



Central Coast Council  
Business Paper  
Ordinary Council Meeting  
**26 March 2024**





# COMMUNITY STRATEGIC PLAN 2018-2028

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

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

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

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

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

## RESPONSIBLE

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

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



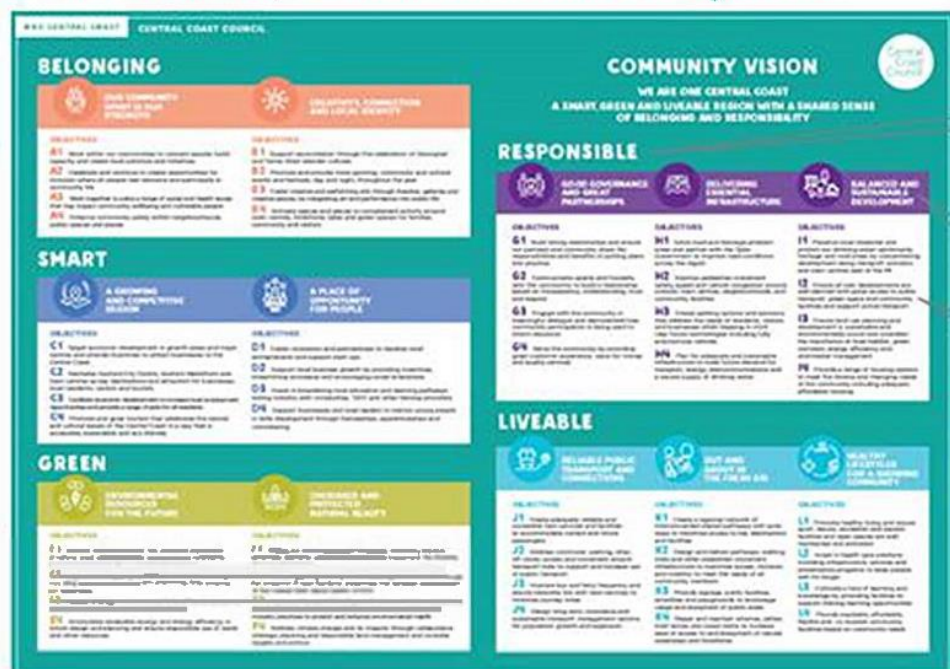
**Good governance and great partnerships**

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

**There are 5 themes, 12 focus areas and 48 objectives**

### COMMUNITY STRATEGIC PLAN 2018-2028 FRAMEWORK

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



Theme

Focus Area

Objective

# Meeting Notice

**The Ordinary Council Meeting  
of Central Coast Council  
will be held in the Central Coast Council Chambers,  
2 Hely Street, Wyong  
on Tuesday 26 March 2024 at 6.30pm,  
for the transaction of the business listed below:**

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

Further information and details on registration process:

[www.centralcoast.nsw.gov.au/council/meetings-and-minutes/council-meetings](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:** Confirmation of Minutes of Previous Meeting  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16050441



### **Recommendation**

***That Council confirms the minutes of the Ordinary Meeting of Council held on 27 February 2024.***

### **Summary**

Confirmation of minutes of the Ordinary Meeting of Council held on 27 February 2024.

### **Attachments**

<b>1</b>	MINUTES - Council Meeting - 27 February 2024	Provided Under Separate Cover	D16083520
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**Item No:** 1.2  
**Title:** Disclosures of Interest  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16050473  
Author: Rachel Gibson, Team Leader Civic Support  
Manager: Teresa Chadwick Hock, Unit Manager Governance, Risk and Legal (Acting)  
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:** 1.3  
**Title:** Notice of Intention to Deal with Matters in Confidential Session  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16050518



### **Recommendation**

***That Council notes 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,*

### **1.3 Notice of Intention to Deal with Matters in Confidential Session (cont'd)**

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- 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:** Administrator's Minute – NSW Central Coast wins international tourism award  
**Department:** Administrator

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26 March 2024 Ordinary Council Meeting

Reference: F2024/00015 - D16117214

Author: Rik Hart, Administrator

## **Recommendation**

***That the Administrator Minute be received and noted.***

## **Report**

The Central Coast has won First Place in the global Green Destinations Story Awards at the world's leading travel trade show, ITB Berlin, on Wednesday 6 March 2024.

Council's Destination Marketing and Visitor Services section led this successful entry, titled: '*A Destination of Eco Advocates with Whales, Alpacas and Wheels*', successfully demonstrating the impact of our growing sustainable tourism industry.

The Central Coast, which is the only Australian certified ECO destination recognised at these awards, received the top accolade in the Destination Management category.

This incredible international recognition represents the undeniable progress Council has made through growing our ecotourism destination since 2021 and demonstrates that the Central Coast is leading the way for sustainable tourism on a global scale.

Winning this award is testament not only to Council's ability to lead tourism management for the region, but to the commitment from our local industry who are taking up the mantle and leading with sustainability in their tourism offerings.

