSPs on public exhibition for 30 business days in accordance with IPART's requirements for the preparation of DSPs.

Current Status

The exhibition period has closed, and Council staff have reviewed submissions received on the documents. An engagement summary has been prepared that outlines submissions received to Council's 'Your Voice Our Coast' engagement portal. One additional submission was received separately via email and has been responded to via return email. These are outlined further within this document.

Staff have also updated the documents and associated developer charges calculation templates to account for annual cost indices related to water and sewerage infrastructure construction, as well as indexation figures relevant to water and sewerage revenue and operating costs. The final DSPs are included in (Attachments 1 and 2).

The next steps are for Council to adopt the final versions of the DSPs, and associated developer charges. Staff would then submit the adopted DSPs to IPART for their review and registration. Following registration by IPART, the new charges will be applied to all new Water Management Act applications (which can also be applied for under the *Local Government Act*).

Report

Developer charges have been calculated in accordance with the parameters contained within the above mentioned IPART Determinations and IPART's calculation template. The two (2) current DSPs which are based on the former Local Government Area boundaries are proposed to be retained. This has been undertaken to reflect the two different historical and future predicted development patterns, and new infrastructure requirements of the two areas. This development uptake profile, combined with existing and future infrastructure requirements, forms the basis of the Developer Charge calculation (discussed in detail in the enclosures).

IPART has expressed a preference to see existing large DSP areas to be split into a greater number of smaller areas with differing developer charge amounts. This is intended to send 'price signals' for developers to encourage more development into catchments with existing services/capacity, instead of catchments requiring additional services/capacity. This was reviewed and is considered most relevant when considering Council's three sewerage outfalls and their respective Environmental Protection Licenses (EPLs). Each sewerage outfall is managed in consideration of its respective EPL, which drives capacity and performance upgrades within each catchment.

The proposed DSPs and applicable charges are outlined in Table 2:

Table 2 Proposed Developer Charges

Proposed DSP	Developer Charge	Current Amount (\$2024-25)/ET	Proposed Amount (\$2024-25)/ET
Northern Region	Water Supply	\$4,012.21	\$2,616
	Sewerage Norah Head Outfall	\$2,809.93	\$4,151
	Sewerage Wonga Point Outfall	\$2,809.93	\$3,097
Southern Region	Water Supply	\$3,111.78	\$2,266
	Sewerage Winnie Bay Outfall	\$2,186.07	\$6,623

The main factor driving a reduction in water supply developer charges across both DSPs is the difference in typical customer residential water bills between the current and previous IPART Pricing Determinations which influences the calculation of the developer charges.

The higher charge for the Norah Head Outfall sewerage developer charge compared to Wonga Point Outfall is influenced by the current and future infrastructure investments required at Charmhaven and Gwandalan Sewage Treatment Plants (STP) and the associated pipelines and pump stations connecting customers to those STPs.

The increase in the Winnie Bay Outfall sewerage developer charge is attributed to a combination of improved representation of DSP assets identified in Council's 2022 asset

valuation, as well as the harmonisation of sewerage annual service charges (previously different for former Gosford City Council and Wyong Shire Council Local Government areas) in the current IPART Pricing Determination. It is noted that the southern region contains a higher value of sewerage assets per customer which reflects the regional geography that influences the required number of pumping stations, length of pipelines and number of large sewer tunnels.

As outlined earlier, NSW Regional Councils prepare their Water Supply and Sewerage Developer Charges in line with the Department of Industry methodology. As a result, the comparison of the proposed developer charges to other Council's does not provide a meaningful assessment.

Hunter Water's future developer charges (expressed in \$2023-24) range from zero to approximately \$20,000 across 20 different sewerage DSP areas. However, these sewerage charges range between zero and \$10,000 for 15 out of 20 of those areas which is comparable to the above proposed charges.

Stakeholder Engagement

As part of the public exhibition process, the DSP, supporting documents and all calculation models were available for review via Council's website for a period of 30 working days. As required by IPART, notification of the exhibition period was also provided 10 working days prior to commencement to the following parties:

- Urban Development Institute of Australia.
- Housing Industry Association.
- Any developer who had applied for an approval under the *Water Management Act* 2005 at any time in the six (6) months prior to the commencement of the exhibition period.

The exhibition period was also promoted via the Coast Community News platform, with cross promotion via Council's website and electronic mailing lists (Water and Sewer subscriber list). The exhibition period ran from 17 July to 27 August 2024. The community could respond via the 'Your Voice Our Coast' (YVOC) online platform or via email submissions to Water and Sewer's Water Assessment Team.

Key statistics relating to the engagement process are outlined below and are summarised in the Engagement Summary (Attachment 3).

- 4,906 webpage views.
- 77 downloads.
- Six (6) submissions made via YVOC.
- One additional email submission.

Of the six responses received via the YVOC platform, four (4) were related to other issues such as flooding, road maintenance and onsite sewerage management systems. Two (2)

submissions were related to specific future developments that are currently the subject of Planning Proposal development (rezoning) and the process for the future planning of required infrastructure. There was concern that if the final required scale of infrastructure was not adequately reflected in the DSP that there could be issues with negotiating subsequent Works in Kind Agreements (WIKAs). Staff advised that in line with Council's Water and Sewerage Works in Kind Guidelines, eligible assets identified in approved Water and Sewerage Servicing Strategies can be included in WIKAs. This allows for differences in timing between cyclical updates of DSPs and the preparation and subsequent review of developer led servicing strategies.

An additional email submission was also received from the Urban Development Institute of Australia (UDIA) that also related to the planning of future infrastructure associated with active planning proposals. This submission also sought to review how Council facilitates developer led infrastructure provision as part of Works in Kind Agreements (WIKAs). UDIA were advised that management of WIKAs is the subject of separate Council Policies and Guidelines and not determined by the DSPs. Staff will further discuss those matters with UDIA representatives further as a separate matter.

Overall, the submissions have not changed the structure of the DSPs or the amount of the Developer Charges. Changes to some of the related maps (appendices to the DSPs) have been made and ongoing dialogue will continue with key developers regarding the development of future WIKAs.

Financial Considerations

Financial Year (FY) Implications

The proposal has revenue financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

The proposed charges are a result of applying IPART's methodology and parameters and are designed to provide a revenue source to contribute towards the capital costs of existing and future assets required to service both historic and future growth on the Central Coast.

Future revenue forecasts associated with Water Supply and Sewerage Developer Charges will be included in the upcoming Water and Sewerage IPART Pricing Submission. This is in line with IPART's broader model for determining prices for water and sewerage services.

Link to Community Strategic Plan

Theme 4: Responsible

Goal H: Delivering essential infrastructure

R-H4: Plan for adequate and sustainable infrastructure to meet future demand for transport, energy, telecommunications and a secure supply of drinking water.

Risk Management

Following the adoption of the proposed Water and Sewerage Development Servicing Plan, all Water and Sewerage Developer Charges Water Management Act Applications (Section 305 Applications) lodged after 1 December 2024 will be based on the new charges. Any Section 306 Certificates issued prior to 1 December 2024 would remain at the current charges (indexed to \$2024-25).

Some existing applicants who have not yet actioned the requirements of existing Section 306 certificates could obtain a financial advantage because of the new Developer Charges, while others could be at a financial disadvantage depending on the location and makeup of their development. As a result, it will be up to individual developers to assess whether they would prefer to cancel their existing Water Management Act application and start a new application to enable them to be assessed under the new DSP or not. Current active developers were made aware of the changes as part of the public exhibition notification process.

Options

There are limited options available regarding the development and application of the Water Supply and Sewerage DSPs. The calculation of developer charges is required to be completed in accordance with a defined methodology set by IPART and using key financial parameters also set by IPART and Council's prevailing and audited asset valuation.

DSPs are required to be updated at least once every five (5) years. This current update is due to be submitted to IPART for registration at the start of November 2024 leaving no time to defer update of the DSPs.

Critical Dates or Timeframes

The remaining critical dates for the completion of this project are outlined below:

- | | |
|---|------------------|
| • Council meeting for adoption of final DSP | 29 October 2024 |
| • Submission to IPART for review and registration | 6 November 2024 |
| • New DSP charges apply | 2 December 2024* |

*Note – the implementation of new DSP charges may be delayed dependent on the timing of IPART's review and registration process. The above timing is consistent with the review and registration of Council's 2019 DSP update.

Attachments

1	FINAL Northern Water Supply and Sewerage Development Servicing Plan 2024	Provided Under Separate Cover	D16433861
2	FINAL Southern Water Supply and Sewerage Development Servicing Plan 2024	Provided Under Separate Cover	D16433377
3	Community Engagement Summary - Water and Sewer Development Servicing Plan Review 2024	Provided Under Separate Cover	D16439589

Item No: 2.8
Title: Submission to the Office of Local Government -
Councillor Conduct Framework Review
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16455757
Author: Alysha Croussos, Section Manager Governance
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council endorses the submission to the Office of Local Government on the Councillor Conduct Framework review set out in Attachment 1.

Report purpose

To present Council's draft submission on the Office of Local Government's discussion paper of the Councillor Conduct Framework review.

Executive Summary

The Office of Local Government (OLG) is seeking submissions and feedback on a proposed new approach to the Councillor Conduct Framework and meeting practices. A draft submission supporting the principles of change and raising a number of practical matters for consideration has been prepared. Submissions must be made by close of business on 15 November 2024.

Background

The current councillor behavioural framework is under review by the state government. The Office of Local Government (OLG) has released the [Councillor conduct and meeting practices – A new framework discussion paper](#) (Discussion Paper) to seek the views of the community, key stakeholders and the local government sector on a proposed new approach to both the councillor conduct framework and meeting practices.

