



Central Coast Council  
Business Paper  
Ordinary Council Meeting  
**22 August 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.



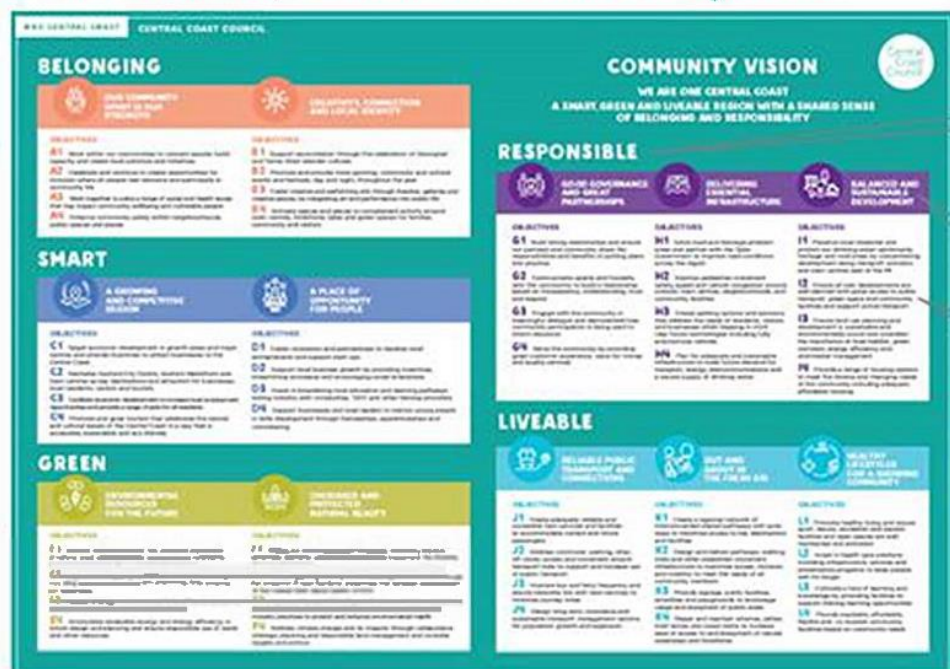
**Good governance and great partnerships**

**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 22 August 2023 at 6.30pm,  
for the transaction of the business listed below:**

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

Further information and details on registration process:

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

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David Farmer  
**Chief Executive Officer**

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

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22 August 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555872  
Author: Rachel Gibson, Team Leader Civic Support  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

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

Section 451 of the LG Act states:

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

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

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

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

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22 August 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555880



### **Recommendation**

***That Council confirm the minutes of the Ordinary Meeting of Council held on 25 July 2023.***

### **Summary**

Confirmation of minutes of the Ordinary Meeting of Council held on 25 July 2023.

### **Attachments**

1 <a href="#">➡</a> MINUTES - Council Meeting - 25 July 2023	Provided Under Separate Cover	D15777485
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**Item No:** 1.3  
**Title:** Notice of Intention to Deal with Matters in Confidential Session  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15555883



### **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:** Monthly Finance Report July 2023  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2020/03205 - D15807873  
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 – July 2023.***

### **Report purpose**

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

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

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

### **Executive Summary**

This report presents the July 2023 monthly financial report.

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

As at 31 July 2023, on a consolidated basis, Council has an operating deficit of \$10.1M against a budgeted operating deficit for the same period of \$6.3M. The YTD unfavourable variance relates to the Water, Sewer and Drainage funds result and is mainly a timing difference due to a delay in generating the first cycle of billing for 2023/2024 FY. The delayed billing was subsequently generated in August 2023, totalling \$6.8M in operating income.

Council's consolidated operating position is better than budgeted when removing the unfavourable impact of the timing difference.

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

## Background

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

## Report

As at 31 July 2023, Council has a consolidated net operating deficit of \$10.1M, before capital income, which is unfavourable to budget by \$3.8M and a net operating deficit including capital income of \$2.8M which is favourable to budget by \$2.9M.

### Consolidated Operating Statement

July 2023



	CURRENT MONTH			YEAR TO DATE				FULL YEAR		
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>										
Rates and Annual Charges	22,398	28,192	(5,794)	22,398	28,192	(5,794)	26,736	389,283	421,456	421,456
User Charges and Fees	10,925	12,203	(1,278)	10,925	12,203	(1,278)	11,358	164,977	163,782	163,782
Other Revenue	1,692	890	802	1,692	890	802	2,010	21,086	13,683	13,683
Interest	2,678	1,747	931	2,678	1,747	931	991	23,888	15,244	15,244
Grants and Contributions	583	891	(307)	583	891	(307)	432	56,621	49,880	49,880
Gain on Disposal	(13)	-	(13)	(13)	-	(13)	1,034	7,785	-	-
Other Income	1,109	739	369	1,109	739	369	426	9,754	8,775	8,775
Internal Revenue	4,726	5,561	(835)	4,726	5,561	(835)	4,729	61,923	60,701	60,701
<b>Total Income attributable to Operations</b>	<b>44,098</b>	<b>50,222</b>	<b>(6,124)</b>	<b>44,098</b>	<b>50,222</b>	<b>(6,124)</b>	<b>47,715</b>	<b>735,318</b>	<b>733,521</b>	<b>733,521</b>
<b>Operating Expenses</b>										
Employee Costs	12,433	11,868	(565)	12,433	11,868	(565)	11,722	184,873	195,069	195,069
Borrowing Costs	732	662	(71)	732	662	(71)	821	13,073	13,746	13,746
Materials and Services	17,840	20,690	2,850	17,840	20,690	2,850	15,793	216,095	237,509	237,509
Depreciation and Amortisation	15,492	15,492	-	15,492	15,492	-	12,137	176,143	192,226	192,226
Other Expenses	3,401	3,387	(14)	3,401	3,387	(14)	3,390	44,044	44,523	44,523
Loss on Disposal	-	-	-	-	-	-	-	22,060	-	-
Internal Expenses	4,312	4,423	111	4,312	4,423	111	4,291	50,087	47,634	47,634
Overheads	(0)	(0)	-	(0)	(0)	-	-	0	(0)	(0)
<b>Total Expenses attributable to Operations</b>	<b>54,211</b>	<b>56,522</b>	<b>2,311</b>	<b>54,211</b>	<b>56,522</b>	<b>2,311</b>	<b>48,153</b>	<b>706,375</b>	<b>730,708</b>	<b>730,708</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>(10,113)</b>	<b>(6,300)</b>	<b>(3,814)</b>	<b>(10,113)</b>	<b>(6,300)</b>	<b>(3,814)</b>	<b>(438)</b>	<b>28,943</b>	<b>2,813</b>	<b>2,813</b>
Capital Grants	3,006	-	3,006	3,006	-	3,006	788	48,684	59,854	59,854
Capital Contributions	4,296	545	3,751	4,296	545	3,751	701	55,754	17,500	17,500
Grants and Contributions Capital Received	7,301	545	6,757	7,301	545	6,757	1,490	104,438	77,354	77,354
<b>Net Operating Result</b>	<b>(2,812)</b>	<b>(5,755)</b>	<b>2,943</b>	<b>(2,812)</b>	<b>(5,755)</b>	<b>2,943</b>	<b>1,052</b>	<b>133,381</b>	<b>80,167</b>	<b>80,167</b>

## 2.1 Monthly Finance Report July 2023 (contd)

For the General Fund, as at 31 July 2023, Council has an operating surplus of \$2.6M before capital income, which is favourable to budget by \$3.4M. Operating income has exceeded the YTD budget, mainly due to interest earned on the investment portfolio. Operating expenditure is tracking lower than budgeted, mainly to materials and services being less than budgeted for the period.

<div>10. General Fund</div> <div>Operating Statement</div> <div>July 2023</div> <div>Central Coast Council</div>										
	CURRENT MONTH			YEAR TO DATE				FULL YEAR		
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Operating Income										
Rates and Annual Charges	17,779	17,772	8	17,779	17,772	8	17,051	206,122	215,021	215,021
User Charges and Fees	5,440	5,647	(207)	5,440	5,647	(207)	5,306	79,244	72,197	72,197
Other Revenue	1,481	890	591	1,481	890	591	1,663	19,949	13,683	13,683
Interest	2,027	1,508	519	2,027	1,508	519	757	17,844	12,167	12,167
Grants and Contributions	536	506	29	536	506	29	397	56,189	46,666	46,666
Gain on Disposal	(13)	-	(13)	(13)	-	(13)	1,034	7,785	-	-
Other Income	1,109	739	369	1,109	739	369	426	9,752	8,763	8,763
Internal Revenue	4,692	5,325	(633)	4,692	5,325	(633)	4,657	59,155	57,994	57,994
Total Income attributable to Operations	33,050	32,387	663	33,050	32,387	663	31,290	456,038	426,492	426,492
Operating Expenses										
Employee Costs	10,224	9,683	(541)	10,224	9,683	(541)	9,753	153,843	160,297	160,297
Borrowing Costs	157	62	(95)	157	62	(95)	179	4,793	4,996	4,996
Materials and Services	12,091	14,813	2,722	12,091	14,813	2,722	11,191	145,932	149,774	149,774
Depreciation and Amortisation	7,919	7,919	-	7,919	7,919	-	6,176	90,631	100,690	100,690
Other Expenses	1,967	1,953	(14)	1,967	1,953	(14)	2,125	27,488	27,311	27,311
Loss on Disposal	-	-	-	-	-	-	-	19,553	-	-
Internal Expenses	1,053	1,683	630	1,053	1,683	630	1,717	21,802	15,516	15,516
Overheads	(3,014)	(3,014)	-	(3,014)	(3,014)	-	-	(30,098)	(36,173)	(36,173)
Total Expenses attributable to Operations	30,396	33,098	2,702	30,396	33,098	2,702	31,142	433,944	422,412	422,412
Operating Result after Overheads and before Capital Amounts	2,654	(712)	3,366	2,654	(712)	3,366	149	22,094	4,080	4,080
Capital Grants	1,969	-	1,969	1,969	-	1,969	200	29,128	33,520	33,520
Capital Contributions	2,920	-	2,920	2,920	-	2,920	440	41,637	7,550	7,550
Grants and Contributions Capital Received	4,889	-	4,889	4,889	-	4,889	640	70,765	41,070	41,070
Net Operating Result	7,542	(712)	8,254	7,542	(712)	8,254	789	92,859	45,149	45,149

For the Water, Sewer and Drainage Funds, as at 31 July 2023 Council has a combined operating deficit of \$11.6M before capital income, which is unfavourable to budget by \$7.8M. For these Funds, the unfavourable variance is mainly a timing difference due a delay in the first cycle of billing for 2023/2024 FY. The billing was generated in August 2023 totalling \$6.8M.

For the reporting period, the Domestic Waste Fund, Council has an operating deficit of \$1.1M before capital income, which is favourable to budget by \$0.6M.

### Consultation

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

### Financial Considerations

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

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

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

As at 31 July 2023, on a consolidated basis Council has an operating deficit of \$10.1M against a budgeted operating deficit for the same period of \$6.3M. The YTD unfavourable variance relates to the Water, Sewer and Drainage funds result and is mainly a timing difference due to a delay in generating the first cycle of billing for 2023/2024 FY. The billing was generated in August 2023 totalling \$6.8M.

Council's consolidated operating position is better than budgeted when removing the unfavourable impact of the timing difference of \$6.8M.

As at 31 July 2023 Council remains on track to achieve the 2023/2024 FY budgeted operating surplus before capital income of \$2.8M.

### **Cash and Investments / External Borrowings / Cash Flows**

Details on cash and investments as at July 2023 is included in the Monthly Investment Report July 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 due for refinancing in December 2023. An amount of \$4M was transferred each month following the resolution. At its meeting on 25 June 23 Council resolved to transfer an additional \$11.0M to the restriction. As at 31 July 2023, the Emergency Loan Repayment restriction has a balance of \$47.0M.

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

### **Capital Works**

As at 31 July 2023 capital expenditure is \$11.6M against a YTD budget of \$11.2M for the same period, and a 2023/2024 FY budget of \$202.1M.

## 2.1 Monthly Finance Report July 2023 (contd)

Department	YTD Actuals	YTD Budgets	YTD Variance	Full Year Approved Budget
01. Office of the Chief Executive Officer	-	-	-	-
02. Community and Recreation Services	283,323	810,994	527,671	24,140,473
03. Infrastructure Services	4,494,973	3,436,294	(1,058,679)	65,369,682
04. Water and Sewer	6,566,594	5,921,464	(645,130)	84,155,136
05. Environment and Planning	114,572	198,944	84,372	10,190,500
06. Corporate Services	101,591	820,000	718,409	18,236,000
<b>Total</b>	<b>11,561,054</b>	<b>11,187,697</b>	<b>(373,357)</b>	<b>202,091,791</b>

### Link to Community Strategic Plan

Theme 4: Responsible

### Goal G: Good governance and great partnerships

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

### Attachments

Nil



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

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22 August 2023 Ordinary Council Meeting

Reference: F2004/06604 - D15799885  
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 July 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 July 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 the financial year ending June 2023.**
- 4 That Council note the July 2023 Restrictions have not been finalised and will be updated once year end processes and audit for the financial year ending June 2023 are complete.**

## **Report purpose**

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

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

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

### **Executive Summary**

This report details Council's investments as at 31 July 2023.

### **Background**

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

### **Current Status**

Council's current cash and investment portfolio totals \$736.98M as at 31 July 2023. A summary of investments as at 31 July 2023 is attached as Attachment 1 to this report.

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

Type	Value (\$'000)
Investment Portfolio	688,245
Transactional accounts and cash in hand	48,739
<b>Total</b>	<b>736,984</b>

During July, Council's total cash and investments decreased by \$24.60M from \$761.58M to \$736.98M. The decrease during July is due to higher supplier payments relating to June 2023. 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. A summary of restricted and unrestricted cash has not been included as part of this 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 \$31.43M, 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 31 July 2023 is outlined in Table 2 below. Total net return on the portfolio for Council in July 2023, comprising entirely of interest earned, was \$2.46M.

**Table 2 – Portfolio Movement (Investments only)**

Description	2022-23 Financial Year \$'000	Jul-23  2023/24 \$'000	FYTD  2023/24 \$'000
<b>Opening Balance</b>	<b>628,005</b>	<b>707,301</b>	<b>707,301</b>
movement in cash at call, additions and disposals	76,828	-19,944	<b>-19,944</b>
Movement in Market Value	2,468	889	<b>889</b>
<b>Closing Balance</b>	<b>707,301</b>	<b>688,245</b>	<b>688,245</b>
Interest earnings	22,168	2,465	<b>2,465</b>

The market value of Council's investment portfolio as at 31 July 2023 is \$688.25M.

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

**Table 3 - Investment Maturities**

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
At Call	3.82%	Immediate	26,324
<b>Investments</b>			
0 - 3 months	9.31%	Oct-2023	64,099
4 - 6 months	17.14%	Jan-2024	117,998
7 - 12 months	7.69%	Jul-2024	52,932
1 - 2 years	20.71%	Jul-2025	142,506
2 - 3 years	23.83%	Jul-2026	163,985
3 - 4 years	14.33%	Jul-2027	98,631
4 - 5 years	3.16%	Jul-2028	21,770
<b>Total Investments</b>	<b>96.18%</b>		<b>661,921</b>
<b>Total Portfolio</b>	<b>100.00%</b>		<b>688,245</b>
Interest Accrued to July 2023 (Excluding Interest on call accounts)			5,828
Market Value of Investment per Portfolio Valuation Report (Attachment 4)			694,073

The investment portfolio is concentrated in AA (13.74%), A (45.26%), and BBB (41.00%).

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

The current spread of investments and counterparty exposure for July 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 3.06% or \$21.04M in ESG investments as at 31 July 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 4.10%. Changes in economic conditions have led to the Reserve Bank of Australia (RBA) increasing its cash rate (which was at a historic low of 0.10% until 4 May 2022), to 4.10% on 7 June 2023. BBSW has also followed this trend and has been increasing steadily. Comparative interest rates are shown in the table below.

