



Central Coast Council
Supplementary Business Paper
Ordinary Council Meeting
25 March 2025





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.



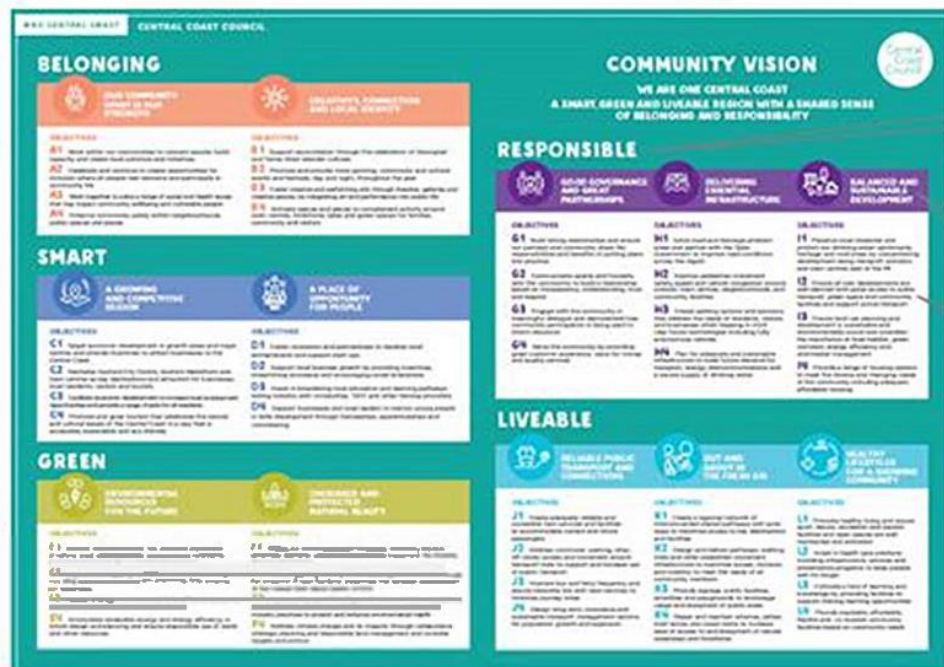
Good governance and great partnerships

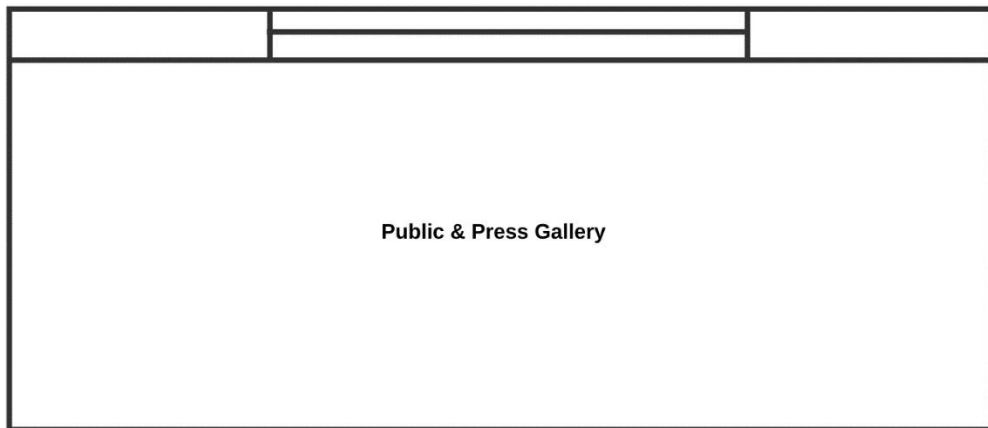
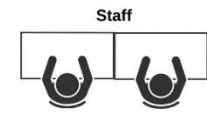
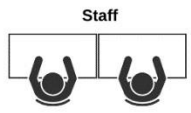
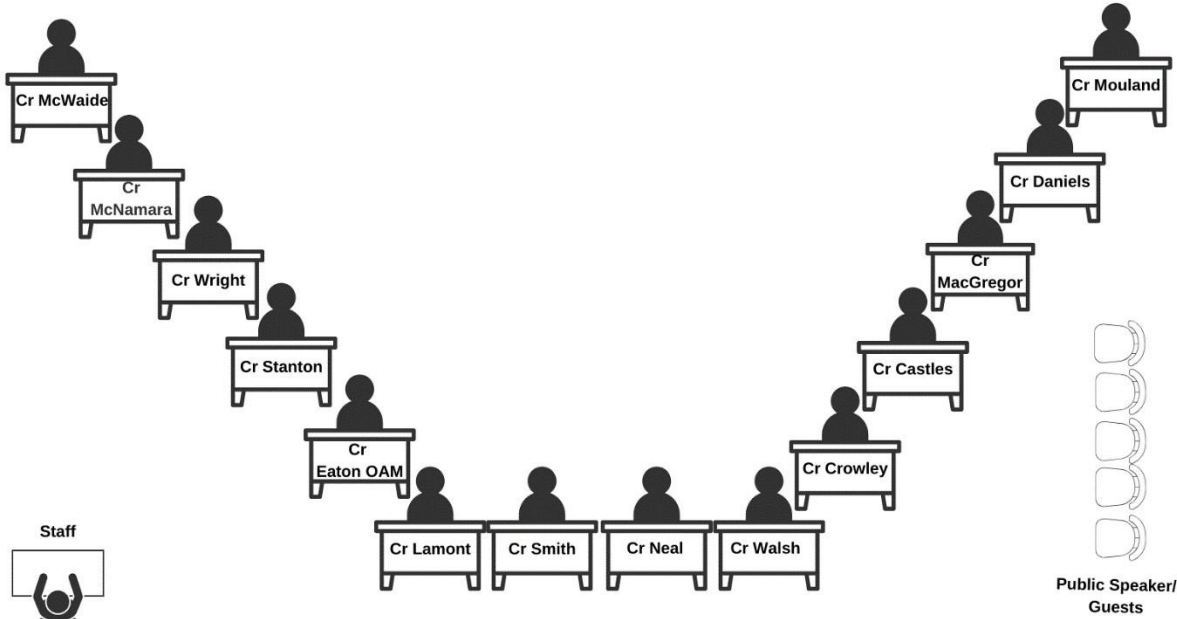
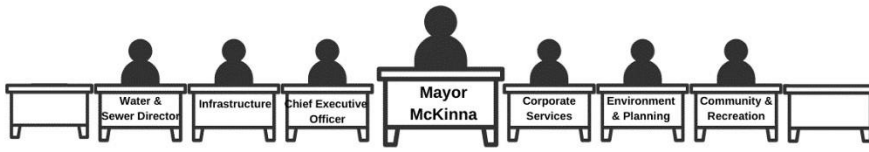
G2 Engage and communicate openly and honestly with the community to build a relationship based on trust, transparency, respect and use community participation and feedback to inform decision making

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.





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.

Pecuniary interest: A Councillor who has a **pecuniary interest** in any matter with which the Council is concerned, and who is present at a meeting of the Council at which the matter is being considered, must disclose the nature of the interest to the meeting. The Councillor must not be present at, or in sight of, the meeting:

- a) At any time during which the matter is being considered or discussed, or
- b) At any time during which the Council is voting on any question in relation to the matter.

