



Central Coast Council
Business Paper
Ordinary Council Meeting
25 July 2023





COMMUNITY STRATEGIC PLAN 2018-2028

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

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

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

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

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

RESPONSIBLE

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

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



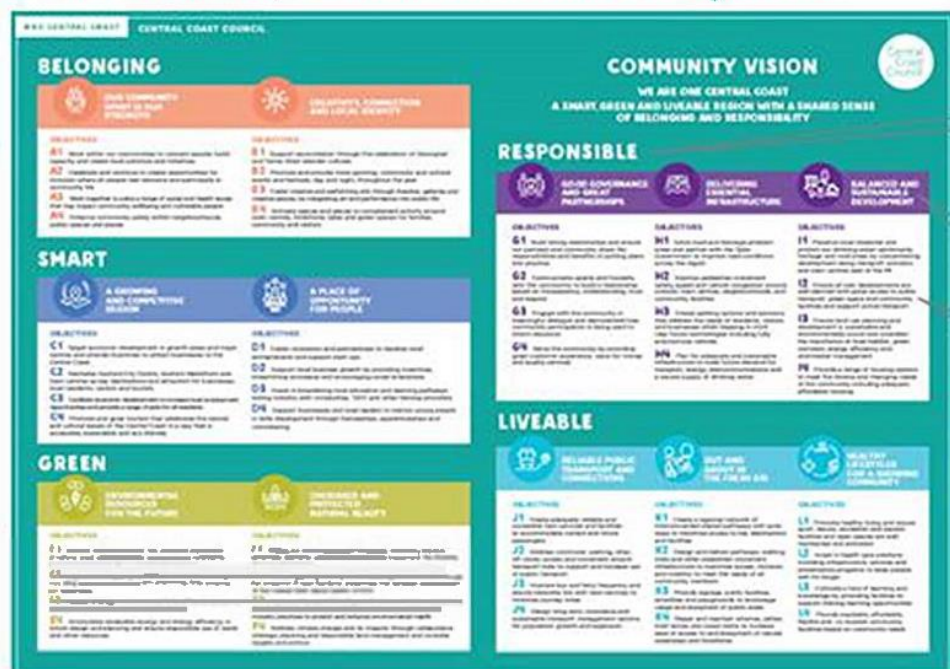
Good governance and great partnerships

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

There are 5 themes, 12 focus areas and 48 objectives

COMMUNITY STRATEGIC PLAN 2018-2028 FRAMEWORK

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



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 25 July 2023 at 6.30pm,
for the transaction of the business listed below:**

**The Public Forum will commence at 6:00pm, subject to any
registered speaker/s to items listed on this agenda.**

Further information and details on registration process:

www.centralcoast.nsw.gov.au/council/meetings-and-minutes/council-meetings

1 Procedural Items

- 1.1 Disclosures of Interest 5
- 1.2 Confirmation of Minutes of Previous Meeting..... 6
- 1.3 Notice of Intention to Deal with Matters in Confidential Session 8

2 Administrator Minute

- 2.1 Return of Councillors10

3 Reports

- 3.1 Monthly Finance Report June 2023 14
- 3.2 Investment Report for June 2023 18
- 3.3 Aboriginal Advisory Group Membership Recommendations.....24
- 3.4 Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership.....29
- 3.5 Draft Water and Sewer Customer Charter and Complaints Management
Framework for Public Exhibition.....34
- 3.6 Security of Critical Infrastructure - Risk Management Approach.....39
- 3.7 Review of Policy for Investment Management - June 2023.....45
- 3.8 Draft Central Coast Section 7.12 Local Infrastructure Contribution Plan
2023 for Public Exhibition49
- 3.9 Variations to Development Standards - April to June 202354
- 3.10 Community Support Grant Program - May 2023.....56
- 3.11 Minutes of Advisory Group and Committee meetings held in June 2023.....61

David Farmer

Chief Executive Officer

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



25 July 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555868
Author: Rachel Gibson, Team Leader, Civic Support
Manager: Edward Hock, Unit Manager Governance, Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

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

Section 451 of the LG Act states:

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

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

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

1.2 Confirmation of Minutes of Previous Meeting (contd\

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

25 July 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555865




Recommendation

That Council confirm the minutes of the Ordinary Meeting of Council held on 27 June 2023.

Summary

Confirmation of minutes of the Ordinary Meeting of Council held on 27 June 2023.

Attachments

1  MINUTES - Council Meeting - 27 June 2023	Provided Under Separate Cover	D15734574
--	-------------------------------	-----------



Item No: 1.3
Title: Notice of Intention to Deal with Matters in Confidential Session
Department: Corporate Services
25 July 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555859

Recommendation

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

Summary

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

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

Context

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

- 2(a) *personnel matters concerning particular individuals (other than Councillors),*
- 2(b) *the personal hardship of any resident or ratepayer,*
- 2(c) *information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business,*
- 2(d) *commercial information of a confidential nature that would, if disclosed:*
 - (i) *prejudice the commercial position of the person who supplied it, or*
 - (ii) *confer a commercial advantage on a competitor of the Council, or*
 - (iii) *reveal a trade secret,*
- 2(e) *information that would, if disclosed, prejudice the maintenance of law,*
- 2(f) *matters affecting the security of the Council, Councillors, Council staff or Council property,*

- 2(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,*
- 2(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.*
- 2(i) alleged contraventions of any code of conduct requirements applicable under section 440*

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

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

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

Attachments

Nil

Item No: 2.1
Title: Return of Councillors
Department: Administrator



25 July 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15772695
Author: Rik Hart, Administrator

Recommendation

That Council note the Councillor return pathway will include a series of training sessions to be provided to the Central Coast community and in particular, those interested in running for election, beginning with an introductory session in October 2023.

Introduction

The next local government elections for Central Coast Council will be held on Saturday, 14 September 2024. Council engaged the services of the NSW Electoral Commission to conduct the election as determined at the 28 February 2023 Ordinary Council Meeting.

I have been discussing the Councillor return pathway with the Office of Local Government (**OLG**) and the Administrators of Balranald and Wingecarribee councils, with a view to developing a program for candidates which is distinct from elected Councillor induction (which is a matter for Council's Chief Executive Officer [CEO]).

Central Coast Council, Balranald, and Wingecarribee councils were all subject to independent Public Inquiries with recommendations from Commissioners that all public offices be declared vacant, among other recommendations, including upfront and ongoing mandatory training relating to financial management and specific to local government.

The OLG has explicitly indicated that Administrators must play a key role in supporting their Council to transition back to elected leadership.

The OLG sees the participation of Administrators in candidate information sessions to talk about the leadership failures of the former Councillors and Executive Management that led to the previous Council's dismissal and the steps taken to address these failures while under Administration as something that will contribute to the success of that transition back to an elected body, and ultimately, the successful future of the region.

Governing for the region

As prescribed in the [Local Government Act 1993](#) (**the Act**), Councillors are the elected representatives who make up the governing body, and it is the governing body's role to provide effective civic leadership to the whole community.

It is important to note that once a Councillor is elected, they immediately become part of the Council's governing body. The Act states that the role of a Councillor is (in part):

to be an active and contributing member of the governing body to make considered and well informed decisions as a member of the governing body, and

to represent the collective interests of residents, ratepayers and the local community.

Once elected, the Act states that the Councillor must make an oath (or affirmation) which reads as follows:

*I [name of Councillor] swear that I will undertake the duties of the office of Councillor in **the best interests of the people of the Central Coast and the Central Coast Council** and that I will faithfully and impartially carry out the functions, powers, authorities and discretions vested in me under the [Local Government Act 1993](#) or any other Act to the best of my ability and judgment.*

As evidenced above, governance in local government does not operate with a 'representative' model wherein the Councillor is elected to represent the ward in which they were elected. Instead, good governance in local government is about representing the whole region and being a contributing and active member of the governing body.

Central Coast Council Referendum

The Central Coast community will be asked a constitutional referendum question at the 14 September 2024 local government election.

In response to a resolution of Council on 3 February 2021, between 1 March and 15 March 2021 Central Coast Council's then Administrator, Mr Dick Persson AM, sought community feedback on a constitutional referendum for the reduction of Councillors (from 15 to nine) in conjunction with the next local government election.

This consultation provided an opportunity for the community to submit feedback on the options proposed, which would help Council understand community sentiment on this matter. Community members were presented with an information package and invited to participate in an online poll, with the engagement results provided below.

Constitutional referendum engagement results

Participants were asked if they would like Councillors reduced from 15 to nine: "*Do you want Councillors reduced from 15 to nine?*"

- 78 percent of respondents said 'yes' (613 participants total).