Report

The Discussion Paper proposes the following key changes:

- Reset the code of conduct to be similar to Parliamentary Codes, making it clear the expected patterns of councillor behaviour.
- Councillor misbehaviour (including conflicts of interest and misbehaviour in public office) will be clearly defined and articulated within the *Local Government Act 1993*.
- Complaints about conflict of interest matters will be made directly to the OLG, with the OLG having discretionary powers to issue penalty infringement notices (PINs) for minor or insignificant breaches of these provisions. More serious breaches will be referred to an appropriate tribunal or body,
- Allegations of councillor misbehaviour will be referred to a newly created Local Government Privileges Committee, made up of a group of experienced mayors and ex-mayors from across NSW. Potential penalties the Committee could impose include censure or warning of the councillor, loss of sitting fees, and referral to an appropriate tribunal or body for more serious sanction, including suspension or disallowance.
- Banning closed to the public briefing sessions.
- Conferring power on mayors to expel councillors for acts of disorder and expel members of the public from the chamber for acts of disorder, and enable the issuing of a PIN where members of the public refuse to leave a meeting after being expelled.

The draft submission at (Attachment 1) welcomes a reform of the current accountability framework and supports a framework that will strengthen leadership, foster a culture of integrity and accountability, and will assist in restoring dignity to Council meetings. The draft submission also raises a number of additional matters for consideration, including:

- Simplifying and clarifying the approach to conflicts of interest by adopting the same approach to managing both pecuniary and significant non-pecuniary conflicts,
- The practical implications of requiring councillors to stand when addressing a meeting and of issuing PINs for failure to leave a meeting after being expelled,
- A hybrid approach to briefing sessions, which contemplates public briefings by default but also allows confidential briefings to be held when required.

Stakeholder Engagement

A councillor consultation session regarding the Discussion Paper was held as part of the Councillor Induction.

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

Nil

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Nil

Critical Dates or Timeframes

Submissions on the proposed framework must be made by close of business Friday 15 November 2024.

Attachments

1	DRAFT Submission to Office of Local Government - Councillor Conduct Framework Review	Provided Under Separate Cover	D16472372
----------	--	-------------------------------	-----------



Item No: 2.9
Title: Councillor appointments to external committees and panels
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16437241
Author: Alysha Croussos, Section Manager Governance
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council:

- 1 Appoints one councillor as a non-voting member of the Audit, Risk and Improvement Committee,***
- 2 Appoints one councillor as a Director of Central Coast Arts Limited,***
- 3 Appoints one councillor as the Council-nominated member of the Chief Executive Officer's Performance Review Panel,***
- 4 (a) Nominates two councillors as members, and two councillors as alternate members, of the Hunter and Central Coast Regional Planning Panel, and (b) Determines to pay each nominee a total remuneration fee of \$700.00 per meeting, inclusive of GST and expenses, for each meeting they attend as a member or alternate member,***
- 5 Appoints one councillor as an advisory member of the Local Traffic Committee.***

Report purpose

To determine councillor delegates to external committees and panels.

Executive Summary

Council is a member of several external committees and panels which either contemplate or require the appointment of councillor representatives. This report sets out the function of each committee, the number and role of councillor members, and any relevant eligibility criteria to be considered in appointing the councillor members.

Background

Council has the opportunity to appoint representatives/members to a number of committees, panels and boards. The purpose of each, and the required number, skills and attributes of nominated representatives are outlined in detail below.

Report

The tables below details the external committees and panels of which Central Coast Council is a member, the number of delegates to be appointed and the term of appointment.

<i>Name of Committee</i>	<i>Number of Councillors</i>	<i>Term of Appointment</i>
Audit, Risk and Improvement Committee	1 non-voting member	Term of Council
Central Coast Arts Limited (The Art House) Board	1 member	Three years
Chief Executive Officer's Performance Review Panel	4 members (Mayor, Deputy Mayor, 1 Councillor nominated by Council and 1 nominated by the CEO)	Term of the CEO's contract of employment
Hunter and Central Coast Regional Planning Panel	2 members (plus 2 optional alternate Council members)	Not to exceed three years
Local Traffic Committee	1 advisory member	As resolved

Audit, Risk and Improvement Committee

The Audit, Risk and Improvement Committee (ARIC) is required to be appointed pursuant to section 482A of the *Local Government Act 1993*. ARIC provides oversight, monitoring, reviewing and advice on the following aspects of Council's operations:

- Compliance,
- Risk management,
- Fraud control,
- Financial management,
- Governance,
- Implementation of the strategic plan, delivery program and strategies,
- Service reviews,
- Collection of performance measurement data by the council, and
- Any other matters prescribed by the regulation.

ARIC is convened by an independent chair and consists of the chair and two (2) independent voting members. The Terms of Reference contemplate the appointment of a non-voting councillor member. The mayor is entitled to attend as an observer, but not serve as a member of ARIC.

Independent ARIC members and councillor members are required to meet certain eligibility criteria, as set out below and in accordance with the [Guidelines for Risk Management and Internal Audit](#) prescribed by the Office of Local Government (OLG) and the ARIC Terms of Reference:

- An ability to read and understand financial statements and a capacity to understand the ethical requirements of government (including potential conflicts of interest),
- A good understanding of one or more of the following: risk management, performance management, human resources management, internal and external auditing, financial reporting, accounting, management control frameworks, internal financial controls, governance (including planning, reporting, and oversight), or business operations,
- A capacity to form independent judgements and willingness to constructively challenge/question management practices and information,
- A professional, ethical approach to the exercise of their duties and the capacity to devote the necessary time and effort to the responsibilities of a councillor member of an audit, risk, and improvement committee, and
- Preparedness to undertake any training on the operation of audit, risk and improvement committees recommended by the chairperson based on their assessment of the skills, knowledge, and experience of the councillor member.

The councillor member is to augment the skills and experience of the independent members, and to act as a communication conduit between the elected body and the ARIC. It is therefore recommended that the Council consider the eligibility criteria in nominating an appointee to the position of councillor member of ARIC.

Central Coast Arts Limited (The Art House)

Central Coast Arts Limited is a company established to oversee the operations of The Art House at Wyong.

The Board consists of the following:

- 3 Directors appointed by Council, and
- 6 Directors appointed by the Board having regard to the nominee's specific skills in commerce, finance, governance, law, marketing, performing arts, cultural development, or business generally or such skills as determined by the Board.

Council representation on the Board is currently:

- The CEO,
- Section Manager, Communications and Engagement (Board-appointed Chair), and

- Vacant position.

The appointment of a councillor to the vacant position would give Council full representation on the Board under the Constitution.

Chief Executive Officer's Performance Review Panel

The role of the governing body includes monitoring the performance of the Chief Executive Officer (CEO) in accordance with their contract of employment. To this end, the governing body must establish a performance review panel led by the Mayor, and delegate the task of undertaking the CEO's performance reviews to the panel.

The role of the review panel includes:

- Conducting performance reviews,
- Reporting the findings and recommendations of reviews to the council, and
- Development of the performance agreement.

The review panel should be composed of the Mayor, Deputy Mayor, a councillor nominated by Council and a councillor nominated by the CEO. Council may also consider including an independent observer on the panel. Panel members should be trained in the performance review of general managers.

Councillors who are not members of the performance review panel may be invited to contribute to the performance review process by providing feedback to the mayor on the CEO's performance relevant to the agreed performance criteria.

Further information on the role of the performance review panel is available in the [Guidelines for the Appointment and Oversight of General Managers](#) published by OLG.

Hunter and Central Coast Regional Planning Panel

The Hunter and Central Coast Regional Planning Panel (HCCRPP) is an independent body that strengthens decision-making on regionally significant development applications and other planning matters including certain planning proposals and Aboriginal land planning.

Section 2.13(6) of the *Environmental Planning and Assessment Act 1979* states that Council is to nominate 2 persons as Council nominees to the panel, who are councillors, members of staff or other persons nominated by the council. At least one member nominated by Council must have expertise in one or more of the following areas: planning, architecture, heritage, the environment, urban design, land economics, traffic and transport, law, engineering or tourism.

A person is not eligible to be a member of a Planning Panel if they are a registered real estate agent or property developer as defined in the *Electoral Funding Act 2018*.

Under the [Sydney District and Regional Planning Panels Operational Procedures](#), Councils are encouraged to appoint a minimum of 4 alternate members, both for probity reasons and to enable regular rotation.

The Operational Procedures further require Councils to determine what fee they pay to members to attend HCCRPP meetings.

As a basis for calculating appropriate remuneration, the 'Ministerial Directions (Remuneration Determination for Local Planning Panels)', dated 23 February 2018 has been referenced. Although these Ministerial Directions provide remuneration guidance for the Local Planning Panel members (and not Regional Planning Panel Members), the Panels undertake similar functions and the Direction provides useful guidance in remuneration.

The Direction sets out that representatives of the community or alternate representatives of the community for Local Planning Panel meetings are remunerated at a rate of \$500 (plus GST) per meeting, plus \$71 per hour for business conducted outside a meeting. The Directions establish that the 'per meeting' remuneration is:-

'inclusive of all the work a panel member does for a meeting, including preparation, site visits, the meeting itself and any deliberation and voting by the panel on matters considered at the meeting once the meeting is closed'.

Based on these Ministerial Directions as a guide, it is proposed that the remuneration and expenses to be paid to those nominees that attend meetings of the HCCRPP in the capacity as a Council nominee or alternate nominee should be paid a single fee of \$700.00 per scheduled meeting, inclusive of GST and expenses.

This is consistent with the amount paid to Central Coast Council nominees to the HCCRPP prior to Council entering administration in 2020.