Non-Pecuniary conflict of interest: A Councillor who has a **non-pecuniary conflict of interest** in a matter, must disclose the relevant private interest in relation to the matter fully and on each occasion on which the non-pecuniary conflict of interest arises in relation to the matter.

Significant Non-Pecuniary conflict of interest: A Councillor who has a **significant** non-pecuniary conflict of interest in relation to a matter under consideration at a Council meeting, must manage the conflict of interest as if they had a pecuniary interest in the matter.

Non-Significant Non-Pecuniary interest: A Councillor who determines that they have a non-pecuniary conflict of interest in a matter that is **not significant** and does not require further action, when disclosing the interest it must also be explained why the conflict of interest is not significant and does not require further action in the circumstances.

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.

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 25 March 2025 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

SUPPLEMENTARY BUSINESS PAPER

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David Farmer
Chief Executive Officer



Item No: 3.7
Title: Review Committee - Current Library Building - Minutes and Recommendations February 2025
Department: Corporate Services

25 March 2025 Ordinary Council Meeting

Reference: F2025/00016 - D16716605
Author: Briony Stiles, Team Leader Civic Support
Executive: Melanie Smith, Director Community and Recreation Services

Recommendation

That Council receives and notes the minutes of the meeting held by the 'Review Committee – Current Library Building' on 27 February 2025, and considers the recommendations made by the Committee:

- a) That Council endorses to undertake Community Engagement regarding the future of Gosford Library.***
- b) That Council allocates \$12,000 to conduct community consultation on the existing Gosford Library building.***
- c) Supports the committee to reconvene after the conclusion of community consultation to review feedback and discuss potential next steps.***

Report purpose

To provide minutes of the February meeting of the 'Review Committee – Current Library Building'.

Executive Summary

The 'Review Committee – Current Library Building' met on 27 February 2025. Minutes of this meeting are provided for Council's consideration.

Report

Minutes of the Review Committee meeting held in February 2025 are reported for the information of Council. The following minutes have been approved by the Committee Coordinator and will be reported to the Committee for confirmation at the next meeting which is yet to be scheduled:

[Review Committee - Current Library Building - 27 February 2025](#)

3.7 Review Committee - Current Library Building - Minutes and Recommendations February 2025 (cont'd)

At the meeting on 27 February 2025, in Item 1.7 General Business and Review Action Log it was resolved:

That the Committee

- 1 Endorses a community consultation process regarding the future of the existing Gosford Library to be conducted in April and May 2025.***
- 2 Reconvene after the conclusion of community consultation, and the feedback has been analysed, to review the outcomes and discuss potential next steps.***
- 3 Not disband until it has reviewed a consultation report and provided recommendations to Council on the future of the existing Gosford Library building which is anticipated to be around July/August 2025.***
- 4 That the committee considers further reports may be required to support the decision making process.***
- 5 Notes that there is an active resolution that the existing library not be demolished.***

In Item 1.4 Community Engagement Plan, it was resolved:

That the Committee

- 1 1 Receives the draft Community Engagement Plan and supports the plan in principle.***
- 2 Requests staff circulate draft materials for the committee's consideration.***
- 3 Provides further information about conducting the survey internally rather than a third-party including costing and timeframes.***
- 4 Recommends to Council to undertake Community Engagement.***

Stakeholder Engagement

At the 27 February 2025 Review Committee Meeting, it was proposed that community consultation be undertaken in April/May 2025 to determine community sentiment in regards the future of the existing Gosford Library building, by way of the following activities:

- Online page on *Your Voice Our Coast* with information and a map showing the place and location of the facility,
- Online survey with educational points,
- Printed surveys at various Council locations, including libraries,
- In person research in Gosford CBD and Kibble Park, conducted by a third-party provider.

Financial Considerations

Financial Year (FY) Implications.

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

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

The FY adopted budget does not include funding for this proposal and the amount will need to be included in a future Quarterly Budget Review.

The proposed community consultation would have the financial impact of reducing, by a corresponding amount, the Library Services 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

Nil

Attachments

Nil



Item No: 3.10
Title: Draft Councillor Expenses and Facilities Policy - For public exhibition
Department: Corporate Services

25 March 2025 Ordinary Council Meeting

Reference: F2022/02582 - D16716992
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** ***Endorses the draft Councillor Expenses and Facilities Policy at Attachment 1 and place it on exhibition for 28 days.***
- 2** ***Notes that a further report will be presented to Council at the end of the exhibition period to consider any submissions received prior to adoption.***

Report purpose

To present a revised Councillor Expenses and Facilities Policy for public consultation.

Executive Summary

The Policy outlines the expenses and facilities provided to each Councillor to enable them to carry out their civic duties as elected representatives of their local community. This Policy must be adopted within 12 months of each new term of Council. The draft policy at (Attachment 1) will be placed on public exhibition for a period of 28 days to allow for community submissions to be received and considered before the Policy is adopted.

Background

The *Local Government Act 1993* ('the Act') provides that Council must adopt a Councillor Expenses and Facilities Policy ('the Policy') within the first 12 months of each term of a council. Council's current Policy was adopted at the Ordinary Council Meeting on 28 March 2023. As Council was under administration at that time, the Policy contains references to the Administrator which are no longer applicable.

Section 252(3) of the Act states that Council must not pay any expenses incurred or to be incurred by, or provide any facilities to, Councillors otherwise than in accordance with the

3.10 Draft Councillor Expenses and Facilities Policy - For public exhibition (cont'd)

Policy. This ensures accountability and transparency for the reimbursement of reasonable expenses and the provision of facilities to Councillors to allow them to undertake their civic responsibilities as elected representatives of their community.

The Office of Local Government ('OLG') provides [Guidelines for the payment of expenses and provision of facilities for Mayors and Councillors](#), as well as a suggested [template Policy](#).

Report

In addition to minor formatting and template changes, the following more notable amendments have been made to the draft Policy at (Attachment 1):

Clause No	Subject	Comment
Introduction		
2.3	Superannuation	Included to reflect Council's decision to contribute to Councillors' superannuation in accordance with Commonwealth legislation.
Specific expenses – General travel arrangements and expenses		
7.3	Reimbursement amount	Increased from \$5,000 to \$7,500 per financial year per councillor for travel on official business or for professional development.
Specific expenses – Interstate, overseas and long-distance intrastate travel		
7.6	Interstate and overseas travel generally	Additional clause (based on OLG template) stating that interstate or overseas travel should be avoided unless direct and tangible benefits can be established for the council and the local community.
7.17	Report on overseas travel	Additional clause (based on OLG template) requiring the submission of a report to Council by a Councillor returning from a Council-approved overseas business trip.
Specific expenses – Professional development		
7.27	Professional development	Additional clause allocating \$13,000 per Councillor to undertake the Company Directors Course delivered by the Australian Institute of Company Directors. This reflects the recommendation that councillors complete an accredited course for company directors, made in the Central Coast Council Public Inquiry Report dated 10 February 2022.