The Central Coast is an ECO Certified Destination through ECO Tourism Australia's certification program, with 19 industry operators either also certified or on their certification journey – the biggest cohort in Australia. The Central Coast is quickly becoming a mecca for ecotourism thanks to these efforts which showcase our pristine beaches, lush national parks, thriving green hinterlands, rivers, estuaries and coastal scenery.

Council's support and investment in the tourism sector on the Central Coast is also being reflected in visitor numbers, which has positive flow-on effects for local businesses and the local economy. For the year ending June 2023 in comparison to June 2022, total domestic visitor numbers increased by 52.3 percent with 5,946,000 domestic visitors to the Central Coast.

## 2.1 Administrator's Minute – NSW Central Coast wins international tourism award (cont'd)

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I would like to sincerely congratulate everyone involved in helping to achieve this outstanding global award and growing the visitor economy.

### **Background**

#### *About ITB Berlin*

Since 1966, ITB Berlin has been the world's leading travel trade show, with the 2024 event taking place from 5-7 March. As in previous years, the internationally acclaimed ITB Berlin Convention took place parallel with the show as a live event on the Berlin Exhibition Grounds. Under the heading 'Pioneer the Transition in Travel & Tourism Together', leading speakers from business, science and politics discussed the industry's current and future challenges on four stages with a total of 17 themed tracks and more than 24,000 attendees.

#### *About the Green Destinations Top 100 Stories*

The Green Destinations Top 100 Stories is an annual competition that collects and celebrates initiatives from destinations globally, inspiring responsible tourism leadership.

The Green Destinations Top 100 Stories has run annually since 2014, celebrating and promoting 100 destinations as inspiring examples for other destinations, tour operators and visitors. Good Practice Stories selected to the annual Top 100 list combines good practice elements with the power of storytelling.

Participating destinations self-report on the Green Destinations core criteria, showing their compliance with the basics of sustainability performance, which provides a unique opportunity for a first step towards sustainability recognition.

Every year, Green Destinations' jury of experts select the most excellent stories from the Top 100 list to be nominated for the Green Destinations Story Awards, celebrated by ITB Berlin.

Visit the Central Coast's dedicated destination website to find out more: [www.lovecentralcoast.com](http://www.lovecentralcoast.com)

### **Video**

View the winning video played at ITB Berlin: [ITB Berlin Central Coast Video](#)

### **Attachments**

*Nil.*

**Item No:** 3.1  
**Title:** Monthly Finance Report February 2024  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2020/03205 - D16105472  
Author: Leslie Chan, Team Leader Financial Accounting  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

***That Council receives the Monthly Financial Report – February 2024.***

## **Report purpose**

To present to Council the monthly financial report for February 2024.

## **Executive Summary**

This report presents the February 2024 monthly financial report.

For 2023/2024 FY Council has budgeted, on a consolidated basis, an operating surplus before capital income of \$8.3M. As at 29 February 2024, Council has an operating surplus of \$32.8M, compared to a YTD budget of an operating deficit of (\$2.3M). The budgeted net operating position will fluctuate throughout the financial year, reflecting income and expenditure timing.

## **Background**

The monthly financial reports have been prepared in accordance with the requirements of the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the relevant accounting and reporting requirements of the Office of Local Government prescribed Code of Accounting Practice and Financial Reporting and Australian Accounting Standards.

## **Consultation**

The preparation of the February 2024 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

This report presents the financial position of Council as at 29 February 2024. Variations from budgeted amounts are detailed and an explanation provided. For the reporting period, Council is performing better than budget. To date, there are no concerns regarding Council's financial performance for the remainder of the financial year.

## Consolidated Operating Statement

As at 29 February 2024, Council has a consolidated net operating surplus of \$32.8M, before capital income, which is favourable to YTD budget by \$35.1M. The variance is driven by a YTD favourable variance in operating income of \$20.4M, and a favourable variance in operating expenses (\$14.7M), mostly in materials and services (\$13M).

Net operating surplus including capital income is \$75.1M which is favourable to YTD budget by \$37.4M.