Local Traffic Committee

The Local Traffic Committee (LTC) is a technical review committee that operates as an advisory body to Council on traffic related matters.

The LTC must include four formal members, each with one vote. These four members are a representative from Council, the NSW Police Local Area Command, TfNSW and the Local State Member of Parliament or their representative. The delegations also provide for the inclusion of State Transit Authority of NSW, private bus companies and taxi operators as informal non-voting representatives, which provide technical advice in relation to their area of expertise.

The current chair of the LTC is a senior Council staff member. The appointment of a chair with professional engineering expertise ensures alignment with technical standards, and reflects the technical review function of the LTC. Noting that the LTC has previously included one councillor representative in an advisory role, it is open to Council to appoint a councillor as an advisory member of the LTC.

Stakeholder Engagement

Consultation has occurred with managers and staff connected with the relevant committees.

Financial Considerations

Financial Year (FY) Implications

The proposal has cost financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal and the LTFP includes funding for the ongoing impact.

Existing committee operations are provided for in Council's adopted 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

Nil

Critical Dates or Timeframes

Councillor representatives should be appointed prior to the next meeting of each of these groups in order to enable the smooth transition of membership.

Attachments

Nil.

Item No: 2.10
Title: Adoption of Terms of Reference - Audit, Risk and Improvement Committee
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2021/00030 - D16447475
Author: Edward Hock, Unit Manager Enterprise Risk Project
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council adopts the Terms of Reference included as Attachment 1 to this report.

Report purpose

To present Terms of Reference to guide the activities and oversight provided by the Audit, Risk and Improvement Committee (ARIC) during the 4-year term of Council.

Executive Summary

Council is required to convene an ARIC, pursuant to section 428A of the *Local Government Act 1993* (NSW). In order to ensure the ARIC is appropriately governed, and provides Council with requisite insight and expertise, Terms of Reference have been prepared for adoption. The Terms of Reference reflect and respond to the Model Terms of Reference issued by the Office of Local Government, and have been endorsed by the independent members of ARIC.

Background

Central Coast Council first convened an ARIC in April 2017. At that stage, the decision of whether to convene an ARIC was discretionary for councils in NSW.

All councils were required to have an ARIC from 4 June 2022, and in November 2023, the *Local Government Act 1993* (the Act) and the Local Government (General) Regulation 2021 (the Regulation) were amended to introduce a requirement for each council in NSW to convene an ARIC, and to introduce [Guidelines for Risk Management and Internal Audit](#) (the Guidelines) into effect from 1 July 2024.

The amendments to the Act and the Regulation, and the Guidelines included provisions for the role, responsibilities, and eligibility criteria for membership of an ARIC. The Office of Local Government also prepared a model ARIC Terms of Reference. The Terms of Reference presented as (Attachment 1) respond to the Model Terms of Reference but have been edited

to reflect the competencies of the existing ARIC membership, and the size, nature, and complexity of Central Coast Council.

Report

An ARIC is a key governance control that is intended to provide independent advice to council on how council is functioning and managing risk. When working effectively, an ARIC will assist council in:

- achieving its strategic objectives in the most efficient, effective, and economical manner,
- improving and making more efficient its range and levels of services,
- increasing transparency and accountability,
- achieving better decision-making and providing a framework and basis to make difficult decisions,
- increasing financial sustainability,
- achieving and maintaining compliance with all laws, regulations, internal policies and procedures, and
- better safeguarding and maintaining public assets.

Section 428A of the Act provides for the requirement for council to establish an ARIC, and for ARIC to continuously review and provide independent advice to the CEO and the governing body on:

- whether the council is complying with all necessary legislation, regulation and other legal requirements,
- the adequacy and effectiveness of council's risk management framework, fraud and corruption prevention activities, financial management processes, and the council's financial position and performance,
- the council's governance arrangements,
- the achievement by the council of the goals set out in the council's community strategic plan, delivery program, operational plan and other strategies,
- how the council delivers local services and how it could improve the performance of its functions more generally,
- the collection of performance measurement data by the council, and
- any other matters prescribed by the Regulations, including internal audit.

In order to meet these criteria, the Terms of Reference have been drafted to specify the ways in which the ARIC will fulfil its responsibilities, whilst being flexible enough to account for emerging issues to be addressed.

The Terms of Reference are required to be reviewed annually by ARIC, and at least once each council term by the governing body, with any substantive changes only able to be approved by the governing body.

Stakeholder Engagement

At its meeting on 22 August 2024, the independent members considered draft Terms of Reference. Extensive feedback was given, and the committee determined to continue to refine the Terms of Reference outside of the meeting. Subsequently, the independent members resolved circularly to endorse the Terms of Reference at (Attachment 1).

Financial Considerations

Financial Year (FY) Implications

The proposal has cost financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal and the LTFP includes funding for the ongoing impact.

The fees payable to the independent members, including the Chair, are accounted for in the operational budget and LTFP. The staffing and secretariat functions necessary to allow ARIC to fulfil its duties are also accounted for in the operational budget and LTFP.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

The objective of ARIC is to provide transparent and accountable leadership, and to ensure financial sustainability, with a focus on the provision of effective and efficient services for the community. The risks to that objective include compliance risk, arising from the need for council and ARIC to adhere to the relevant provisions of the Act, the Regulations, and the Guidelines. These Terms of Reference therefore act as a control to that risk by responding to the criteria for ARIC responsibilities, and referring to the Model Terms of Reference published by the Office of Local Government.

2.10 Adoption of Terms of Reference - Audit, Risk and Improvement Committee (cont'd)

There is a further risk pertaining to the effectiveness of ARIC. That risk is also mitigated by the Terms of Reference, given they clearly outline the focus areas for responsibility, and the skills and experience necessary for membership. On that basis, it is considered that the risks to the objective are effectively managed and mitigated by the adoption of the Terms of Reference.

Critical Dates or Timeframes

Nil

Attachments

1	ARIC Terms of Reference - October 2024	Provided Under Separate Cover	D16456275
----------	--	-------------------------------	-----------



Item No: 2.11
Title: Community Development Grants Program - 2024-25
Department: Community and Recreation Services



29 October 2024 Ordinary Council Meeting

Reference: F2017/02117-002 - D16459527
Author: Belinda McRobie, Manager, Community Development
Executive: Melanie Smith, Director, Community and Recreation Services

Recommendation

That Council:

- 1 *Allocates \$261,077.10 (inclusive of GST where applicable) from the 2024-25 grants budget to the Community Development Grant program as outlined below and in Attachment 1.***
 - a) Kincumber-Avoca Cricket Club Incorporated - Increase female participation and volunteer first aid - \$1,150.00***
 - b) The Skill Engineer Limited - Mob Pod - \$19,925.00***
 - c) The Fathers Table Incorporated - The Fathers Table Incorporated Outreach - \$15,000.00***
 - d) Volunteer Marine Rescue NSW - Training simulators for automatic external defibrillators - \$1,431.20***
 - e) Shine for kids - Early intervention and prevention support for at-risk youth - \$14,000.00***
 - f) Art-Full Women Incorporated - Re-Collect - \$17,853.50***
 - g) Diamond Women Limited - Thrive & Bloom: Central Coast mums wellbeing program - \$11,820.00***
 - h) Camp Breakaway Incorporated - Adults and children living with a disability - \$16,000.00***
 - i) Central Coast Emergency Accommodation Services Limited - Triple-purpose video communication series for Coast Shelter's Central Coast community - \$20,000.00***
 - j) The Royal Society for the Prevention of Cruelty to Animals, New South Wales - People and pets in crisis - \$7,000.00***
 - k) The Men's Table Limited - Central Coast communities of men project - \$20,000.00***
 - l) Happiness Habits Incorporated - Steps 2 Success- Empowering women through employment & education - \$17,650.00***
 - m) Road Safety Education Limited - Enabling access to RYDA Road Safety Education for Central Coast young drivers and passengers - \$20,000.00***
 - n) Lisarow Ourimbah Cricket Club Incorporated - Supporting LOCC junior cricket participation - \$3,500.00***

- o) Kincumber and District Neighbourhood Centre Incorporated - Sprouts and seedlings - \$5,392.40*
- p) Toukley and Districts Art Society Incorporated - Photocopier replacement - \$7,205.00*
- q) Woy Woy Football Club Incorporated - WWFC BBQ Blitz - \$6,500.00*
- r) Central Coast Domestic Violence Committee - The Walk Against Domestic and Family Violence - \$7,000.00*
- s) Narara Valley Baptist Church - Sunday Rhythms: A haven for young musicians - \$5,300.00*
- t) SparkCC Incorporated - The return of the laser cutter - \$15,000.00*
- u) St Vincent de Paul Society NSW - The Ozanam Outreach Community Development Program - \$12,000.00*
- v) Wyong District Cricket Club Incorporated – Cricket Her Way: Creating opportunities in sport for women - \$10,000.00*
- w) A Splash of Colour Swimming Incorporated - Welcome to swimming - \$7,350.00*

2 Declines the following applications, for the reasons indicated in Attachment 1.

- a) 5 Lands Artists Collective Incorporated - Bravewords live podcast launch - project is ineligible.*
- b) Wagstaffe to Killcare Community Association - Rickard's Wharf archaeological study - project is ineligible.*
- c) Australian Skateboarding Federation Limited - King of Concrete Umina and ASF judges course - applicant is ineligible.*
- d) Older Worker Empowerment Incorporated - Stakeholder engagement workshop and presentation - applicant is ineligible.*
- e) Country Women's Association of NSW - Install commercial kitchen - project is ineligible.*
- f) Nextsense - Enhancing Early Intervention: procuring essential diagnostic, therapeutic, and rehabilitative resources for children with hearing and vision loss - project is ineligible.*
- g) Gosford Race Club Limited - Taste the Coast 2024 - applicant is ineligible.*
- h) Norah Head Surfing Fraternity Incorporated - Photographic aid, coaching device and analysis tools - limited broader community benefit is demonstrated.*
- i) Vegan NSW Incorporated - Alive Fest – assigned to another grant program.*
- j) Community Defib Project - Community Defib Project - insufficient information provided to make an accurate assessment.*
- k) Doyalson Wyee Soccer Club Incorporated - Free Football Skills Clinic - limited broader community benefit is demonstrated.*
- l) Central Coast Triathlon Club Incorporated - Financial assistance to replace inoperable triathlon timing transponders - project is ineligible.*