3.10 Draft Councillor Expenses and Facilities Policy - For public exhibition (cont'd)

Specific expenses – Conferences and seminars		
7.33	Attendance at annual conferences	Amended to provide a per Councillor allowance, rather than a collective total for all councillor attendance at conferences and seminars. The mayoral allowance for conferences is \$7,000 (compared to \$5,000 for councillors) because the mayor attends the LGNSW Conference and the ALGA National General Assembly as Council's voting delegate.
Specific expenses – Information and communications technology (ICT) expenses		
7.38 and 7.39	ICT	Amendment to budget \$3,000 per Councillor per year for ICT equipment and services. This replaces the current Policy allowance of \$3,500 per councillor upon commencement of the term. The annual budget for ICT expenses such as stationery and printing has been reduced from \$1,500 per Councillor per year to \$1,000 per Councillor per year. The current Policy's allowance of \$300 per Councillor per year for home office expenses has also been deleted. This reflects changes in technology and cyber security requirements.

Stakeholder Engagement

A councillor workshop on the Policy was held on 18 February 2025.

In line with the requirements set out by the Act, the draft policy will be placed on public exhibition for a period of 28 days to enable public consultation and engagement. Any comments received during public exhibition will be incorporated in the future report to Council.

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 does not include the impact of this proposal and the amount will need to be included in a future Quarterly Budget Review. The LTFP does not allow for the ongoing impact and will need to be updated in the next review.

3.10 Draft Councillor Expenses and Facilities Policy - For public exhibition (cont'd)

Should Council resolve to increase policy limits as set out in this report, there will be an impact on the 2025-26 budget and subsequent yearly budgets. The impact is an increase in the 2025-2026 budget for Councillor expenses as follows:

- \$37,500 per annum for travel costs,
- \$65,000 per annum (over the remaining 3 year term) for the Company Directors Course recommended by the Public Inquiry Report,
- \$30,000 per annum (approximately) for conferences and seminars, noting that the current Policy does not quantify the allowance for attending the LGNSW conference, which is additional to the collective allowance of \$30,000 for seminars and conferences,
- \$33,000 per annum for ICT expenses,
- TOTAL: \$165,500.pa increase.

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

Adopting the Policy will avoid the risk of breaching Council's legislative obligations with respect to payment of councillor expenses and provision of facilities, while at the same time ensuring that elected councillors are not out-of-pocket for performing their civic duties.

Critical Dates or Timeframes

Council must adopt a policy on the payment of expenses and the provision of facilities to the mayor and councillors within the first 12 months of the term, i.e. by 1 October 2025.

Attachments

1   2025 Exhibition DRAFT Councillor Expenses and Facilities Policy D16742042

Central Coast Council

Councillor Expenses and Facilities Policy



Date Adopted: 28/03/2023
Revision: 7

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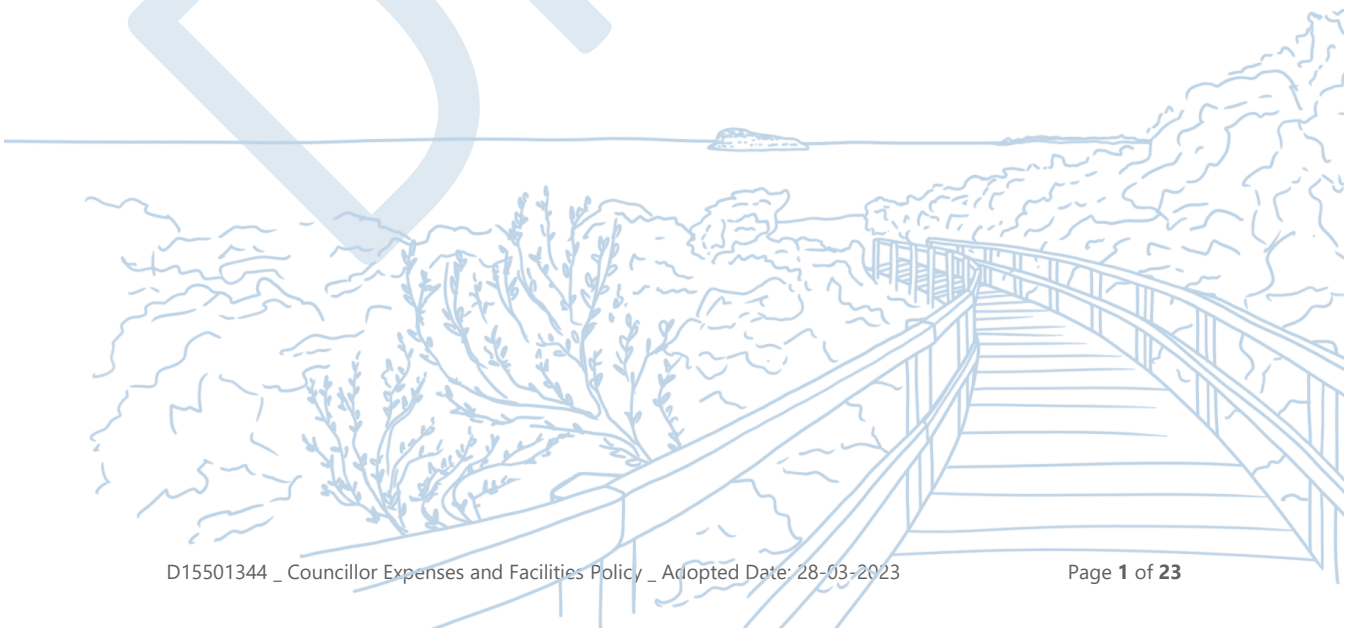


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1. Policy Summary

- 1.1. This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties. The policy ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations.
- 1.2. The policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 1.3. This policy has been prepared in accordance with the *Local Government Act 1993* (NSW) (**Act**) and *Local Government (General) Regulation 2021* (**Regulation**), complies with the Office of Local Government (OLG)'s *Guidelines for the Payment of Expenses and Provision of Facilities to Mayors and Councillors in NSW* and is an adaptation of the OLG's *Model Councillor Expenses and Facilities Policy*.
- 1.4. The following table details the expense types and what Council will pay for where the expense incurred relate to the Mayor and Councillor's civic function or role only, the frequency and maximum amount payable. All monetary amounts are exclusive of GST.

Expense or facility	Maximum amount	Frequency
General travel expenses	\$7,500 per Councillor	Per financial year
Corporate uniform	1 name badge, 1 lapel pin, 2 neckties/scarves, 1 corporate polo shirt and 1 corporate blazer per Councillor	Per term
Interstate, overseas and long-distance intrastate travel expenses	\$10,000 budget for all Councillors	Per financial year
Accommodation and meals	As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	Per meal/night
Provision for partners	Cost of official conference dinner for accompanying person of a Councillor for LGNSW Annual Conference only	Per financial year
Professional development (excluding induction training)	\$2,500 per Councillor \$13,000 per Councillor (AICD course fee)	Per financial year Per term
Conferences and Seminars	\$5,000 per Councillor \$7,000 for the Mayor	Per financial year
ICT expenses	\$4,000 per Councillor	Per financial year
Carer expenses	\$8,000 per Councillor	Per financial year
Access to facilities in a Councillor room	Provided to all Councillors	Per term

Expense or facility	Maximum amount	Frequency
Council vehicle and fuel card	Provided to the Mayor	Per term
Reserved parking spaces at Council offices	Provided to the Mayor and Councillors	Per term
Furnished office	Provided to the Mayor	Per term
Administrative support to Mayor and Councillors	Provided to the Mayor and Councillors	Per term

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PART A – INTRODUCTION

2. Introduction

- 2.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Central Coast Council (**Council**).
- 2.2. Expenses and facilities provided by this policy are in addition to fees paid to the Mayor and Councillors, as set by Council and determined by the Local Government Remuneration Tribunal as per section 241 of the Act and reviewed annually.
- 2.3. Superannuation, as resolved by Council, will be paid in accordance with section 254B of the Act and as determined by Commonwealth superannuation legislation.