Those who responded 'yes' to a reduction in Councillors were then asked to provide their preferences for ward structure, advising that: "*Reducing Councillors from 15 to nine requires a*

change in the ward structure. Please let us know which of the following options you prefer.”

- 45 percent of respondents preferred five wards reduced to three wards, and 55 percent of respondents preferred to abolish the wards and instead have nine Councillors for the whole Central Coast.

This consultation informed what question would be asked at the constitutional referendum on 14 September 2024. The result of this referendum is binding, meaning that whatever the majority decide must be enacted. The outcome (either a reduction or no change) is not immediate, instead it will be applied from following the local government elections in 2028, onwards.

Learning from the past

Central Coast Council and the Central Coast community have been through a significant and traumatic financial crisis since uncovering the financial issues in late 2020.

Central Coast Councillors were suspended on 30 October 2020 and an Administrator was appointed by the State Government. A formal Public Inquiry led to the postponement of the local government election for Central Coast Council, which was scheduled for September 2021.

On 17 March 2022, the then Minister for Local Government tabled the report (**Attachment 1**) into the Public Inquiry into Central Coast Council, and took action to terminate all suspended Councillors, effective immediately.

The Public Inquiry’s recommendations stated that upfront and ongoing mandatory training, including training relating to financial management specific to local government, should be implemented for Councillors to ensure that they are adequately prepared for the obligations and responsibilities they are bound by can be upheld to an appropriate standard.

Since Council has been under administration, tighter budget management controls, financial governance and financial reporting have been implemented to return Central Coast Council to a state of stability. I have passionately and consistently advocated for these changes both during my interim appointment as CEO of Central Coast Council, and now as Administrator, to ensure that the organisation is in a sound position for the elected governing body (Councillors) to take over once elected in September 2024.

In the lead up to the September 2024 elections, I urge the Central Coast community to think seriously about the type of Councillor they want to elect to form part of their new governing body. The ideal candidate is someone who is ready and willing to represent the whole Central Coast community – not just their patch or ward (as outlined by the Act), to work together with the balance of the governing body to uphold their responsibilities as outlined in the Act, and to serve the Central Coast community to the best of their ability.

Public community meeting

We are fast approaching the local government elections in September 2024, and now is a good time for people in the community to start thinking about whether they would be interested in running for election.

The OLG has advised they will oversee and assist in facilitating Councillor return pathways. As part of a program involving the three Councils in NSW currently under administration, Central Coast Council will independently develop a program of events to engage the community about the return of Councillors.

An initial, introductory public session for intending candidates will be held in mid-late October 2023, with formal sessions conducted between April and July 2024. While roles and responsibilities will no doubt be at the forefront of these sessions, financial responsibilities, conflicts, governance, interaction with employees, social media and how to make an impact and work cohesively will be addressed as part of the program.

Importantly, the lessons from the disfunction of the previous Council (both political and administrative) will be addressed in all sessions to ensure that the reputational, social and financial costs, not to mention stagnation, reputational damage and loss of opportunity to benefit the region, are not repeated.

It is proposed to also invite former independent Mayors from outside the Central Coast region who have held office successfully to present to the community at the sessions, providing their insight and experience on a road to successful outcomes for local communities.

As outlined previously, the induction of elected Councillors will follow these preliminary sessions and will be a matter for the CEO of Council to deliver. In that regard, I can confirm work has already commenced to ensure that elected Councillors can hit the ground running in September 2024, and to ensure that the lessons of the Central Coast Council Public Inquiry are learnt.

Attachments

1 ➡	Report of Public Inquiry into Central Coast Council	Provided Under Separate Cover	D15772746
------------	---	-------------------------------	-----------



Item No: 3.1
Title: Monthly Finance Report June 2023
Department: Corporate Services

25 July 2023 Ordinary Council Meeting

Reference: F2020/03205 - D15764689
Author: Emma Galea, Chief Financial Officer
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council receive the report Monthly Financial Reports – June 2023 (Preliminary).

Report purpose

To present to Council the preliminary monthly financial reports for June 2023, and the 2022/2023 Financial Year (FY) results.

Executive Summary

This report presents the preliminary June 2023 monthly financial report. The financial results included in this report are subject to changes due to end of financial year adjustments yet to be processed, and adjustments that may be requested as part of the audit of the 2022/2023 FY Annual Financial Statements by the NSW Audit Office.

Background

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

The June 2023 financial report is a high-level summary report aimed at providing an initial financial position for 2022/2023 FY, subject to end of financial year adjustments and any adjustments arising from the audit of Council's Financial Statements. It is anticipated that the final result submitted for audit will vary significantly due to these adjustments.

Following the completion of all the necessary end of financial year adjustments, including accounting for all revenue and expenditure attributable to the 2022/2023 FY, Council's Annual Financial Statements will be compiled in the mandated format and submitted to Council to refer to audit.

Report

For the 2022/2023 FY, at the time of preparing this report, Council has a preliminary consolidated net operating result surplus of \$27.0M, before capital income, which is favourable to budget by \$19.9M and an preliminary net operating surplus including capital income of \$108.9M which is favourable to budget by \$29.6M.

It is noted that a prepayment equivalent to 100% of Council's entitlement regarding the Financial Assistance Grant for the 2023/2024 FY was made in the 2022/2023 FY. Council is required to account for grant funding received in the financial year it is received. Accordingly, an unbudgeted \$18.4M is included in the operating grants and contribution amount and reflects a significant amount of the positive operating result variance of \$19.9M.

It is to be noted that the operating result is subject to changes due to a number of end of year adjustments yet to be processed, including:

- Accrual of water billing revenue
- Accrual of other revenue
- Accrual of expenditure
- Processing of provisions
- Grants adjustments

It is anticipated that after these changes an overall surplus will be maintained.

At this stage, there is no scope to analyse the budget variations associated with each component of the Operating Statement below, as amounts are subject to change. Results by Fund are also subject to change to the end of year restrictions adjustments being still in progress at the time of preparing this report.

Consolidated Operating Statement

June 2023



	CURRENT MONTH			YEAR TO DATE				FULL YEAR			
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Adopted Changes	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Operating Income											
Rates and Annual Charges	23,540	25,959	(2,419)	387,425	390,485	(3,061)	365,740	365,740	390,335	150	390,485
User Charges and Fees	375	13,086	(12,711)	147,713	159,769	(12,057)	140,237	140,237	145,542	14,228	159,769
Other Revenue	1,501	1,065	435	19,936	13,273	6,663	12,856	12,856	9,666	3,607	13,273
Interest	3,133	1,485	1,648	23,802	18,438	5,364	5,470	5,470	4,890	13,548	18,438
Grants and Contributions	32,222	20,726	11,496	55,490	48,260	7,230	47,717	47,717	34,046	14,214	48,260
Gain on Disposal	406	-	406	7,766	2,557	5,209	26,056	26,056	5,294	(2,737)	2,557
Other Income	887	668	219	9,683	9,020	663	7,909	7,909	7,917	1,103	9,020
Internal Revenue	5,579	4,662	917	61,331	59,381	1,950	68,851	68,851	58,441	941	59,381
Total Income attributable to Operations	67,643	67,652	(9)	713,146	701,184	11,961	674,838	674,838	656,131	45,053	701,184
Operating Expenses											
Employee Costs	22,720	19,564	(3,156)	178,853	178,783	(70)	162,831	162,831	180,750	(1,967)	178,783
Borrowing Costs	739	3,376	2,637	10,256	12,936	2,680	12,940	12,940	11,421	1,515	12,936
Materials and Services	22,643	22,411	(232)	212,168	221,715	9,547	174,256	174,256	205,479	16,236	221,715
Depreciation and Amortisation	16,132	18,712	2,580	175,414	177,608	2,195	169,041	169,041	158,781	18,827	177,608
Other Expenses	4,233	4,304	70	42,801	41,287	(1,514)	50,717	50,717	38,252	3,034	41,287
Loss on Disposal	12,761	1,816	(10,946)	17,116	10,200	(6,916)	4,469	4,469	-	10,200	10,200
Internal Expenses	4,517	7,927	3,410	49,507	51,516	2,009	60,136	60,136	51,691	(174)	51,516
Overheads	-	0	0	(0)	0	0	0	0	-	0	0
Total Expenses attributable to Operations	83,745	78,108	(5,636)	686,114	694,045	7,931	634,390	634,390	646,373	47,672	694,045
Operating Result after Overheads and before Capital Amounts	(16,102)	(10,456)	(5,646)	27,032	7,140	19,892	40,447	40,447	9,758	(2,618)	7,140
Capital Grants	1,543	8,445	(6,902)	33,243	53,002	(19,759)	35,785	35,785	55,740	(2,738)	53,002
Capital Contributions	13,714	1,430	12,284	48,596	19,105	29,492	29,841	29,841	20,143	(1,038)	19,105
Grants and Contributions Capital Received	15,257	9,875	5,382	81,839	72,106	9,733	65,626	65,626	75,883	(3,776)	72,106
Net Operating Result	(845)	(582)	(263)	108,871	79,246	29,625	106,073	106,073	85,640	(6,395)	79,246

Consultation

The preparation of the preliminary June 2023 monthly financial report included consultation with business units across Council to ensure all revenue and expenditure attributable to the 2022/2023 FY is captured.