**Table 4 – Interest Rate Increases**

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

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 July 2023 is 4.30%. 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**

<a href="#">1</a>	Summary of Investments as at 31 July 2023	Provided Under Separate Cover	D15806526
<a href="#">2</a>	Investment Report Graphs and Table for July 2023	Provided Under Separate Cover	D15806528
<a href="#">3</a>	Trading Limits Report as at 31 July 2023	Provided Under Separate Cover	D15806531
<a href="#">4</a>	Portfolio Valuation report as at 31 July 2023	Provided Under Separate Cover	D15806533



**Item No:** 2.3  
**Title:** Draft Dogs in Open Space Action Plan for Community Consultation  
**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2021/01691 - D15737940  
Author: Matthew Corradin, Unit Manager Environmental Compliance Services  
Executive: Alice Howe, Director Environment and Planning

## **Recommendation**

### ***That Council***

- 1 Note the extensive community input received in response to the first version of the draft Dogs in Open Space Action Plan (the First Draft Plan).***
- 2 Publicly exhibit the revised draft Central Coast Dogs in Open Space Action Plan 2023 -2033 (Attachment 1) (the Revised Draft Plan), which takes into consideration that feedback, as well as additional feedback from workshops held in August 2023, for not less than 28 days.***
- 3 Receive a further report that considers community feedback following completion of this public exhibition period.***
- 4 Note that the Dogs in Open Space Areas Policy (2002) and the Dogs in Open Space Strategy (2012) are intended to be revoked upon adoption of the Dogs in Open Space Action Plan.***
- 5 Note that current arrangement for use of Council managed open space by dogs be maintained until such time as Council adopts the final Dogs in Open Spaces Action Plan.***

## **Report purpose**

The purpose of this Report is:

- to provide an update to Council on the actions taken to develop the Revised Draft Plan following Council's December resolution to develop a simplified Plan, and
- to seek a Council resolution to undertake further community consultation on the Revised Draft Plan by placing the Plan on public exhibition for a period of not less than 28 days.

Pending the outcomes of the further community consultation, it is proposed that the existing *Dogs in Open Space Area Policy* (2002) and *Dogs in Open Space Strategy* (2012),

## 2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)

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both of the former Gosford City Council, would be revoked and replaced with the new Central Coast Dogs in Open Spaces Action Plan.

### Executive Summary

The Revised Draft Plan has been prepared in order to provide Council with a 10-year planning framework that will allow for considered implementation of identified actions to support the harmonious interaction of dog owners/their dogs with non-dog owners and the environment, while considering other statutory factors and considerations including, but not limited to, those outlined in Section 8 and 8A of the *Local Government Act 1993* and the *Companion Animals Act 1998*.

The Revised Draft Plan has also been prepared in recognition of the high rates of dog ownership within the Central Coast local Government Area (LGA) and in consideration of the various and sometimes competing uses of Council's open space network, and the need by Council to balance those uses.

### Background

Dog ownership rates on the Central Coast are the highest in NSW. Recently released NSW Office of Local Government data (March 2023) identified that there were over 150,000 dogs microchipped within the Central Coast LGA. These number are above both historical and recent projections and demonstrates the need for a 10-year framework as proposed in the Revised Plan while acknowledging the importance of dog ownership within the Central Coast community, which is a vital component of mental and physical wellbeing for many of our residents.

The First Draft Plan followed the adoption of the *Responsible Dog Ownership Policy* by Council on 5 April 2022. This Policy was developed to provide guidance to the Central Coast community on the responsibilities of owning a dog with the First Draft Plan providing a strategic approach to supporting opportunities for the Central Coast community to recreate in public spaces with their dogs in a manner that compliments use of these spaces by other general members of the public while balancing a range of other considerations such as environmental and safety factors. The First Draft Plan and now the Revised Draft Plan also seek to ultimately support and compliment the yet to be completed *Central Coast Active Lifestyles Strategy*.

The First Draft Plan was endorsed by Council to be placed on public exhibition on 28 June 2022. It was also resolved that (Minute 109/22):

*3. Council request the Chief Executive Officer provide a further report back to Council on the outcomes of the public exhibition, with a view to finalisation and adoption of the Dogs in Open Space Action Plan.*

## 2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)

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A summary of feedback (Attachment 2) and a detailed Consultation Report (Attachment 3) have been prepared which provide an overview of the feedback received during the public exhibition period (see Consultation section for further details). This engagement showed that there was a need to refine the First Draft Plan to improve its readability and to address key areas of community interest.

On 13 December 2022, Council considered community feedback and resolved (Minute 260/22):

*That Council:*

- 1 *Note the Engagement Summary (Attachment 1) from the exhibition of the draft Dogs in Open Spaces Action Plan.*
- 2 *Endorse the development and exhibition of a revised and simplified draft Dogs in Open Spaces Action Plan given the feedback received from the Central Coast community to date.*
- 3 *Note that current arrangements for use of Council managed open space by dogs be maintained until such time as Council adopts an updated Dogs in Open Spaces Action Plan*

Since then, Council staff have prepared the Revised Draft Plan to address the feedback revised to date including, but not limited to:

- 1 Undertaking a detailed risk assessment in relation to the current Terrigal OLA,
- 2 Engaging an independent expert to provide Council with advice in relation to the environmental sensitivities (or otherwise) in relation to the current Davistown OLA and the Bush Stone Curlew, and
- 3 Consider the appropriateness of timed and/or seasonal beach access.

### **Current Status**

The Revised Draft Plan has been prepared based on further internal technical assessments, expert advice and community feedback. This Revised Draft Plan is now ready for further community review.

### **Report**

Council recognises the significant social and health benefits of responsible dog ownership. These benefits, however, need to be balanced with a range of other factors including the need for local councils to consider those matters listed under Section 8 and 8A of the *Local Government Act 1993*, including those related to ecological sustainable development (i.e., the precautionary principal, conservation of biological diversity and ecological integrity etc), and the need to ensure compliance with the provisions of the *Companion Animal Act 1998*.



### **Consultation**

The First Draft Plan was placed on public exhibition from 1 July 2022 to 26 August 2022. The exhibition period was advertised via various platforms and outreach methods to ensure extended reach due to the subject matter and potential interest. Council received submissions during the public exhibition period in addition to other submissions made via local MPs. A summary of that feedback is provided in Attachment 2 and a detailed Consultation Report is provided in Attachment 3.

Council received a total of 3,159 written submissions via the online guided submission form. High-level results revealed the following:

- 37.3% of participants agreed with the actions identified under planning for dog owners and their dogs; 45% did not agree and 17.7% were unsure.
- 15.5% of participants agreed with the decommissioning/relocation of specific Off Leash Areas (OLAs); 69.3% did not agree and 15.2% were unsure.
- 15.8% of participants agreed with the boundary changes of specific OLAs; 52.2% did not agree and 32% were unsure.
- 51.9% of participants agreed with the additional OLAs listed; 29.5% did not agree and 18.6% were unsure.
- 37.7% of participants agreed with the actions identified under dog exclusion areas; 44.8% did not agree and 17.5% were unsure.
- 26.3% of participants agreed with actions identified under compliance with dog control regulations; 64.4% did not agree and 12.3% were unsure.
- 57.5% agreed with actions identified under access to foreshore off-leash areas; 21.4% did not agree and 21.1% were unsure.
- 61% of participants agree with actions identified under dog registrations; 22% did not agree and 17% were unsure.
- 45.5% of participants agreed with the actions identified under fencing off-leash areas; 21.1% did not agree and 33.4% were unsure.
- 48.1% of participants agreed with the actions identified under effective control of dogs; 39.8% did not agree and 12.1% were unsure.
- 46.3% of participants agreed with the actions listed under management of off-leash areas; 23.2% did not agree and 30.5% were unsure.
- 63.2% of participants agreed with the actions listed under community partnerships, education and communication; 22.1% did not agree and 14.6% were unsure

The key findings from the community and stakeholder feedback were:

- Dogs are an important part of many households on the central coast.
- The community generally agree with the principles of the Draft Plan, however, there is a level of disagreement with actions proposed that may affect them directly (i.e., where OLAs are proposed or are proposed to be decommissioned in their neighbourhood, and timed/seasonal beach access).

## 2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)

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- The environment (including relevant biodiversity values) needs to be protected in planning for OLAs.

As mentioned above, the three key areas of interest identified by the community related to the proposal to decommission OLAs at Davistown and Terrigal predominately (and to a lesser degree the OLA at The Haven) and to apply timed use of OLAs at certain Central Coast beaches.

Further expert advice and three targeted stakeholder workshops were held to explore these concerns, identify options and preferred approaches.

### *Illoura Reserve, Davistown*

Illoura Reserve, Davistown was recommended for decommissioning as an OLA and its conversion to an on-leash area in the First Draft Plan due to the proximity to known habitat of the endangered Bush Stone-curlew (consistent with the NSW Government's Bush Stone-curlew Recovery Plan). During consultation, local community members expressed their concern about both the accuracy of the previous studies relied upon in relation to the Bush Stone-curlew and the suitability of the alternative site proposed near Pine Avenue, Davistown.

In response to this feedback, Council staff engaged a further independent threatened species assessment (Attachment 4). This assessment identified that the locality contains actual habitat for several threatened and/or migratory entities listed under the *Environment Protection and Biodiversity Conservation Act 1999* (Commonwealth) and the *Biodiversity Conservation Act 2016* (NSW) including the critically endangered Eastern Curlew, the endangered Bush Stone-curlew, the endangered Pied Oystercatcher and several more vulnerable species.

An Aboriginal Heritage Information Management System (AHIMS) assessment was also undertaken in May 2023 which identified two Aboriginal sites recorded at this locality.

Targeted stakeholder workshops in August 2023 explored the use of a site near Pine Avenue, an alternative site at Memorial Oval, or a reduced OLA at Illoura Reserve that provides an increased buffer to the area of most suitable Bush Stone Curlew habitat. The option included in the current draft DIOSAP is for a reduced OLA at Illoura Reserve (Figure 1).



**Figure 1 – proposed off leash area at Illoura Reserve, Davistown**

Green – revised protected area, Blue – revised OLA, Note: polygons align with Council's cadastre overlays

#### *The Haven, Terrigal*

The Haven, Terrigal was recommended for decommissioning as an OLA and its conversion to an on-leash area in the First Draft Plan due to the safety risks for both dog owners and their dogs given the proximity of the locality to the cliff edge as well as the proximity and intensity of use of adjoining roads and parking area. This locality has also been the subject of ongoing complaints over time regarding the conflict between dogs and other users of the locality, dogs not being under effective control when off leash including around the cliff tops, dogs being off leash in adjoining areas including car parks and complaints of accidents within the carpark as a result of uncontrolled dogs. The natural amenity and surface of the locality has also been impacted by dog activity because of its gradient and maintenance has proven to be consistently costly.

During consultation, both in 2022 and at recent stakeholder workshops, local community members expressed their concern about this proposal. Council staff undertook a further risk assessment of the locality in response to these concerns. This risk assessment confirmed



## 2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)

Staff's position that the locality be converted to an on-leash area. It is not recommended that the locality be fenced or partially fenced to address these risk management issues because the amenity and aesthetics elements would be significantly compromised. Council officers consider that conversion of this locality from an OLA to an on-leash areas is the best available compromise position to balance all the issues associated with this locality. Dogs will still be permitted at this locality, but the proposal is that they will be required to be on-leash at all times.

An alternative OLA is proposed adjacent to the Wamberal Surf Life Saving Club (Figure 2), to complement the existing OLA at Wamberal Beach.

While the Wameral site is the recommended alternative included in the Revised Draft Plan (Attachment 1), during the consultation period Council officers propose to seek feedback from the community about the option to fence The Haven to provide a safe environment for dogs off leash.



**Figure 2 – proposed off leash area at Wiles Avenue, Wamberal**

*Timed access to beach off leash areas*

Dogs are currently prohibited from all beaches unless those beaches are specifically designated as an OLA. Timed and/or seasonal off leash access to beaches was included in the First Draft Plan.

## **2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)**

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In response to community and stakeholder feedback received on this issue, the Revised Draft Plan does not include this provision. Dogs are still prohibited between flags denoting bathing areas, and 20 metres either side of those flags.

### **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 arising from the recommendation to exhibit the Revised Draft Plan for community consultation and report back to Council.

Actions identified in the Revised Draft Plan may have cost implications in relation to delivery, and funding for delivery of all actions has not yet been identified. If the Revised Draft Plan is adopted, actions would be implemented based on priority, pending availability of funding in future annual budgets or as a result of successful grant applications.

Although the actions are not fully funded at the time of this report, it is important that they are identified in the Revised Draft Plan in order to appropriately plan and best manage dogs in open space. Outlining required actions in the Revised Draft Plan will also provide considered support for any grant applications that may arise.

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

Theme 5: Liveable

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

L-K3: provide signage, public facilities, amenities and playgrounds to encourage usage and enjoyment of public areas.

### **Risk Management**

Ineffective management of dogs in open space areas can negatively affect the community and pose a safety risk to dog owners, non-dog owners, the environment and open space facilities. The Revised Draft Plan aims to reduce these impacts risks with appropriate use and definition of off leash, on leash and dog exclusion areas.

## 2.3 Draft Dogs in Open Space Action Plan for Community Consultation (contd)

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### Options

Options available to Council are:

- 1 Adopt the First Draft Plan. This is not recommended as it does not consider all community feedback and expert advice received since it was drafted.
- 2 Adopt the Revised Draft Plan. This is not recommended as it would not provide for further community feedback on the revised draft.
- 3 Publicly exhibit the current Revised Draft Plan. **This is the recommended option** to provide an opportunity for further community input on Council's proposed approach to management of dogs in open spaces prior to adoption of a final Dogs in Open Spaces Action Plan.