3. Policy Objectives

- 3.1. The objectives of this policy are to
 - 3.1.1. Clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.
 - 3.1.2. Enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties;
 - 3.1.3. Enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties;
 - 3.1.4. Ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors;
 - 3.1.5. Ensure facilities and expenses provided to Councillors meet community expectations;
 - 3.1.6. Support a diversity of representation; and
 - 3.1.7. Fulfil Council's statutory responsibilities.

4. Principles

- 4.1. Council commits to the following principles:
 - 4.1.1. **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions.
 - 4.1.2. **Reasonable expenses:** Providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor.
 - 4.1.3. **Participation and access:** Enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with special needs to serve as a Councillor.

- 4.1.4. **Equity:** To provide equitable access to expenses and facilities for all Councillors.
- 4.1.5. **Appropriate use of resources:** Providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations.
- 4.1.6. **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to Councillors.

5. Private or political benefit

- 5.1. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 5.2. Facilities provided and expenses reimbursed by Council should benefit the community and the civic role of Councillors who must not obtain private or political benefit from provisions under this policy.
- 5.3. Incidental private use of Council equipment and facilities by Councillors may occur from time to time and does not breach this policy or Council's Code of Conduct. For example, telephoning home to advise that a Council meeting will run later than expected.
- 5.4. Such incidental private use does not require a compensatory payment back to Council.
- 5.5. Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council if an actual cost of the private use can be substantiated by Council (in accordance with section 252(2) of the Act).
- 5.6. Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political benefit during a re-election campaign:
 - 5.6.1. Production of election material;
 - 5.6.2. Use of Council resources and equipment for campaigning;
 - 5.6.3. Use of official Council letterhead, publications, websites or services for political benefit; and
 - 5.6.4. Fundraising activities of political parties or individuals, including political fundraising events.

PART B – EXPENSES

6. General expenses

- 6.1.** All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this policy.
- 6.2.** Expenses not explicitly addressed in this policy will not be paid or reimbursed.
- 6.3.** Authorising staff are empowered to refuse, or question, a request for payment when it does not accord with this policy or when additional information is required to make an assessment.

7. Specific expenses

Corporate uniform

- 7.1.** Council will provide 1 name badge and 1 pin, 2 neckties/scarves, 1 corporate polo shirt and 1 corporate blazer upon request per Councillor during their term of office.

General travel arrangements and expenses

- 7.2.** All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 7.3.** Each Councillor may be reimbursed up to a total of \$7,500 per financial year for travel expenses incurred while undertaking official business or professional development within NSW. This includes reimbursement of:
 - 7.3.1.** public transport fares;
 - 7.3.2.** the use of a private vehicle or hire car;
 - 7.3.3.** parking costs for Council and other meetings;
 - 7.3.4.** tolls;
 - 7.3.5.** documented ride-share programs, such as Uber, where tax invoices can be issued and
 - 7.3.6.** by Cabcharge or equivalent.
- 7.4.** Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award.
- 7.5.** Councillors seeking to be reimbursed for use of a private vehicle must keep a logbook recording the date, distance and the purpose of the travel being claimed. Copies of the relevant logbook contents must be provided with the claim.

Interstate, overseas and long-distance intrastate travel expenses

- 7.6.** In accordance with section 5, Council will scrutinise the value and need for councillors to undertake interstate and overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for the council and the local community. This

- includes travel to any sister and friendship city arrangements entered into by Council.
- 7.7.** Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped at a total of \$10,000 provided in an annual budget per financial year.
- 7.8.** Councillors seeking approval for any interstate and long-distance intrastate travel must submit a request to, and obtain the approval of, the Chief Executive Officer prior to travel.
- 7.9.** Long distance intrastate travel is travel that is estimated to take more than three hours from the Councillor's residence or requires an overnight stay.
- 7.10.** Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of the Council via resolution, seeking approval prior to travel.
- 7.11.** The case should include:
- 7.11.1. Objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result and its relevance to the exercise of the Councillor's civic duties;
- 7.11.2. Who is to take part in the travel;
- 7.11.3. Duration and itinerary of travel; and
- 7.11.4. A detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 7.12.** For approved interstate and long-distance intrastate journeys of less than three hours, the class of air travel is to be economy class.
- 7.13.** For approved interstate journeys by air of more than three hours and international travel, the class of air travel may be premium economy where it is available.
- 7.14.** For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 7.15.** Bookings for approved air travel are to be made through the Chief Executive Officer or their delegate.
- 7.16.** For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.
- 7.17.** For all approved overseas travel, Councillors are required to provide a detailed report to Council, outlining the relevance of the trip to Council, outcome and benefits to the local community.

Travel expenses not paid by Council

- 7.18.** Council will not pay any traffic or parking fines or administrative charges for road toll accounts. Toll charges incurred in official travel may be reimbursed in accordance with clause 7.3.

Accommodation and meals

- 7.19.** Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel for conferences or seminars or professional development for expenses not already paid directly by Council and where meals are not already provided as part of the registration costs.
- 7.20.** The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 7.21.** The daily limits for accommodation and meal expenses outside Australia are to be determined by the Chief Executive Officer, being mindful of clause 7.20.
- 7.22.** Councillors will not be reimbursed for the purchase of alcoholic beverages.

Refreshments for Council related meetings

- 7.23.** Appropriate refreshments will be available for Council meetings, Council committee meetings, Councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive Officer.
- 7.24.** As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive Officer must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

Professional development

- 7.25.** The Act requires all Councillors to make all reasonable efforts to acquire and maintain the skills necessary to perform the role of a Councillor. Council supports the training, education and ongoing professional development of the Councillors to ensure they develop and maintain the knowledge and skills required to undertake their roles and responsibilities effectively.
- 7.26.** Council will set aside \$2,500 per Councillor annually in its budget to facilitate professional development of Councillors through programs, training, education courses, and membership of professional bodies.
- 7.27.** During their term of office, Council will set aside \$13,000 per Councillor for course fees to complete the *Company Directors Course* offered by the Australian Institute of Company Directors. Councillors who have previously completed this course may undertake a refresher course or an accredited course of equivalent rigour developed specifically for local government councillors.
- 7.28.** In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by

the Office of Local Government (**OLG**). The cost of the induction program will be in addition to the ongoing professional development funding.

- 7.29.** Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 7.30.** Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:
- 7.30.1. Details of the proposed professional development;
 - 7.30.2. Relevance to Council priorities and business;
 - 7.30.3. Relevance to the exercise of the Councillor's civic duties.
 - 7.30.4. Benefit of the proposed professional development to Council and the Councillor;
 - 7.30.5. Whether the professional development should be offered to all Councillors.
- 7.31.** In assessing a Councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in Clause 7.30, as well as the cost of the professional development in relation to the Councillor's remaining budget.