Financial Considerations

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

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

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

For the 2022/2023 FY, at the time of preparing this report, Council has a preliminary consolidated net operating result surplus of \$27.0M, before capital income, which is favourable to budget by \$19.9M and a preliminary net operating surplus including capital income of \$108.9M which is favourable to budget by \$29.6M.

Cash and Investments / External Borrowings / Cash Flows

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

End of year adjustments relating to borrowings were still in progress at the time of preparing this report.

Restricted Funds

In accordance with Council's resolution at its November 22 Council meeting, Internal Restrictions were created to set aside funds to make an early loan repayment against the \$100M loan which is up for refinancing in December 2023. An amount of \$4M was transferred each month following the resolution. At its meeting on 25 June 23 Council resolved to transfer an additional \$11.0M to the restriction. As at 30 June 2023, the Emergency Loan Repayment restriction has a balance of \$43.0M.

Capital Works

At the time of preparing this report capital expenditure attributable to 2023/2024 FY was still being finalised.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Attachments

Nil



Item No: 3.2
Title: Investment Report for June 2023
Department: Corporate Services

25 July 2023 Ordinary Council Meeting

Reference: F2004/06604 - D15764692
Author: Devini Susindran, Team Leader
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

- 1 That Council note the Investment Report for June 2023.**
- 2 That Council note that internally restricted funds are unrestricted funds that have been internally allocated to a certain purpose.**
- 3 That Council allocate the required unrestricted funds available in the General Fund to meet its June 2023 interim unrestricted funds deficit in the Drainage Fund. The value of unrestricted fund deficit within the Drainage Funds is yet to be finalised with pending year end processes and audit for June 2023**
- 4 That Council note the June Restrictions have not been finalised and will be completed as part of June 2023 year end processes and audit.**

Report purpose

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

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

Executive Summary

This report details Council's investments as at 30 June 2023.

Background

Council's investments are made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005, the Investment Policy adopted at the Ordinary Council Meeting on 28 June 2022, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.

Current Status

Council's current cash and investment portfolio totals \$761.58M as at 30 June 2023. A summary of investments as at 30 June 2023 is attached as Attachment 1 to this report.

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

Type	Value (\$'000)
Investment Portfolio	707,301
Transactional accounts and cash in hand	54,283
Total	761,584

During June, Council's total cash and investments increased by \$28.23M from \$733.35M to \$761.58M. The increase during June is due to the receipt of the Financial Assistance Grant of \$30.47M. Council's cash inflows including investment maturities have been used to manage outflows. Maturities during the month have been re-invested taking into consideration operational cashflow requirements.

Council's Investment Portfolio is split across the various funds. Report on restricted and unrestricted cash has not been included as part of this investment report as they are subject to change pending the finalisation of the year end process and audit for the year ended 30 June 2023. Council is continuing to manage the reported negative unrestricted funds balance in the Drainage Fund through its consolidation with the General Fund.

The interim negative unrestricted funds balance in the Drainage Fund is currently \$36.57M, subject to finalisation of year end processes and audit at 30 June 2023. In 2026 the Drainage Fund will become part of Council's General Fund as IPART will no longer regulate Stormwater Drainage prices. In the interim, the unrestricted funds deficit 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 bond maturities and placements.

The total value of the Council's investment portfolio as at 30 June 2023 is outlined in Table 3 below. Total net return on the portfolio for Council in June 2023, comprising entirely of interest earned, was \$2.51M.

Table 3 – Portfolio Movement (Investments only)

Description	2021-22 Financial Year \$'000	Jul-Sep Qtr 2022/23 \$'000	Oct-Dec Qtr 2022/23 \$'000	Jan-Mar Qtr 2022/23 \$'000	Apr-23 2022/23 \$'000	May-23 2022/23 \$'000	Jun-23 2022/23 \$'000	FYTD 2022/23 \$'000
Opening Balance	447,221	628,005	643,487	649,768	690,644	671,063	680,630	628,005
movement in cash at call, additions and disposals	191,662	15,039	5,793	38,688	-19,921	10,067	27,162	76,828
Movement in Market Value	-10,878	443	488	2,188	340	-500	-491	2,468
Closing Balance	628,005	643,487	649,768	690,644	671,063	680,630	707,301	707,301
Interest earnings	5,660	3,574	5,230	6,069	2,018	2,505	2,772	22,168

The market value of Council's investment portfolio as at 30 June 2023 is \$707.30M.

Council's investments are evaluated and monitored against a benchmark appropriate to the risk (APRA Standards BBB long term or above) and time horizon of the investment concerned. A summary of the term deposit and floating rate notes maturities are listed in Table 4 below.

Table 4 - Investment Maturities

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
At Call	3.71%	Immediate	26,268
Investments			
0 - 3 months	8.67%	Sep-2023	61,297
4 - 6 months	16.37%	Dec-2023	115,791
7 - 12 months	10.11%	Jun-2024	71,502
1 - 2 years	19.08%	Jun-2025	134,954
2 - 3 years	23.95%	Jun-2026	169,383
3 - 4 years	15.05%	Jun-2027	106,431
4 - 5 years	3.06%	Jun-2028	21,675
Total Investments	96.29%		681,033
Total Portfolio	100.00%		707,301
Interest Accrued to June 2023 (Excluding Interest on call accounts)			4,994
Market Value of Investment per Portfolio Valuation Report (Attachment 5)			712,295

The investment portfolio is concentrated in AA (15.47%), A (43.95%), and BBB (40.580%).

Council monitors and manages the portfolio taking into consideration credit ratings of financial institutions, interest rates offered for the maturity dates required and counterparty exposure. In this regard, all of Council's investments were within policy guidelines as at 30 June 2023.

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

Environmental, Social and Green (ESG) Investments

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

Council currently holds 2.96% or \$20.952M in ESG investments as at 30 June 2023.

Portfolio Return

Interest rates on investments in the month, ranged from 1.15% to 6.40%. The monthly Bank Bill Swap Rate (BBSW) benchmark was 4.07%. Changes in economic conditions have led to the Reserve Bank of Australia (RBA) increasing its cash rate (which was at a historic low of 0.10% until 4 May 2022), to 4.10% on 7 June 2023. BBSW has also followed this trend and has been increasing steadily. Comparative interest rates are shown in the table below.

Table 5 – Interest Rate Increases

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

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

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

The weighted running yield for June 2023 is 4.21%. Performance Statistics for Council are shown in Table 1 in Attachment 2.

Trading Limits are detailed in Attachment 3. Market values reflected in the Portfolio valuation report in Attachment 4 have been used to record the unrecognised gains/(losses) in tradeable fixed rate bonds and floating rate notes. Interest accrued has been recorded separately and is not reflected in portfolio valuations.

Consultation

Not Applicable

Financial Considerations

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

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

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

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

Certification:

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

Emma Galea, Responsible Accounting Officer

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Risk Management

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

Options

Not Applicable

Attachments

1 ➡	Summary of Investments as at 30 June 2023	Provided Under Separate Cover	D15769429
2 ➡	Investment Report Graphs and Table for June 2023	Provided Under Separate Cover	D15769431
3 ➡	Trading Limits Report as at 30 June 2023	Provided Under Separate Cover	D15769433
4 ➡	Portfolio valuation Report as at 30 June 2023	Provided Under Separate Cover	D15769434



Item No: 3.3
Title: Aboriginal Advisory Group Membership Recommendations
Department: Community and Recreation Services

25 July 2023 Ordinary Council Meeting

Reference: F2018/00220 - D15278567
Author: Glenn Cannard, Unit Manager Community and Culture
Executive: Melanie Smith, Director Community and Recreation Services

Recommendation

1 That Council appoint the following members to the Aboriginal Advisory Committee (AAC).

- **Phillip Bligh**
- **BJ Duncan**
- **Steve Ella**
- **Colleen Fuller**
- **Vickie Parry**
- **Jake McDonald**
- **Monica McKenzie**
- **Shahni Wellington**

2 That Council appoint the following applicant to fill any casual vacancy should the need arise.

- **Wayne Merritt**

3. That Council writes to the unsuccessful applicants that applied for the role and advise them of the outcome, thanking them for their interest.