<div>Consolidated Operating Statement</div> <div>February 2024</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	Adopted Changes (Q2)	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Operating Income											
Rates and Annual Charges	34,318	33,771	547	279,172	276,435	2,736	259,575	389,283	421,456	62	421,519
User Charges and Fees	14,461	12,090	2,371	112,150	108,230	3,919	105,874	164,977	163,782	(12)	163,770
Other Revenue	3,099	2,330	770	15,113	9,640	5,473	13,585	21,086	13,683	425	14,108
Interest	3,021	3,017	4	25,181	20,125	5,056	13,540	23,888	15,244	8,428	23,672
Grants and Contributions	3,886	1,576	2,309	18,380	14,494	3,886	18,122	56,621	49,880	(791)	49,089
Gain on Disposal	1,008	24	984	2,007	715	1,292	1,015	7,785	-	812	812
Other Income	789	770	19	6,729	6,367	362	6,308	9,754	8,775	843	9,618
Internal Revenue	4,885	4,835	50	36,563	38,889	(2,325)	39,166	61,923	60,701	(1,928)	58,772
Total Income attributable to Operations	65,468	58,414	7,054	495,295	474,896	20,399	457,185	735,318	733,521	7,840	741,361
Operating Expenses											
Employee Costs	18,793	19,310	516	124,577	129,003	4,426	110,373	184,873	195,069	820	195,889
Borrowing Costs	890	799	(92)	6,485	6,925	440	7,026	13,073	13,746	1,243	14,989
Materials and Services	17,634	17,299	(334)	138,860	151,846	12,987	130,355	216,095	237,509	(1,902)	235,607
Depreciation and Amortisation	15,815	16,023	209	128,058	128,390	332	96,535	174,925	192,226	3,020	195,246
Other Expenses	2,815	2,905	90	28,289	28,605	315	28,686	44,044	44,523	214	44,737
Loss on Disposal	2,324	-	(2,324)	4,661	6	(4,655)	-	17,193	-	6	6
Internal Expenses	4,157	3,727	(430)	31,552	32,411	859	31,610	50,087	47,634	(1,079)	46,555
Overheads	(0)	(0)	-	(0)	(0)	-	(0)	0	0	-	0
Total Expenses attributable to Operations	62,428	60,063	(2,364)	462,483	477,186	14,704	404,586	700,290	730,708	2,321	733,029
Operating Result after Overheads and before Capital Amounts	3,040	(1,650)	4,690	32,813	(2,290)	35,103	52,599	35,028	2,813	5,519	8,332
Capital Grants	3,160	3,454	(294)	25,390	26,024	(634)	20,304	48,684	59,854	9,371	69,226
Capital Contributions	1,919	(89)	2,008	16,874	13,958	2,917	9,521	63,141	17,500	6,634	24,133
Grants and Contributions Capital Received	5,079	3,364	1,714	42,264	39,981	2,283	29,826	111,824	77,354	16,005	93,359
Net Operating Result	8,119	1,715	6,404	75,077	37,691	37,385	82,425	146,852	80,167	21,524	101,691

An overview of consolidated financial performance against budget, and variance analysis is as follows:

### Operating Revenue – \$20.4M favourable to YTD Budget

- Rates +\$2.3M
  - \$2.3M favourable variance from a timing difference of Pensioner Subsidy Rebates received from Rates.

- *Annual charges* **+\$0.4M**  
Overall user charges are on track (within 0.3% of budget).
- *User charges* **+\$0.5M**  
Overall user charges are on track (within 0.9% of budget).
- *Fees* **+\$3.4M**
  - \$2.2M favourable variance on RMS User Charges.
  - \$0.5M favourable variance in Pool entry Fees.
  - \$0.5M favourable variance from statutory and regulatory function fees.
  - \$0.2M favourable variance in Plumbing and Drainage Inspection fees.
- *Other revenue* **+\$5.5M**
  - \$4.6M favourable variance in unrealised gain on investments, floating rate notes and bonds. Net unrealised gain of \$3.7M February YTD.
  - \$0.4M favourable variance in insurance recoveries.
  - \$0.3M favourable variance in fines income.
  - \$0.2M favourable variance in miscellaneous sales income.
- *Interest* **+\$5.1M**  
Favourable variance predominantly from an increased interest rate environment, hence receiving more interest on investments than budgeted.
- *Grants and contributions* **+\$3.9M**  
Favourable, timing only difference relating to:
  - \$1.9M in operating grants relating to Bushfire and Emergency Services.
  - \$1.3M in operating grants relating to Environmental Programs.
  - \$0.7M in Financial Assistance Grant Top Up Payment (total grant to be received in 23/24 is still unknown).
- *Gain on Disposal* **+\$1.3M**
  - \$0.9M favourable variance from disposals of Operational land.
  - \$0.4M favourable variance from disposals of plant & equipment.
- *Other Income* **+\$0.4M**
  - \$0.3M favourable variance in Community Facilities rental income.
  - \$0.1M favourable variance in Recovery of Outgoings from rental properties.
- *Internal revenue* **(\$2.3M)**

- (\$0.7M) unfavourable variance in tipping fees.
- (\$0.7M) unfavourable variance in plant pool hire.
- (\$0.3M) unfavourable variance in road restoration income.
- (\$0.2M) unfavourable variance in facilities management charges.
- (\$0.2M) unfavourable variance in plant and fleet permanent hire.
- (\$0.2M) unfavourable variance in plant and fleet casual hire.

***Operating Expenses – \$14.7M favourable to YTD Budget***

- *Employee costs + \$4.4M*
  - \$4.4M favourable variance due to vacancies across multiple Units.
- *Borrowing costs + \$0.4M*
  - \$0.4M favourable variance due to timing differences only.
- *Materials and services + \$13.0M*
  - \$8.0M favourable variance in contract, labour hire and consultant costs.
  - \$2.0M favourable variance in materials purchased.
  - \$1.1M favourable variance in garbage collection.
  - \$0.6M favourable variance in software licenses, memberships and software expenses.
  - \$0.3M favourable variance in electricity and gas costs.
  - \$0.3M favourable variance in green waste processing contract costs.
  - \$0.3M favourable variance in training costs.
  - \$0.2M favourable variance in legal expenses.
  - \$0.2M favourable variance in street lighting expenses.