### Attachments

- |    |  |                               |           |
|----|--|-------------------------------|-----------|
| 1  | Revised Draft Dogs in Open Space Action Plan (to be tabled at the August 2023 Council meeting) |                               |           |
| 2⇒ | Draft Dogs in Open Space Action Plan - Engagement Summary                                      | Provided Under Separate Cover | D15812514 |
| 3⇒ | Draft Dogs in Open Space Action Plan - Consultation Report                                     | Provided Under Separate Cover | D15810290 |
| 4⇒ | Environmental Assessment of Illoura Reserve, Davistown   | Provided Under Separate Cover | D15810286 |

**Item No:** 2.4  
**Title:** Affordable Housing Project Sites - Investigation and Optimisation  
**Department:** Community and Recreation Services and Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2023/01431 - D15787188  
Author: Belinda McRobie, Section Manager Community Development  
Chris Barrett, Commercial Property Manager Commercial Property  
Manager: Glenn Cannard, Unit Manager Community and Culture  
Jamie Barclay, Unit Manager Economic Development and Property  
Executive: Alice Howe, Director Environment and Planning  
Melanie Smith, Director Community and Recreation Services

## **Recommendation**

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

- 1 *Note that four Council-owned dwellings are currently formally managed for community and emergency housing.***
- 2 *Note that Council's pilot partnership with community housing provider, Pacific Link, is progressing to deliver affordable housing at Ashton Avenue, The Entrance.***
- 3 *Include the following Council-owned properties in the adopted Council Affordable Housing Land (CAHL) Proposal and conduct further investigations to identify appropriate affordable housing outcomes for them:***
  - a. *8 and 10 Manning Road, THE ENTRANCE***
  - b. *14 Manning Road, THE ENTRANCE***
  - c. *18 Manning Road, THE ENTRANCE***
  - d. *20A Manning Road, THE ENTRANCE***
  - e. *24A Manning Road, THE ENTRANCE***
  - f. *49 Hammond Road, TOUKLEY***
  - g. *9, 11, 13 and 15 Yaralla Road, TOUKLEY***
  - h. *20W Yaralla Road, TOUKLEY and 40 Beachcomber Parade, TOUKLEY***
  - i. *11 Margaret Street, WYONG***
- 4 *Include 3 Margaret Street, WYONG (Section 4 of Attachment 1) in the following Council-owned properties in the adopted Council Affordable Housing Land (CAHL) Proposal and commence an expression of interest for a community or emergency housing provider to redevelop the site.***
- 5 *Explore options for temporary affordable housing uses on the following Council-owned vacant properties while the investigations identified in Part 3 are undertaken (properties in Section 1 of Attachment 1):***



- a. 8 and 10 Manning Road, THE ENTRANCE*
- b. 20A Manning Road, THE ENTRANCE*
- c. 9, 11, 13 Yaralla Road, TOUKLEY*
- d. 20W Yaralla Road and 40 Beachcomber Parade, TOUKLEY*
- e. 18 Margaret St, WYONG*

- 6** *Demolish existing structures and explore options for temporary affordable housing uses at 49 Hammond Road, TOUKLEY (Section 5 of Attachment 1) while the investigations identified in Part 3 are undertaken.*
- 7** *Lease via a recognised community or emergency housing provider the following properties to community or emergency housing providers (Sections 2 and 6 of Attachment 1) while the investigations identified in Part 3 are undertaken:*
- a. 14 Manning Road, THE ENTRANCE (continue current practice)*
  - b. 18 Manning Road, THE ENTRANCE (but only as and when the current tenants determine to vacate the premises)*
  - c. 15 Yaralla Road, TOUKLEY (currently untenanted)*
  - d. 14 Hope Street, WYONG (currently untenanted)*
  - e. 11 Margaret Street, WYONG (currently untenanted)*
- 8** *Lease the following properties to community or emergency housing providers (Section 3 of Attachment 1) as and when the current tenants determine to vacate the premises and until required for Council use:*
- a. 6 Depot Road, CHARMHAVEN*
  - b. 110 Enterprise Drive, FOUNTAINDALE*
  - c. 80 Lara Street, KOOLEWONG*
  - d. 92 Church Road, TUGGERAH*
  - e. 7 Anzac Avenue, WYONG*

### **Report purpose**

To report to Council on progress made to date and next steps required to optimise the potential for suitably located Council sites to be utilised for affordable and emergency housing on the Central Coast.

### **Executive Summary**

A significant number of Council-owned properties in a range of locations across the Central Coast have been identified as being suitable for the provision of affordable and emergency housing.

This report identifies a range of issues that need to be addressed to optimise the affordable and emergency housing outcomes at each location and sets out short and longer term actions to realize these outcomes.

## **Context**

This report responds to an Administrator Minute adopted at the Council meeting of 13 December 2022 as follows.

- 1 *That Council staff prepare a report which provides a list of suitable land available for use by affordable and emergency housing providers on the Central Coast.*
- 2 *That Council staff provide this report back to Council no later than the June 2023 Council meeting.*

## **Background**

In April 2019, Council adopted the Central Coast Affordable and Alternative Housing Strategy (CCA&AHS). The Strategy is a comprehensive plan which addresses initiatives across the housing continuum, from homelessness through to home ownership, providing pathways for a range of households, from very low through to moderate incomes.

At its meeting on 26 October 2020, Council resolved that staff prepare a Council Affordable Housing Land (CAHL) Proposal. The Council Affordable Housing Land Proposal was prepared and endorsed by Council on 27 April 2021 as a framework to establish affordable housing developments in a partnership on Council owned land. Also endorsed was a pilot site of about 2300 square metres (sqm) comprising three contiguous lots known as 23-25 Ashton Avenue, The Entrance.

A combined EOI/select tender process was undertaken in 2022 to identify a provider to undertake an affordable housing project at the Ashton Avenue site in The Entrance. The tender was awarded to Pacific Link Housing and a further report authorised the transfer of the site at Ashton Ave to Pacific Link Housing for the purpose of constructing and operating a build-to-rent affordable housing project. The process of transferring the Ashton Avenue site to Pacific Link Housing is currently underway.

## **Report**

In addition to the Ashton Avenue community housing proposal, Council operates four dwellings as designated affordable and emergency accommodation and Council leases out a further five dwellings at rents that are significantly below prevailing comparable rentals on account of impaired location or inferior presentation via open market process.

Other properties have been identified as having potential for inclusion in the affordable housing portfolio, either to be held and managed for affordable housing on a long-term basis or offered to pre-qualified affordable housing providers for redevelopment as multi-unit affordable housing projects by way of a 99-year lease or by way of freehold with a public contribution attached to the sites.

## 2.4 Affordable Housing Project Sites - Investigation and Optimisation (contd)

These properties, located at The Entrance, Toukley and Wyong, are well-situated in terms of public transport and availability of retail, community and health services.

These properties are primarily current or former public car parking sites or are parcels of land which have been previously acquired to increase the availability of car parking through development of public car parks. A compulsory acquisition overlay applies to some of these properties. Some have been acquired for other purposes including for expansion of existing public parks, and this is reflected in the current land-use zoning of the land.

**Table 1: Further identified affordable housing sites**

<b>Street Address SUBURB</b>	<b>Lot &amp; Deposited Plan</b>	<b>Land area</b>	<b>Current Status</b>
8 & 10 Manning Road THE ENTRANCE	Lots 4 & 5 DP 14527	1492 sqm	Disused cottage Vacant land Can be used on interim basis for relocatable housing
18 Manning Road THE ENTRANCE	Lot 9 DP 14527	769 sqm	Cottage under lease at affordable rent
20A Manning Road THE ENTRANCE	Lot 10 DP 14527	746 sqm	Demolished cottage Vacant land can be used on interim basis for relocatable housing
24A Manning Road THE ENTRANCE	Lot 128 DP 408523	379 sqm	Cottage under lease at affordable rent
49 Hammond Road TOUKLEY	Lot 30 DP 21112	878 sqm	Vacant cottage Informal carparking
9,11, 13 &15 Yaralla Road TOUKLEY	Lots 76, 77, 78, 79 DP 20493	2291 sqm	Disused cottage Small car park Open space Can be used on interim basis for relocatable housing
20W Yaralla Road TOUKLEY & 40 Beachcomber Parade TOUKLEY	Lots 1, 2, 3 DP 237410 Lot 4 DP 532715 Lot 2 DP 537269 Lot 19 DP 31091	2700 sqm	Small car park Informal park Can be used on interim basis for relocatable housing
3 Margaret Street WYONG	Lot 2 DP 940960	580 sq m	Disused shed Vacant land

## 2.4 Affordable Housing Project Sites - Investigation and Optimisation (contd)

<b>Street Address SUBURB</b>	<b>Lot &amp; Deposited Plan</b>	<b>Land area</b>	<b>Current Status</b>
18 Margaret Street WYONG	Lot 1 DP 1259596	2231 sq m	Former site – Wyong Cultural Hub

**Table 2: Further identified vacant residential houses to transition to affordable housing**

<b>Street Address SUBURB</b>	<b>Lot &amp; Deposited Plan</b>	<b>Land area</b>	<b>Current Status</b>
1 Morris Place BATEAU BAY (Part of Long Jetty depot)	Lot 495 DP 725112 (part only)	600 sq m	Vacant requires some minor modifications
1709 George Downes Drive KULNURA	Lot 1 DP525350 (part only)	2000 sq m	Vacant- Transfer from W&S to General Assets
15 Yaralla Road TOUKLEY	Lot 79 DP20493	572 sq m	Vacant to be leased on an interim basis
14 Hope Street WYONG	Lot 1 DP 663619	609 sq m	Vacant and being prepared for Transition
11 Margaret Street WYONG	Lot 10 Section 6 DP3136	1011 sq m	Vacant to be lease on an interim basis

More information about each of these sites, including options for short and long term use for community and emergency housing is provided in Attachment 1.

The consideration of affordable housing opportunities to be provided by or on behalf of Central Coast Council also involves consideration of Council's residential housing property portfolio generally. Council staff carried out a high-level analysis of Council-owned and managed residential sites across the Central Coast that are currently used for or have been recently used for residential accommodation.

The associated analysis is included in Attachment 1. This analysis identifies a further five Council-owned houses as suitable for transitioning to the affordable housing portfolio.

A number of other Council-owned houses are noted as being rented as affordable rents on account of their remote location, being former caretaker cottages. While not contributing directly to an increase in affordable housing stock (a general principle is that this should be well located) every dwelling that Council makes available for rent contributes to the overall supply of housing on the Central Coast.

Specialised housing opportunities such as the senior citizens village owned and operated by Council at Tuggerawong are not included in the analysis.

### **Consultation**

There has been extensive internal consultation on a preliminary basis to identify suitable sites under Council control.

Sites have been assessed to ensure permissible use, site suitability and localised demand for affordable housing, including demographic and housing statistics in local town centres.

Steps undertaken to date include:

- 1 Review of all sites and parcels to identify those that are well-located and close to town centres (400m) or main transport hubs (800m).
- 2 Identification of sites with appropriate zoning to permit multi-dwelling and dual occupancy for residential infrastructure to embed into the local community.
- 3 Permissible building height of at least three storeys subject to site setbacks and overshadowing and related factors.
- 4 Sites with limited environmental constraints.

Specialist advice was sought and has been provided internally for site suitability by the following Council departments: Community and Culture, Property Portfolio Management, Economic Development and Projects, Strategic Planning, Legal, Facilities and Asset Management and Finance.

### **Analysis and next steps**

The total area of land that has been identified for inclusion in the affordable housing portfolio is approximately 16,500 sqm.

The current market value of this land and associated improvements (e.g established houses) is estimated at about \$16.5 million.

Based on optimisation of sites via consolidation and strategic land swaps and changes to zoning, the future number of dwellings that could be delivered is estimated in excess of 100 depending on actual dwelling type and quality of appointments.

Some of these sites are ready (or very close to ready) for release to the market.

However, some sites will require further investigation to achieve an optimal outcome:

- Suitability of zoning
- Legacy issues relating to acquisition
- Disaggregated lots

## 2.4 Affordable Housing Project Sites - Investigation and Optimisation (contd)

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- Third-party access issues
- Location and protection of infrastructure services
- Existing infrastructure is typically not protected by infrastructure easements
- Site contamination

The speed at which these investigations can be undertaken is subject to available resources.

### 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 this work to be prioritised, extra funding is required to conduct detailed site investigations, facilitate stakeholder engagement, manage strategic planning initiatives, document individual projects, solicit optimal proposals and administer related legal and conveyancing activities for each of these sites.

Depending on whether individual properties are offered for sale or alternatively offered for long-term land lease, there will be impacts on the size and nature of Council's landholdings and accordingly on Council's balance sheet.

In proceeding further with the affordable housing initiative, it will be necessary to consider the opportunity cost associated with other uses of these parcels for public benefit.

The future development of affordable housing on Council-owned sites could present a long-term revenue stream. This will be dependent on the model of any development as a result of any future partnerships and procurement processes.

It is estimated that to prepare the identified sites for market will cost a total of \$450,000 which includes legal, geotechnical, contamination, demolition, specialist consultants and associated selling costs. This is currently unbudgeted.

## **Link to Community Strategic Plan**

Theme 5: Liveable

### **Goal I: Balanced and sustainable development**

R-I4: Provide a range of housing options to meet the diverse and changing needs of the community including adequate affordable housing.

### **Risk Management**

Whilst traditionally this has not been core business for most councils, there is an established and rapidly growing commitment by councils in major urban areas like Sydney and Melbourne to delivery of affordable housing and other forms of community housing in partnership with community housing providers. Additionally, pressure on affordable housing on the Central Coast is both well-known and well documented. Council can rely on a range of existing precedents to guide it in the delivery of successful partnerships and viable projects.

There is some potential reputational risk linked to the perceived loss of public land which in principle is for all residents, and perception that pockets of concentrated social housing will evolve, which is a key theme that arose from the public exhibition of the Central Coast Affordable and Alternative Housing Strategy. These risks can be managed through community education about the distinction between affordable housing and social housing, the perception of loss of public land, and a transparent engagement and procurement process with community housing providers.

### **Options**

- 1 Take no action to investigate or otherwise facilitate identification of affordable housing sites on Council land.

This is not the preferred option. Council has committed to the CCA&AHS, which is a comprehensive plan to deliver initiatives across the housing continuum, from homelessness through to home ownership, providing pathways for a range of households, from very low through to moderate incomes.

- 2 Incorporate some or all of the sites identified in this report as part of the affordable housing portfolio but not take further action to investigate the sites or otherwise optimise their suitability for affordable housing before offering them to affordable housing providers either as existing rentals on an interim basis or as redevelopment sites.

This is not the preferred option. For all the reasons set out in the housing report, the results that will be achieved are likely to be substantially sub-optimal and



## 2.4 Affordable Housing Project Sites - Investigation and Optimisation (contd)

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Council will make a negligible contribution to the challenge of affordable housing. This option presents similar risks to option 1.

- 3 Undertake the actions (site investigations, site documentation, site rationalisation, planning scheme amendment etc) set out in this report and then offer sites up to the market in the manner anticipated in this report.

**This is the recommended option.** It is considered essential that Council fully optimise sites to maximise the cost-benefit of affordable housing.

It is estimated (based on recent experience) that land identified in the Council Affordable Land Proposal could deliver in excess of 100 separate dwelling units (updated numbers to be provided after investigations have been completed).

### Attachments

- |   |                               |           |
|---|-------------------------------|-----------|
| 1  Affordable Housing Opportunity Analysis - August 2023 | Provided Under Separate Cover | D15807894 |
|---|-------------------------------|-----------|



**Item No:** 2.5  
**Title:** Bulk reclassification of land - Operational-to-Community and Community-to-Operational  
**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2023/00533 - D15800665  
Author: Chris Barrett, Commercial Property Manager Commercial Property  
Manager: Jamie Barclay, Unit Manager Economic Development and Property  
Executive: Alice Howe, Director Environment and Planning

### **Recommendation**

#### **That Council:**

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

**2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)**

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- a. Land facing Henry Parry Drive that provides access to the former Council Chambers at 49-51 Mann St GOSFORD, being Lot 1 in DP 251476;*
  - b. Land abutting Kanangra Drive to the east known as 50W Parraweena Drive GWANDALAN, being Lot 1 in DP 1043151;*
  - c. Land being part of 6W Kemira Road LAKE MUNMORAH; being part of Lot 79 in DP 217918; and*
  - d. Land at 20 Summerland Road SUMMERLAND POINT known as Summerland Sporties, and currently leased to Doyalson-Wyee RSL Club, being part of Lot 4 in DP 263812.*
- 6** *Progress the subdivision of land to facilitate reclassification of part of 6W Kemira Road LAKE MUNMORAH and part of 20 Summerland Road SUMMERLAND POINT.*
- 7** *Note Council's intention to progress resolutions 52/21 of 22 March 2022 and 202/21/8-13 of 27 July 2021 to reclassify the following seven sites from community to operational land:*
  - a. 18 Dane Street, GOSFORD, being Lot 2 DP 1011876;*
  - b. 48W Wallarah Road, GOROKAN, being Lot 2 DP 733448;*
  - c. 191 Wallarah Road, KANWAL, being Lot 21 DP 813270;*
  - d. 75 Bungary Road, NORAH HEAD, being Lot 5 Sec 24 DP 758779 and Lot 1 DP 860696;*
  - e. Part 2-4 Park Road, THE ENTRANCE, being Lot 10 DP 1285833 (part only) and Lot 1 DP 406038 (part only);*
  - f. 13 and 15 Yaralla Road, TOUKLEY, being Lot 78 DP 20493 and Lot 79 DP 20493; and*
  - g. Car park and curtilage, Austin Butler Access, WOY WOY, being Lot 19 DP 235385 (part only).*

### **Report purpose**

To initiate a process for the reclassification of 80 lots of land from operational to community, to revoke proposed reclassification of three lots of community land to operational land, to commence reclassification of four lots of land from community to operational and to note that Council has previously resolved to reclassify a further seven sites from community to operational land.