Report purpose

To recommend the appointment of members to the Aboriginal Advisory Committee (AAC).

Executive Summary

At its meeting held 13 December 2022, Council resolved in part:

255/22 Resolved

- 7 *That Council authorise the Chief Executive Officer to finalise the Terms of Reference (Attachment 2) and establish an Aboriginal Advisory Committee and report back on membership no later than the May 2023 Council meeting.*

The establishment of a broad based AAC was identified as an important action to help guide the implementation of commitments contained within the Central Coast Council's First Nations Accord in a truly collaborative manner, ensuring the views and aspirations of our local First Nations community can be adequately considered.

Background

The AAC will be comprised of representatives of groups aligned to traditional ownership interests, community services focused on improving the quality of life of the local First Nations community, and community members identifying as of Aboriginal ancestry.

The AAC will be responsible for providing advice and feedback to Council and staff on:

- Issues of significance to the Central Coast Aboriginal community.
- Council initiatives that aim to improve the quality of life of the Central Coast Aboriginal community.
- Approaches to address relevant social issues identified in the Community Strategic Plan.
- Approaches to address outcomes aligned to the Central Coast Council First Nations Accord.

It should be noted that Advisory Committees make recommendations to Council however do not make decisions. Members are appointed by Council following an Expression of Interest (EOI) process and retain their position for the duration of the Council term. A quorum is required for meetings and a formal record of each meeting is subsequently reported to Council including any recommendations made by the committee.

Council has also recently reviewed and updated its Heritage and Culture Advisory Committee (HCAC), with refreshed terms of reference and new membership, which has a remit to provide advice to Council on heritage matters.

Report

An EOI for membership of the AAC took place from 21 February until 9 March 2023 (Inclusive) with 17 applications received.

Due to the significant interest in this area throughout the process of developing the Central Coast First Nations Accord, and to ensure there was rigorous and independent assessments undertaken, six individuals completed assessments: three from within Council and three external to Council. The three external assessors were widely recognised contemporary First Nations Elders and leaders.

The additional rigour undertaken through the assessment process has resulted in a delay from the timeframe resolved initially (May 2023).

The community members were selected on merit and their capacity to represent the broader Aboriginal community on diverse issues.

The members represent significant experience and interests across a broad sector of our local Aboriginal community with extensive experience in critical service provision such as health, education, housing, arts, culture and sport. There is a blend of genders, plus recognised local leaders both Elders and emerging. Below is a summary of the background of each of the applicants recommended to be appointed to the Aboriginal Advisory Group.

- **Phillip Bligh** – long term local resident, extensive career in various State and Federal Government departments with Aboriginal portfolios. Extensive experience in local creative arts and cultural projects.
- **BJ Duncan** – long term local resident with extensive experience with local Aboriginal community initiatives. Current Chair of Darkinjung Local Aboriginal Land Council.
- **Steve Ella** – long term local resident with extensive experience in Aboriginal Health. Current Manager of the Nunyara Aboriginal Health Unit within the Central Coast Local Health District.
- **Colleen Fuller** – long term local resident with experience in various committees and organisations and a strong interest in local Aboriginal culture, politics and reconciliation.
- **Vickie Parry** – long term local resident with extensive experience in local Aboriginal service delivery (health, housing, and education). Current CEO of Barang Regional Alliance.
- **Jake McDonald** – lifelong local resident. Employed by the University of Newcastle in the Office of Indigenous Strategy and Leadership, and is completing a PhD on creating a healthy lifestyle program for Aboriginal fathers and their children.
- **Monica McKenzie** – extensive experience locally in Aboriginal Education, having worked in NSW Dept of Education in both primary and secondary schooling, plus University of Newcastle in higher education.
- **Shahni Wellington** – lifelong local resident. Communications specialist – former Indigenous Affairs Correspondent for the ABC and experience with both SBS and NITV. Founding member of the Central Coast Aboriginal Youth Reference Group.
- **Wayne Merritt** – long term local resident with extensive experience in Aboriginal health and wellbeing programs and a member of various local community and sporting groups.

Council notes the recommendation from the external assessors that it is current best practice for a First Nations person to Chair these types of committees, and Council commits to discussing this subject at the first AAC meeting, and the Terms of Reference will be updated to reflect the outcome of this discussion if required.

Heritage and Culture Advisory Committee

Council's HCAC is responsible for providing support, advice and recommendations on heritage conservation, promotion, and heritage projects, including Aboriginal heritage. Where a matter of Aboriginal heritage is considered to be significant to the broader interests of the local Aboriginal community, the HCAC will refer the matter to the AAC for consideration.

The Convenors of both Committees will liaise to ensure related and relevant items are included within meeting agendas expeditiously, and representatives from one committee may be invited to participate in meetings of the other committee as required.

Consultation

Information regarding the EOI was widely disseminated throughout the community, including promotion through mainstream and Council platforms, and distribution through all relevant existing Council and external networks.

Financial Considerations

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

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

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

The recommendations contained in this report will not impose any additional spending by Council in the current or next financial year over and above what is already planned.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Attachments

Nil.

Item No: 3.4
Title: Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership
Department: Environment and Planning



25 July 2023 Ordinary Council Meeting

Reference: F2023/00214 - D15752944
Author: Chris Barrett, Commercial Property Manager Commercial Property
Deanne Frankel, Section Manager Strategic Planning Projects
Manager: Jamie Barclay, Unit Manager Economic Development and Property
Executive: Alice Howe, Director Environment and Planning

Recommendation

- 1 That the Chief Executive Officer be authorised to negotiate, finalise and execute an agreement to transfer the ownership of land at 1A Jaques Street Ourimbah (Lot 7 DP 20283) from the University of Newcastle to Central Coast Council.***
- 2 That the land at 1A Jaques Street Ourimbah (Lot 7 DP 20283) be classified as community land in accordance with the provisions of Sections 25 and 31 of the Local Government Act 1993.***
- 3 That community consultation and a heritage interpretation strategy be undertaken to inform amendments to the adopted the Ourimbah Land Use Strategy and Masterplan 2022, as it relates to 1A Jaques Street, Ourimbah.***

Report purpose

To authorise acquisition and classification of land at 1A Jaques Street Ourimbah being Lot 7 DP 20283.

Executive Summary

Ongoing negotiations between the University of Newcastle and Central Coast Council have led to an in-principle agreement to transfer ownership of land at 1A Jaques St Ourimbah (formerly the site of a wartime Nissen Hut) from the University to Council. The site will be used for a suitable community purpose to be determined following community consultation. The transfer will occur at a nominal charge (\$1) and the land will be classified as community land. The site will be included in the Council community land Plan of Management at its next review, with a recommendation for categorisation as general community use.

Amendments to the adopted *Ourimbah Land Use Strategy and Masterplan*, informed a heritage interpretation strategy, is to be prepared in consultation with the community.

3.4 Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership (contd)

Background

Land at 1A Jaques Street was formerly the site of a surplus World War Two hangar (Nissen Hut) that was transported to and erected on the land in the early 1950s. It was then used for a variety of purposes including as a picture theatre and a school of arts. In the late 1990s it was acquired by the NSW Government and transferred to the University of Newcastle. Although initially used for teaching purposes, the building lay vacant for some time and after extended consideration and assessment of potential future re-use was dismantled and removed from the land in early 2023.

The land is also the site of public toilets, managed by Council, which remain in use.

In conjunction with dismantling and removal of the Nissen Hut, negotiations were undertaken between the University and Council. These led to in-principle agreement that ownership of the site should be transferred to Council for community benefit.

Report

The land at 1A Jaques Street (Figure 1) is a rectangular shaped block of about 1050 square metres in size, with dimensions of about 20 metres by about 52 metres. There is an easement for drainage purposes along the western and southern edges of the lot but otherwise no unusual encumbrances. The land is located close to the main commercial centre in Ourimbah and is suitable for range of uses, with an E1 land use zoning.



Figure 1: Aerial view of land at 1A Jaques St Ourimbah (highlighted in blue) showing proximity to Pacific Highway and North Coast rail line

Removal of the former Nissen Hut has now been completed and the site has been re-turfed. The public toilets remain accessible to the public. The University and Council are agreed that the site should be made available for a suitable community use.

3.4 Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership (contd)

The preferred long-term use of the site and any improvements that are to occur is proposed to be determined in consultation with the community and external stakeholders. This will result in an amendment to the adopted *Ourimbah Land Use Strategy and Masterplan 2022*.

Consultation

There has been extensive community consultation in relation to the development of the *Ourimbah Land Use Strategy and Masterplan 2022*. The University also undertook consultation when the removal of the former Nissen Hut was proposed.

Further consultation will occur to determine the preferred use of the Jaques Street site.