- m) Cerebral Palsy Alliance - Early intervention therapy for babies at risk of cerebral palsy – project received funding through the Central Coast LGA ClubGrants Program.*
- n) Miracle Babies Foundation Limited - Support for families of premature and sick babies in Gosford Hospital - project received funding through the Central Coast LGA ClubGrants Program.*
- o) Learning Links - Together We Thrive: building connected, resilient, and thriving communities – project received funding through the Central Coast LGA ClubGrants Program.*
- p) Doggie Dates NSW Limited - Lending a paw to the Central Coast - project received funding through the Central Coast LGA ClubGrants Program.*
- q) Central Coast Marine Discovery Centre Incorporated - Marine Discovery Series 2024-25 - insufficient information provided to make an accurate assessment.*
- r) FunHaus Factory Incorporated - Development of local music industry- FunGrove - insufficient information provided to make an accurate assessment.*
- s) Shared Reading NSW Incorporated - Life, the universe and stories - insufficient information provided to make an accurate assessment.*
- t) Wesley Community Services Limited - Increasing healthy choices and community connection: Wesley Youth Outreach Central Coast alcohol and drug education and support groups - program is ineligible.*
- u) Curtain Bounce Incorporated - Curtain Bounce 2025 Season – assigned to another grant program.*
- v) Mangrove Mountain and Districts Community Group Incorporated - Community Carols - limited broader community benefit is demonstrated.*
- w) Epilepsy Action Australia - 'Equip' epilepsy awareness program - program is ineligible.*
- x) Surf Life Saving Central Coast Incorporated - RWC easy launch trailers - project is ineligible.*
- y) Woy Woy Peninsula Little Athletics Centre Incorporated - Runway Replacement - project is ineligible.*
- z) Central Coast Outrigger Canoe Club Incorporated - New Ultra-Light Malolo OC6 Canoe - project is ineligible.*
- aa) NGA Waka Whitu Maori Culture Club Group Central Coast NSW Incorporated - Kakahu Revamp - project is ineligible.*

- 3** *Advises the unsuccessful applicants in point 2 (above) and direct them to alternate funding sources if relevant.*

Report purpose

To seek endorsement of the recommendations for the 2024-25 Community Development Grant Program.

Executive Summary

This report considers the applications and recommendations for the Community Development Grants Program.

The Community Development Grant Program is an annual program and opened for applications on 1 June 2024 and closed on 30 June 2024.

Funding of up to \$20,000 per project is available and provides funding to selected activities that are able to be completed within an eighteen (18) month timeframe from the date of funding.

Background

Community Grants

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

Council's Community Grants Program includes:

- Community Development Grant Program
- Community Events and Place Activation Grant Program
- Community Support Grant Program

The Community Development Program applications and recommendations are being considered in this report.

The Community Development Grants Program aims to support local community organisations to implement specific projects and activities that provide community outcomes and enhance the quality of life of residents, as well as strengthening their ability to deliver projects and services that respond to the needs of the community.

The Community Development Grant Program provides a budget of \$300,000 annually as detailed in table 1 below.

2.11 Community Development Grants Program - 2024-25 (cont'd)

Table 1: Community Development Grant Program

Program	Budget	Opening Period	2024-25 allocation to date	Recommended allocation within this report	Allocation plus Recommendation
Community Development Grant Program	\$300,000	1 June 2024 – 30 June 2024	\$0.00	\$261,077.10	\$261,077.10
TOTAL	\$300,000		\$0.00	\$261,077.10	\$261,077.10

Current Status

The 2024-25 Community Development Grants Program opened for applications on 1 June 2024 and closed on 30 June 2024.

Assessment

A total of 50 applications were received and assessed by 6 September 2024 with 23 applications recommended for funding in this Council report.

There were 27 applications that are not recommended for funding in this report. Of these, 14 were ineligible, four had insufficient information to make an accurate assessment, three did not demonstrate broader community benefit, two were identified for a more suitable funding source and four were already funded through the Central Coast Local Government Area ClubGrants Program. Applicants are advised to discuss their proposals further with Council's Grants Officers prior to resubmission in a future round.

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

Stakeholder Engagement

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 three (3) grant writing workshops with thirty-seven attendees and four grant information sessions with sixty-six attendees.

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

Financial Considerations

Financial Year (FY) Implications

The proposal has cost financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal and the LTFP includes funding for the ongoing impact.

Council's 2024-25 Operational Expenditure original budget allocates \$300,000 to the Community Development Grant Program.

Budget is approved until the end of the 2024-25 financial year. Budget funds will expire at the end of each financial year.

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.

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

1	2024 - 25 Recommended and Not Recommended	Provided Under	D16414544
	Community Development	Separate Cover	

Item No: 2.12
Title: Community Support Grant Program - August 2024
Department: Community and Recreation Services

29 October 2024 Ordinary Council Meeting

Reference: F2017/02117-002 - D16459616
Author: Belinda McRobie, Section Manager Community Development
Executive: Melanie Smith, Director Community and Recreation Services



Recommendation

That Council:

- 1 *Allocates \$18,379.95 (inclusive of GST where applicable) from the 2024-25 grants budget to the Community Support Grant program for the month of August as outlined below and in Attachment 1.***
 - a) Davistown Progress Association Incorporated - Rates Subsidy - \$1,136.00***
 - b) Central Coast Fly Rodders Incorporated - Meeting rooms rent support - \$280.00***
 - c) Tuggerah Lakes Christian Education Board Incorporated - FUSE Camp - \$1,735.00***
 - d) Central Coast Roller Derby United Incorporation - 2024 5x5 Roller Derby Grand Final - \$1,516.00***
 - e) Norah Head Ratepayers Residents & Coastcare Association Incorporated - Rent Subsidy - \$360.00***
 - f) Tuggerah Lakes Art Society Incorporated - 2024 FAB FAKES (Fabulous Fakes) - \$2,853.95***
 - g) The University of Newcastle - Coast Next Gen Art Exhibition - \$1,000.00.***
 - h) Community Environment Network Incorporated - World Wetlands Day Breakfast with the Birds 2025 - \$1,499.00***
 - i) Berkeley Vale Neighbourhood Centre Association Incorporated - Rent Subsidy - \$5,000.00***
 - j) Toukley Neighbourhood Centre Incorporated - Toukley Oukley Sunday Gathering - \$3,000.00***
- 2 *Declines the following applications, for the reasons indicated in Attachment 1:***
 - a) Lions Club of Gwandalan Incorporated - Lions Awareness Day - insufficient information provided to make an accurate assessment.***
 - b) The Lakes Surf Life Saving Club Limited - Racing Rescue Mal Board - Limited broader community benefit is demonstrated.***
 - c) Umina Surf Life Saving Club Incorporated - Upgrade to Water Storage and Water Saving Processes - Insufficient information provided to make an accurate assessment.***

- d) Copacabana Tennis Club Incorporated - Clubhouse door security - Insufficient information provided to make an accurate assessment.*
- e) Dementia & Alzheimer's Australia Limited - Memory Walk and Jog Gosford – project is ineligible.*

- 3** *Advise the unsuccessful applicants in point 2 (above) and direct them to alternate funding sources if relevant.*

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 1 below.

Table 1: Community Support Grant Program

Program	Original Budget	Adopted budget	2024-25 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	\$300,000	\$68,691.11	\$18,379.95	\$87,071.06
TOTAL			\$68,691.11	\$18,379.95	\$87,071.06

Current Status

Applications submitted from 1–31 August 2024 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 15 applications were received and assessed by 6 September 2024, with ten applications recommended for funding in this Council report. Five (5) applications are not recommended for funding.

Of the five (5) applications not recommended for funding, three (3) do not provide sufficient information to make an accurate assessment, one (1) does not demonstrate broader community benefit and one (1) is ineligible. All applicants will be advised to discuss their proposal further with Council's Grants Officers prior to resubmission in a future round.

Council's Section Manager Community and Culture and the Community Grants Team assessed the Community Support Grant program applications, against the Community Support Grant Program guidelines.

Stakeholder Engagement

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 three (3) grant writing workshops with thirty-seven attendees and four (4) grant information sessions with sixty-six attendees.

Additionally, Council staff also undertook two (2) drop-in support sessions with twelve attendees to assist applicants with their submissions where required.

Financial Considerations

Financial Year (FY) Implications

The proposal has cost financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal and the LTFP includes funding for the ongoing impact.

Council's 2024-25 Operational Expenditure original budget allocates \$300,000 to the Community Support Grant Program.

Expenditure is approved until the end of the 2024-25 financial year. Budget funds will expire at the end of each financial year.

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.