Some of these variances are timing differences only.

- *Depreciation + \$0.3M*  
Overall depreciation are on track (within 0.3% of budget).
- *Other expenses + \$0.3M*  
Overall other expenses are on track (within 1.1% of budget).
- *Loss on Disposal (\$4.7M)*  
Unfavourable due to disposals of assets that were unbudgeted for, including:
  - Roads (\$2.1M)
  - Sewerage Network (\$1.1M)
  - Stormwater Drainage (\$0.7M)

- Open Space/Recreation Assets (\$0.2M)
  - Bridges (\$0.2M)
  - Buildings (\$0.2M)
  - Plant and Equipment (\$0.1M)
- *Internal expenses* **+\$0.9M**
  - \$0.9M favourable variance in Plant and Fleet Permanent Hire.

**Capital Items – \$2.3M favourable to YTD Budget**

- *Capital Grants* **(\$0.6M)**  
Timing only difference relating to:
  - (\$3.7M) of multiple other capital grant categories.
  - \$1.3M of capital grants relating to Parks, Gardens and Beaches.
  - \$1.8M of capital grants relating to Roads to Recovery.
- *Capital Contributions* **+\$2.9M**  
Favourable timing only differences relating to:
  - \$1.3M of Non-cash contributions in roads works, roads land, open space works and community facilities works.
  - \$1.1M of s7.12 capital contributions.
  - \$0.5M of other small amounts from multiple categories of capital contributions.



## Financial Performance by Fund

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

Total General (+ Drainage & Waste) Fund											
Operating Statement											
February 2024											
	CURRENT MONTH			YEAR TO DATE				FULL YEAR			
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD Actuals	Last Year Actual	Original Budget	Adopted Changes	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>											
Rates and Annual Charges	26,119	25,699	420	209,558	207,032	2,526	203,286	302,073	312,872	428	313,300
User Charges and Fees	7,573	6,132	1,441	51,805	48,339	3,466	50,412	79,306	72,227	988	73,216
Other Revenue	2,885	2,330	555	14,035	9,640	4,395	12,647	19,957	13,683	425	14,108
Interest	2,213	464	1,749	18,345	14,715	4,230	10,467	18,149	12,336	4,233	16,569
Grants and Contributions	3,872	1,559	2,313	18,187	14,358	3,828	18,030	56,253	49,880	(995)	48,885
Gain on Disposal	406	24	382	1,405	715	690	1,015	7,785	-	812	812
Other Income	789	770	19	6,729	6,367	362	6,305	9,752	8,763	855	9,618
Internal Revenue	4,661	4,638	23	34,911	37,292	(2,380)	37,837	59,248	58,030	(1,328)	56,102
<b>Total Income attributable to Operations</b>	<b>48,519</b>	<b>41,617</b>	<b>6,902</b>	<b>355,575</b>	<b>338,458</b>	<b>17,116</b>	<b>339,999</b>	<b>552,521</b>	<b>527,792</b>	<b>4,819</b>	<b>532,610</b>
<b>Operating Expenses</b>											
Employee Costs	15,370	15,140	(230)	102,717	107,720	5,003	94,505	156,491	163,347	(680)	162,667
Borrowing Costs	119	61	(58)	1,397	1,926	528	1,700	5,280	5,358	1,265	6,622
Materials and Services	14,543	13,697	(846)	113,673	123,983	10,310	108,719	181,380	190,650	741	191,391
Depreciation and Amortisation	9,405	9,606	201	76,630	76,924	294	56,806	102,748	113,759	3,564	117,323
Other Expenses	2,815	2,905	90	28,091	28,605	514	28,344	43,291	44,523	214	44,737
Loss on Disposal	2,324	-	(2,324)	3,448	6	(3,441)	-	15,015	-	6	6
Internal Expenses	2,956	2,695	(262)	23,312	23,618	306	24,056	37,851	35,857	(1,839)	34,018
Overheads	(2,067)	(2,067)	-	(16,534)	(16,534)	-	(15,107)	(20,067)	(24,801)	-	(24,801)
<b>Total Expenses attributable to Operations</b>	<b>45,465</b>	<b>42,035</b>	<b>(3,429)</b>	<b>332,733</b>	<b>346,248</b>	<b>13,514</b>	<b>299,023</b>	<b>521,989</b>	<b>528,692</b>	<b>3,271</b>	<b>531,963</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>3,055</b>	<b>(419)</b>	<b>3,473</b>	<b>22,841</b>	<b>(7,789)</b>	<b>30,630</b>	<b>40,976</b>	<b>30,533</b>	<b>(900)</b>	<b>1,547</b>	<b>647</b>
	-	-	-	-	-	-	-	-	-	-	-
Capital Grants	2,435	3,178	(743)	18,276	18,969	(693)	11,550	30,284	35,318	22,013	57,330
Capital Contributions	1,653	28	1,625	12,526	9,789	2,737	5,750	54,647	10,964	7,239	18,203
<b>Grants and Contributions Capital Received</b>	<b>4,088</b>	<b>3,207</b>	<b>882</b>	<b>30,802</b>	<b>28,758</b>	<b>2,044</b>	<b>17,300</b>	<b>84,911</b>	<b>46,282</b>	<b>29,251</b>	<b>75,533</b>
<b>Net Operating Result</b>	<b>7,143</b>	<b>2,788</b>	<b>4,355</b>	<b>53,643</b>	<b>20,968</b>	<b>32,674</b>	<b>58,276</b>	<b>115,443</b>	<b>45,381</b>	<b>30,799</b>	<b>76,180</b>