Consultation is proposed to include two stakeholder engagement workshops with parties that may be affected or have an influence over the development of the plans. The workshops will invite representatives from:

- Ourimbah Region Residents' Association;
- The Member for the Entrance;
- Transport for NSW;
- NSW Regional Development; and
- Other identified relevant stakeholders.

Stakeholder engagement is anticipated to occur in October to November 2023 with the amendment to the adopted masterplan drafted for further consultation thereafter.

The University and Council have consulted extensively about the terms on which the site should be transferred, and negotiations are now at a very advanced stage.

Key conditions on which there is mutual agreement include that the site should be available for some form of community use.

Legal considerations

In accordance with the provisions of Part 2 (Public Land) of Chapter 6 of the *Local Government Act 1993*, all land owned by Council must be classified as operational land or community land.

In accordance with Section 31 of the Act, it is recommended that Council classify the land at 1A Jaques Street, Ourimbah as community land. This classification will come into effect as soon as the land transfer process has been completed.

3.4 Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership (contd)

Financial Considerations

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

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

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

The land will be transferred for a nominal consideration of \$1. The costs of the land transferred have been factored into the 2023-24 budget. There are sufficient resources in the ongoing budget to meet the costs of site maintenance.

A budget of \$50,000 has been allocated for the preparation of the amendment to the adopted masterplan. The budget includes targeted consultation. Expenditure to construct any proposed site improvements would be the subject of separate budgetary deliberations at a future time.

Link to Community Strategic Plan

Theme 1: Belonging

Goal A: Our community spirit is our strength

B-B4: Activate spaces and places to complement activity around town centres, foreshores, lakes and green spaces for families, community and visitors.

Risk Management

The risks of the land transfer are considered minimal. The site occupied by the former Nissen Hut has been cleared and returfed and no contamination risks have been identified. The ongoing costs of site ownership are minimal. Any significant site improvements will be the subject of separate budgetary deliberations at a future time. The budgetary implications will be dependent on the preferred community use identified for the site.

3.4 **Transfer of Land at 1A Jaques Street Ourimbah to Council Ownership (contd)**

Options

- 1 Not transfer the site ownership from the University to Council.

The consequence may be that the land continues to lie unused (or only partially used) for an extended period of time as the University seeks to identify other sustainable futures for the site. Alternately, the site might be redeveloped for commercial purposes without any direct community benefit. This option is not recommended.

- 2 Transfer ownership of the land from the University to Council.

This would involve use of the site for a community benefit on an ongoing basis. Classification of the land as community is appropriate in such circumstances. **This is the recommended option.**

Attachments

Nil.



Item No: 3.5
Title: Draft Water and Sewer Customer Charter and Complaints Management Framework for Public Exhibition
Department: Water and Sewer

25 July 2023 Ordinary Council Meeting

Reference: F2017/01400 - D15709167
Author: Scott Gordon, Business Manager Business Performance
Executive: Jamie Loader, Director Water and Sewer

Recommendation

- 1** *That Council place the draft Water and Sewer Customer Charter (including the Summary Document) and Customer Complaints Management Framework on public exhibition for a period of twenty-eight (28) days.*
- 2** *That Council consider a further report on the outcome of the public exhibition and for adoption of the Water and Sewer Customer Charter and the Customer Complaints Management Framework at the completion of the public exhibition period.*

Report purpose

To outline the process for the development of the draft Customer Charter and the Customer Complaints framework and for Council to consider placing the draft Water and Sewer Customer Charter (Attachments 1 & 2) and the Customer Complaints Management Framework (Attachment 3) on public exhibition

Executive Summary

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

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

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

The opportunity to place these documents on exhibition for public comment further demonstrates Council's commitment to implement the recommendations made by the Independent Pricing and Regulatory Tribunal (IPART) in its Determination of May 2022. Further, it enhances Council's transparency around the operation of Council's water and sewer services and our promise to listen to our customers.

Background

Council's current round of community engagement for water and sewer consisted of three phases over the period January to July 2023. The engagement activities were externally facilitated by Woolcott Research through Deliberative Forums and targeted engagement.

Phase 1 took place over 1 and 2 March 2023 and focused on identifying and understanding the community's values about Council's water and sewer services, gauge community feedback in relation to Council's commitment to a Customer Charter and developing a set of performance metrics.

Phase 2 occurred over 9 and 10 May 2023 with the same participants. All sessions were held in both Gosford and Wyong. These forums sought input from the community on what they valued most about Water and Sewer, how we are performing, targets for the future, and what they would like included in the very first Customer Charter between the community and Water and Sewer.

The community determined the following values for Water and Sewer:

- Good quality water
- Quality treatment of sewage
- Reliable service
- Affordability
- Environmental focus
- Effective planning
- Transparency and education

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

The community engagement also included targeted consultation:

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

3.5 Draft Water and Sewer Customer Charter and Complaints Management Framework for Public Exhibition (contd)

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

The forums, group and in-depth interviews involved building awareness of what is a Customer Charter and an understanding of what customers would like to see included in it. The 'Deep Dive' Groups tested the draft Customer Charter developed by Council after the engagement.

Phase 3 of the engagement program is a customer survey of residents which commenced 5 June 2023 and concluded 3 July 2023. The survey sought to reconfirm with the wider community the values and outcomes determined during the Phase 2 engagement and the community's preference and frequency of communication around water and sewer services. The survey had 1,232 responses, with the data currently still being collated and assessed. The results of the survey will be incorporated into the final document presented to Council in September 2023.

Current Status

The forums and focus groups have enabled Council to co-design with the community its first detailed Customer Charter for Water and Sewer.

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

Following the forums, Council drafted a full version of its draft Customer Charter (including a summary) based on the feedback provided by the community. This was tested in the 'Deep Dive Groups' that took place a few weeks after the forums, with a selection of forum participants. Generally, there was very positive feedback provided at these group sessions.

The Customer Charter demonstrates our service commitments to the community, shared rights and responsibilities including service standards, and complaints management. Council has now finalised all three documents ahead of proceeding to exhibition for public comment.

The exhibition period for public comment will be for 28 days. The final documents will incorporate appropriate feedback from the community to enable presentation to Council for adoption and publication at its meeting of 26 September 2023.

Consultation

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

Financial Considerations

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

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

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

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

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Risk Management

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

Critical Dates or Timeframes

- 25 July 2023: Council endorsement for public exhibition
- 26 September 2023: Council adoption of final documents for public release

3.5 **Draft Water and Sewer Customer Charter and Complaints Management Framework for Public Exhibition (contd)**

Attachments

1 ➡	Central Coast Council Water and Sewer Customer Charter	Provided Under Separate Cover	D15741342
2 ➡	Central Coast Council Water and Sewer Customer Charter Summary	Provided Under Separate Cover	D15741337
3 ➡	Central Coast Council Water and Sewer Complaints Management Framework	Provided Under Separate Cover	D15739388
4 ➡	Central Coast Council Water and Sewer Engagement Phase 2 Report	Provided Under Separate Cover	D15763268

Item No: 3.6
Title: Security of Critical Infrastructure - Risk Management Approach
Department: Water and Sewer



25 July 2023 Ordinary Council Meeting

Reference: F2017/01400 - D15760668
Author: Krystie Bryant, Section Manager Asset Security and Reliance
Executive: Jamie Loader, Director Water and Sewer

Recommendation

- 1 That Council note the report on the Critical Infrastructure Risk Management Program for Council's Water and Sewer assets.**
- 2 That Council endorse the confidential attachment outlining Council's Critical Infrastructure Risk Management Program approach.**
- 3 That Council resolve, for the purposes of s.11(3) of the Local Government Act 1993, that Attachment 1 is to be treated and remain as confidential as it relates to matters affecting the security of the council, council staff or council property.**

Report purpose

To seek endorsement of the attached Critical Infrastructure Risk Management Program (CIRMP) approach, thereby enabling the finalisation of the CIRMP, a legislative requirement under the revised Security of Critical Infrastructure Act 2018 (the SOCI Act) for Water Utilities.

Additionally, this report aims to provide an overview of the Security of Critical Infrastructure (SOCI) legislative requirements and the actions taken by Council to date as a defined 'critical infrastructure' owner.

Executive Summary

In April of 2022 amendments to the Security of Critical Infrastructure (SOCI) legislation were introduced. To support this change, in February 2023 Security of Critical Infrastructure Risk Management Program Rules (LIN 23/006) also commenced which placed certain requirements on identified entities, including Council and more specifically Council's Water and Sewer Directorate. One of these key requirements included the development of a Critical Infrastructure Risk Management Program (CIRMP), intended to uplift core security practices across four (4) key hazard vectors; personnel, physical, supply and cyber as they relate to Water and Sewer. The CIRMP was identified as a key deliverable by 17 August 2023.