Conferences and seminars

- 7.32.** Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.
- 7.33.** Council will budget \$7,000 for the Mayor and \$5,000 per Councillor, for each financial year, to facilitate Councillor attendance at conferences and seminars, including the Local Government NSW Annual Conference.
- 7.34.** Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer, except where a Councillor is appointed by resolution as Council's voting delegate/representative for the conference. In assessing a Councillor request, the Chief Executive Officer must consider factors including the:
- 7.34.1. Relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties; and
 - 7.34.2. Cost of the conference or seminar in relation to the Councillor's remaining budget.
- 7.35.** Council will meet the reasonable cost of registration fees, travel and accommodation associated with attendance at conferences approved by the Chief Executive Officer. Council will also meet the reasonable cost of meals when they are not included in the conference fees.

- 7.36. Reimbursement for accommodation and meals not included in the conference fees will be considered in accordance with Clauses 7.19-7.22.
- 7.37. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

Information and communications technology (ICT) expenses

- 7.38. Information and Communication technology (ICT) equipment and services issued or provided for under this Policy may only be utilised by Councillors to undertake their civic duties.
- 7.39. Approval to incur ICT expenses, or for the reimbursement of such expenses, must be obtained using the prescribed form, before the expense is incurred.
- 7.40. In accordance with Council's Information Security Management Policy, ICT equipment issued or provided for under this Policy will be subject to appropriate management to house and encrypt Council data, to ensure Council has the ability to protect customer and corporate data.

ICT Equipment and Services package

- 7.41. During their term of office, Council will budget \$3,000 per Councillor per year to supply Councillors with an ICT equipment and services package that enables Councillors to perform their civic duties. This will include a mobile-enabled device, mobile phone, two SIM cards, software licences and accessories such as carry-bag, phone cover, headset and mouse. Council staff will provide technical support for items in the ICT equipment and services package.
- 7.42. Council may from time-to-time vary the standard equipment in accordance with changes in technology.
- 7.43. Any request for non-standard ICT equipment or software must be made in writing to the CEO. All items provided by Council or for which Council has paid via reimbursement will be Council's property.

ICT and Home Office consumables

- 7.44. In addition to the ICT equipment and services package, Council will provide, or reimburse Councillors for discretionary ICT expenses up to a limit of \$1,000 per financial year for each Councillor. This will cover:
 - 7.44.1. Charges in excess of the supplied call and data limits;
 - 7.44.2. Printing undertaken at Council at supplied rates;
 - 7.44.3. Up to 50% of the monthly access fees for a home internet service, to a limit of \$50 per month; and
 - 7.44.4. Other home office costs such as consumable stationery (eg business cards), printer ink cartridges, global roaming costs or additional equipment.

Special requirement and carer expenses

- 7.45. Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible for all.
- 7.46. Transportation provisions outlined in this policy will also assist Councillors who may be unable to drive a vehicle.
- 7.47. The Chief Executive Officer may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability to perform their civic duties.
- 7.48. Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses up to a maximum of \$8,000 per annum for attendance at official business, plus reasonable travel to and from their principal place of residence.
- 7.49. Childcare expenses may be claimed for dependent children up to and including the age of 16 years, where the carer is not a relative, to allow the Councillor to attend official duties where a relative is unavailable to provide that care. Appropriate evidence will be required to claim this payment.
- 7.50. In the event of caring for an adult person, Councillors will need to provide suitable evidence to the Chief Executive Officer that reimbursement is applicable. This may take the form of advice from a medical practitioner.

8. Insurances

- 8.1. In accordance with section 382 of the Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this policy.
- 8.2. Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her civic duties, or exercise of his or her functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.
- 8.3. Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 8.4. Appropriate travel insurances will be provided for any Councillors travelling on approved interstate and overseas travel on Council business.

9. Legal assistance

- 9.1. Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
 - 9.1.1. a Councillor defending an action arising from the performance in good faith of a function under the Act provided that the outcome of the legal proceedings is favourable to the Councillor;

- 9.1.2. a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor; and
- 9.1.3. a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.
- 9.2.** In the case of a Code of Conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer to a conduct reviewer or conduct review panel to make formal enquiries into that matter in accordance with Council's Code of Conduct and the conduct reviewer or conduct review panel has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 9.3.** Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this clause.
- 9.4.** Council will not meet the legal costs:
- 9.4.1. of legal proceedings initiated by a Councillor;
- 9.4.2. of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation; and
- 9.4.3. for legal proceedings that do not involve a Councillor performing their role as a Councillor.
- 9.5.** Indemnification and/or reimbursement of reasonable legal expenses must be approved by a Council resolution that specifies the maximum amount of such legal expenses, prior to costs being incurred.

PART C – FACILITIES

10. General facilities for all Councillors

Facilities

- 10.1.** Council will provide the following facilities to Councillors to assist them to effectively discharge their civic duties:
- 10.1.1. a Councillor common room appropriately furnished to include photocopier, printer, desks, computer terminals, pigeon holes and appropriate refreshments (excluding alcohol);
 - 10.1.2. access to shared car parking spaces at Council's Administration Building while attending on official business; and
 - 10.1.3. appropriate meeting spaces to allow Councillors to meet with community members as determined by the Chief Executive Officer.
- 10.2.** The provision of facilities will be of a standard deemed by the Chief Executive Officer as appropriate for the purpose.
- 10.3.** Council may from time to time provide additional facilities for Councillor use such as personal protective equipment for use during site visits.

Stationery

- 10.4.** Council will provide the following stationery to Councillors each year:
- 10.4.1. Electronic letterhead template, to be used only for correspondence associated with civic duties; and
 - 10.4.2. Electronic Christmas or festive message.
- 10.5.** Council may from time to time provide stationery or branded items for Councillor use.

Administrative support

- 10.6.** Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of Council's administrative staff as arranged by the Chief Executive Officer or their delegate.
- 10.7.** Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

11. Additional facilities for the Mayor

- 11.1.** Council will provide to the Mayor an appropriate motor vehicle with a fuel card, as determined by the Chief Executive Officer. The vehicle will be supplied for use in attending official business and professional development and attendance at the Mayor's office. Incidental private use is permitted, subject to this policy.

- 11.2.** A parking space at Council's Administration Building will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 11.3.** Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, and meeting space.
- 11.4.** In performing his or her civic duties, the Mayor will be assisted by a small number of staff providing appropriate support, as determined by the Chief Executive Officer.
- 11.5.** The number of exclusive staff provided to support the Mayor and Councillors will not exceed the number of full-time equivalents identified in the adopted organisational structure and as provided in the adopted budget.
- 11.6.** In accordance with this policy, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.
- 11.7.** When deputising for the Mayor, the Deputy Mayor will be provided with reasonable access to and use the facilities provided to the Mayor under this policy. Expenses incurred by the Deputy Mayor during this time will be attributed to the Mayor.
- 11.8.** In the event of a vacancy in office or an extended absence (i.e. more than three weeks) from the Council by the Mayor, the Mayoral vehicle must be returned to Council to be utilised as determined by the Chief Executive Officer.

PART D – PROCESSES

12. Approval, payment and reimbursement arrangements

- 12.1. Expenses must only be incurred by Councillors in accordance with the provisions of this policy.
- 12.2. Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 12.3. Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred:
 - 12.3.1. local travel relating to the conduct of official business;
 - 12.3.2. carer costs.
- 12.4. Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.
- 12.5. The Chief Executive Officer will provide a system for the request of reimbursements for Councillors. This will include a form whereby Councillors will be required to specifically identify the clause within this policy to which the request relates.

Direct payment

- 12.6. Council may approve and directly pay expenses. Requests for direct payment must be submitted through the appropriate system for assessment against this policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 12.7. All claims for reimbursement of expenses incurred must be made on the prescribed form, supported by appropriate receipts and/or tax invoices and be submitted through the appropriate system.