Total Water & Sewer Fund											
Operating Statement											
February 2024											
	CURRENT MONTH			YEAR TO DATE				FULL YEAR			
	Actuals	Adopted Budget	Variance	Actuals	Adopted Budget	Variance	Last Year YTD	Last Year Actual	Original Budget	Adopted Changes	Year End Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Operating Income</b>											
Rates and Annual Charges	8,199	8,072	127	69,614	69,403	210	56,289	87,209	108,584	(368)	108,218
User Charges and Fees	6,888	5,958	930	60,345	59,891	453	55,462	85,672	91,555	(1,000)	90,555
Other Revenue	214	-	214	1,079	-	1,079	938	1,130	-	-	-
Interest	808	2,553	(1,745)	6,236	5,410	826	3,073	5,739	2,308	4,195	7,103
Grants and Contributions	14	17	(3)	193	136	57	93	368	-	204	204
Gain on Disposal	602	-	602	602	-	602	-	-	-	-	-
Other Income	-	-	-	-	-	-	2	2	12	(12)	-
Internal Revenue	223	197	26	1,652	1,597	55	1,328	2,676	2,671	-	2,671
<b>Total Income attributable to Operations</b>	<b>16,948</b>	<b>16,797</b>	<b>151</b>	<b>139,720</b>	<b>136,438</b>	<b>3,283</b>	<b>117,186</b>	<b>182,796</b>	<b>205,729</b>	<b>3,021</b>	<b>208,750</b>
<b>Operating Expenses</b>											
Employee Costs	3,424	4,170	746	21,860	21,283	(577)	15,868	28,383	31,722	1,500	33,222
Borrowing Costs	771	738	(34)	5,087	4,999	(89)	5,327	7,794	8,389	(22)	8,367
Materials and Services	3,091	3,603	512	25,187	27,864	2,677	21,636	34,716	46,859	(2,644)	44,216
Depreciation and Amortisation	6,410	6,418	8	51,428	51,466	38	39,729	72,177	78,468	(544)	77,924
Other Expenses	-	-	-	199	-	(199)	342	752	-	-	-
Loss on Disposal	-	-	-	1,214	-	(1,214)	-	2,178	-	-	-
Internal Expenses	1,201	1,033	(168)	8,240	8,793	553	7,554	12,236	11,777	760	12,537
Overheads	2,067	2,067	-	16,534	16,534	-	15,107	20,067	24,801	-	24,801
<b>Total Expenses attributable to Operations</b>	<b>16,963</b>	<b>18,028</b>	<b>1,065</b>	<b>129,749</b>	<b>130,938</b>	<b>1,189</b>	<b>105,563</b>	<b>178,301</b>	<b>202,015</b>	<b>(950)</b>	<b>201,065</b>
<b>Operating Result after Overheads and before Capital Amounts</b>	<b>(15)</b>	<b>(1,231)</b>	<b>1,216</b>	<b>9,971</b>	<b>5,499</b>	<b>4,472</b>	<b>11,623</b>	<b>4,495</b>	<b>3,713</b>	<b>3,971</b>	<b>7,685</b>
	-	-	-	-	-	-	-	-	-	-	-
Capital Grants	725	275	449	7,114	7,055	59	8,754	18,420	24,537	(12,641)	11,895
Capital Contributions	266	(118)	383	4,348	4,169	180	3,772	8,494	6,536	(605)	5,931
<b>Grants and Contributions Capital Received</b>	<b>990</b>	<b>158</b>	<b>832</b>	<b>11,463</b>	<b>11,224</b>	<b>239</b>	<b>12,526</b>	<b>26,913</b>	<b>31,072</b>	<b>(13,246)</b>	<b>17,826</b>
<b>Net Operating Result</b>	<b>976</b>	<b>(1,073)</b>	<b>2,049</b>	<b>21,434</b>	<b>16,723</b>	<b>4,711</b>	<b>24,149</b>	<b>31,409</b>	<b>34,786</b>	<b>(9,275)</b>	<b>25,511</b>

### Financial Performance Benchmarks

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

Financial Performance Ratio	Industry Benchmark	Ratio as at 29/02/24
Operating Performance Ratio	> 0%	<b>8.1%</b>
Own Source operating Revenue Ratio	> 60%	<b>87.7%</b>
Unrestricted Current Ratio	> 1.5x	<b>3.9x</b>
Cash Expense Cover Ratio	> 3 months	<b>7.2 months</b>
Buildings and Infrastructure Renewals Ratio	> = 100%	<b>84.9%</b> (year to date)

As at the end of the February 2024, on a consolidated basis, Council exceeded the mandated benchmark for the operating result, achieving 8.1%.