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

1	CSP August 2024 Recommended and Not Recommended	Provided Under Separate Cover	D16414041
----------	---	-------------------------------	-----------

Item No: 2.13
Title: Community Events and Place Activation Grant Program 2024-25
Department: Community and Recreation Services



29 October 2024 Ordinary Council Meeting

Reference: F2018/01409 - D16459561
Author: Belinda McRobie, Manager, Community Development
Executive: Melanie Smith, Director, Community and Recreation Services

Recommendation

That Council:

- 1 *Allocates \$285,174.79 (inclusive of GST where applicable) from the 2024-25 grants budget to the Community Events and Place Activation Grant program as outlined below and in Attachment 1.***
 - a) Umina Community Group Incorporated - Umina Skate Park - Showcase Skateboarding Event - \$12,870.40***
 - b) Davistown Putt Putt Regatta & Wooden Boat Festival Incorporated - Davistown Putt Putt Regatta & Wooden Boat Festival - \$18,254.00***
 - c) Girrakool Blues Foundation Limited - Girrakool Blues Festival 2026 - \$20,000.00***
 - d) Words on the Waves - Words on the Waves Writers Festival - \$20,000.00***
 - e) Peninsula Chamber of Commerce Incorporated - Brisbane Water Oyster Festival 2024 - \$18,900.00***
 - f) Fun Haus Factory Incorporated - Coastal Twist LGBTQI Arts & Culture Festival 2025 - \$15,000.00***
 - g) Joanne Giles T/As Browse Events - 2025 Central Coast Chilli Festival - \$15,270.00***
 - h) Gosford Race Club Limited - Taste the Coast 2024 - \$4,500.00***
 - i) Central Coast Conservatorium of Music Limited - Coastal Soundwaves Music Camp - \$16,205.00***
 - j) Terrigal Trotters Club Incorporated - 2025 Bay to Bay Running Festival - \$11,936.00***
 - k) Wyong Golf Club Limited - New Years Eve Fireworks Display - \$19,066.89***
 - l) Sport Central Coast - Sport Central Coast 2024 Sports Awards - \$7,040.00***
 - m) 5 Lands Walk Incorporated - 5 Lands Walk 2025 - \$20,000.00***
 - n) Gosford Sister City Association Incorporated - Edogawa Sister City Event - Lantern Festival 2025 - \$19,800.00***
 - o) Central Coast Music and Arts Incorporated - 2025 Central Coast Ukulele Festival - \$8,000.00***
 - p) Wyong Race Club Limited - Wyong District Spring Fair - \$20,000.00***

- q) Central Coast Kids Day Out Incorporated - Central Coast Kids Day Out - There is no manual for Parenting- information is crucial - \$7,000.00*
- r) Vegan NSW Incorporated - Alive Fest - \$19,332.50*
- s) Curtain Bounce Incorporated - Curtain Bounce 2025 Season - \$12,000.00*

2 Declines the following applications, for the reasons indicated in Attachment 1.

- a) Regional Youth Support Services Incorporated - Central Coast Comicon 2025 – project is ineligible.*
- b) Central Coast Malayalee Association - Orumayode Oru Onam - limited broader community benefit is demonstrated.*
- c) MK Music and Event Production - Scottish Weekender - limited broader community benefit is demonstrated.*
- d) Wyong Warriors Sports Club - UTSAV 24 - A stage show spectacular at Wyong Art House - project is ineligible.*
- e) Elite Energy Proprietary Limited - NSW Beach Netball Championships 2025 - insufficient information provided to make an accurate assessment.*
- f) Chocolate 4 Life Pty Limited - Eat Street Cafe Gosford Waterfront Summer Night Markets - project is ineligible.*
- g) Gosford Water Polo Club Incorporated - Gosford Water Polo - project is ineligible.*
- h) Central Coast Industry Connect Limited - The Central Coast Makers Trail - project is ineligible.*
- i) Empire Bay Progress Association Incorporated - Waterfront Celebration - insufficient information provided to make an accurate assessment.*
- j) Central Coast Music & Arts Incorporated - CLIPPED Premieres - Central Coast - insufficient information provided to make an accurate assessment.*
- k) Peninsula Village Limited - Peninsula Villages Spring Carnivale - limited broader community benefit is demonstrated.*
- l) Wyong Race Club Limited - 150th Anniversary of Racing in Wyong - project is ineligible.*
- m) Inspiring Hope - Inspiring Hope Leaving Care Workshop - limited broader community benefit is demonstrated.*
- n) Slippery Sirkus Incorporated - Umina community mosaics - project is ineligible.*
- o) The University of Newcastle - Healthcare Workers Appreciation Day - project is ineligible.*
- p) Berkeley Vale Pre-School Kindergarten Incorporated - Berkeley Vale Community Preschool's 40th Anniversary Movie Night - limited broader community benefit is demonstrated.*
- q) C.L Perrin & T.A Spencer - Stars Ettalong Beach - Vintage Lifestyle Festival - Application withdrawn by applicant.*

3 Advises the unsuccessful applicants in point 2 (above) and direct them to alternate funding sources if relevant.

Report purpose

To seek endorsement of the recommendations for the 2024-25 Community Events and Place Activation Grant Program.

Executive Summary

This report considers the applications and recommendations for the Community Events and Place Activation Grant Program.

The Community Events and Place Activation Grant Program is an annual program and opened for applications on 1 June 2024 and closed on 30 June 2024.

Funding of up to \$20,000 per project is available and provides funding to selected activities that are able to be completed within an eighteen (18) month timeframe from the date of funding.

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.

Council's Community Grants Program includes:

- Community Development Grant Program
- Community Events and Place Activation Grant Program
- Community Support Grant Program

The Community Events and Place Activation Program applications and recommendations are being considered in this report.

The Community Events and Place Activation Grants Program aims to support local organisations to deliver community events and activities that activate space and places to complement activity around town centres, foreshores, lakes and open spaces for families, community and visitors.

The Community Events and Place Activation Grant Program provides a budget of \$300,000 annually as detailed in table 1 below.

2.13 Community Events and Place Activation Grant Program 2024-25 (cont'd)

Table 1: Community Events and Place Activation Grant Program

Program	Budget	Opening Period	2024-25 allocation to date	Recommended allocation within this report	Allocation plus Recommendation
Community Events and Place Activation	\$300,000	1 June 2024 – 30 June 2024	\$0.00	\$285,174.79	\$285,174.79
TOTAL	\$300,000		\$0.00	\$285,174.79	\$285,174.79

Current Status

The 2024-25 Community Events and Place Activation Grants Program opened for applications on 1 June 2024 and closed on 30 June 2024.

Assessment

A total of 36 applications were received and assessed by 6 September 2024 with 19 applications recommended for funding in this Council report.

There are 17 applications not recommended for funding. Of these, eight (8) were ineligible, three (3) had insufficient information to make an accurate assessment, five (5) did not demonstrate broader community benefit and one (1) was withdrawn by the applicant. Applicants are advised to discuss their proposals further with Council's Grants Officers prior to resubmission in a future round.

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

Stakeholder Engagement

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 three (3) grant writing workshops with thirty-seven attendees and four (4) grant information sessions with sixty-six attendees.

Additionally, Council staff also undertook two (2) drop-in support sessions with twelve attendees to assist applicants with their submissions where required.

Financial Considerations

Financial Year (FY) Implications

The proposal has revenue financial implications for the current FY and outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal and the LTFP includes funding for the ongoing impact.

Council's 2024-25 Operational Expenditure original budget allocates \$300,000 to the Community Events and Place Activation Program.

Budget is approved until the end of the 2024-25 financial year. Budget funds will expire at the end of each financial year.

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.


2.13 **Community Events and Place Activation Grant Program 2024-25 (cont'd)**

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.

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

1	Recommended and Not Recommended -	Provided Under	D16414278
	Community Events Place Activation Grant Program 2024-2024	Separate Cover	

Item No: 2.14
Title: Fire Safety Inspection Report - 11-29 The Entrance Rd, The Entrance
Department: Environment and Planning



29 October 2024 Ordinary Council Meeting

Reference: CESS/77/1995 - D16437521
Author: Gary Evans, Principal Health and Building Surveyor
Section Manager: Wayne Herd, Section Manager Building Assessment and Certification
Unit Manager: Andrew Roach, Unit Manager Development Assessment
Executive: Jamie Loader, Director.Environment and Planning

Recommendation

That Council:

- 1 Notes the content of the Fire Safety Report from Fire and Rescue NSW as in Attachment 1, in accordance with Section 17(2)(a) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979.***
- 2 Receives a further report in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979, following staff review of Attachment 1.***

Report purpose

To table a Fire Safety Inspection Report from Fire and Rescue NSW regarding a property at 11-29 The Entrance Road, The Entrance.

Executive Summary

In response to community concerns received concerning adequacy of the provision for fire safety, officers from Fire and Rescue NSW have undertaken an inspection of a property identified as Lots 1, 2 & 3 in Deposited Plan 571197, 11-29 The Entrance Rd, The Entrance. Fire & rescue NSW have since provided a Fire Safety Inspection Report to Council

In accordance with Schedule 5 of the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW inspection reports received by Council are required to be tabled before the Council at the next available Council meeting.

The purpose of this agenda item is to table the Fire Safety Inspection Report relating to 11-29 The Entrance Road, The Entrance, as required.

Background

The subject land (Lots 1, 2 & 3 in Deposited Plan 571197, 11-29 The Entrance Rd, The Entrance) is known as 'El Lago Resort' and is situated on the southern side of The Entrance Road at and to the west of Oakland Avenue, The Entrance. The land contains various residential and tourist accommodation buildings (primarily single storey) and a caravan park with associated facilities.

Following an inspection of the property by Fire & Rescue NSW, a Fire Safety Inspection Report was submitted to Council (dated 24 May 2024) identifying a number of fire safety issues. The Fire Safety Inspection Report is included as (Attachment 1).

Report

As required under the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW has provided to Council a Fire Safety Inspection Report for the premises at 11-29 The Entrance Road, The Entrance.