Notification

- 12.8. If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 12.9. If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 12.10. If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
 - 12.10.1. Council will invoice the Councillor for the expense; and
 - 12.10.2. the Councillor will reimburse Council for that expense within 14 days of the invoice date.

- 12.11.** If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer. The Chief Executive Officer may elect to deduct the amount out of the Councillor's allowance.

Timeframe for reimbursement

- 12.12.** Unless otherwise specified in this policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

13. Disputes

- 13.1.** If the Councillor disputes a determination under this policy, the Councillor should discuss the matter with the Chief Executive Officer.
- 13.2.** If the Councillor and the Chief Executive Officer cannot resolve the dispute, the Councillor may submit a notice of motion to Council seeking to have the dispute resolved.

14. Return or retention of facilities or equipment

- 14.1.** All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.
- 14.2.** Should a Councillor desire to keep any equipment allocated by Council, then this policy enables the Councillor to make an application to Chief Executive Officer to purchase any such equipment. The Chief Executive Officer will determine an agreed fair market price for the item of equipment.
- 14.3.** The prices for all equipment purchased by Councillors under Clause 14.2 will be recorded in Council's annual report.
- 14.4.** Where a Councillor does not return Council equipment or facilities to Council upon ceasing to hold office as a Councillor, Councillor will invoice them for the cost of those items, based on fair market value as determined by the Chief Executive Officer.

15. Publication

- 15.1.** This policy will be published on Council's website.

16. Reporting

- 16.1.** Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 16.2.** Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full

on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

17. Auditing

- 17.1.** The operation of this policy, including claims made under the policy, will be included in Council's audit program and an audit undertaken at least every two years.

18. Policy Breaches

- 18.1.** Suspected breaches of this policy are to be reported to the Chief Executive Officer.
- 18.2.** Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

19. Policy Definitions

Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a Councillor.
Act	Means the Local Government Act 1993 (NSW).
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by Council to support Councillors undertaking official business.
Chief Executive Officer	Means the General Manager of Council and includes their delegate or authorised representative.
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy.
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted.
Councillor	Means a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the Mayor.
ICT	Means telecommunications and is an acronym for Information Communications and Technology.
Immediate Family	Immediate family according to the Fair Work Ombudsman includes a spouse or former spouse, de facto partner or former de facto partner, child, parent, grandparent, grandchild or sibling of an employee, or a child, parent, grandparent, grandchild or sibling of an employee's spouse or de facto partner. It includes step-relations (e.g. step-parents and stepchildren) as well as adoptive relations.
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct.
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle.
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in the table in the Policy Summary.
NSW	New South Wales.
Official business	Means functions that the Mayor or Councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> • meetings of Council and committees of the whole; • meetings of committees facilitated by Council; • civic receptions hosted or sponsored by Council; and • meetings, functions, workshops and other events to which attendance by a Councillor has been requested or approved by Council.

Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a Councillor or the Mayor.
Regulation	Means the <i>Local Government (General) Regulation 2021</i> (NSW).
Year	Means the financial year, that is the 12-month period commencing on 1 July each year.

DRAFT



20. Policy Administration

Business Group	Corporate Services
Responsible Officer	Unit Manager Governance Risk and Legal
Associated Procedure (if any, reference document(s) number(s))	
Policy Review Date	Four years from date of adoption unless legislated otherwise
File Number / Document Number	D15501344
Relevant Legislation (reference specific sections)	Local Government Act 1993 (NSW) Sections 252 and 253 Local Government (General) Regulation 2021, Clauses 217 and 403
Relevant desired outcome or objectives as per Council's Delivery Program	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.
Related Documents (reference document numbers)	<ul style="list-style-type: none"> • Code of Conduct • Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009 • Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities • Local Government Circular 05-08 Legal assistance for Councillors and Council Employees. • NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009

21. Policy Authorisations

No.	Authorised Function	Authorised Business Unit / Role(s)
EX018	Approval of expenses and facilities under this policy	Chief Executive Officer

22. Policy History

Revision	Date Approved / Authority	Description Of Changes
1	26 July 2017 Minute Number 504/17	New policy adopted pursuant to section 253(2) of the Local Government Act
2	23 October 2017 Minute Numbers 669/17 and 700/17 (public exhibition) 18 December 2017 (adoption)	Major review
3	9 April 2020 Minute Number 268/18	Minor amendments to include provision of corporate uniform to Mayor and Councillors
4	9 July 2020 Minute Number 649/18	Minor amendments
5	27 August 2018 Minute Number 850/18	Minor amendments including admin support staff to support mayor and budget allocation to provide professional development to Mayor and Councillors
6	14 September 2020 Minute Numbers 455/20 and 456/20 (public exhibition) 23 November 2020 Minute Number 1109/20 (adoption)	Amended expenses provisions
7	24 January 2023 Minute Number 8/23 (public exhibition) 28 March 2023 Minute No 21/23 (adoption)	Major review to include references to the Administrator and compliance with model policy set by the Office of Local Government pursuant to section 253(2) of the Local Government Act
8	TBA	Mandatory review following the 2024 Local Government election.



Item No: 3.13
Title: Administrator and Councillor Expenses and Facilities Report - 1 July 2024 to 31 December 2024
Department: Corporate Services

25 March 2025 Ordinary Council Meeting

Reference: F2025/00016 - D16608963
Author: Stephanie Prouse, Section Manager Councillor and Democratic Services
Manager: Louise Rampling, Unit Manager Governance Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council notes the Administrator and Councillors Expenses and Facilities Report for the period from 1 July 2024 to 31 December 2024.

Report purpose

To report the provision of expenses and facilities to the Administrator and the Councillors from 1 July 2024 to 31 December 2024, as required under clause 99 of the Councillor Expenses and Facilities Policy.

Executive Summary

In accordance with the reporting obligations set out in the Councillor Expenses and Facilities Policy, and in Council's previous resolution regarding attendance and request statistics, this report provides information on the final three (3) months Council was under administration and the first three months of the 2024 Council term.

Background

At its Ordinary Meeting on 10 August 2020, Council resolved:

754/20 *That Council note that the Councillor Expenses and Facilities Policy requires at Clause 122 detailed reports on the provision of expenses and facilities to Councillors to be publicly tabled at a Council meeting every six months and published in full on Council's website.*

3.13 Administrator and Councillor Expenses and Facilities Report - 1 July 2024 to 31 December 2024 (cont'd)

- 755/20 *That Council resolve that as part of that six monthly report there be the following information:*
- *Statistics regarding Councillor requests including the number of requests submitted by Councillor*
 - *Details of Councillor attendance at Council Meetings*
 - *Details of Councillor attendance at Briefings or Workshops*
 - *Details of Councillor attendance at weekly CEO Updates*
 - *Details of Councillor attendance at Advisory Group meetings of which they are members*
 - *Details of Councillor access to the HUB and review of relevant documents*

On 28 March 2023, Council adopted its [Councillor Expenses and Facilities Policy](#) (the Policy) to enable the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors.

To ensure accountability and transparency and to align the costs incurred with community expectations, clause 99 of the Policy provides as follows:

Detailed reports on the provision of expenses and facilities to Councilors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarized by individual Councillor and as a total for all Councilors.