### **Executive Summary**

Council staff have initiated a further review of the classification of Council managed land. Through this review process Council staff have identified 80 lots, across 14 sites in 12 suburbs currently categorised as operational land that would more appropriately be classified as community land. The sites include both land with significant property improvements (e.g. community centres) and other land which is currently used as open space or natural areas. A further four sites have been identified for reclassification from community land to operational land.

Seven sites that Council has previously resolved to reclassify from community to operational land still require reclassification, and three sites no longer warrant reclassification from community to operational land.

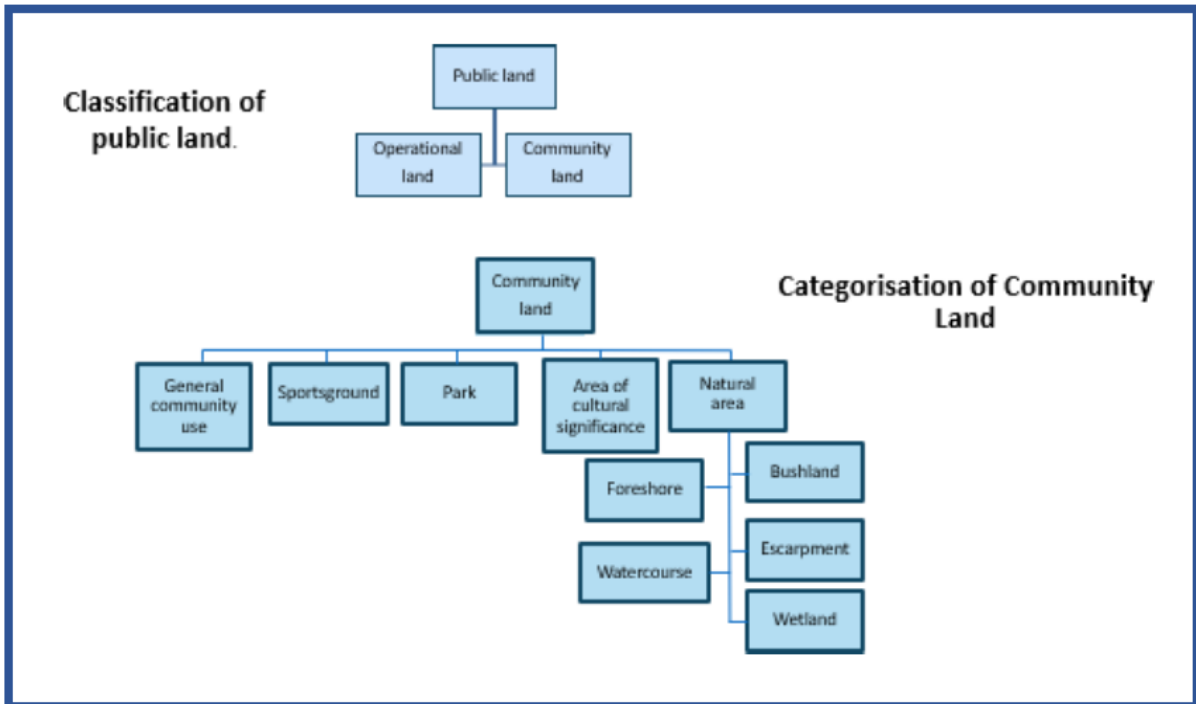
The sites identified for reclassification from community land to operational land present either strategic opportunities (for example, to facilitate major government initiatives such as the new Gosford TAFE campus and the Gosford waterfront revitalisation) or logistical opportunities (for example, to provide road access or expand sporting facilities) for Council and the wider community.

### **Background**

During consultation on the Council Community Land Plan of Management (PoM), a number of submissions noted that some parcels of operational land may be better classified as community land.

Council staff have conducted a further review of operational and community land classifications and identified opportunities to better align the classification of certain lots with their intended use. Some of these sites were identified during PoM consultation, some have been identified via other community or stakeholder feedback, and some are recommended by staff as no longer requiring reclassification.

The process for the classification of Council-owned land is set out in the public land provisions of Part 2 of Chapter 6 of the *Local Government Act 1993*. All land owned by Council must be classified as operational or community (Figure 1).



**Figure 1 – Public land classification and categories of community land**

Community land cannot be sold and must be categorised (for example, as general community use or as park) and included in a POM. As a general principle, provisions about leasing and licensing of community land, and about development and use of community land, are much more onerous than for operational land.

Operational land may be reclassified as community land, and community land may be reclassified as operational land. Reclassification to operational involves NSW Government approval, through a Planning Proposal, unlike reclassification to community land, which may be undertaken by Council.

### ***Reclassification Process - Operational to Community***

To reclassify operational land as community land, there is a two-stage process:

#### Stage One

- Council resolves to give notice of its intention to reclassify nominated parcels of land from Operational to Community.
- A period of public notification of at least 28 days is initiated.

Submissions must be received from the public for a period of at least 28 days.

## 2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)

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- Submissions must be reviewed and a consultation report must be prepared to summarise issues raised, identify how relevant issues can be resolved, and if necessary, identify any parcels of the land in relation to which the reclassification process should be deferred on account of issues identified.
- A further report is submitted to Council to formally reclassify the land in the public notification (less any parcels where reclassification should not proceed).

### Stage Two

Once land is reclassified, community land must be categorised (for example, as park or as natural area bushland) and included in a POM. In the case of all the land included in the current reclassification process, the land when recategorized will be included in the existing Council Community Land POM. Section 44 of the *Local Government Act 1993* states that the use or nature of community land must not change until it has been included in a POM. Also, the absence of a POM places restrictions on new leases and licences.

For each lot that is to be categorised, there will be a process of public exhibition and receipt of submissions and also public hearings at which the proposed categorisation is considered. Council must consider submissions from the public exhibition process and the reports from the public hearings. Council can then categorise the land and include it in the existing Council community land POM by resolution.

It is expected that the categorisation process (Stage Two) will be completed later this financial year.

### ***Reclassification Process - Community to Operational***

The process for reclassification of land from community to operational commences in the same way as for the reclassification from operational to community, by Council giving notice of a proposed resolution to reclassify the subject land. Thereafter the processes diverge, with the NSW Government having a role in determining whether the land is eventually reclassified.

The next step is the preparation of a Planning Proposal under the provisions of Part 3 of the *Environmental Planning and Assessment Act 1979*. The Planning Proposal must be considered by the Local Planning Panel and referred to the Department of Planning and Environment (DPE) for a Gateway Determination. It is proposed that Council consider a recommendation to refer the lots identified in this report for Gateway Determination at its September 2023 meeting. Should Gateway approval be granted, a Planning Proposal to reclassify public land must be publicly exhibited for at least 28 days.

At least 21 days after the end of the public exhibition period, a public hearing must be held in accordance the provision of Section 29 of the *Local Government Act 1993* and Section 57 of the *Environmental Planning and Assessment Act 1979*. This gives the community an

## **2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)**

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opportunity to expand on written submissions and discuss issues with an independent person in a public forum.

Following the public hearing and after finalisation of the public hearing report, Council must report back to DPE on the community consultation undertaken and request the necessary amendment to the *Central Coast Local Environmental Plan 2022* to permit the reclassification of the land.

### **Report**

#### ***Proposed Reclassification to Community Land***

It is proposed to reclassify a total of 80 lots of Council-owned land at 14 locations in 12 different suburbs from operational to community land (Attachment 1):

- four sites with improvements (five lots in all) at Glenning Valley (part of Berkley Sports Complex), Kanwal (Lakelands Community Centre), Wamberal (Wamberal Memorial Hall) and Yarramalong (St Barnabas Church); and
- nine park and natural area sites (some of which are groups of sites, comprising 75 lots in all) at Buff Point, Davistown, Hamlyn Terrace, Jiliby, Lisarow, Noraville, Springfield and Watanobbi.

#### ***Proposed Reclassification to Operational Land***

On 27 July 2021, Council resolved to reclassify and/or sell a large number of lots as part of its financial recovery strategy. Now that Council's financial position has stabilised, Council officers have reviewed the remaining lots approved for disposal to determine whether disposal is still required. This review has identified that three sites should not be sold and seven would achieve better outcomes through reclassification to operational land either for sale or long term lease (Table 1).

**Table 1: Sites resolved by Council for disposal and not yet processed**

Site	Lot/DP	To be progressed	Reason for recommendation
8 and 10 Bay Village Road, Bateau Bay	Lot 51 DP 1154778 and Lot 2 DP 1154356	No	A precondition for the reclassification and sale is that the library should be relocated on suitable terms including upgraded space allocation and fit-out. This does not appear to be achievable on suitable commercial terms. Alternative options may produce better outcomes, including ongoing rental income to Council.
4 and 6 Tyrrell Place, Killarney Vale	Lot 479 DP 704452 and Lot 478 DP 704452	No	Alternative options may produce better commercial, community and strategic outcomes, including ongoing rental income to Council.
10W Woodcutters Road, Woongarah	Lot 32 DP 1044070	No	Alternative options may produce better commercial and community outcomes taking into account the value of the land to be reclassified, including ongoing rental income to Council.
18 Dane Street, Gosford	Lot 2 DP 1011876	Yes	To support the Gosford waterfront and stadium revitalisation initiative by providing increased flexibility for potential future uses.
48W Wallarah Road, Gorokan	Lot 2 DP 733448	Yes	To rationalise use of land by the adjoining club either via sale or long term lease.
191 Wallarah Road, Kanwal	Lot 21 DP 813270	Yes	To rationalise use of land by adjoining club either via sale or long term lease.
75 Bungary Road, Norah Head	Lot 5 Sec 24 DP 758779 & Lot 1 DP 860696	Yes	To sell via open market to part-fund development of new community centre.
Part 2-4 Park Road, The Entrance	Lot 10 DP 1285833 (part only) & Lot 1 DP 406038 (part only)	Yes	To enable rebuilding of The Greens Bowling Club, either via sale or long term lease.
13 and 15 Yaralla Road, Toukley	Lot 78 DP 20493 & Lot 79 DP 20493	Yes	To enable inclusion of land in Council's affordable housing sites portfolio, either via sale or long term lease.
Car park and curtilage, Austin Butler Access, Woy Woy	Lot 19 DP 235385 (part only)	Yes	To facilitate sale of land to shopping centre to enable improved pedestrian safety and heavy vehicle docking.



**Table 2: Additional sites proposed for reclassification**

Site	Lot/DP	Reason for reclassification
Small sliver of land at 49-51 Mann Street, Gosford	Lot 1 DP 251476	The reclassification of the access lot at 49 Mann Street Gosford is recommended, as this portion of land was inadvertently omitted from the recent reclassification of land to support sale of the former Council chambers at Gosford to TAFE.
50W Parraweena Rd, Gwandalan	Lot 1 DP 1043151	The reclassification of the long narrow strip of land east of Kanangra Road at Gwandalan is recommended as it will allow the land to be available for dedication as public road reserve. The consequence will be to achieve the full commercial potential of the business centre to the north.
(Part) 6W Kemira Road, Lake Munmorah	Lot 79 DP 217918	Reclassification of part of the land at 6W Kemira Road Lake Munmorah is recommended as it will lead to this land being made available for dedication as public road reserve. The consequence will be to correct a procedural oversight that occurred at the rezoning stage.
Part 20 Summerland Road (Sporties), Summerland Point	Lot 4 DP 263812	The reclassification of the land occupied by Sporties at Summerland Point is recommended as it is intended that the land should be offered to the owner of Sporties (being Doyalson-Wyee RSL Club) on a long-term operational lease on suitable commercial terms, providing an ongoing funding stream for other Council recreational services at the same time as recreational facilities on-site experience substantial upgrade and modernisation.

An overview of each of the sites proposed for reclassification from community to operational land, including the seven sites Council has already resolved on and the four additional sites proposed in this report, is provided in Attachment 2.

### Consultation

As noted above, the primary reclassification initiative referred to in this report (reclassification from operational to community) is largely in response to community feedback received during the development, exhibition and adoption of the Council Community Land POM earlier this year. Sites have also been identified through internal stakeholder consultation, which involved all units/directorates with a significant responsibility for land asset management, notably Environmental Management, Open Space and Recreation, Water and Sewer, Infrastructure Services, Leisure, Beach Safety and Community Facilities, and Facilities and Asset Management.

A series of preliminary checks have been conducted to mitigate the risk of unintended consequences (for example, loss of flexibility for future leasing/licensing, loss of capacity to grant access over land to third party land, constraints on foreshadowed future development).

## **2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)**

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In relation to the four additional sites that have been proposed for reclassification to operational land, the following consultation has occurred prior to the initiation of the reclassification process:

- For the access lot adjacent to the Council Chambers in Gosford, there has been extensive discussion in a range of community forums about Council's intent, including numerous reports to Council. The reclassification to operational of two other lots involved in the proposed sale to TAFE has already been the subject of a Planning Proposal and a public hearing. Significant community support has been identified for the proposed sale.
- For the proposed reclassification of land at Gwandalan to facilitate the widening of Parraweena Road, this has been the subject of ongoing and extensive community and stakeholder engagement for nearly a decade since first being raised as part of the *Wyong North Structure Plan*, which led to a Planning Proposal (not finalised) in 2015.
- For the proposed reclassification of part of a lot at Lake Munmorah to facilitate the delivery of an access road, this matter was canvassed as part of a major Planning Proposal in 2022, which involved the rezoning of land to facilitate a major new residential development. Accordingly, it has had significant exposure in the public domain. The matter of reclassification was inadvertently omitted from that Planning Proposal. The current recommendation will address that procedural oversight.
- For the proposed reclassification of land at Summerland Point to facilitate investment in more up-to-date recreational and other facilities at a popular local club, this opportunity has been identified by the current leaseholder.

### **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 some financial impacts associated with reclassification of land.

- Typically, the value of land is impaired by reclassification. That is because land may not be able to be developed to its highest and best use (either because its use and nature must be maintained, or because possible development is constrained under a plan of management) and because the land is not available

## **2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)**

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for sale in the ordinary course of events. There are some exceptions, for example, if compulsory acquisition is initiated, in which case a valuer may not have to take the constraints into account.

- Revenue from leasing (especially on commercial sites which would otherwise be subject to very long-term leases) is likely to be constrained.

In the case of the current proposed reclassifications, the total impairment in land value has been estimated to be less than one percent of the total value of Council land assets. This is statistically insignificant, given fluctuations of more than 10% in book value can occur from time to time due to changes in market sentiment.

The resources involved in the parallel reclassification processes include staff time, retention of external expertise and processing fees.

Most of the additional non-recoverable costs of the community to operational reclassifications will be borne by external parties and will be recoverable via cost agreements related to subsequent land transfers, however, the full cost of the operational to community reclassification will need to be borne from internal sources,

Based on the recent Council Community Land POM, the estimated additional and non-recoverable cost of the operational to community reclassification processes is likely to be between \$40,000 and \$60,000 principally in the form of external community consultation, public hearing and reporting costs.

### **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**

The key proposal – to reclassify a large number of lots from operational to community - is likely to be largely uncontentious and low risk. That is because the initiative has been commenced at least in part in response to previous community feedback.

A series of preliminary checks have been conducted in relation to each site, to mitigate the risk of unintended consequences (for example, loss of flexibility for future leasing/licensing, loss of capacity to grant access over land to third party land, constraints on foreshadowed future development). In some cases, access is provided over Council land to other lots.

## 2.5 Bulk reclassification of land - Operational-to-Community and Community-to-Operational (contd)

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Where there is not proper legal access in place (for example, a right of carriageway) sites have been excluded, as access cannot be granted over community land.

The community consultation process may bring other issues to light, which Council will then need to address.

### Options

A number of options are available to Council in relation to this report.

Option 1: Council could determine not to proceed any further.