The Environmental Planning & Assessment Act 1979 requires that these inspection reports are tabled at an Ordinary Meeting of the Council on two occasions:

- Firstly, for Council to note the receipt of the Fire Safety Inspection Report from Fire and Rescue NSW (this is the purpose of this agenda item), and
- Secondly, to then resolve as to whether a Fire Safety Order is to be issued, in accordance with the *Environmental Planning & Assessment Act 1979*, to resolve outstanding fire safety matters raised within the inspection report.

Council officers are now required to review the report and determine whether or not to recommend exercising Council's powers to issue Orders under Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Council officers will proceed to undertake an inspection of the premises and determine whether the use of Orders or other regulatory powers is appropriate. At the time of writing this report, Council officers had taken the initial step by providing correspondence to the property owner of the building to gain access for such an inspection.

A further update, as required by the *Environmental Planning & Assessment Act 1979*, will be provided to the next available Council meeting following the inspection.

Stakeholder Engagement

Consultation has been undertaken with the owner of the affected property, with respect to access for inspection of the property by Council staff.

Following a review and further report to Council, advice on the outcome is required to be provided to the property owner and Fire and Rescue NSW.

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

R-14: Provide a range of housing options to meet the diverse and changing needs of the community including adequate affordable housing.

Risk Management

The review of Fire and Safety NSW recommendations regarding fire safety of property is a routine, although irregular, activity of Council, and as such does not present additional organisational risk.

The operation of essential fire safety measures assists in minimising risk to building occupants, and the effective management is an important public safety matter.

Options

There are no viable options available to Council at this stage, as Council is legislatively obliged to review the advice provided by Fire and Rescue NSW. Council does have options, as the appropriate regulatory authority, with respect to the regulatory action it takes in responding to the Fire and Rescue NSW report. These options will be considered as part of Council officers' investigation and subsequent report to Council.

2.14 Fire Safety Inspection Report - 11-29 The Entrance Rd, The Entrance (cont'd)

Critical Dates or Timeframes

Council is obliged to table Fire and Rescue NSW's report at the first available Council meeting after it is received and to consider its findings at the next available Council meeting after the report is tabled.

Attachments

1	Fire Safety Inspection Report - 11-29 The Entrance Rd, The Entrance	Provided Under Separate Cover	D16437521
----------	---	-------------------------------	-----------

Item No: 2.15
Title: Fire Safety Inspection Report - Bateau Bay Square,
12 Bay Village Road, Bateau Bay
Department: Environment and Planning



29 October 2024 Ordinary Council Meeting

Reference: CESS/12/1992 - D16437654
Author: Gary Evans, Principal Health and Building Surveyor
Manager: Wayne Herd, Section Manager Building Assessment and Certification
Executive: Jamie Loader, Director Environment and Planning

Recommendation

That Council:

- 1 Notes the result of the site inspection at 12 Bay Village Road, Bateau Bay conducted by Council staff on 21 August 2024.**
- 2 Resolves to not issue an Order (Order 1 under Part 2 of Schedule 5 of the Environmental Planning and Assessment Act 1979) with respect to the matters as raised within the Fire Safety Inspection Report received from Fire and Rescue NSW.**
- 3 Resolves that notice of Council's decision be provided to the Commissioner of Fire and Rescue NSW.**

Report purpose

To seek a Council resolution to not issue an Order under the provisions of Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*, in relation to a Fire Safety Inspection Report received from Fire and Rescue NSW for commercial premises at 12 Bay Village Road, Bateau Bay (known as Bateau Bay Square).

Executive Summary

Council has received a Fire Safety Inspection Report from Fire and Rescue NSW in relation to fire safety concerns regarding a property at 12 Bay Village Road (known as Bateau Bay Square). This matter was previously tabled at an Ordinary Meeting of the Council on 26 March 2024. Council Officers have since engaged with the owner of the property to have the identified fire safety issues rectified.

2.15 Fire Safety Inspection Report - Bateau Bay Square, 12 Bay Village Road, Bateau Bay (cont'd)

This report includes the outcomes of the actions and is required to be tabled at an Ordinary Meeting of the Council in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Background

Council routinely receives Fire Safety Inspection Reports from Fire and Rescue NSW in relation to complaints directed to them by members of the public relating to fire safety concerns. A Fire Safety Inspection Report has been received in relation to property at 12 Bay Village Road. The property is known as Bateau Bay Square and contains an existing shopping centre with associated carparking and facilities.

The *Environmental Planning & Assessment Act 1979* requires that these inspection reports are tabled at an Ordinary Meeting of the Council on two occasions:

- Firstly, for Council to note the receipt of the Fire Safety Inspection Report from Fire and Rescue NSW, and
- Secondly, to then resolve as to whether a Fire Safety Order is to be issued, in accordance with the *Environmental Planning & Assessment Act 1979*, to rectify outstanding fire safety matters raised within the inspection report.

In this case, the Fire Safety Inspection Report received from Fire and Rescue NSW was tabled at the Ordinary Meeting of Council on 26 March 2024, as required under Section 17(2) of Part 8 of Schedule 5 of the *Environmental Planning & Assessment Act 1979*. At that meeting it was resolved to:

- 1 *Note the content of the Fire Safety Report from Fire and Rescue NSW (Attachment 1), in accordance with Section 17(2)(a) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979.*
- 2 *Receive a further report in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979, following staff review of Attachment 1."*

Following tabling of the Fire Safety Inspection Report at an Ordinary Meeting, Council is required to determine whether or not to exercise its power to issue a Fire Safety Order requiring works/actions to resolve outstanding fire safety matters (Order 1, under Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*).

To allow Council to make an informed decision as to this issue, senior Council officers have conducted an inspection of the premises in relation to the matters raised by Fire and Rescue NSW.

This further (second) report on the matter is provided in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Current Status

The subject site was inspected by Council's Principal Building Surveyor on 21 August 2024. The purpose of the inspection was to specifically review the issues raised by Fire and Rescue NSW within their Fire Safety Inspection Report.

The issues of concern relate to matters that potentially compromise the safety of occupants of the building and include:

Essential Fire Safety Measures

1 Automatic Fire Detection and Alarm System

- a) The Fire Brigade Panel (FBP) indicated a total of two (2) faults and three (3) isolations relating to the Automatic Fire Detection and Alarm System.
- b) The fire alarm strobe light located in the vicinity of the FBP was damaged and may not function as required by Clause 3.8 of AS 1670.1-2018.

2 Automatic Fire Suppression System

- a) Installation of the sprinkler system had been isolated and drained and would therefore not perform to the requirements of AS 2118.1- 2017. At the time of the inspection, fit out works were being carried out to this area of the building.
- b) A spanner was not provided on the premises for the replacement of sprinkler heads, contrary to the requirements of Clause 6.7 of AS 2118.1-2017.
- c) A block plan was not provided at the sprinkler control assemblies, contrary to the requirements of Clause 8.3 of AS 2118.1-2017.
- d) Emergency instructions were not provided at the sprinkler control assemblies, contrary to the requirements of Clause 8.5 of AS 2118.1-2017.

3 General

Up-to-date maintenance logbooks were not available on site for the fire safety measures. FRNSW officers were advised that this was due to a recent change in maintenance companies. FRNSW officers are unable to confirm whether the fire safety measures are being regularly maintained to ensure compliance with Section 81 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.

As a result of this site inspection carried out in conjunction with the shopping centre Operations Manager, it was evident that all the issues raised by the Fire and Rescue NSW Fire Safety Inspection Report, had been attended. That is, all matters raised as listed above had been addressed either via suitable works and/or via the provision of updated documents.

Accordingly, in this instance there is no further action warranted and the issuing of an Order requiring rectification works is not required.

Stakeholder Engagement

It is a requirement that the outcome of Council's investigation of the fire safety issues raised by Fire and Rescue NSW within their Fire Safety Inspection Report, be reported to the Commissioner of Fire and Rescue NSW.

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal.

The provision of this report and the pursuit of regulatory action are within the adopted resources of Council and do not create additional financial implications for Council.

Link to Community Strategic Plan

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

The review of Fire and Rescue NSW recommendations regarding fire safety of property is a routine, although irregular, activity of Council, and as such does not present additional organisational risk.

Link to Community Strategic Plan

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

The review of Fire and Rescue NSW recommendations regarding fire safety of property is a routine, although irregular, activity of Council, and as such does not present additional organisational risk.

Options


Council has the option to either issue an Order, take alternative regulatory action or take no further action. In this case, all matters identified within the Fire and Rescue NSW *Fire Safety Inspection Report* have been addressed. Accordingly, there is no further action required.

Conclusion

Council is in receipt of a Fire Safety Inspection Report from Fire and Rescue NSW identifying potential fire safety issues at 12 Bay Village Road, Bateau Bay. The inspection report received from Fire and Rescue NSW was tabled before the Council at its meeting of 26 March 2024. The subject site was inspected by Council's Principal Building Surveyor on 21 August 2024. The inspection confirmed that all issues raised by Fire and Rescue NSW within the report, had been satisfactorily attended to.

In the circumstance, it is therefore unnecessary for Council to exercise its power to issue Order 1 under Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979* as per the recommendation within this report.