The Policy applied to the Administrator, pursuant to the definition of the term 'Council' in the Dictionary to the *Local Government Act 1993*. Administrator expenses and facilities were most recently reported to the Council Meeting of 27 August 2024.

Report

In accordance with clause 99 of the Policy, Table 1 provides an overview of expenditure by the Administrator from 1 July to 1 October 2024.

It is noted that residential accommodation expenses were paid to the Administrator in accordance with the appointment letter from the Office of Local Government (OLG). In previous reports to Council, this expense was recorded under 'Employee Travel'. For clarity, this expense is shown as 'Central Coast Residential Accommodation' in Table 1.

3.13 Administrator and Councillor Expenses and Facilities Report - 1 July 2024 to 31 December 2024 (cont'd)

Table 1: Administrator expenses and facilities from 1 July 2024 to 31 December 2024

Expense/Facility	1 July – 31 December 2024
Accommodation	\$11,083.78
Administrator fees	\$86,181.12
Conferences and Seminars	\$700.91
Travel (parking)	\$114.65
Telephone	\$163.31
Vehicle	\$4,649.83
Total	\$102,893.60

Table 2 provides an overview of Councillor fees for the period from 1 October 2024 (when councillors were declared elected) up to 31 December 2024.

Table 2: Councillor fees from 1 October 2024 to 31 December 2024

Councillor Fee (including superannuation)	1 July – 31 December 2024
Mayor	\$38,082.84
Deputy Mayor	\$12,724.61
Councillors	\$9,937.44 x 15
Total	\$179,994.17

Councillor expenditure for the period from 1 October 2024 to 31 December 2024 is shown in table 3 below.

It is noted that Councillors have up to 3 months to seek reimbursement of expenses which have been incurred, in accordance with clause 92 of the Policy. Accordingly, there may have been expenses incurred during the reporting period which are not shown in the table below; however, such expenses will be captured in the next reporting period.

3.13

Administrator and Councillor Expenses and Facilities Report - 1 July 2024 to 31 December 2024 (cont'd)

Table 3: Councillor expenses and facilities from 1 October 2024 to 31 December 2024

Councillor	Travel	Corporate uniform and PPE	Accommodation and meals	Accompanying person	Conferences and seminars	Professional development	ICT expenses*	Home office expense	Total
Castles	560.22	250.78	654.55	-	1,259.09	-	715.69	60.00	3,500.33
Crowley	867.30	80.85	-	-	-	-	715.46	60.00	1,723.61
Daniels	407.38	250.78	-	-	-	-	761.18	60.00	1,479.34
Eaton OAM (Deputy Mayor)	766.06	250.78	643.88	-	1,259.09	-	771.70	60.00	3,751.51
Lamont	1,357.91	80.87	654.54	209.09	1,259.09	54.55	716.40	60.00	4,392.45
MacGregor	200.00	80.85	654.55	-	1,259.09	-	716.41	60.00	2,970.90
McKinna (Mayor)	200.00	80.85	654.55	-	1,259.09	-	962.78	60.00	3,217.27
McNamara	1,256.59	80.85	609.09	-	1,259.09	-	715.60	60.00	3,981.22
McWaide	-	80.85	-	-	-	-	721.11	60.00	861.96
Mouland	181.18	250.78	-	-	-	-	715.60	60.00	1,207.56
Neal	1,733.42	80.85	654.55	209.09	1,259.09	-	797.80	60.00	4,794.80
Smith	1,261.15	80.85	609.09	-	1,350.00	136.37	715.73	60.00	4,213.19
Stanton	200.00	250.78	854.55	-	1,350.00	-	762.52	60.00	3,477.85
Walsh	1,960.84	80.85	654.55	-	1,350.00	-	715.46	60.00	4,821.70
Wright	938.55	250.78	-	-	-	-	722.48	60.00	1,971.81
Total	11,890.60	2,232.35	6,643.90	418.18	12,863.63	190.92	11,225.89	900.00	46,365.47

* includes pro rata ICT equipment costs

Table 4 provides statistics and details required by resolution 755/20 from the Ordinary Meeting of Council on 10 August 2020.

Table 4: Councillor requests, attendance and access statistics and details

Councillor	Number of Councillor requests	Attendance at Council Meetings	Attendance at Induction Sessions	Attendance at Advisory Group meetings of which they are members	Number of reviews of documents on the HUB
Castles	25	4 / 4	12 / 13	N/A	99
Crowley	18	4 / 4	12 / 13	N/A	152
Daniels	5	4 / 4	12 / 13	N/A	34
Eaton OAM (Deputy Mayor)	10	4 / 4	13 / 13	N/A	63
Lamont	18	4 / 4	13 / 13	N/A	45
MacGregor	10	4 / 4	12 / 13	N/A	55
McKinna (Mayor)	3	4 / 4	13 / 13	N/A	8
McNamara	9	4 / 4	13 / 13	N/A	51
McWaide	4	4 / 4	11 / 13	N/A	73
Mouland	2	4 / 4	9 / 13	N/A	58
Neal	19	4 / 4	13 / 13	N/A	36
Smith	4	4 / 4	13 / 13	N/A	45
Stanton	8	4 / 4	11 / 13	N/A	48
Walsh	3	4 / 4	13 / 13	N/A	39
Wright	23	4 / 4	11 / 13	N/A	47

Stakeholder Engagement

Nil.

Financial Considerations

Financial Year (FY) Implications.

The proposal has cost financial 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 provides information on expenses and facilities already incurred and does not propose any future expenditure.

Link to Community Strategic Plan

Theme 4: Responsible

Choose Focus Area

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

Nil.

Attachments

Nil.

Item No: 5.1
Title: Notice of Motion - Davistown Wetlands Funds
Department: Councillor



25 March 2025 Ordinary Council Meeting

Reference: F2025/00016 - D16711133

Author: Councillor Sharon Walsh

Councillor S. Walsh has given notice that at the Ordinary Council Meeting to be held on 25 March 2025 she will move the following motion:

That the amount previously held in the Davistown Wetlands restriction and now held in the Conservation Fund, be released from the Conservation Fund and reapplied specifically for the Davistown Wetlands.

Chief Executive Officer Response

Most of the income that was originally collected in the Davistown Wetlands Acquisition Fund (DAAF) was derived from the sale of several surplus Council owned land parcels of residential developable land in the Davistown area from 2001 to 2005.

A prior review of archives could not reveal any restrictions on the use of the funds or any fund documentation. Regardless, the DAAF funds had been held in an internal restriction with the purpose always understood to have been to acquire several privately held wetland parcels identified in the 'Wetlands Management Study – Brisbane Water 1990'.

Despite attempts by both the former Gosford City Council and Central Coast Council to purchase several of the properties identified in the 'Wetlands Management Study – Brisbane Water 1990', agreement on sale price with the owner of those parcels has never been able to be reached.

The Central Coast Conservation Fund (CCCF) Policy was adopted by Council on 31 October 2023, and the CCCF was simultaneously established. Establishing this fund was an identified action of Council's adopted Biodiversity Strategy.

The CCCF Policy provides a framework for how the CCCF is to be utilised and applied. There was no such framework for the former DAAF.

At Council's meeting of 23 July 2024 where Council adopted the Draft Restricted Funds Policy, the restriction of \$1,436,039, then held in the DAAF was combined into the CCCF.