Central Coast Council has now completed its first iteration of the Critical Infrastructure Risk Management Program and seeks Council endorsement of the approach, with the program informing the next 12 months and related risk management plans for identified assets. Council will continue to review and revise the program to respond to what is an ever-changing environment and will report on its continued progress in line with the legislated annual attestation requirements.

Background

The Australian Government is committed to protecting the essential services all Australians rely on by uplifting the security and resilience of our critical infrastructure. As the risks to Australia's critical infrastructure evolve, so too must the approach to ensuring the ongoing security and resilience of Council's water assets and the essential services they deliver.

Critical infrastructure is increasingly interconnected and interdependent, delivering efficiencies, essential services, and economic benefits to communities. However, connectivity without proper safeguards creates vulnerabilities that can deliberately or inadvertently cause disruption and result in cascading consequences.

In response to this, in April 2022 amendments to the Security of Critical Infrastructure (SOCl) Act came into effect, with additional amendments in February 2023 in the form of Rules. As a result of the amendments, water and sewerage services provided to at least 100,000 water or sewerage connections were formally declared as critical infrastructure, thereby capturing Central Coast Council as impacted by this legislation.

The legislative amendments placed certain requirements on identified entities, one of which was the development of a Critical Infrastructure Risk Management Program, intended to uplift core security practices across four (4) key vectors (personnel, physical, supply and cyber) as they relate to Water and Sewer assets.

More broadly, the initiative aims to ensure responsible entities take a holistic and proactive approach toward identifying, preventing, and mitigating risks and work to sustainably ensure the security of identified critical assets into the future.

Current Status

To date, Council, in partnership with GHD has done significant work to prepare for and support the implementation of these legislative changes. This work has included;

- Structural design and dedicated resources
- Registration as a critical infrastructure asset
- 31 site visits and associated reviews to determine security gaps
- Review of 500+ documents to determine current state
- 8 SOCl risk workshops engaging over 60 stakeholders from across the business to inform gap analysis and risks

- The ongoing development of a risk management program and associated risk register addressing the 4 hazard vectors for Water and Sewer assets

The initiative is now at a point of seeking Council endorsement of the Critical Infrastructure Risk Management Program approach, which will inform the continued implementation and maturity of the SOCI legislation and CIRMP.

Report

The Critical Infrastructure Risk Management Program (CIRMP) ensures that Council complies with the recently amended Security of Critical Infrastructure Act and associated Rules. It ensures that Council has a robust program underway to manage the risk associated with the organisations Water and Sewer assets, placing the organisation in a position of strength as we work towards further legislated key dates and milestones in 2024 pertaining to SOCI.

Aside from legislative compliance, the CIRMP is also evidence of Council's commitment to safeguarding the community's critical infrastructure and works to create a positive risk culture, anchored in continuous improvement.

The legislation also provides a catalyst to deepen strategic partnerships with other critical infrastructure owners including but not limited to, energy, hospitals and food manufacturing. This will allow for a more holistic approach to the way in which Council can work with other essential service providers to preserve the economic and social stability of our community.

Organisations that adopt a value creation mindset will also find a range of opportunities and benefits for their organisation by integrating SOCI with the strategic business planning process and by embracing collaborative community partnerships. With this approach in mind, as our program matures, it will assist to not only mitigate risk but will help to inform decision making and address some of the challenges faced by the water industry using new information and intelligence. Some of those challenges include;

- Water availability and quality
- Resilient and secure infrastructure and operations
- Workforce transition and workplaces for the future
- Customer service expectations and trust
- Emerging costs and affordability
- Increasing environmental, social and governance expectations

It should be noted that whilst the strategic opportunity that SOCI creates has been recognised, the focus at this time is on legislative compliance with a view to build maturity over time.

Consultation

The implementation of the SOCI legislation and work to date has been informed by both internal and external consultation and engagement with a range of stakeholders including;

Internal

Executive Leadership Team
Governance Risk and Legal
Facilities and Asset Management
Information Technology
People and Culture
Procurement and Projects
Water and Sewer key staff

External

GHD
Department of Home Affairs
ASIO Outreach

The implementation and maturity of this initiative will also require ongoing partnership and engagement with a range of stakeholders including;

Department of Home Affairs
NSW Police
Fire and Rescue NSW
SES
Rural Fire Service
National Parks
Ausgrid
Impacted Residents
Hunter Water
Sydney Water
Other Critical Infrastructure Owners
EPA
Unions

Financial Considerations

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

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

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

The Security of Critical Infrastructure and associated legislative requirements are new for Council's Water and Sewer function and outline a range of significant obligations with which Council must comply. This will require the use of Council resources and an ongoing budget to effectively manage continued compliance and increased maturity of the program.

A number of these resources have already been considered, planned, and budgeted for as part of the 2022 IPART submission which has carried through to Council's annual budget management process. The existing budgeted resources are designed to focus on establishing the initiative and setting the strategic long-term plan.

Future resource and budget requirements will become known as the program matures and this will be considered as part of the annual budget management process. At a more strategic level, the needs identified to help secure the security of critical W&S infrastructure will assist to inform the next IPART submission in 2025.

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

The following risks have been considered in the development of the Critical Infrastructure Risk Management Program approach;

- Legislative compliance – development of the CIRMP in line with the defined approach ensures Council's compliance in accordance with the Security of Critical Infrastructure Act 2018 and associated Rules.
- Risk Mitigation – external engagement of expert consultancy and advice from the Department of Home Affairs has been utilised to gain experienced insight as it relates to the legislative changes and associated Rules to ensure a robust risk management program that meets the needs of Council.

Options

- 1 That Council endorse the Critical Infrastructure Risk Management Program (CIRMP) approach contained in confidential Attachment 1. **This is the recommended option.**

This has been developed through consultation with experts and internal input and establishes a robust and structured approach to the management of risk for Council's Water and Sewer critical infrastructure. The program meets the requirements of the legislation and associated Rules and adoption by Council will assist to achieve both legislative compliance and an enhanced approach to managing risk as it relates to Water and Sewer assets.

Subject to Council endorsement, the CIRMP will be finalised and a report outlining ongoing compliance and performance will be submitted to Council on an annual basis, the first of which will be delivered in September 2024.

- 2 That Council does not endorse the Critical Infrastructure Risk Management Program (CIRMP) provided in Attachment 1. Not Recommended.

Critical Dates or Timeframes

In accordance with the Security of Critical Infrastructure Act and associated Rules, Council must have a Critical Infrastructure Risk Management Program for Council's Water and Sewer assets by 16 August 2023. Council endorsement of the Critical Infrastructure Risk Management approach will assist in meeting this timeframe.

An annual attestation or CIRMP Annual Report must also be submitted to Council and the Department of Home Affairs by 23 September 2024, reporting on the progress of the CIRMP.

Attachments

- | | | | |
|----------|---|-------------------------------|-----------|
| 1 | CONFIDENTIAL - DRAFT - Critical Infrastructure Risk Management Program (CIRMP) Methodology and Approach - | Provided Under Separate Cover | D15760579 |
|----------|---|-------------------------------|-----------|

Item No: 3.7
Title: Review of Policy for Investment Management - June 2023
Department: Corporate Services



25 July 2023 Ordinary Council Meeting

Reference: F2004/06604 - D15703972
Author: Devini Susindran, Team Leader
Manager: Emma Galea, Chief Financial Officer
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council adopt the Review of Policy for Investment Management - June 2023

Report purpose

The purpose of this report is for Council to submit the '*Policy for Investment Management*' for Council's consideration.

This report recommends adoption of the '*Policy for Investment Management – June 2023*' attached as Attachment 1 to this report.

Executive Summary

Council adopted the '*Policy for Investment Management*' at its meeting on 28 June 2022. In accordance with legislative requirements, Council is required to review this Policy on an annual basis. A review of the adopted Policy has been undertaken and some changes are recommended to improve the effectiveness of the Policy in achieving its objectives.

Background

Legislation requires Council to maintain an Investment Policy that complies with the *Local Government Act 1993*, *Local Government (General) Regulation 2005*, *Ministerial Investment Order of 12 January 2011* as advised by way of *OLG Circular 11-01 17 February 2011* and *Investment Policy Guidelines*, issued by the then Division of Local Government in May 2010.

Council's '*Policy for Investment Management*' articulates how we will manage Council's cash and investment portfolio. The policy is designed to safeguard Council's cash and related investments, achieve appropriate earnings and manage cash resources to ensure sufficient liquidity to meet business objectives over the short, medium and long term.

Current Status

The current *Policy for Investment Management* was adopted by Council on 28 June 2022.