Attachments

1	Fire Inspection Report - 12 Bay Village Road	Provided Under	D16076389
	Bateau Bay - December 2023	Separate Cover	

Item No: 2.16
Title: Fire Safety Inspection Report - 31 Boyce Avenue
Wyong - Strathavon Resort
Department: Environment and Planning



29 October 2024 Ordinary Council Meeting

Reference: CESS/143/1992 - D16437798
Author: Gary Evans, Principal Health and Building Surveyor
Manager: Wayne Herd, Section Manager Building Assessment and Certification
Executive: Jamie Loader, Director Environment and Planning

Recommendation

That Council:

- 1** *Notes the result of the site inspection at 31 Boyce Avenue, Wyong conducted by Council staff on 27 March 2024.*
- 2** *Resolves to not issue an Order (Order 1 under Part 2 of Schedule 5 of the Environmental Planning and Assessment Act 1979) with respect to the matters as raised within the Fire Safety Inspection Report received from Fire and Rescue NSW.*
- 3** *Resolves that notice of Council's decision be provided to the Commissioner of Fire and Rescue NSW.*

Report purpose

To seek a Council resolution to not issue an Order under the provisions of Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*, in relation to a Fire Safety Inspection Report received from Fire and Rescue NSW for property located at 31 Boyce Avenue, Wyong (known as Strathavon).

Executive Summary

Council has received a Fire Safety Inspection Report from Fire and Rescue NSW in relation to fire safety concerns regarding a property at 31 Boyce Avenue, Wyong (known as Strathavon). This matter was previously tabled at an Ordinary Meeting of the Council on 26 March 2024. Council Officers have since engaged with the owner of the property to have the identified fire safety issues rectified.

This report includes the outcomes of the actions and is required to be tabled at an Ordinary Meeting of the Council in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Background

Council routinely receives Fire Safety Inspection Reports from Fire and Rescue NSW in relation to complaints directed to them by members of the public relating to fire safety concerns. The *Environmental Planning & Assessment Act 1979* requires that these inspection reports are tabled at an Ordinary Meeting of the Council on two (2) occasions:

- Firstly, for Council to note the receipt of the Fire Safety Inspection Report from Fire and Rescue NSW, and
- Secondly, to then resolve as to whether a Fire Safety Order is to be issued, in accordance with the *Environmental Planning & Assessment Act 1979*, to rectify any outstanding fire safety matters raised within the inspection report.

In this case, the Fire Safety Inspection Report received from Fire and Rescue NSW was tabled at the Council meeting of 26 March 2024, as required under Section 17(2) of Part 8 of Schedule 5 of the *Environmental Planning & Assessment Act 1979*. At that meeting it was resolved to:

- 1 *Note the content of the Fire Safety Report from Fire and Rescue NSW (Attachment 1), in accordance with Section 17(2)(a) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979.*
- 2 *Receive a further report in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979, following staff review of Attachment 1."*

Following tabling of the Fire Safety Inspection Report at an Ordinary Meeting, Council is required to determine whether or not to exercise its power to issue a Fire Safety Order requiring works/actions to resolve outstanding fire safety matters (Order 1, under Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*). To allow Council to make an informed decision as to this issue, senior Council officers have conducted an inspection of the premises in relation to the matters raised by Fire and Rescue NSW.

This further report on the matter is provided in accordance with Section 17(2)(b) of Part 8 of Schedule 5 of the *Environmental Planning and Assessment Act 1979*.

Current Status

The subject site was inspected by Council's Principal Building Surveyor and other Compliance Unit staff on 27 March 2024. The purpose of the inspection was to specifically review the issues raised by Fire and Rescue NSW within their Fire Safety Inspection Report.

The issues of concern relate to matters that potentially compromise the safety of occupants of the building and include:

Essential Fire Safety Measures

1 Fire Detection and Alarm System (FDAS)

- a) Fire Brigade Panel (FBP) - The FBP was found displaying one (1) fault and 5 (five) isolations.

The building owner was advised of the faults and isolations following the inspection, and FRNSW were advised that the issues would be investigated and resolved in a timely manner.

FRNSW received email correspondence and photos from the Building Owner on 22 December 2023, confirming the fire maintenance company had investigated and repaired all isolations to the panel.

Additionally, the building owner provided written confirmation from the fire maintenance company that the remaining fault does not affect the operation of the FDAS and works are being undertaken to remove the fault.

Notwithstanding this, it would be at Council's discretion as the appropriate regulatory authority, to determine whether further investigation is required in this instance.

- b) Maintenance - The Fire Alarm System monthly service record logbooks could not be located 'in the premises', indicating the system may not receiving regular/monthly servicing, contrary to the requirements of Section 6 of AS 1851-2012 and Section 81 of the EPAR 2021

- c) A smoke alarm within room 90 (currently vacant) had been removed from the installed location.

2 Fire Suppression System

- a) Fire Sprinkler System – The sprinkler block plan details the design of the external drencher system to AS 2118.4-2012. In this regard, the following comments are made:

- i. The sprinkler booster connection is not clearly marked with signage stating, 'SPRINKLER BOOSTER CONNECTION and the maximum allowable

inlet pressure at the connection', contrary to the requirements of Clause 3.8 of AS 2118.4-2012.

- ii. The main isolation valve at the control valve was observed in the closed position and not provided with a padlock or riveted strap to allow the valve to be secured in the open position, contrary to the requirements of Clause 8.2.2 of AS 2118.1-1999.
- iii. The Duty Manager was advised of the closed main isolation valve at the time of the inspection. The Duty Manager proceeded to open the isolation valve. FRNSW observed the main isolation valve in the open position prior to concluding the inspection.
- iv. The boost/inlet connections lacked service labels/tags to confirm the valve was receiving the required six-monthly service check, contrary to the requirements of Section 2.4 of AS 1851-2012 and Section 81 of the EPAR 2021.
- v. The Automatic Fire Sprinkler System monthly service record logbook could not be located 'in the premises', indicating the system may not be receiving regular/monthly servicing, contrary to the requirements of Section 2 of AS 1851-2012 and Section 81 of the EPAR 2021.

3 Exit Signs

- a) An exit sign in the Strathavon House (main building) was not illuminated and had not been maintained, contrary to the requirements of Section 81 of the EPAR 2021.

4 Annual Fire Safety Statement (AFSS)

- b) in accordance with Section 89 of the EPAR 2021. A copy of the current AFSS was not prominently displayed within the building

As a result of this site inspection carried out in conjunction with the building owner and their appointed Accredited Practitioner (Fire Safety), it was evident that the majority of the issues raised by the Fire and Rescue NSW Fire Safety Inspection Report had been attended to. Additionally, further evidence was provided by the appointed Accredited Practitioner (Fire Safety), confirming the repair of the Fire Indicator Panel, subsequent to the initial inspection. As such, it is concluded that all matters raised as listed above had either been addressed either via suitable works and/or via the provision of updated documents.

Accordingly, in this instance there is no further action warranted and the issuing of an Order requiring rectification works is not recommended nor required.

Stakeholder Engagement

It is a requirement that the outcome of Council's investigation of the fire safety issues raised by Fire and Rescue NSW within their report, be reported to the Commissioner of Fire and Rescue NSW.

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal.

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

The review of Fire and Rescue NSW recommendations regarding fire safety of property is a routine, although irregular, activity of Council, and as such does not present additional organisational risk.

Options

Council has the option to either issue an Order, take alternative regulatory action or take no further action. In this case, all matters identified within the Fire and Rescue NSW Fire Safety Inspection Report have been addressed. Accordingly, there is no further action required.

Conclusion

Council is in receipt of an Inspection from Fire and Rescue NSW identifying potential fire safety issues at 31 Boyce Avenue Wyong. The Fire Safety Inspection Report received from Fire and Rescue NSW was tabled before the Council at its meeting of 26 March 2024. The subject

2.16 Fire Safety Inspection Report - 31 Boyce Avenue Wyong - Strathavon Resort (cont'd)


site was inspected by Council's Principal Building Surveyor and other Compliance staff on 27 March 2024. The inspection and additional follow up review, confirmed that all issues raised by Fire and Rescue NSW within the report, had been satisfactorily attended too.

In the circumstance, it is therefore unnecessary for Council to exercise its power to issue Order 1 under Part 2 of Schedule 5 of the *Environmental Planning and Assessment Act 1979* as per the recommendation within this report.

Critical Dates or Timeframes

Nil

Attachments

1	Fire Inspection Report - 31 Boyce Avenue Wyong  Strathavon House - January 2024	Provided Under Separate Cover	D16076507
----------	---	----------------------------------	-----------

Item No: 2.17
Title: Annual Disclosure of Interest Returns
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2023/01279 - D16437150
Author: Alysha Coussos, Section Manager Governance
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council receives the annual returns of 'Disclosures of Interest and Other Matters' for the Administrator, designated persons and relevant committee members for the period 1 July 2023 to 30 June 2024.

Report purpose

To table the completed Disclosures of Interest and Other Matters in Written Returns, for the Administrator, designated persons and relevant committee members for the 2023-2024 financial year in accordance with Council's Code of Conduct and section 440AAB of the *Local Government Act 1993*.

Executive Summary

This report tables before Council completed Disclosures of Interests and Other Matters in Written Returns pursuant to section 440AAB of the *Local Government Act 1993*. The annual disclosures must be tabled at the first ordinary meeting of Council held after the last date for lodgement, which was 30 September 2024. Councillors have three (3) months from being elected to complete returns of interest, and a further report tabling the councillors' returns will be presented in due course.

Background

To comply with Council's Code of Conduct (Code), Councillors, designated persons and independent representatives of relevant committees holding that position must complete and lodge a return, set out in the prescribed form, within three months after 30 June each year (i.e. by 30 September).

Clause 4.8 of the Code defines a 'designated person' as:

- (a) the chief executive officer*
- (b) other senior staff of the council for the purposes of section 332 of the Local Government Act 1993*
- (c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest*
- (d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member's private interest.*

In accordance with clauses 4.24 and 4.25 of the Code, the Chief Executive Officer must keep a register of returns required to be made and lodged by Councillors, designated persons and any other person identified by the Council as a committee member that is carrying out a function that may give rise to a conflict between a person's duty as a member of a committee and the member's private interest.