This Notice of Motion includes no guidance on how the current funds would be specifically applied for Davistown Wetlands.

5.1 Notice of Motion - Davistown Wetlands Funds (cont'd)

There are current resolutions of Council to cease efforts to acquire the parcels known as Davistown Wetlands. Even in the absence of those resolutions, based on Council's previous efforts and experience, acquisition of those parcels for an appropriate price would be unlikely.

It is presumed that the intention of the Notice of Motion is to instead allocate the amount previously held in the DWAF for operational purposes consistent with the CCCF Policy within Davistown. This would primarily be allocated towards bushland regeneration and weed management, which is currently being delivered by Council staff and contractors.

There is \$25,000 allocated to bushland regeneration/ weed management/ riparian management for Davistown Wetlands within the adopted 2024/25 budget. There is no real capacity to increase resourcing efforts for higher levels of service in Davistown. Further consideration would need to be given to impacts on services elsewhere if there was an expectation that service levels could be increased beyond what is currently provided.

With an ongoing investment of \$25,000 per year, the proposed restriction would not be exhausted for many decades. Consideration should be given as to whether these funds may be able to better be utilised by Council for the broader community elsewhere.

Staff would advise against geographically restricting funds for use in specific parts of the local government area, unless it formed part of a contributions plan, voluntary planning agreement or other externally restricted funding source.

Restricting funds geographically based on where the revenue was geographically derived, provides the opportunity to establish precedence where revenue derived in other parts of the local government area may also demand for those funds to be quarantined in that area. This presents risks for service delivery.

Attachments

Nil.

Item No: 6.3
Title: Question with Notice - Old Gosford Library
Department: Councillor

25 March 2025 Ordinary Council Meeting

Reference: F2025/00016 - D16724867



6.3 Question with Notice - Old Gosford Library

The following question was submitted by Councillor B. Neal :

Re Old Gosford Library

The Gosford Urban Design Framework 2018 at page 40 Being Item 1.4 Civic Heart Design Principles at item 3 states;

Re-purpose library as a public building- possible town hall, meeting place, flexible exhibition space.

The Kibble Park Plan final of 2021 states in design principle 3 states;

Re-purpose library as a public building – possible Town Hall, meeting place, flexible exhibition space. Investigate upgrade or new cafe integrated with park.

Along side the words is a diagram showing the retention of the Gosford Library building.

The Kibble Park Plan final of 2022 states in design principle 3;

Re-purpose restaurant building as a public building – possible cultural centre, meeting place, flexible exhibition space.

Again, there is a diagram showing the retention of the Gosford Library building despite the words being contradicted by the diagram.

What was the reason for this change in the Design principles of the plan from retention of the library to retention of the restaurant building and what impact does this Framework have on decisions made in relation to the Kibble Park Place Plan and future decisions on the Gosford Library.

Response

The current Kibble Park Place Plan, which was adopted in September 2023 is the result of a number of revisions and iterations since 2020.

Phase 1 commenced in May 2020 and August 2020.

Phase 2 was undertaken between 15 March and 30 May.







Phase 3 took place between 15 March to 26 April 2023.

The change between phase 2 and phase 3, which saw the retention of the library change to the retention of the restaurant (Parkside building), was made to meet the community feedback and subsequent design principles related to accessibility, safety and operations, and allowed for the best outcomes relating to Park Edge (zone 1) and Events and Gathering (zone 2). Additionally, the need for increased open space in the Gosford CBD was a major contributor to the decision to demolish the existing library. Safety was an issue identified through multiple rounds of community consultation, particularly around the existing library building as it significantly impacts line of sight through the park.

The Gosford Urban Design Framework sets a high-level direction for how the design of the city could be approached, including Kibble Park in 2018. The Kibble Park Place Plan and subsequent Concept Plans aims to take that direction to the next level, setting out clear actions and practical concept designs that will guide Council in improving the experience of residents, businesses and tourists who use the Park.

Attached are the engagement summary reports from each consultation phase of the process.

Attachments

- | | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------|
| 1   | Engagement Summary Phase 1 - 2020 | D16739480 |
| 2   | Engagement Summary Phase 2 - 2021 | D16739486 |
| 3   | Engagement Summary Phase 3 - 2023 | D16739489 |

Kibble Park Place Plan - Phase 1

Engagement Summary

Central
Coast
Council

Engagement summary

Between May 2020 and August 2020 Central Coast Council sought community feedback on Kibble Park.

Kibble Park has been the heart of Gosford for a long time but the community has told us that Kibble Park is in need of a facelift and has some ageing infrastructure, and that is having a negative effect on the perception of the Gosford CBD.

The community were consulted on ideas for making the space more attractive, safe and enjoyable for all people to be in, and ways to contribute to local businesses and economic development.

The community were provided with information regarding the project and invited to share their ideas via:

- Online 'Ideas Wall' and survey
- Workshops
- Landowner, business and community group interviews
- 'Walk-shop' through Kibble Park
- Design workshops

Engagement Results

What the community says about Kibble Park today:

What is working?

1. The multi-functional capabilities
2. The central location of Kibble Park
3. The simple places for respite

What isn't working?

1. The Poor Sense of Safety
2. Lack of Relationship to Businesses and Wider Gosford Centre
3. Visual Appeal and Amenities
4. Activation of the Park

Ideas for Kibble Park in the future:

The need to expand green space and provide an 'urban oasis' was the top-ranking Idea from survey respondents.

How you connected



More than 13878 social media users reached generating 157 likes, comments and shares.



9109 stakeholders were kept up-to-date through e-news.



2 e-flyers/emails were sent to 131 stakeholders



300 flyers were distributed by letterbox drops in the local area.



91 Survey responses, 191 big ideas captured and 829 community votes



31 people participated at 2 community workshops and 14 local land and business owners were interviewed



91 surveys completed



18 young people attended a 'Walk-shop' session through Kibble Park



54 ideas were placed on the online ideas wall generating 738 reactions.



14 Landowner and business interviews were conducted.

78%

of survey participants identified the need to improve safety in Kibble Park

50%

of all Ideas Wall participants supported a 'Kibble Park for people rather than cars'

30%

of survey participants wanted to be able to actively play on playgrounds with their children.

The community sees Kibble Park as a place to come together, with all of the **top 5 Ideas Wall ideas** focusing on initiatives that facilitate greater community connections and a night-time economy in Kibble Park

Some of the comments provided during the phase one consultation included:

“Community spaces are so important. Gosford city needs this new space for its residents and children. I think this is money well spent on the community to enrich our lives.”

~ Kibble Park Social PinPoint Comment

“Close off William Street so that cars cannot drive in front of the Imperial Centre entrance and then create a wide plaza-style walkway from the Imperial Centre to the other side of Donnison Street (next to the library). This could be lined with trees on either side.”

~ Kibble Park Big Ideas Survey Respondent

“My idea is that the Park should have some art features, should spark creativity and represent Gosford’s rich history and Australia’s history.”

~ Kibble Park Big Ideas Survey Respondent

What’s next?

Analysis of the feedback received during the Kibble Park consultation phase was undertaken and the results were used to inform the development of the Draft Place Plan and Draft Concept Plans for Kibble Park.

We will present the draft plans to the community in the coming months to see if we got it right before the plans are finalised.

We will inform the community of the draft plans in the coming months.

Find out more and stay up to date at yourvoiceourcoast.com

March 2021