This option is not recommended. There has been some community feedback seeking Council to resolve to reclassify a number of lots from operational to community. Equally, there is strong strategic merit to each of the four sites proposed for reclassification from community to operational.

Option 2: Council could determine to proceed with the reclassification of some lots but not other lots. Alternatively, Council could determine to include additional lots for reclassification, either from operational to community or from community to operational.

This option is not recommended. In relation to removing some of the lots already identified, each of the lots has been subject to preliminary checks and it considered preferable to engage with the public to ascertain community views. In relation to adding additional lots, that would mean subjecting each extra lot to a detailed investigation in order to establish whether there is preliminary merit. The consequence would be a delay in the reclassification process.

Option 3: Council could determine to accept the recommendations in this report.

**This the recommended option.** The logic for each proposed reclassification is set out in the body of the report and in the two attachments. It is considered that a suitable balance has been struck and that each of the proposals should now be tested by way of stakeholder and public engagement.

### Attachments

<b>1⇒</b>	Reclassification Sites - Operational to Community	Provided Under Separate Cover	D15803082
<b>2⇒</b>	Reclassification Sites - Community to Operational	Provided Under Separate Cover	D15803083

**Item No:** 2.6  
**Title:** Central Coast Council Election 2023 -  
Constitutional Referendum update  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2022/02823 - D15768523  
Author: Teresa Chadwick, Section Manager Governance  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

## Recommendation

***That Council adopt the referendum question endorsed by the NSW Electoral Commission ('NSWEC') and Office of Local Government ('OLG') being: "Do you favour a reduction in the number of Central Coast Councillors from 15 to 9 and a reduction in the number of wards from 5 to 3, with each ward electing 3 councillors."***

## Report purpose

To provide Council with an update on the Constitutional Referendum ('**the Referendum**') the process and confirm that it will be held in conjunction with the 2024 Local Government Election on 14 September 2024.

## Executive Summary

This report settles the Referendum question endorsed by the New South Wales Electoral Commission (**NSWEC**) and the Office of Local Government (**OLG**) and provides a synopsis of the process followed to date as well as outlining how and when the Referendum will be conducted.

## Background

To change the number of Councillors, Council is required to conduct a constitutional referendum in accordance with [Section 16 of the Local Government Act 1993 \('the Act'\)](#).

### ***16 What matters must be dealt with at a constitutional referendum?***

*A council may not do any of the following unless approval to do so has been given at a constitutional referendum--*

- (a) divide its area into wards or abolish all wards in its area,*
- (b) change the basis on which the mayor attains office (that is, by election by the councillors or by election by the electors),*
- (c) increase or decrease the number of councillors in accordance with the limits under [section 224](#),*
- (d) change the method of ordinary election of councillors for an area divided into wards.*

Thereafter, under [section 224\(2\) of the Act](#) Council must resolve not less than 12 months before the next ordinary election, the number of Councillors for the following term of office.

**224 How many councillors does a council have?**

*(1) A council must have at least 5 and not more than 15 councillors (one of whom is the mayor).*

*(2) Not less than 12 months before the next ordinary election, the council must determine the number, in accordance with subsection (1), of its councillors for the following term of office.*

*(3) If the council proposes to change the number of councillors, it must, before determining the number, obtain approval for the change at a constitutional referendum.*

Council previously resolved (Minute No. 148/21) to conduct a Referendum culminating in the following resolution on 11 May 2021:

- 1 *That Council resolve to conduct a Constitutional Referendum on the same day as the conduct of the 2021 Local Government Elections being held across New South Wales as follows:*

*Do you favour a reduction in the number of Central Coast Councillors from fifteen to nine? This will result in three Wards with each Ward electing three Councillors.*

This resolution was made to provide the Central Coast community with the option to decide the number of Councillors at the Central Coast Council Election which was to be held on 4 September 2021 but was subsequently deferred due to Covid-19-related delays to the completion of the public inquiry.

On 15 June 2021, Council resolved (Minute No. 175/21):

- 1 *That Council determine the limited available service providers to undertake election services constitutes extenuating circumstance, and in accordance with Section 55(3)(i) of the Local Government Act 1993 resolve that a constitutional referendum arrangement be entered into by contract for the Australian Election Company to administer a constitutional referendum of the Council on 4 September 2021.*
- 2 *That Council advise the NSW Electoral Commission of this Administrator's Minute.*

The provider was advised of this decision on 15 June 2021 and Council entered into a contract with the Australian Election Company to administer a constitutional referendum of the Council on 4 September 2021.

On 25 July 2021, the Minister for Local Government published an order in the Gazette under section 318C of the Act postponing all council elections to 4 December 2021. The decision

## **2.6 Central Coast Council Election 2023 - Constitutional Referendum update (contd)**

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was made in response to the escalating outbreak of the Delta variant of the COVID-19 virus in Greater Sydney and the potential for further outbreaks in regional areas.

At the Ordinary Meeting on 27 July 2021, Council resolved (Minute No. 201/21):

- 1 That Council determine that the constitutional referendum of the Council be conducted on a future date to be determined in response to the evolving COVID19 situation.*
- 2 That Council notify the Australian Election Company of this Administrator Minute.*
- 3 That Council authorise the Chief Executive Officer to deal with all contractual issues arising from the postponement of the Constitutional Referendum.*
- 4 That Council request staff to provide a report recommending a future date and conduct of the constitutional referendum.*

Given the NSW Minister for Local Government's decision to postpone the September 2021 Local Government Elections, there was also no benefit for the Central Coast in holding a standalone Referendum, as irrespective of the outcome, given the requirement of [section 224\(2\)](#) of the Act, any results would not have been implemented until the 2024 LG Elections.

[Section 224\(2\)](#) of the Act requires Council to resolve not less than 12 months before the next ordinary election, the number of Councillors for the following term of office. If Council proposes to hold the Referendum at the same time as the Local Government Area (LGA) Elections, it will provide Council with considerable savings and effectively have the same result of holding a standalone Referendum given the September 2021 date was postponed.

At the Ordinary Meeting on 26 October 2021, Council resolved (Minute No. 265/21):

- 1 That Council note the report on the postponement of the Constitutional Referendum and the saving made.*
- 2 That Council confirm its intention to hold a referendum on a date to be decided, but likely to be in conjunction with the next general election for the Local Government Area. Such an approach would reduce the cost and inconvenience imposed on the community.*
- 3 That the Administrator write to the Minister for Local Government recommending that the next general election for Central Coast Region be conducted in September/October 2022 and in conjunction with the Constitutional Referendum*

On 1 June 2023 the Minister for Local Government made an [Order](#) that a fresh election for Central Coast Council be held on 14 September 2024.

At the Ordinary Meeting on 28 February 2023 (Minute No. 27/23) Council resolved that:

- 1 pursuant to s. 296(2) and (3) of the Local Government Act 1993 (NSW) ("the Act") that an election arrangement be entered into by contract for the Electoral Commissioner to administer all elections of the Council.*

- 2 *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a Council poll arrangement be entered into by contract for the Electoral Commissioner to administer all council polls of the Council.*
- 3 *pursuant to s. 296(2) and (3) of the Act, as applied and modified by s. 18, that a constitutional referendum arrangement be entered into by contract for the Electoral Commissioner to administer all constitutional referenda of the Council.*
- 4 *pursuant to ss. 296(2) and (4) of the Act, as applied and modified by s.18, that:*
  - I. *a constitutional referendum arrangement be entered into for the Electoral Commissioner to administer in regard to a reduction of Councillors (15 to 9); and*
  - II. *such constitutional referendum arrangement be entered into by contract between the Electoral Commissioner and the Council.*
- 5 *pursuant to section 11(3) of the Act, that Attachments to this report remain confidential in accordance with section 10A(2)(d) as they contain commercial information of a confidential manner.*

On 10 July 2023, Council wrote to both the NSWEC and OLG to seek feedback and approval of the proposed referendum question.

The advice received was that where councils are already divided into wards, they are not required under section 16 of the Act to seek the endorsement of the community for changes in the number of wards at a constitutional referendum unless they are proposing to abolish wards altogether. However, the reduction in wards does need to be addressed in the referendum question so that the implications of the reduction in councillor numbers are clear. The advice was that the question could be phrased as follows:

*"Do you favour a reduction in the number of Central Coast Councillors from 15 to 9 and a reduction in the number of wards from 5 to 3, with each ward electing 3 councillors."*

This report proposes that the above suggested question by the OLG be adopted by Council as the Referendum question to be asked in conjunction with the Central Coast Local Government Election on 14 September 2024.

### **Community Engagement**

In response to a resolution of Council on 3 February 2021 (Minute No. 7/21) between 1 March and 15 March 2021 Central Coast Council's Interim Administrator Dick Persson AM sought community feedback on the Referendum for the reduction of Councillors (from 15 to 9) in conjunction with the September 2021 Local Government Elections.



The consultation provided an opportunity for the community to submit feedback on the options proposed, which helped Council understand community sentiment on how the numbers may be reduced in order to finalise the proposed referendum questions. Council presented the community with an information package and invited them to participate in an online poll.

#### Engagement Results

A total of 613 participants were asked if they would like the number of Councillors reduced from 15 to 9.

The response was **78%** Yes and **22%** No.

A total of 465 participants who selected **yes** to a reduction in Councillors were then asked to let us know what their preferences for ward structure was.

The results were:

- **55%** voted to abolish the Wards, leaving 9 Councillors elected by the whole Central Coast electorate; and
- **45%** voted to reduce Council to 3 wards.

#### **Report**

The process for the Referendum means that voters in the Central Coast Council Local Government Election will receive an additional ballot paper. Voters will write either YES or NO in the box on that ballot paper on election day in response to the Referendum question.

The Australian Electoral Commission (AEC) has developed a range of educational resources on the process for the referendum.

These resources are available for download from the [Referendum resources page](#) on the AEC website and include:

- [referendum factsheet](#)
- [voter formality brochure](#), which explains how to cast a formal vote
- factsheet titled [Stop and Consider](#), encouraging voters to check the source of their information.

Other general information can be found at [www.aec.gov.au/referendums/](http://www.aec.gov.au/referendums/).

Voters are encouraged to enrol or check their details online at [www.aec.gov.au](http://www.aec.gov.au).

Closer to the Election, Council will prepare and distribute fact sheets and position papers for both the Yes and No cases.

### **What will this result in?**

After the poll, if the result is in favour of reducing the number of Councillors from 15 to 9, this change to the Council structure will not be enacted until the following term of Council, commencing after the 2028 LG Election.

If the result is not in favour of reducing the number of Councillors from 15 to 9 then the number of Councillors will remain unchanged at 15.

### **Consultation**

Office of Local Government  
NSW Electoral Commission  
Administrator  
Executive Leadership Team  
Community

### **Financial Considerations**

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

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

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

The quote received for the NSWEC to conduct the 2024 Election and Referendum is \$2,787,493.00.

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

Theme 4: Responsible

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

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

### **Risk Management**

It is imperative that Council takes a neutral position in regard to the Referendum. All

communication relating to the referendum aligns with material and resources published by the NSW Electoral Commission.

### **Options**

- 1 Council adopts the recommended referendum question. **(This is the recommended option)**
- 2 Council adopts a different question (this will need to be compliant and accepted by the OLG and NSWEC).

### **Critical Dates or Timeframes**

The Central Coast Council Election and Constitutional is scheduled for 14 September 2024 and the referendum question must be adopted within 12 months of the election.

### **Attachments**

*Nil.*



**Item No:** 2.7  
**Title:** Revocation of Policies  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2009/00055 - D15411022  
Author: Alysha Croussos, Senior Governance Officer, Governance  
Teressa Chadwick, Section Manager Governance  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

***That Council revokes the following policies:***

- ***Matters in the Land and Environment Court Policy***
- ***Gosford City Nuclear Free Zone Policy***
- ***Environmental Management Policy***
- ***Green Corridors Policy***
- ***Administration Buildings Policy***
- ***Project Management Framework***
- ***Water and Sewer Developer Charges Pre-Existing Lots in Development Service Areas Policy***
- ***Water and Sewer Servicing Requirements for Community Title Developments Policy***
- ***Water Supply and Sewerage Development Charges Policy***
- ***Water Supply Catchment Area Development Policy***

***which are no longer relevant, redundant, or have been superseded or the content is covered in legislation or another statutory instrument.***

## **Report purpose**

To seek Council's approval to revoke several policies of Council which are either no longer relevant, have been superseded, the content is covered in legislation or other statutory instruments, or evidence of previous revocation cannot be found in Council's corporate systems.

## **Executive Summary**

This report recommends the revocation of policies which are redundant. This ensures Council is not held to account for a policy that is outdated or conflicts with current legislation.

## Background

On 7 March 2023, Council's Executive Leadership Team adopted the Policy Documents Framework which outlines the process for managing Council's Policies, Protocols, Guidelines, Procedures and new document templates. Staff have been reviewing all policies of Council with the aim to have all policies revoked and/or consolidated as required and adopted by Council before June 2024.

## Report

This report recommends the revocation of policies that are no longer serving Council or the community. It ensures that Council is not held to a policy which is outdated or conflicts with current legislation.

A summarised list of reasons for the revocation of these policies includes:

- The policy was not revoked at the time of the amalgamation of the former Wyong and Gosford Councils in 2016;
- The policy was not revoked when the content changed to a procedure or other internal document;
- The policy contains obsolete or outdated information;
- The content of the policy is duplicated in other policies, procedures, guidelines or plans; and
- The content of the policy is already covered in legislation, regulations or codes.

The following policies are recommended for revocation, with the reasons for revocation provided by the relevant policy owner or section:

#	Policy Title	Directorate	Business Unit	Reason for Revocation
1	Matters in the Land and Environment Court Policy	Corporate Services	Legal	This policy is no longer required because it is covered by delegations issued to staff and the need to mediate. The Land and Environment Court ( <b>LEC</b> ) publishes practice notes that are publicly available free of charge and detail the process for matters in the LEC. These practice notes are subject to change from time to time as dictated by the LEC.
2	Gosford City Nuclear Free Zone Policy	Environment and Planning	Environmental Compliance Services	Council has reviewed the applicability/usefulness of maintaining a Nuclear Free Zone Policy. Given that

#	Policy Title	Directorate	Business Unit	Reason for Revocation
				Council has no role in the regulation of radiopharmaceuticals, radionucleotides, or radioisotopes, this Policy is not required as it is more aspirational/advocacy based in nature and therefore falls outside of Council's new Policy Framework. Council can advocate in regards to this matter in other ways.
3	Environmental Management Policy	Environment and Planning	Environmental Compliance Systems	The content of the policy is already captured and therefore duplicated within Council's Environmental Policy which will be reviewed in 2024.
4	Green Corridors Policy	Environment and Planning	Strategic Planning	The provisions within the Policy have been replaced by Councils Biodiversity Strategy, Greener Places Strategy and the Green Grid Plan. These Strategies and plans cover the entirety of the LGA whereas the policy proposed to be revoked only covers the area of former Wyong Shire Council.
5	Administration Buildings Policy	Infrastructure Services	Facilities and Asset Management	The policy, as written, is purely operational in nature and therefore does not set a policy direction.
6	Project Management Framework	Infrastructure Services	Procurement and Project Management	Former Gosford City Council policy, content is now covered by Council's Internal Protocols and Procedures.
7	Water and Sewer - Developer Charges Pre-Existing Lots in	Water and Sewer	Planning and Delivery	Former Gosford City Council policy, content is now included in the Central Coast Council Water Supply and

#	Policy Title	Directorate	Business Unit	Reason for Revocation
	Development Service Areas Policy			Sewerage Development Servicing Plan 2019.
8	Water and Sewer Servicing Requirements for Community Title Developments Policy	Water and Sewer	Planning and Delivery	Former Gosford City Council policy, content is now incorporated in the Central Coast Council WSAA Water Supply Code Supplement for Water Mains and Sewerage Mains.
9	Water Supply and Sewerage Development Charges Policy	Water and Sewer	Planning and Delivery	Former Gosford City Council policy, content is now covered in the Central Coast Council Water Supply and Sewerage Development Servicing Plan 2019.
10	Water Supply Catchment Area Development Policy	Water and Sewer	Planning and Delivery	Former Gosford City Council policy, content now covered by the Central Coast Council Development Control Plan 2022.