The adopted Policy has been reviewed and some changes are recommended to improve the effectiveness of the Policy in achieving its objectives.

The proposed changes to the current Policy are as follows:

- 1 The Policy format has been reviewed to align with Council's new Policy Framework, and in line with the Investment Policy Guidelines issued by the then Division of Local Government in May 2010.
- 2 Table 3 within the current adopted Policy has been reviewed and it is proposed to remove the section referring to maturity limits applicable to the rating of financial institution securities (highlighted in yellow below). The optimal maturity and risk profile of the investment portfolio maturity spread is more effectively dealt with within the Investment Strategy guiding day to day cashflow management, rather than being a policy matter.

Description	Maximum Exposure
Portfolio allocation:	
Portfolio % < 1Year	100% - unchanged
Portfolio % > 1 Year < 3 Years	70% - unchanged
Portfolio % >3 Years < 5 Years	40% - unchanged
Portfolio % > 5 Years	5% - unchanged
Maturity of financial institution securities:	
ADI issues rated A or above	5 years
ADI issues rated BBB to A	3 years
ADI issues BBB- (Term Deposits only)	1 year

- 3 Remove the "Appendix - Investment Strategy" as the Policy outlines the legislative requirements and underlying principles for the management of investments. The Investment Strategy is intended to be a document that guides day to day cashflow management to ensure sufficient liquidity is maintained to support the delivery of the Operational Plan whilst maximising returns on invested funds. The document needs be always maintained current, thereby requiring the ability to adapt to changing conditions in an agile and timely manner. Council has appointed an external advisor to assist with the review of the Strategy, which will be an internal operational document applied within the parameters set by the Policy.

Consultation

The proposed changes were discussed with Council's investment advisor, who did not identify any issue with the proposed changes.

Financial Considerations

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

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

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

There are no additional costs associated with this Policy review.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Risk Management

All investments will be managed in accordance with the Policy as adopted by Council. In addition, any specific circumstances, including, but not limited to, any changes to the rating of the financial institutions, and changes in the wider economic environment, will be taken into consideration the application of the Policy.

The Investment Strategy will be reviewed to support the adopted Policy. The Strategy will further guide Council's day to day and strategic cash management to ensure sufficient liquidity is maintained to support the delivery of the Operational Plan whilst maximising returns on invested funds.

In accordance with legislative requirements the Policy will be reviewed annually, or sooner in the event of a legislative change impacting on the Policy.

Options

The proposal is to amend the *Policy for Investment Management* in accordance with the changes listed above. Council has the option to:

- 1 Adopt the attached 'Policy for Investment Management – June 2023', which includes the proposed changes. The Policy will provide a framework for the management of Council's cash and investment portfolio. **This is the recommended option.**
- 2 Resolve not to include the proposed changes to the current adopted 'Policy for Investment Management – June 2022'. This is not recommended as the review has identified scope to make changes to improve the effectiveness of the current adopted Policy.

Critical Dates or Timeframes

It would be prudent for Council to review and adopt an amended '*Policy for Investment Management*' as soon as practical within 12 months of the date of the current adopted Policy 2023.

Attachments

- 1 [!\[\]\(7a8011739ec4e250e2f89a547d75fb0a_img.jpg\)](#) Draft Investment Policy Provided Under Separate Cover D15717731



Item No: 3.8
Title: Draft Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023 for Public Exhibition
Department: Environment and Planning

25 July 2023 Ordinary Council Meeting

Reference: F2019/01285 - D15717365
Author: Shannon Turkington, Unit Manager Strategic Planning
Executive: Alice Howe, Director Environment and Planning

Recommendation

That Council

- 1 *Endorse the draft Central Coast Section 7.12 Local Infrastructure Contributions Plan 2023 (Attachment 1) for public exhibition for a period of not less than 28 days.***
- 2 *Note that a further report will be provided following the public exhibition period.***

Report purpose

To seek a resolution to exhibit the draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023* for not less than 28 days.

Executive Summary

Council has prepared the draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023* for community consultation. The draft contribution plan, once finalised, will revoke and replace the:

- *Central Coast Regional Section 7.12 Development Contribution Plan 2019,*
- *Shirewide Infrastructure, Services and Facilities Development Contribution Plan,*
and
- *Civic Improvement Plan.*

It is also intended as part of this process to revoke the former Gosford City Council policy, *Charities – Exemption from Section 94 Contributions*. The exemptions provided in this policy have been superseded by legislation changes and Ministerial Directions and therefore the policy is no longer required.

Background

Council is undertaking a review of local infrastructure contribution plans to provide a simplified approach to the levying of local infrastructure contributions and the delivery of public infrastructure across the Central Coast.

On 23 November 2021, Council resolved to revoke 35 local infrastructure contribution plans and undertake a comprehensive review of the *Central Coast Regional Section 7.12 Plan 2019*.

The review has been expanded to include the *Shirewide Infrastructure, Services and Facilities Development Contribution Plan* and the *Civic Improvement Plan* which levies Section 7.12 contributions in the Gosford City Centre.

Current Status

The *Central Coast Regional Section 7.12 Development Contributions Plan 2019* applies to the Central Coast local government area and collects contributions to fund priority projects in the Central Coast Bike Plan. A Section 7.12 plan generally levies development that is not captured under a council's Section 7.11 local infrastructure plans. The current Section 7.12 plan requires review to broaden the scope of infrastructure to be provided across the Central Coast as it currently only collects contributions for cycleways.

The *Shirewide Infrastructure, Services and Facilities Development Contribution Plan* applies to the former Wyong Shire area and levies contributions for shirewide development such as community facilities, regional open space and public art. The current plan has provided funding towards the delivery of the Art House in Wyong, Saltwater Creek Park in Long Jetty, San Remo Extreme Sporting Facility and cycleway network. The plan is proposed to be revoked as the projects listed in the plan have been delivered, incorporated into the draft Section 7.12 Plan (cycleways) or are no longer required.

The *Civic Improvement Plan* was prepared by the Department of Planning in 2007 and allowed for development contributions to be levied at 4% of the cost of development, which is above the 1% that is mandated in the *Environmental Planning and Assessment Regulation 2021*. Following the introduction of the *Gosford City Centre Special Infrastructure Contribution* in 2018 (which levies development contributions for state infrastructure), the Department of Planning and Environmental reduced the maximum rate that Council could levy to 1% of the cost of development. The *Civic Improvement Plan* has never been amended to reflect this change in percentage. To align with NSW Government requirements, the *Civic Improvement Plan* is proposed to be revoked as part of this process and relevant infrastructure requirements included in Council's revised Section 7.12 Plan.

Report

The draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023* has been prepared to combine the remaining infrastructure requirements from three existing contributions plans. The schedule of works has been broadened to include upgrades to sport grounds, parks, playspaces, skateparks, tennis facilities, community facilities, local centres upgrades, cycleways, traffic and transport projects, and projects within the Gosford City Centre such as funding for the Gosford Regional Library.

The updating of the contribution plans will not change the amount of Section 7.12 contributions levied on development as the maximum levy rate is set out in Section 209 of the *Environmental Planning and Assessment Regulation 2021* as follows:

Proposed Cost of Development	Levy Rate
Up to and including \$100,000	NIL
More than \$100,000 and up to and including \$200,000	0.5% of the cost of development
More than \$200,000	1% of the cost of development

Revocation of the *Shirewide Infrastructure, Services and Facilities Development Contribution Plan* will reduce the contributions payable on some types of residential development in the former Wyong Shire by approximately \$1,200 per lot. These contributions are levied in addition to the specific Section 7.11 contributions for each area and were collected to fund regional infrastructure projects in the former Wyong Shire.

Future requirements for regional infrastructure can be incorporated into future revisions of Council's Section 7.12 Plan and/or relevant Section 7.11 Plan, where required.

Consultation

Internal staff consultation has been undertaken with Council's Developer Contributions Working Group and assets owners to ensure the required community infrastructure upgrades are captured in the draft plan's schedule of works. The draft plan is also consistent with Council's adopted Operational Plan.

A 28-day consultation period is proposed to allow for the community to review the draft plan and have their say. The outcomes of the community consultation will be reported back to Council prior to finalisation of the draft plan.

Financial Considerations

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

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

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

Council currently receives on average \$1.5M per year in Section 7.12 contributions and holds approximately \$52M in its externally restricted reserve. Revoking and updating Council's Section 7.12 plan does not change the requirements for the payment of development contributions on development consents that are already issued. Where payments are received under revoked plans, these funds will be used to fund the infrastructure proposed in the draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023*.

The projects included for the Gosford City Centre will also require additional funding (such as through grants) to delivery large scale community facilities, transport and traffic improvements and drainage upgrades. As detailed planning for these projects is undertaken, funding requirements will be determined at that stage and incorporated into Council's contribution plans (where required).