Council has also performed favourably against the unrestricted current ratio, achieving 3.9x against a benchmark of > 1.5x. This ratio considers all assets and liabilities, including cash. Council maintained positive performance regarding the cash expense cover. Council is in a strong liquidity position.

### 3.1 Monthly Finance Report February 2024 (cont'd)

As at 29 February 2024, Council was tracking well to meet the building and infrastructure renewals benchmark by the end of the financial year.

#### Cash and Investments

Details on cash and investments as at February 2024 is included in the Monthly Investment Report February 2024, included as a separate report in this business paper.

#### Restricted Funds

A summary of restricted and unrestricted funds is as follows:

Fund	General Fund	Drainage Fund	Consolidated General Fund	Water Fund	Sewer Fund	Domestic Waste Fund
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
External Restricted Funds	226,242	39,148	265,390	17,725	28,708	106,380
Internal Restricted Funds	114,284	68	114,352	974	935	45
<b>Total Restricted Funds</b>	<b>340,526</b>	<b>39,216</b>	<b>379,742</b>	<b>18,699</b>	<b>29,643</b>	<b>106,425</b>
Unrestricted Funds	99,025	(33,107)	65,918	11,018	130,122	20,849
<b>Total funds by Fund</b>	<b>439,551</b>	<b>6,109</b>	<b>445,660</b>	<b>29,717</b>	<b>159,765</b>	<b>127,274</b>

Details on Council's restriction balances as at February 2024 is included in the Monthly Investment Report February 2024, included as a separate report in this business paper.

#### Emergency Loans

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

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

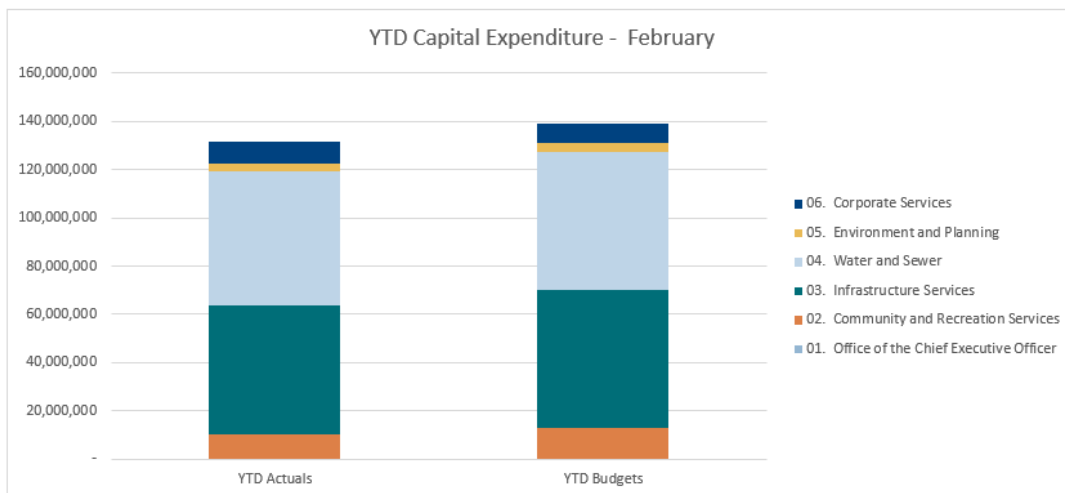
Council will continue to internally restrict funds with the aim of settling the remaining \$50M in November 2025, without the need to refinance any amount. The interest rates environment

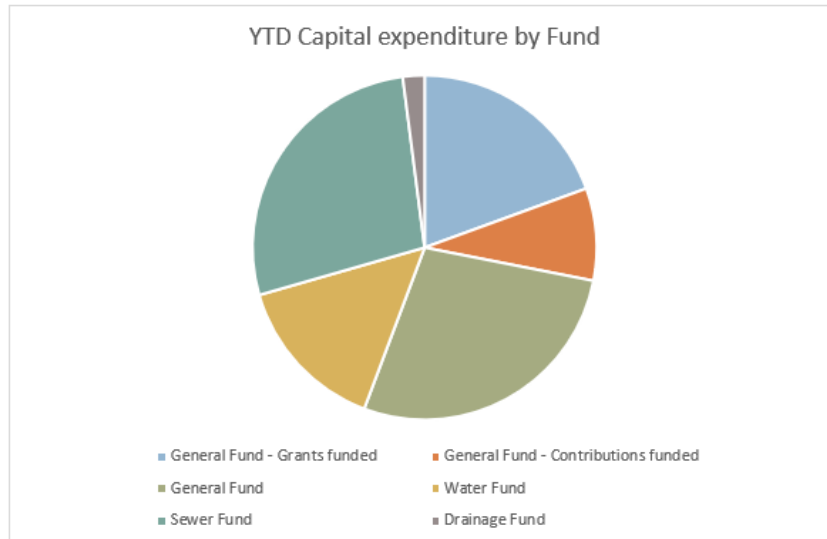
will be monitored and the timing and amount of any repayment or extinguishment of the loan will be optimised accordingly.