### Consultation

Consultation has been undertaken with the staff responsible for each of these policies and the relevant Unit Managers and Directors for endorsement to revoke their respective policy.

### Financial Considerations

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

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

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

There are no financial implications associated with this report.

**Link to Community Strategic Plan**

Theme 4: Responsible

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

R-G2: 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**

As per section 163 of the *Local Government Act 1993* (NSW), a local policy which is inconsistent with the Act or the regulations, is void.

By not revoking the policies, it could create a risk whereby the information in the policies is not current, correct or applicable, and should they be relied upon by Council or third parties, it could potentially expose Council.

**Options**

- 1 Council endorses the recommendation to revoke the policies in the list above.  
**(This is the recommended option)**
- 2 Council does not revoke the policies.

**Attachments**

*Nil.*



**Item No:** 2.8  
**Title:** Statement of Business Ethics  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2009/00055 - D15774574  
Author: Alysha Croussos, Senior Governance Officer, Governance  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

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

- 1 Resolve to adopt the draft Statement of Business Ethics (attachment 1).***
- 2 Revoke the Statement of Business Ethics (2018) (attachment 2).***

## **Report purpose**

To present Council with a revised Statement of Business Ethics which incorporates recent legislative amendments for consideration and adoption.

## **Executive Summary**

Council's Statement of Business Ethics has been updated to ensure compliance with amended and new legislation, and to align with Council's existing policies concerning procurement. The revised Statement will provide clear expectations of conduct and probity to Council's contractors.

## **Background**

Council is required to review all its policies on an ongoing basis in accordance with both Council's Policy Document Framework, any legislative requirements and in consideration of industry best practice.

The *NSW Government Procurement Policy Framework* requires that agencies (such as Council):

- Establish systems and processes jointly with suppliers that drive continuous improvement; and
- Ensure compliance with contract terms, performance requirements, legislation, guidelines and frameworks.

Council's policies and procedures for procurement, including tendering, are consistent with:

- *Local Government Act 1993*;
- *Local Government (General) Regulation 2021*;
- *Local Government Amendment Act 2019*;
- Tendering Guidelines for NSW Local Government 2009; and
- Model Code of Conduct for Local Councils in NSW 2020.

In 2022, the *Modern Slavery Amendment Act 2021* came into force which introduced new obligations for councils under the *Local Government Act 1993* in relation to modern slavery, including:

- From 1 July 2022, councils were required to take reasonable steps to ensure that goods and services procured by and for the council are not the product of modern slavery within the meaning of the *Modern Slavery Act 2018*.
- Commencing from the 2022/23 financial year, each council is required to publish in their annual reports:
  - A statement of the action taken by the council in relation to any issue raised by the Anti-slavery Commissioner during the year concerning the operations of the council and identified by the Commissioner as being a significant issue, and
  - A statement of steps taken to ensure that goods and services procured by and for the council during the year were not the product of modern slavery within the meaning of the *Modern Slavery Act 2018*.

In response to these amendments, Council updated its [Procurement Policy](#) in September 2022. One of the key supporting documents to the Procurement Policy is Council's Statement of Business Ethics, which has now been updated to reflect these amendments.

### Current Status

Council's Statement of Business Ethics was adopted in 2018; however, it had not been updated since then. Council's Governance Team have reviewed, updated and modernised the existing Statement in line with the Policy Framework, incorporating feedback provided by Council's Procurement Team, industry best practice and the requirements imposed by the *Modern Slavery Amendment Act 2021*.

### Report

The Statement of Business Ethics (**the Statement**) articulates the conduct and standards expected from both Council and suppliers when conducting business. As noted above, the Statement supports Council's Procurement Policy.

In accordance with Council's Policy Framework, as a public facing document, the Statement requires Council endorsement for adoption however it is not required to be placed on public exhibition.

The Statement outlines four key business principles which Council uses to conduct business activities. These four principles are:

- Fairness
- Prevention of Corruption
- Value for Money
- Objectivity

Another significant component of the revised Statement is that it clearly outlines the expectations and responsibilities of suppliers and contractors when doing business with Council.

Following the adoption of the Statement, it is proposed that a one-page summary of the Statement be created to be provided to all Council suppliers and contractors.

### **Consultation**

Procurement and Project Management Unit  
Executive Leadership Team

### **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.

As this document places some restriction on the procurement process to ensure the engagement of suppliers is ethical, it is likely that there will be an increase in the cost of procurement.

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

Theme 4: Responsible

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

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

### Risk Management

There is a risk that if the Statement is not endorsed, there will be no clear expectations of how to conduct business with Council.

### Options

- 1 Council adopt the draft Statement of Business Ethics (Attachment 1). **This is the recommended option.**
- 2 Council adopts the Statement of Business Ethics with amendments.
- 3 Council does not adopt the draft Statement of Business Ethics.

### Attachments

- |                            |                                     |                               |           |
|----------------------------|-------------------------------------|-------------------------------|-----------|
| <b>1</b> <a href="#">⇒</a> | DRAFT Statement of Business Ethics  | Provided Under Separate Cover | D15388252 |
| <b>2</b> <a href="#">⇒</a> | Statement of Business Ethics (2018) | Provided Under Separate Cover | D13219756 |

**Item No:** 2.9  
**Title:** ICLEI Local Governments for Sustainability Membership  
**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2017/01558-003 - D15775992  
Author: Rochelle Lawson, Senior Ecologist, Natural Assets and Biodiversity  
Manager: Larry Melican, Section Manager Natural Assets and Biodiversity  
Executive: Alice Howe, Director Environment and Planning

## **Recommendation**

***That Council become a member of ICLEI - Local Governments for Sustainability and participates in the Cities with Nature Program and associated Cities with Nature Academy.***

## **Report purpose**

Council has been invited by ICLEI - Local Governments for Sustainability to join the Cities with Nature Academy. To participate, Council would need to become a member of ICLEI. The report recommends that Council join ICLEI and the Cities with Nature Academy. The report outlines the benefits to the community of Council becoming a member of ICLEI and joining the Cities with Nature Academy.

## **Executive Summary**

It is proposed that Council join both ICLEI and the Cities with Nature Academy commencing in the 2024 calendar year. ICLEI is the world's leading network of local and regional governments committed to sustainable development. The community aspirations of the Community Strategic Plan (CSP) align with the United Nations Sustainable Development Goals and the five themes of the CSP demonstrate that the Central Coast is connected to the global community and the sustainable development goals.

Council's membership of ICLEI provides a pathway to international best practice for both elected officials and staff, including templates and tools for sustainability planning and reporting.

## **Background**

Local governments around the world face a range of specific challenges that, despite their location in the world, may have more in common with each other than with their own state or national governments. Local government is the closest level of government to the community and is often best placed to understand and respond to local issues.

Effectively managing challenges, such as climate change and biodiversity loss, at a local scale has a cumulative positive impact at a global scale. Local government can effectively engage with local communities in taking actions at the property and neighbourhood scale that contribute to positive global outcomes. Local communities are also directly impacted by the effects of climate change related to natural disasters such as floods and bush fires as well as the loss of local natural environments and biodiversity. There is benefit in local governments across state and national boundaries engaging in information exchange and learning from each other in the management of the sustainability challenges they face in common.

ICLEI - Local Governments for Sustainability was founded in 1990 as the International Council for Local Environmental Initiatives. ICLEI creates connections at local, regional, national and global government levels. ICLEI also advocates for robust national and global sustainability policies that reflect the interests of local and regional governments and their communities.

### **Current Status**

Council's adopted CSP recognises that the Central Coast is part of the global community and can contribute to achieving the United Nations Sustainable Development Goals. Council is also certified with Ecotourism Australia as an ECO Destination, which is supported by WWF-Australia's Wildlife & Nature Recovery Fund and recognises that the Central Coast is a world class destination for sustainable nature-based tourism.

Central Coast Council has not previously been a member of ICLEI; however, the former Gosford City Council participated in the ICLEI Adaptive and Resilient Communities Program from 2009 to 2014. The former Wyong Shire Council was part of the Future Cities Collaborative in 2015.

### **Report**

Through organisations such as ICLEI, cities around the world are increasingly networking in formal partnerships to apply learning from around the globe to address local issues.

Central Coast Council is now in a phase of rebuilding capacity, setting the local climate agenda, restoring our reputation with the community, and identifying ways to deliver on and showcase our leadership in issues that affect our community. Being a member of ICLEI and the Cities with Nature Academy provides a pathway for Central Coast Council to connect with peers through knowledge exchange networks, and building capacity in our organisation through skill development and direct involvement in a range of sustainability events.

One such capacity building program is *Cities with Nature* and its associated Academy. Its focus is on nature, biodiversity and urban greening, through partnership with The Nature Conservancy and The International Union for Conservation of Nature (IUCN). An online reporting platform offers tools to share actions and to learn from other local governments.

Central Coast Council is unique in its status as a regional coastal council with over 50% remaining native vegetation, which provides the opportunity to effectively manage and

protect our biodiversity and natural environments in a sustainable manner, while supporting the growth of our population. The CSP identifies that the values of our community are strongly tied to the local natural environment, and that our community's aspirations align with the United Nations Sustainable Development Goals. While our CSP has a local focus, it also acknowledges the Central Coast's place in the global community and the role we play in the delivery of the Sustainable Development Goals. ICLEI has extended an exclusive invitation for Central Coast Council to join the Cities with Nature Academy as a founding member.

### **Consultation**

No formal consultation has been undertaken.

### **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.

Annual ICLEI membership is \$5,555 for a council of our size. To join the Cities with Nature Academy there would be an additional annual cost of \$1,500. The membership period is from 1 January to 31 December, however if Council joined now, ICLEI would permit our participation in the Academy straight away. The membership fees are available in the existing Environmental Management Unit budget.

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

Theme 3: Green

### **Choose Focus Area**

R-G1: Build strong relationships and ensure our partners and community share the responsibilities and benefits of putting plans into practice.

### **Risk Management**

No material risks are identified.

### **Options**

There are many relevant climate and sustainability networks that Council could join, however, at this time, ICLEI is likely the most useful network for Council to engage with and learn from.

ICLEI is a global network of 2,500 local governments committed to sustainable development and is accredited to the UN Framework Convention on Climate Change and the UN Convention on Biodiversity.

**Attachments**

*Nil.*





**Item No:** 2.10

**Title:** Review of Development Contributions -  
DA/1260/2021/A - 24 Gallipoli Road, Long Jetty -  
Seniors Housing Development Comprising 89  
Dwellings, Strata Subdivision and Associated  
Demolition and Other Works (Amended  
Application)

**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: DA/1260/2021/A - D15800662

Author: Shannon Turkington, Unit Manager Strategic Planning

Executive: Alice Howe, Director Environment and Planning

## **Recommendation**

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

- 1     *Not support the request to amend the development contributions relating to DA/1260/2021/A at 24 Gallipoli Road, Long Jetty.***
- 2     *Advise the Hunter and Central Coast Regional Planning Panel of its decision.***

## **Report purpose**

To determine a request to amend the development contributions relating to DA/1260/2021/A, levied under *The Entrance District Contribution Plan* and *Shire Wide Infrastructure, Services and Facilities Development Contribution Plan*.

## **Executive Summary**

A Section 4.55(2) modification application has been lodged in relation to DA/1260/2021/A for a seniors housing development at 24 Gallipoli Road, Long Jetty. The modification application proposes a number of amendments relating to the unit mix, internal unit configurations, car parking, communal outdoor spaces, civil works and a proposed reduction in development contributions. The modification application will be referred to the Hunter Central Coast Regional Planning Panel for determination.

Under Section 2.26 of the *Environmental Planning and Assessment Act 1979*, the Panel cannot make any decision that may reasonably be expected to have a significant adverse financial impact on Council, without first consulting with Council. Therefore, a Council resolution is required to determine the development contribution request, prior to the modification application being determined by the Regional Planning Panel.

**2.10      Review of Development Contributions - DA/1260/2021/A - 24 Gallipoli Road, Long Jetty - Seniors Housing Development Comprising 89 Dwellings, Strata Subdivision and Associated Demolition and Other Works (Amended Application) (contd)**

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A review of the request for a reduction of development contributions has been undertaken by staff and is not supported.

**Background**

DA/1260/2021 was approved on 26 September 2022 for a seniors housing development comprising 89 dwellings, strata subdivision and associated demolition and other works. The development consent includes condition 2.3 and 2.4 requiring the payment of Section 7.11 development contributions under *The Entrance District Contribution Plan* and *Shire Wide Infrastructure, Services and Facilities Development Contribution Plan*.

Council levies development contributions to assist in the provision of community infrastructure such as traffic and transport upgrades, community facilities, open space and drainage works. This infrastructure is required to support the future population which has been generated by new development.

Both the *Entrance District Contribution Plan* and the *Shire Wide Infrastructure, Service and Facilities Development Contribution Plan* levy development contributions based on the number of bedrooms per dwelling/apartment. Neither plan includes an exemption for seniors housing development.

A Ministerial Direction pursuant to Section 7.17 of the *Environmental Planning and Assessment Act 1979* provides an exemption from the payment of development contributions if a seniors housing development is being undertaken by or on behalf of a Social Housing Provider, which is defined as:

***Social Housing Provider*** means the following—

- a) *the Secretary of the Department of Communities and Justice,*
- b) *the Land and Housing Corporation,*
- c) *a registered community housing provider,*
- d) *the Aboriginal Housing Office,*
- e) *a registered Aboriginal housing organisation within the meaning of the Aboriginal Housing Act 1998,*
- f) *a local government authority that provides affordable housing,*
- g) *a not-for-profit organisation that is a direct provider of rental housing to tenants.*

DA/1260/2021 does not fall into this category and therefore no exemption from the payment of development contributions apply.

A reduction of development contributions has previously been requested by the applicant as well as a request to enter into a planning agreement with Council. The applicant was advised

## **2.10 Review of Development Contributions - DA/1260/2021/A - 24 Gallipoli Road, Long Jetty - Seniors Housing Development Comprising 89 Dwellings, Strata Subdivision and Associated Demolition and Other Works (Amended Application) (contd)**

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on 21 June 2021 that Council did not support a discount or exemption from the payment of local infrastructure contributions and also declined the request to enter into a planning agreement in lieu of the payment of development contributions.

### **Current Status**

A Section 4.55(2) modification application has been lodged in relation to DA/1260/2021/A for a seniors housing development at 24 Gallipoli Road, Long Jetty. The modification application proposes a number of amendments relating to the unit mix, internal unit configurations, car parking, communal outdoor spaces, civil works and a proposed reduction in development contributions.

### **Report**

As part of the Section 4.55(2) modification application the applicant has requested:

- Deletion of condition 2.4 requiring payment of shire-wide Section 7.11 contributions on the basis that they do not apply to seniors housing developments as it is not specifically listed as a development type under the contribution plans.
- A change to condition 2.3 to correct an error in the calculation of the "Roads" Section 7.11 contributions on the basis that they had been overcharged.

The applicant's request has been reviewed and is not supported for the following reasons:

#### **1 Applicability of Section 7.11 contributions to Seniors Housing**

The *Entrance District Contribution Plan* levies development applications for residential development based on dwelling units. The plan describes these as "A Dwelling Unit (DU) is the basic unit used for planning purposes for this Plan and is defined as a dwelling with an occupancy rate of 2.2 persons. Where other than three bedroom dwellings are proposed, an equivalent number of dwelling units should be calculated and used as the basis for determining needs and contributions. This will be calculated in accordance with Council's Policy.