Members of the following committees of Council have been identified as "designated persons" pursuant to the provisions of section 4.8(d) of the Code due to the possible conflict of interest as a member of a Council committee and their private interest:

- Audit, Risk and Improvement Committee
- Central Coast Local Planning Panel (CCLPP).

It is noted that members of the CCLPP are required under the Local Planning Panel Code of Conduct (LPP Code) to periodically lodge with the Panel Chair a return disclosing their interests. The Panel Chair must provide the returns to the Chief Executive Officer who must in turn keep a register of the returns. Under the LPP Code, the Chief Executive Officer is required to table the returns of the CCLPP members lodged with the Panel Chair.

The former Administrator is also required to complete a declaration due to the functions of the position.

Report

The returns are designed to promote openness and transparency in local government and to avoid conflicts of interest on the part of staff who exercise decision-making functions.

The names and positions of designated persons and independent representatives of relevant committees who were required to lodge the return are provided at (Attachment 1).

Newly elected councillors will also be required to complete a declaration in accordance with the same provisions of the Code and *Local Government Act 1993* within 3 months of taking office. A further report tabling the councillors' returns will be provided to Council at the first Council meeting after the due date.

Information contained in the returns will be publicly available on Council's website at this [link](#) in accordance with the requirements of the *Government Information (Public Access) Act 2009*, the *Government Information (Public Access) Regulation 2009* and any guidelines issued by the Information Commissioner. The unredacted returns will subsequently be available for view-only inspection by application as per Council's current practice.

Stakeholder Engagement

Nil.

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes funding for this proposal.

Nil.

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


This report ensures adherence to the relevant requirements of both the Code and the GIPA Act. Disclosure of the returns promotes openness and transparency in Council, and local government more broadly. Failure by a Councillor or designated person to lodge a return may constitute a breach of the Code.

It also facilitates the identification and management of any potential conflicts of interests that may arise when staff or committee members participate in decision-making from where there is a reasonable likelihood or expectation of a personal or financial benefit, gain or loss. This maintains public confidence in Council's decision-making process and protects Council from the risk of complaints concerning possible breaches of the pecuniary interest provisions of the Code.

Critical Dates or Timeframes

In accordance with the Code of Conduct, the disclosures by designated persons must be tabled at the first meeting of Council held after the last date of lodgement, that being 30 September 2024. This is the first Ordinary Council Meeting that falls after that date.

Attachments

- | | | | |
|---|---|-------------------------|-----------|
| 1 | 2023-2024 Designated Persons Register as at | Provided Under Separate | D16474013 |
|  | 22-10-2024 | Cover | |

Item No: 2.18
Title: Status Update on Active Council Resolutions
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16436861
Author: Briony Stiles, Team Leader Civic Support
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council notes the 'Status Update on Active Council Resolutions' report for 1 July to 30 September 2024 at Attachment 1.

Report purpose

To provide Council and the community with a status update on actions arising from resolutions made at Council meetings.

Executive Summary

This report provides a quarterly update on the implementation of Council resolutions during the period from 1 July to 30 September 2024.

Background

It is a requirement under the *Local Government Act 1993* that lawful decisions of Council are implemented without undue delay. Quarterly reporting on active Council resolutions provides transparency and accountability.

Report

The Status Update on Active Council Resolutions at Attachment 1 provides an overview of the implementation of resolutions during the period from 1 July to 30 September 2024.

There are currently a total of 30 active Council resolutions. Thirty-one (31) actions have been completed since the last quarterly status update (presented to Council on 23 July 2024).

Stakeholder Engagement

Nil

Financial Considerations

Financial Year (FY) Implications

The proposal does not have financial implications for the current year or outer years in the LTFP.

Budget and Long-Term Financial Plan (LTFP) Impact.

The FY adopted budget includes the impact for this proposal.

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

By proactively tracking and reporting on the status of Council resolutions and their actions, Council is actively keeping both Council and the community updated on progress. This transparency with the governing body and the community reduces the risk of not meeting the community's expectations or not delivering on Council resolutions in a timely manner.

Critical Dates or Timeframes

See (Attachment 1) for specific deadlines for each action. The next quarterly report will be presented to the February 2025 Ordinary Council Meeting.

Attachments

1	Outstanding Council Actions as at	Provided Under Separate	D16472923
	16.10.24	Cover	

Item No: 2.19
Title: Proposed Ordinary Council Meeting Schedule - 2025
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16466135
Author: Briony Stiles, Team Leader Civic Support
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council determines to hold Ordinary Meetings of Council at 2 Hely Street, Wyong, commencing at 6:30pm, on each of the following dates in 2025:

- **25 February 2025**
- **25 March 2025**
- **29 April 2025**
- **27 May 2025**
- **24 June 2025**
- **22 July 2025**
- **26 August 2025**
- **23 September 2025**
- **28 October 2025**
- **25 November 2025**
- **9 December 2025**

Report purpose

This report is to confirm the date, time and place for holding Ordinary Council Meetings during 2025. Consideration of this matter was deferred from the Extraordinary Council Meeting on 8 October 2024 to the current meeting.

Executive Summary

Council is required to meet at least ten (10) times per year, each time in a different month. The Code of Meeting Practice requires Council to set the frequency, time, date and place of its Ordinary Meetings by resolution.

Background

Section 365 of the [Local Government Act 1993](#) (the Act) provides that Council must meet at least ten times per year, with each meeting being in a different month.

Clause 5.1 of Council's Code of Meeting Practice states:

Ordinary Meetings of Council will be held on the fourth Tuesday of the months of January to November inclusive and on the second Tuesday of the month of December at 2 Hely Street, Wyong commencing at 6.30 PM.

Clause 5.2 of the Code requires Council to set or vary the frequency, time, date and place of its Ordinary Meetings by resolution.

Report

It is proposed that Ordinary Council Meetings be held during 2025 as follows:

Date	Day	Time	Location
25 February 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
25 March 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
29 April 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
27 May 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
24 June 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
22 July 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
26 August 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
23 September 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
28 October 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
25 November 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong
9 December 2025	Tuesday	6:30 PM	Council Chambers, 2 Hely Street, Wyong

This schedule proposes 11 meetings, which is above the Act's minimum requirement of ten meetings per annum.

It is proposed to not hold a January meeting, which is common practice among councils in NSW. It is also proposed to schedule the April meeting for the fifth Tuesday of the month, instead of the fourth Tuesday of the month, due to the Easter public holidays.

Subsequent changes to the arrangements for Ordinary Meetings can be made via Council resolution.

An alternative meeting schedule may be proposed by councillors, provided it allows for at least ten Council meetings, with each meeting being in a different month. Any increase in the number of meetings or a significant change to the proposed meeting cycle would need to be considered in light of resourcing requirements and potential budgetary implications.

Financial Considerations

Funding to support the proposed scheduling of Ordinary Council Meetings is included in the existing operational 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 meetings provide an open and transparent public forum where the decisions of Council are made. Setting the schedule for Ordinary Council Meetings in advance provides the community with certainty and the opportunity for engagement.

Attachments

Nil

Item No: 3.1
Title: Notice of Motion: Establishment of Economic Development Committee
Department: Corporate Services



29 October 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16471380
Author: Briony Stiles, Team Leader Civic Support
Executive: David Farmer, Chief Executive Officer

Cr Doug Eaton OAM, Cr John McNamara, and Cr Jared Wright have given notice that at the Ordinary Council Meeting to be held on 29 October 2024, they will move the following motion:

- 1 *That Council establish an economic development committee for the term of Council.*
- 2 *That the draft terms of reference for the committee be shown in Annexure A.*
- 3 *That the Chief Executive Officer report back to Council on a final terms of reference for the committee, appropriate staff appointees and other administrative matters.*
- 4 *That the committee consist of 5 (five) Councillors, plus the Mayor.*
- 5 *That Council now elect by open voting the Councillor members of the committee and its deputy chair.*
- 6 *That the committee meet once a month on the first Tuesday of the month at 5:00pm, with the exception that there be no meeting in January.*

3.1 Notice of Motion: Establishment of Economic Development Committee (cont'd)

ANNEXURE A – Draft Terms of Reference

1. Role

The role of the committee is to provide advice and recommendations to council on all matters involving the local economy, employment, and regional development.

2. Responsibilities

- a) Economic development strategies and initiatives,*
- b) Regional, states and national infrastructure,*
- c) Business and employment development and support,*
- d) Promotion of economic activity,*
- e) Ensuring timely approvals of employment generating activities.*

3. Membership, voting and quorum

- a) Voting members - 5 Councillors, plus the Mayor, each to have 1 vote,*
- b) Quorum – 3 voting members*
- c) Non voting members – Council staff including Director Environment and Planning, the Manager Economic Development, Administration staff as determined by the Chief Executive Officer.*

4. Meetings to be held every month except January, at 5pm on the first Tuesday of the month at 5:00pm in the Council Committee rooms.

Agendas will be prepared by staff in consultation with the Deputy Chair and be circulated to members at least 3 days prior to the meeting.

Meetings will be recorded and the minutes and recommendations referred to Ordinary Council Meetings for Adoption.

5. Conduct

The Committee will be bound by and operated according to the Council's Code of Conduct, and Code of Meeting Practice.

Chief Executive Officer Comment

The establishment of Standing Committees may be a useful mechanism to review issues and present proposals to the Council. The implementation of Standing Committees will require resources from the Civic Support team and technical officers from across the organisation with a small Materials and Services allocation. The full impact on resourcing will be determined after Council has resolved its complete standing committee structure. It is likely that this will occur in conjunction with the development of the Community Strategic Plan and Delivery Program over the next few months.

Attachments

Nil.