### Capital Works

As at 29 February 2024 capital expenditure is \$131.6M against a YTD budget of \$139.3M for the same period, and a 2023/2024 FY budget of \$254.8M.

Department	YTD Actuals	YTD Budgets	YTD Variance	Full Year Approved Budget
01. Office of the Chief Executive Officer	-	-	-	-
02. Community and Recreation Services	10,441,016	12,683,068	2,242,052	25,592,876
03. Infrastructure Services	53,136,046	57,206,930	4,070,884	107,094,893
04. Water and Sewer	55,617,570	57,195,373	1,577,803	92,767,570
05. Environment and Planning	3,373,713	4,133,118	759,405	11,142,489
06. Corporate Services	9,073,092	8,051,204	(1,021,888)	18,236,000
<b>Total</b>	<b>131,641,437</b>	<b>139,269,693</b>	<b>7,628,256</b>	<b>254,833,828</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:** 3.2  
**Title:** Investment Report for February 2024  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2004/06604 - D16105535  
Author: Devini Susindran, Regulatory Reporting Senior Accountant  
Manager: Leslie Chan, Team Leader Financial Accounting  
Executive: Marissa Racomelara, Director Corporate Services

## **Recommendation**

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

- 1    *Notes the Investment Report for February 2024.***
- 2    *Allocates the required unrestricted funds available in the General Fund to meet its February 2024 unrestricted funds deficit of \$33.11M in the Drainage Fund.***

## **Report purpose**

To present the monthly Investment Report in accordance with cl. 212 of the *Local Government (General) Regulation 2021* 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 29 February 2024.

## Background

Council's investments are made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2021, 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 \$762.42M as at 29 February 2024. A summary of investments as at 29 February 2024 is attached as Attachment 1 to this report.

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

Type	Value (\$'000)
Investment Portfolio	\$694,176
Transactional accounts and cash in hand	\$68,240
<b>Total</b>	<b>\$762,416</b>

During February 2024, Council's total cash and investments increased by \$21.04M from \$741.38M to \$762.42M. This increased inflow was predominantly due to quarterly rates instalments received towards the end of February. Council's cash inflows including investment maturities have been used to manage outflows with maturities during the month re-invested taking into consideration operational cashflow requirements.

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

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

Fund	General Fund	Drainage Fund	Consolidated General Fund	Water Fund	Sewer Fund	Domestic Waste Fund
	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)	(\$'000)
External Restricted Funds	226,242	39,148	265,390	17,725	28,708	106,380
Internal Restricted Funds	114,284	68	114,352	974	935	45
<b>Total Restricted Funds</b>	<b>340,526</b>	<b>39,216</b>	<b>379,742</b>	<b>18,699</b>	<b>29,643</b>	<b>106,425</b>
Unrestricted Funds	99,025	(33,107)	65,918	11,018	130,122	20,849



### 3.2 Investment Report for February 2024 (cont'd)

<b>Total funds by Fund</b>	<b>439,551</b>	<b>6,109</b>	<b>445,660</b>	<b>29,717</b>	<b>159,765</b>	<b>127,274</b>
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*Note: The above table consolidates General Fund and Drainage Fund. From 1 July 2026, Drainage Fund fees and charges will no longer be regulated by IPART and will become part of Council's General Fund.*

Detailed restrictions have been provided in Attachment 2. The unrestricted funds balances above, across the five Funds will increase and decrease during each financial year as revenues are received and expenditures occur.

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

Council is continuing to manage the reported negative unrestricted funds balance in the Drainage Fund through its consolidation with the General Fund. The negative unrestricted funds balance in the Drainage Fund is currently \$33.11M. From 2026/2027 the Drainage Fund will become part of Council's General Fund as IPART will no longer regulate Stormwater Drainage prices.

In the interim, the unrestricted funds deficit of \$33.11M in the Drainage Fund is proposed to be funded through the General Fund's available unrestricted cash balance as at 29 February 2024 of \$99.03M.

#### Portfolio Management

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

The total value of Council's investment portfolio as at 29 February 2024 is outlined in Table 3 below. Total net return on the portfolio for Council in February 2024, comprising entirely of interest earned, was \$2.77M.