The Plan assumes a lower occupancy rate for 1 and 2 bedroom dwellings and therefore the contributions are charged at a lower rate. The *Shire Wide Infrastructure, Service and Facilities Development Contribution Plan* also levies development contributions based on dwelling units. The Plans do not include an exemption for any type of seniors housing, unless provided by a Social Housing Provider. Seniors housing is defined as a type of residential accommodation under the *Central Coast Local Environmental Plan 2022*, this includes independent living units and therefore are classified as dwelling units and charged development contributions under both Plans.

**2.10      Review of Development Contributions - DA/1260/2021/A - 24 Gallipoli Road, Long Jetty - Seniors Housing Development Comprising 89 Dwellings, Strata Subdivision and Associated Demolition and Other Works (Amended Application) (contd)**

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2.      Applicability of the *Shire Wide Infrastructure, Services and Facilities Development Contribution Plan*

The *Shire Wide Contributions Plan* applies to the former Wyong Shire local government area and levies contributions to deliver regional level community infrastructure such as cycleways, open space, the Wyong Art House and public art. The open space delivered under the plan includes Saltwater Creek Park at Long Jetty, Regional Sporting Complex at Tuggerah and extreme sporting complex at San Remo. The cost of these facilities has been apportioned to all future residential development in the former Wyong Shire, there is no specific exemption for seniors housing under this Plan.

Consultation undertaken as part of Council's Positive Ageing Strategy highlighted older residents value health and fitness activities, opportunities for social connection and outdoor experiences. Residents want to be able to get around the community with improvements to public domain, footpaths and bike paths, ensuring public places and spaces are accessible and age-friendly incorporating seating, lighting, signage and public toilets.

The applicant has advised that the development is providing its own private communal open space, internal meeting spaces and a direct link to Diggers @The Entrance. The proposed private facilities are not equivalent to the level of community infrastructure provided under Council's Plans and do not offset the need for new and upgraded infrastructure generated by future development.

3.      Calculation of road contributions under *The Entrance District Contribution Plan*

The roads contributions in *The Entrance District Contribution Plan* are levied based on daily vehicle trips. The Plan includes a rate for residential dwelling houses/residential lots, medium density residential flat building and secondary dwellings based on number of bedrooms, tourist accommodation, office and commercial development, retail and restaurants. The Plan does not include a specific rate for seniors housing development, as this is captured in the medium density category, which is consistent with how contributions are levied under the Plan.

The apportionment of costs is calculated on the additional volume of traffic generated (vehicle trips per day) by developments in The Entrance and The Entrance North, based on the land uses and daily vehicle trips provided in Table 8 in the Plan. Table 8 includes a rate for one, two, three and four bedroom units and dwellings. The road calculations have been calculated using the table in the Plan, the smaller the unit or dwelling the lower the daily vehicle trips.

The applicant has provided an alternative rate for daily vehicle trips for seniors housing development based on Transport for NSW *Technical Direction TDT 2013/04a*. The Technical Direction includes a rate for seniors housing development based on different locations and

## **2.10 Review of Development Contributions - DA/1260/2021/A - 24 Gallipoli Road, Long Jetty - Seniors Housing Development Comprising 89 Dwellings, Strata Subdivision and Associated Demolition and Other Works (Amended Application) (contd)**

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scenarios. The applicant has chosen scenario SH7, there has been no information provided on why SH7 was chosen and how this relates to the dwelling mix proposed in DA/1260/2021/A, the age of the occupants or their vehicle use. The cost of the road infrastructure in *The Entrance District Contribution Plan* has been evenly proportioned across all proposed future development in The Entrance and North Entrance, the plan levies contributions on the number of bedrooms each dwelling unit contains, not on the future occupants of a development and therefore does not include a separate rate for seniors living developments. The Plan has been consistently and transparently applied to all residential development.

DA/1260/2021/A is also proposing to modify the dwelling mix to include more 3-bedroom apartments, which will change the calculation of the roads contributions.

### **Consultation**

Consultation has been undertaken with Council's Development Assessment Unit.

### **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.

Development contributions have been levied consistently under *The Entrance District Contribution Plan* and the *Shire Wide Infrastructure, Service and Facilities Development Contribution Plan* and the contributions received have been used to delivery priority community infrastructure included in the Plans.

The following works are to be designed and delivered as part of Council's Capital Works Program in 2023-2024 and 2024-2025, funded (in part) by development contributions collected under *The Entrance District Contribution Plan*:

- Grandview Street - Pedestrian Refuge
- Boondilla Road and Gosford Avenue - Intersection Upgrade
- Grandview Street and Bonnieview Street - Intersection Upgrade
- Toowoan Bay Road and Tuggerah Parade - Intersection Upgrade
- Toowoan Bay Road and Watkins Street - Intersection Upgrade
- Grandview St - Pedestrian Refuge

**2.10            Review of Development Contributions - DA/1260/2021/A - 24 Gallipoli Road, Long Jetty - Seniors Housing Development Comprising 89 Dwellings, Strata Subdivision and Associated Demolition and Other Works (Amended Application) (contd)**

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**Link to Community Strategic Plan**

Theme 5: Liveable

**Goal I: Balanced and sustainable development**

R-I4: Provide a range of housing options to meet the diverse and changing needs of the community including adequate affordable housing.

**Risk Management**

There are no material risks to Council associated with the proposal. Determining development contributions is a regular activity of Council and is undertaken in accordance with Council's adopted policy and plans.

**Options**

Options available to Council are to support the proposed reduction in contributions or not. **It is recommended that the proposed reduction not be supported**, as this is consistent with Council's contribution planning methodology.

**Attachments**

*Nil.*

**Item No:** 2.11  
**Title:** Community Engagement Plan for 2023-24  
**Department:** Community and Recreation Services

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22 August 2023 Ordinary Council Meeting

Reference: F2018/01179 - D15772384  
Author: Teresa Walters, Section Manager, Communication and Engagement  
Manager: Sue Ledingham, Unit Manager Communications Marketing and Customer Engagement  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

- 1 That Council receive the report on the Community Engagement Plan 2023-24.**
- 2 That Council authorise the CEO to include an annual plan of forecasted community engagement in the Council's Operational Plan from the financial year 2024-25.**

## **Report purpose**

To present to Council a 12-month Community Engagement Plan for 2023-24 in response to the Administrator's Minute on 27 June 2023.

## **Executive Summary**

This report presents a 12-month forward plan outlining the key projects, initiatives, policies, strategies and plans that Council intends to engage with the Central Coast community in 2023-24.

## **Background**

At the Ordinary Council Meeting held 27 June 2023, the Administrator resolved:

*Minute 116/23:*

- 1 That Council staff prepare a report which provides a 12-month forward plan outlining the key projects, initiatives, policies, strategies and plans that Central Coast Council intends to conduct community engagement on.*
- 2 That Council staff provide this report back to Council no later than the August 2023 Council meeting.*

**Current Status**

In accordance with its adopted Engagement Framework and Community Participation Plan, Central Coast Council undertakes community engagement on key projects, initiatives, policies, strategies and plans to ensure a balanced and collaborative decision-making process between the community and Council is achieved.

The Engagement Framework defines Council's approach to all engagement it undertakes, while ensuring accountability and consistent application. The Community Participation Plan outlines how the community can participate in planning matters.

Council undertakes face-to-face community engagement through information sessions, workshops, public meetings, focus groups, event pop-up stalls, drop-in sessions, public exhibition and community roundtables. Council also undertakes online community engagement through the use of interactive maps, question and answer boards, webinars, surveys, community Facebook groups and voting polls via its community engagement website, Your Voice Our Coast ([www.yourvoiceourcoast.com](http://www.yourvoiceourcoast.com)).

Council regularly informs the community about upcoming engagement activities through a variety of communication channels including direct email via Council or stakeholder newsletters; media releases and media interviews; print, online and radio advertising; social media posts; printed pamphlets, brochures, newsletters and letterbox drops. Additionally Council reports back to the community about engagement activities through publicising, emailing participants directly and publishing consultation summaries and reports on the Your Voice Our Coast website, and providing consultation reports to the Council as part of Council Meeting Agenda items.

In addition to community engagement activities, Council regularly carries out community liaison to inform residents about specific works and service interruptions through letters, emails, telephone calls and face-to-face door knocking and meetings.

The community can also review, search and keep track of development applications, development consents and other associated activities online through the eplanning portal. This enables the community to inspect plans and read any accompanying information prior to making a submission about a development application or proposal.

**Report**

The report outlines the forecasted community engagement activities by project title and a targeted quarterly timeframe. The activities are listed below in Table 1.

This plan will be published to Council's website Your Voice Our Coast and staff will update the plan on a quarterly basis throughout the financial year.



## 2.11 Community Engagement Plan for 2023-24 (contd)

Council will continue to regularly communicate and promote engagement activities using a variety of communication methods and channels. The community can sign up to Council's weekly newsletter via Council's website to be notified about engagement activities.

*Table 1 – Summary of community engagement activities forecasted for 2023-24.*

<b>Targeted quarterly timeframe</b>	<b>Community engagement activity by title</b>
<b>Quarter 1: July 2023 to September 2023</b>	Thematic Heritage Framework
	Central Coast Section 7.12 Contributions Plan
	Community Strategic Plan - Stage 1 Consultation
	Water and Sewer Customer Charter and Complaints Management Framework
	Detailed Design and Documentation for South Landfill Cell at Woy Woy Waste Management facility
	Reclassification of land
	Public Toilet Strategy
	Water and Sewer consultation with large non-residential customers
	Somersby and Kariong Catchments Overland Flood Study
	Playspace Renewal - Pelican Park
	Picnic Point Playspace
	District Playspace Lions Park Woy Woy
<b>Quarter 2: October 2023 to December 2023</b>	Engagement Framework and Community Participation Plan
	Wyong District Place Plan
	Heritage Development Control Plan
	Local Approvals Policy
	Outdoor Dining Guidelines
	Northern District Contribution Plan
	Flooding and Tidal Inundation Policy
	Central Coast Regulatory Policy
	Dogs in Open Space Strategy - Stage 2 consultation
	Water and Sewer Community Engagement and Education Strategy
	Coastal Management Program for Tuggerah Lakes
	Coastal Management Program for Coastal Lagoons
	Coastal Management Program for Hawkesbury River including Brisbane Waters
	Water and Sewer Masterplan
	Digital Strategy for Central Coast Council
	Update to Ourimbah Masterplan - Jaques Street Community Land
	Finalisation of Narara Creek Floodplain Risk Management Study & Plan

Targeted quarterly timeframe	Community engagement activity by title
	Water and Sewer service connections program - connecting unserviced properties to the network
	Building Renewal - Halekulani Oval Sportsground Amenities
	Building Renewal - Buff Point Oval Sportsground Amenities
	Building Renewal - Frost Reserve Sportsground Amenities
	Building Renewal - Erina Oval Sportsground Amenities
	Playspace Renewal - Wamberal Memorial Hall (Nature Play)
	Kariong Playspace - Playspace Renewal
	Natural Disaster Remediation Program
	Community Theatre Review
	District Playspace Davistown
<b>Quarter 3: January 2024 to March 2024</b>	Central Coast Integrated Transport Plan
	Operational Plan 2024-25 and Fees and Charges 2024-25
	Placemaking: East Gosford
	Public Art Strategy
	Asset Management Plans – Service Levels
	Road Safety Strategy
	Tuggerawong Foreshore Shared Path
	Kincumber Waste Management Facility
	Employment Lands Strategy
	Central Coast Airport Masterplan
	Plan of Management for Council community land - Stage 2
	Nighttime Economy Discussion Paper
	Skate Park Renewal - Gwandalan Skate Park
	Recreation Facility Development - Lake Munmorah
	Public Toilets - annual renewal program
	Woy Woy foreshore - Public swimming baths and accessibility upgrade
	Kariong Amenities Building Upgrade
	Northlakes Oval - Car park and amenities building upgrade
	Safer Cities: Her Way – Stage 2
	Community resilience planning in partnership with the Minderoo Foundation
<b>Quarter 4: April 2024 to June 2024</b>	Development Control Plans (Flooding and Coastal Hazards)
	Listening Labs: Creative community
	Cultural Plan for Central Coast
	Alcohol Free Zones
	Food Organics Garden Organics Collection and Processing
	Crown Land Plan of Management
	Water and Sewer Recycled Water Program
	Wayfinding

## 2.11 Community Engagement Plan for 2023-24 (contd)

Targeted quarterly timeframe	Community engagement activity by title
	Shelly Beach Former Landfill Remediation
	Annual Water and Sewer customer engagement (for reporting to Independent Pricing and Regulatory Tribunal)

### Consultation

The Community Engagement Plan has been developed with Council's internal stakeholders to align with projects and activities planned for 2023-24.

### 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 proposal has no financial impact.

### 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 are no material risks identified with the community engagement activities outlined in this report, as undertaking community consultation is a business-as-usual activity for Council. There may be instances where planned activities change, or additional engagement activities arise that were not determined at the time of presenting this forward plan.

The community engagement plan seeks to address community concerns about having more awareness of community engagement activities being undertaken by Council by providing an annual forward plan of engagement activities.

**Attachments**

*Nil.*

**Item No:** 2.12  
**Title:** Acquisition of Land for Fire Trail - 130 Clyde Rd, Holgate  
**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2021/01667 - D15729898  
Author: Brent Evans, Project Officer  
Manager: Luke Sulkowski, Unit Manager Environmental Management  
Executive: Alice Howe, Director Environment and Planning

## **Recommendation**

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

- 1 Note that the existing Clyde Road Fire Trail encroaches on to part of the private property Lot 220 DP 715745 at 130 Clyde Road, Holgate.***
- 2 Resolve to acquire that part of Lot 220 DP 715745 at 130 Clyde Road, Holgate identified in Attachment 1 for the upgrade and ongoing management of the Clyde Road Fire Trail in accordance with the provisions of the Land Acquisition (Just Terms Compensation) Act 1991.***
- 3 Note that, once acquired, part Lot 220 DP 715745 will be classified as community land and recommended for categorisation as general community use at the next review of the Plan of Management for Council Community Land.***
- 4 Authorise the Chief Executive Officer to execute all necessary documentation for the acquisition of the land identified in Attachment 1.***

## **Report purpose**

To seek a Council resolution to authorise purchase of an approximately 180 m<sup>2</sup> part of the private land Lot 220 DP715745 at 130 Clyde Rd, Holgate for the upgrade and ongoing management of the Clyde Road Fire Trail.

## **Executive Summary**

The Clyde Road Fire Trail extends from the western end of Clyde Road, Holgate to connect with the fire trail networks of Katandra and Rumbalara Reserves. The steepness of the fire trail means that it is subject to erosion and to becoming impassable to emergency and management vehicles. It is proposed to concrete the steeper sections of the fire trail to reduce the potential for erosion and improve access.

A survey of the site has identified that the Clyde Road Fire Trail encroaches onto the private property at 130 Clyde Road, Holgate. The most practical, cost effective and environmentally appropriate solution is to purchase approximately 180m<sup>2</sup> of the private property. In-principle agreement on terms of purchase have been reached with the landowner in accordance with the negotiation provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*.

### **Background**

The Clyde Road Fire Trail connects the western end of Clyde Road to the fire trail network in the extensive bushland areas in Katandra and Rumbalara Reserves. In addition to providing access to emergency vehicles, the Clyde Road Fire Trail is used for maintenance of the 110 kV powerline network that follows the fire trail route, and by reserve management vehicles.

The steepness of the fire trail results in high levels of erosion and regular extensive maintenance being required to prevent it becoming impassable. It is proposed that the steeper sections of the fire trail be concreted to reduce the on-going maintenance burden and to reduce the risk of the trail becoming impassable.

Through survey of the fire trail, it was identified that the fire trail encroaches onto a small section of private land at Lot 220 DP 715745 presenting potential issues for the on-going management of the fire trail. There are limited practical options for re-routing the fire trail.

It is therefore proposed that Council purchase approximately 180m<sup>2</sup> of the private property at Lot 220 DP 715745 at 130 Clyde Rd, Holgate for the upgrade and improved on-going management of the fire trail.