Link to Community Strategic Plan

Theme 4: Responsible

Goal I: Balanced and sustainable development

R-12: Ensure all new developments are well planned with good access to public transport, green space and community facilities and support active transport.


Risk Management

It is intended that the Section 7.12 plan will be reviewed annually to ensure it is consistent with Council's Operational Plan and Delivery Program. The draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023* has been prepared to be consistent with relevant legislation and the Department of Planning and Environment's practice notes relating to developer contributions.

Options

- 1 Exhibit the draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023* for not less than 28 days – **This is the recommended option.**
- 2 Resolve not to exhibit the draft *Central Coast Section 7.12 Local Infrastructure Contribution Plan 2023*. This option will not allow a review of Council's local infrastructure contribution plans. This is not the recommended option.
- 3 Retain the Section 7.12 current developer contributions plans. This is not recommended, as the current plans are out of date.

Attachments

1 	Draft Central Coast Section 7.12 Local Infrastructure Contributions Plan 2023	Provided Under Separate Cover	D15763418
--	--	----------------------------------	-----------

Item No: 3.9
Title: Variations to Development Standards - April to June 2023
Department: Environment and Planning



25 July 2023 Ordinary Council Meeting

Reference: F2020/00039 - D15626838
Author: Matthew Corradin, Unit Manager Environmental Compliance Services
Executive: Alice Howe, Director Environment and Planning

Recommendation

That Council notes the report on Variations to Development Standards – April to June 2023.

Report purpose

To inform Council of the Development Applications (DAs) determined between 1 April 2023 and 30 June 2023, where there has been a variation in relevant development standards under an applicable Environmental Planning Instrument. This is a quarterly requirement under the NSW Government's *Planning Circular PS 2-002 – 'Variation to Development Standards'*.

Executive Summary

Between 1 April 2023 and 30 June 2023, 616 DAs were lodged with Council, with 615 of these determined. Of the 615 DAs determined, 13 had a variation to relevant development standards.

Variations to Development Standards

The following determinations were made between 1 April 2023 and 30 June 2023, which included a variation to a development standard within the *Gosford Local Environmental Plan 2014* or *Central Coast Local Environmental Plan 2022*:

- 13 Development Applications by Central Coast Staff
- 0 Development Application by Local Planning Panel
- 0 Development Applications by Regional Planning Panel
- 0 Development Application by Land and Environment Court

Provided as Attachment 1 to this report is the variation to the development standard register for the 1 April 2023 to 30 June 2023 period, which includes relevant information.

No applications involving variations to the *Wyong Local Environmental Plan 2013* were determined during this period.

Financial Considerations

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

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

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

There are no material financial implications for Council associated with this report.

Link to Community Strategic Plan

Theme 4: Responsible

Goal I: Balanced and sustainable development

R-I3: Ensure land use planning and development is sustainable and environmentally sound and considers the importance of local habitat, green corridors, energy efficiency and stormwater management.

Risk Management

There are no material risk implications for Council associated with this report.

Options

Not applicable to this report.

Attachments

1 ➡	Variations to Development Standards Register – April to June 2023 Period	Provided Under Separate Cover	D15759995
------------	--	-------------------------------	-----------

Item No: 3.10
Title: Community Support Grant Program - May 2023
Department: Community and Recreation Services



25 July 2023 Ordinary Council Meeting

Reference: F2017/02117-002 - D15565036
Author: Belinda McRobie, Section Manager Community Development
Manager: Glenn Cannard, Unit Manager. Community and Culture
Executive: Melanie Smith, Director Community and Recreation Services

Recommendation

1 That Council allocate \$12,744.00 (inclusive of GST where applicable) from the 2023/24 grants budget to the Community Support Grant program, as outlined below and in Attachment 1.

- a Green Point and District Garden Club Incorporated - \$2,160.00**
- b Kariong Progress Association - \$1,737.00**
- c Lake Munmorah Parents & Citizens Association - \$5,000.00**
- d Gosford Sister City Association Incorporated - \$3,847.00**

2 That Council decline applications as outlined below, for the reasons indicated in Attachment 1, and the applicants be advised and where relevant, directed to alternate funding sources.

- a Central Coast Music and Arts Inc- application is ineligible.**
- b Mr Perfect Incorporated - insufficient information provided to make an accurate assessment.**

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, that 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 Program remains open throughout the year to provide assistance for community activities that require:

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

Table 1: Community Support Grant Program

Program	Original Budget	Opening Period	2023/2024 allocation to date (inclusive of GST where applicable)	Recommendation allocation within this report (inclusive of GST where applicable)	Allocation to date + Recommendation within report (inclusive of GST where applicable)
Community Support Grant Program	\$300,000	Ongoing	\$0.00	\$12,744.00	\$12,744.00
TOTAL			\$0.00	\$12,744.00	\$12,744.00

Current Status

The Community Support Grant Program remains open for applications throughout the year and the closing date for each assessment period is the last day of each month.

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

Assessment

Six applications were received and assessed by 9 June 2023, with four applications recommended for funding in this Council report.

One application was not recommended for funding because it is ineligible, and one application did not provide sufficient information to make an accurate assessment. All applicants will be advised to discuss their proposal further with Council's Grants Officers prior to resubmission in a future round.

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

Consultation

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

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

Council staff conducted two grant writing workshops with 33 attendees and four grant information sessions with 76 attendees.

Additionally, Council staff also undertook three drop -in support sessions with 8 attendees to assist applicants with their submissions where required.

Financial Considerations

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

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

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

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

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

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

Link to Community Strategic Plan

Theme 1: Belonging

Goal A: Our community spirit is our strength

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

Risk Management

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

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

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

Options

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

Critical Dates or Timeframes

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

Attachments

1 ➡	Community Support Grant Program - May 2023 - Recommended and Not Recommended	Provided Under Separate Cover	D15741650
-----	--	-------------------------------	-----------

Item No: 3.11
Title: Minutes of Advisory Group and Committee meetings held in June 2023
Department: Corporate Services



25 July 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15712005
Author: Rachel Gibson, Team Leader Civic Support
Manager: Edward Hock, Unit Manager Governance, Risk and Legal
Executive: Marissa Racomelara, Director Corporate Services

Recommendation

That Council note the minutes of the following Advisory Group and Committee meetings that were held in June 2023.

- Audit, Risk, and Improvement Committee – meeting held 7 June 2023
- Catchments to Coast Advisory Committee – meeting held 14 June 2023
- Status of Women Advisory Group – meeting held 15 June 2023
- Protection of the Environment Trust (PoET) Committee - meeting held 20 June 2023
- Mangrove Mountain and Spencer Advisory Committee – meeting held 22 June 2023

Report purpose

To note the unconfirmed minutes of the Advisory Group and Committee meetings held in June 2023, which include no recommendations for Council and are reported for information only.

Executive Summary

Five Advisory Group and Committee meetings were held in June 2023, as listed below. The associated minutes were approved by the respective Coordinators and Chairs and were circulated to members via email. It is noted that minutes from previous meetings are confirmed by Advisory Groups and Committees at their next meeting, so are uploaded to Council's website as 'unconfirmed minutes' until that time.

Report

Minutes from Council's Advisory Group and Committee meetings that contain no recommendations to Council are reported to Council as a combined report for information only.

3.11 Minutes of Advisory Group and Committee meetings held in June 2023 (contd)

Links to the unconfirmed minutes on Council's website are included below for the information of Council.

- [Audit, Risk, and Improvement Committee – meeting held 7 June 2023](#)
- [Catchments to Coast Advisory Committee – meeting held 14 June 2023](#)
- [Status of Women Advisory Group – meeting held 15 June 2023](#)
- [Protection of the Environment Trust \(PoET\) Committee - meeting held 20 June 2023](#)
- [Mangrove Mountain and Spencer Advisory Committee – meeting held 22 June 2023](#)

It is noted that the following meetings were scheduled but did not occur:

- Coastal Open Space System (COSS) quarterly Advisory Committee scheduled for 6 June 2023 was not held, due to illness, and has been rescheduled to 18 July 2023.
- Water Management Advisory Committee quarterly meeting scheduled for 14 June 2023 was not held, as quorum was not able to be met.
- Pedestrian Access and Mobility Advisory Committee (PAMP) quarterly Committee meeting scheduled for 22 June 2023 was not held, as there were no agenda items to be discussed.

Financial Considerations

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

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

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

This report has no financial implications.

Link to Community Strategic Plan

Theme 4: Responsible

Goal G: Good governance and great partnerships

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

Attachments

**3.11 Minutes of Advisory Group and Committee meetings held in June 2023
(contd)**

Nil