If authorised by Council, this purchase will occur in accordance with the provisions of the *Land Acquisition (Just Terms Compensation) Act 1991*. It is proposed that the land be classified as community land and categorised for general community use.

### **Current Status**

In principle-agreement over proposed terms for purchase of the land has been negotiated with the owners.

Authority to enter into a binding transaction is dependent on Council approval via this report.

### **Report**

Council has been in correspondence with the owner of the property at 130 Clyde Road, Holgate as well as the owner's legal representative about the proposed purchase of approximately 180 m<sup>2</sup> (see Attachment 1) of the property for the upgrade and on-going management of the Clyde Road Fire Trail.

The landowner has been provided with the independent land valuation received by Council as well as mapping showing the extent of the intended land purchase (approximately 180m<sup>2</sup>) and responses have been provided to questions raised by the landowner.

The landowner has provided formal advice that they are willing to sell the required portion of their land for the purposes of the Clyde Road Fire Trail upgrade.

### **Consultation**

Council has written to the landowner informing them of the potential fire trail upgrade and the associated proposal to voluntarily acquire part of their land for the upgrade and on-going management of the Clyde Road Fire Trail. The landowner has responded through their legal representative that they are willing to sell the approximately 180m<sup>2</sup> part of the land on agreed terms.

Council's Economic Development and Property Unit has also been consulted to ensure an appropriate property acquisition process is followed.

### **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.

An approved capital expenditure budget, project number 24481, for the Clyde Road Fire Trail Upgrade has been made available in this year's adopted budget. The anticipated cost of the acquisition and road works is \$130,000.

The budget allocation is sufficient for the land purchase and construction of the concrete surface of the Clyde Road Fire Trail.

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

Theme 4: Responsible

### **Goal H: Delivering essential infrastructure**

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

### Risk Management

The intention of this project is to mitigate risk physically (in providing safe access and egress to emergency, maintenance, and recreational users of the reserves), reputationally (by addressing an encroachment issue), and environmentally (by reducing sediment runoff from the trail).

Contact with the owner of the property via their nominated solicitor offers certainty that all parties are aware of the proposed outcomes.

### Options

- 1 Do nothing. This would mean that the existing fire trail would still be encroaching on to the private property and erosion issues would still need to be addressed (not recommended).
- 2 Relocate the position of the fire trail. This would require extensive tree removal, excavation, major civil works in the form of retaining walls and relocation of power poles. This would have a relatively higher cost than option 3 (not recommended).
- 3 Excise and purchase the portion of private property. This would allow the concrete surface to be built with no further disturbance of the surrounding environs and allow for on-going. **This is the recommended option.**

### Attachments

- |     |   |                               |           |
|-----|---|-------------------------------|-----------|
| 1 ➡ | 2201623-DP-001-A_P Deposited Plan showing area of 130 Clyde Rd affected | Provided Under Separate Cover | D15722522 |
|-----|---|-------------------------------|-----------|



**Item No:** 2.13  
**Title:** Local Government NSW Annual Conference - Attendance and Voting  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2004/06351 - D15741584  
Author: Madeleine Bell, Executive Officer to the Administrator  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

## Recommendation

***That Council note the Administrator will attend the 2023 Local Government NSW Annual Conference as Council's voting delegate and will not be submitting any motions.***

## Report purpose

To note the Administrator will attend the 2023 Local Government NSW Annual Conference commencing 12 November 2023 as Council's voting delegate. Additionally, that Council will not be submitting any motions for consideration at the Annual Conference.

## Executive Summary

The 2023 Local Government NSW Annual Conference ('**the Annual Conference**') will be held from Sunday 12 November to Tuesday 14 November 2023 at Rosehill Gardens Racecourse, Sydney. The Annual Conference will include the presentation of the financial statements and annual report, and the consideration of motions submitted by NSW councils for voting members.

The Administrator is not entitled to nominate or vote on board nominations but is entitled to vote on any other motions presented at the Annual Conference. Accordingly, the Administrator will be attending in that capacity, and has been registered a Council's voting delegate but will not be submitting any motions.

Details about the Conference are available on the [Local Government NSW \(LGNSW\) website](#).

## Background

The Local Government NSW Annual Conference is the annual policy-making meeting of Local Government NSW ('**LGNSW**') for NSW local councils and enables council delegates across NSW to come together to share ideas and debate issues that shape Local Government.

Central Coast Council is an ordinary financial member of LGNSW for the 2023/24 financial year and may send a delegate to attend the Annual Conference.

### **Annual Conference Voting Entitlements and Attendance**

Each financial member of LGNSW is entitled to a certain number of voting delegates based on the formula prescribed at Rule 23 of the Association's Rules.

Pursuant to Rule 37(b) of the [Registered Rules of LGNSW](#), the Administrator cannot nominate or vote in the election of the Local Government NSW Board. However, as certain other motions on which the Administrator can cast a vote may be presented, the Administrator will attend the Annual Conference.

Those members with voting entitlements at the Annual Conference are required to submit nominations by Friday, 27 October 2023, and Council has submitted the Administrator's details to be Council's voting delegate.

### **Submitting Motions**

Each financial member of LGNSW is entitled to submit motions for consideration at the Annual Conference. Motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions.

Members are encouraged to review the Action Reports (restricted to member access) from previous conferences and the existing principles and positions of LGNSW as set out in the [Policy Platform](#) before submitting motions.

The Administrator will not be submitting any motions at the Annual Conference.

### **Important dates**

Registration for voting and non-voting delegates at the Annual Conference opened Monday 24 July 2023. Standard registrations open on Friday 29 September 2023. All registrations close on Friday 27 October 2023.

### **Financial Considerations**

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

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

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

## **2.13 Local Government NSW Annual Conference - Attendance and Voting (contd)**

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Funding for attendance at the LGNSW Conference is included in the budget adopted as part of the Operational Plan for the 2023-24 financial year.

The provisions relating to the Administrator's attendance at the Conference are contained in clauses 46 and 47 of the [Councillor Expenses and Facilities Policy](#) as follows:

### *Local Government NSW Annual Conference*

46. The number of Councillors permitted to attend the Local Government NSW Annual Conference should align with the number of voters allocated to vote on motions as determined by LGNSW. Council will reimburse the cost of registration fees and where the conference is outside the local government area, the cost of travel, accommodation and meals not covered by the conference registration, in accordance with this policy.
47. For the Local Government NSW Annual Conference only, Council will meet the costs of the official conference dinner for an accompanying person of a Councillor.

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

Theme 4: Responsible

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

R-G1: Build strong relationships and ensure our partners and community share the responsibilities and benefits of putting plans into practice.

### **Attachments**

Nil

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

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22 August 2023 Ordinary Council Meeting

Reference: F2017/02117-002 - D15565042  
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 \$51,318.06 (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. Gosford Netball Association - \$5,000.00**
  - b. Davistown Progress Association Incorporated - \$1,192.88**
  - c. Central Coast Family History Society Incorporated - \$2,714.00**
  - d. Naughty Noodle Fun Haus Incorporated - \$4,535.00**
  - e. Koorana AECG - \$5,000.00**
  - f. Norah Head Ratepayers Residents and Coast care Association Incorporated - \$303.00**
  - g. Central Coast Kids in Need Incorporated - \$1,460.00**
  - h. Art at Work Incorporated - \$3,790.00**
  - i. Davistown Progress Association Incorporated - \$5,000.00**
  - j. The Entrance Neighbourhood Centre Incorporated - \$3,000.00**
  - k. Copacabana Community Association Incorporated - \$3,263.00**
  - l. Gosford Sub-Branch RSL - \$5,000.00**
  - m. Central Coast Bonsai Club Incorporated - \$1,600.00**
  - n. Terrigal United Football Club - \$3,500.00**
  - o. State Volleyball NSW - \$960.18**
  - p. Central Coast Lapidary Club Incorporated - \$5,000.00**
- 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. Tuggerah Lakes Secondary College Berkeley Vale Campus Parents & Citizens Association - Existing project or program**
  - b. Berkeley Vale Rugby League and Sports Club - application is ineligible.**
  - c. Cancer Patients Foundation Limited - application is ineligible**
  - d. J.P Fyfe & D Williams - application is ineligible**
  - e. Southlake's Incorporated - identified in a more suitable grant program**
  - f. We Care Connect Limited - insufficient information provided to make an accurate assessment.**

- g. Brisbane Water Historical Society Incorporated - existing project or program*
- h. Wyong Drama Group Incorporated - insufficient information provided to make an accurate assessment.*
- i. UCA- Gosford Uniting Church - broader community benefit is not demonstrated.*
- j. NSW Wildlife Information Rescue and Education Service Incorporated - not recommended for funding as currently proposed*

### **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 with a faster response time.

### **Background**

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

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

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

**Table 1: Community Support Grant Program**

Program	Original Budget	Opening Period	2023/2024 allocation to date (inclusive of GST where applicable)	Recommendation allocation within this report (Inclusive of GST where applicable)	Allocation to date + Recommendation within report (Inclusive of GST where applicable)
Community Support Grant Program	\$300,000	Ongoing	\$12,744.00	\$51,318.06	\$64,062.06
<b>TOTAL</b>			<b>\$12,744.00</b>	<b>\$51,318.06</b>	<b>\$64,062.06</b>

**Current Status**

Applications submitted from 1 – 30 June 2023 are considered in this report. The Community Support Grant Program provides up to \$5,000 per project per financial year in combined funding and in-kind Council services to applicants who are a legally constituted not-for profit organisations, or auspiced by one.

**Assessment**

A total of 26 applications were received and assessed by 10 July 2023, with 16 applications recommended for funding in this Council report. Ten applications are not recommended for funding.

Three applications were not recommended for funding because they are ineligible, two applications are existing projects or programs, two did not provide sufficient information to make an accurate assessment, one did not demonstrate broader community benefit, one application is not recommended for funding as currently proposed and one application has been identified for a more suitable grant program. All applicants will be advised to discuss their proposal further with Council's Grants Officers prior to resubmission in a future round.

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

**Consultation**

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

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

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

Additionally, Council staff also undertook two drop -in support sessions with three 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 - June 2023 - Recommended and Not Recommended	Provided Under Separate Cover	D15789783
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**Item No:** 2.15  
**Title:** Administrator Expenses and Facilities Report - 1  
January 2023 to 30 June 2023  
**Department:** Corporate Services

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22 August 2023 Ordinary Council Meeting

Reference: F2023/00021 - D15798360  
Author: Madeleine Bell, Executive Officer to the Administrator  
Manager: Edward Hock, Unit Manager Governance, Risk and Legal  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

***That Council note the Administrator Expenses and Facilities Report for the period of 1 January 2023 to 30 June 2023.***

## **Report purpose**

To report the provision of expenses and facilities to the Administrator, Mr Rik Hart, from 1 January 2023 to 30 June 2023.

## **Executive Summary**

Reporting of expenses and facilities provided to the Administrator has been completed throughout the current period of administration per the existing resolution of Council, and for the purpose of transparency with the community.

The provision of expenses and facilities to the Administrator is in line with the adopted [Councillor Expenses and Facilities Policy](#) which applies to the Administrator.

## **Background**

Councillors of Central Coast Council were suspended on 30 October 2020 and an interim Administrator (Mr Dick Persson) was appointed.

The current Administrator of Central Coast Council, Mr Rik Hart, was appointed by the Minister for Local Government on 26 April 2021 and commenced in the role on 12 May 2021. The Office of Local Government advised in its appointment letter to Mr Hart that his salary and reasonable out-of-pocket expenses would be paid by Council during the period of his appointment, in accordance with Council's policy under section 252 of the *Local Government Act 1993*.

On 17 March 2022, the Minister for Local Government tabled the report into the Public Inquiry of Central Coast Council. Commissioner Roslyn McCulloch made eight recommendations, including that all civic offices at Central Coast Council be declared vacant,

effective immediately, and an Administrator be appointed to serve until the Central Coast Council election (scheduled for 14 September 2024).

At its Ordinary Meeting 10 August 2020, Council resolved:

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

755/20 *That Council resolve that as part of that six monthly report there be the following information:*

- *Statistics regarding Councillor requests including the number of requests submitted by Councillor*
- *Details of Councillor attendance at Council Meetings*
- *Details of Councillor attendance at Briefings or Workshops*
- *Details of Councillor attendance at weekly CEO Updates*
- *Details of Councillor attendance at Advisory Group meetings of which they are members*
- *Details of Councillor access to the HUB and review of relevant documents.*

On 28 March 2023, Central Coast Council adopted its [Councillor Expenses and Facilities Policy](#) (the Policy) to enable the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors (or an Administrator), to help them undertake their civic duties. The Policy was drafted in accordance with the *Local Government Act 1993* and *Local Government (General) Regulation 2005* and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW. The [Councillor Expenses and Facilities Policy](#) applies to an Administrator, pursuant to the definition of the term 'Council' in the Dictionary to the *Local Government Act 1993*.

## **Report**

To ensure accountability and transparency and to align the costs incurred with community expectations, the [Councillor Expenses and Facilities Policy](#) provides at clause 99:

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

Table 1 provides an overview of expenses and facilities incurred by the Administrator from the period of 1 January 2023 to 30 June 2023 and is presented in line with the requirements of clause 99 of the Policy.

**Table 1: Administrator expenses and facilities from 1 January 2023 to 30 June 2023**

<b>Expense/Facility</b>	<b>1 January 2023 – 30 June 2023</b>
Employee Travel	0
Central Coast Residential Accommodation *	19,791
Protective Clothing and Equipment	0
Delivery and Freight Charges	0
Food and Catering Costs	61
Cleaning Services	0
Administrator salary	172,308
Advertising	0
Mayoral Costs - Mayoral Allowance	0
Councillor Costs - Conferences and Seminars	895
Councillor Costs - Travelling Expenses	0
Event Expenses	0
Membership Fees Paid	0
Postage	0
Stationery and Office Consumables	0
Councillor Costs - Sundry Expenses	0
Telephone calls (mobile telephone)	381
Internal Expense - Plant and Fleet Permanent Hire	8,316
Internal Expense - Technology	0
Internal Expense - External Plant Hire	0

\* *Residential accommodation expenses on the Central Coast are paid to the Administrator per the appointment letter from the Office of Local Government (OLG). The unique circumstances of administration warrant access being provided to residential property in the local government area (LGA), so that the Administrator can effectively fulfil his obligations and duties. The Crown Employees (Conditions of Employment) Award (at section 26.12), which is applicable to the Administrator as an appointee of the State Government, includes provision for arrangements when a person is required to work from a temporary work location for greater than 35 days. In previous reports to Council, this expense was recorded under 'Employee Travel', however has been recorded as 'Central Coast Residential Accommodation' to provide clarity to the community.*

### **Financial Considerations**

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

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

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

Table 1 of this report provides information on expenses and facilities already incurred and does not propose any future expenditure. This expenditure is within the budgeted parameters and in accordance with the Policy and relevant Award.

### **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**

N/A

### **Options**

N/A

### **Timeframes**

Reports to Council on Administrator expenses and facilities are provided every six months, as soon as practicable after the end of each financial half year (30 June and 31 December each year).

The last report was provided to the Council Meeting of 28 February 2023 and included provision of facilities and expenses to the Administrator from 12 May 2021 to 31 December 2022.

### **Attachments**

Nil

**Item No:** 2.16  
**Title:** Metro Cinemas Lake Haven - Amendment to lease  
**Department:** Environment and Planning

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22 August 2023 Ordinary Council Meeting

Reference: F2014/01791-003 - D15814875  
Author: Chris Barrett, Commercial Property Manager Commercial Property  
Manager: Jamie Barclay, Unit Manager Economic Development and Property  
Executive: Alice Howe, Director Environment and Planning

Due notice is given of this matter in accordance with Council's Code of Meeting Practice. The report and any relevant attachments will be provided prior to the Ordinary Meeting of 22 August 2023.