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

Description	2022-23 Financial Year \$'000	Jul-Sep Qtr 2023/24 \$'000	Oct-Dec Qtr 2023/24 \$'000	Jan-24 2023/24 \$'000	Feb-24 2023/24 \$'000	FYTD 2023/24 \$'000
<b>Opening Balance</b>	<b>628,005</b>	<b>707,301</b>	<b>745,827</b>	<b>696,817</b>	<b>698,285</b>	<b>707,301</b>
movement in cash at call, additions and disposals	76,828	37,117	-50,368	1,285	-4,975	-16,941
Movement in Market Value	2,468	1,409	1,358	183	866	3,816
<b>Closing Balance</b>	<b>707,301</b>	<b>745,827</b>	<b>696,817</b>	<b>698,285</b>	<b>694,176</b>	<b>694,176</b>
Interest earnings	22,168	8,346	9,205	3,104	2,768	23,423

The market value of Council's investment portfolio, excluding interest, as at 29 February 2024 is \$694.17M.

### 3.2 Investment Report for February 2024 (cont'd)

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 is presented in Table 4 below.

**Table 4 - Investment Maturities**

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
<b>At Call</b>	3.18%	Immediate	22,048
<b>Investments</b>			
0 - 3 months	12.46%	May-2024	86,500
4 - 6 months	11.54%	Aug-2024	80,107
7 - 12 months	13.68%	Feb-2025	94,997
1 - 2 years	25.88%	Feb-2026	179,662
2 - 3 years	29.82%	Feb-2027	207,014
3 - 4 years	0.65%	Feb-2028	4,513
4 - 5 years	2.79%	Feb-2029	19,335
<b>Total Investments</b>	<b>96.82%</b>		<b>672,128</b>
<b>Total Portfolio</b>	<b>100.00%</b>		<b>694,176</b>
<b>Interest Accrued to February 2024 (Excluding Interest on call accounts)</b>			6,033
<b>Market Value of Investment per Portfolio Valuation Report (Attachment 5)</b>			<b>700,209</b>

The investment portfolio is concentrated in AA (19.52%), A (42.00%), and BBB (38.48%).

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 29 February 2024.

The current spread of investments and counterparty exposure for February 2024 are shown in Graphs 1 and 2 respectively in Attachment 3.

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

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

Council currently holds 2.34% or \$16.26M in ESG investments as at 29 February 2024.

#### **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 4.30%. Changes in economic conditions have led to the Reserve Bank of Australia (RBA) maintaining the cash rate at 4.35% at its meeting in February 2024. The next RBA meeting is scheduled for 18-19 March 2024. BBSW has also followed cash rate trends and has been increasing steadily. Comparative interest rates are shown in the table below.

**Table 5 – Interest Rate Increases**

Month	RBA Cash Rate	1 Month Bank Accepted Bills
January 2023	3.10%	3.08%
February 2023	3.35%	3.28%
March 2023	3.60%	3.54%
April 2023	3.60%	3.60%
May 2023	3.85%	3.81%
June 2023	4.10%	4.07%
July 2023	4.10%	4.10%
August 2023	4.10%	4.05%
September 2023	4.10%	4.05%
October 2023	4.10%	4.08%
November 2023	4.35%	4.26%
December 2023	4.35%	4.29%
January 2024	4.35%	4.31%
February 2024	4.35%	4.30%

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 February 2024 is 4.66%. Performance Statistics for Council are shown in Table 1 in Attachment 3.

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

### Financial Considerations

Council's investment portfolio includes rolling maturity dates to ensure that Council has sufficient liquidity to meet its ongoing obligations.

### 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

<b>1</b>	Summary of Investment as at 29 February 2024	Provided Under Separate Cover	D16105519
			
<b>2</b>	Restrictions as at 29 February 2024	Provided Under Separate Cover	D16105525
			
<b>3</b>	Investment Report Graphs and Table for February 2024	Provided Under Separate Cover	D16105528
			
<b>4</b>	Trading Limits Reports as at 29 February 2024	Provided Under Separate Cover	D16105529
			
<b>5</b>	Portfolio Valuation Report as at 29 February 2024	Provided Under Separate Cover	D16105530
			

**Item No:** 3.3  
**Title:** Adoption of Central Coast Regulatory Policy  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: F2010/00542 - D16060918  
Author: Matthew Corradin, Unit Manager Environmental Compliance Services  
Executive: Luke Sulkowski, Director Environment and Planning

## **Recommendation**

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

- 1. Notes that the public exhibition period for the Draft Central Coast Regulatory Policy was run for a period of not less than 28 days being 7 December 2023 to 7 February 2024.***
- 2. Notes that no submissions were received during the exhibition period.***
- 3. Notes that a final review of the Draft Central Coast Regulatory Policy has been undertaken to ensure that the document is editorially correct and complies with current document control conventions. Limited changes have been made to the content/intent (text alignment changes and removal of references to state government departments due to recent name changes).***
- 4. Endorses the finalisation and adoption of the Central Coast Regulatory Policy.***
- 5. Endorses the following actions in relation to the 6 below mentioned Policy's:***
  - a. Council's Policy for Compliance and Enforcement – Revoke.***
  - b. Wyong Shire Council's Policy for Parking Enforcement – Revoke.***
  - c. Council's Smoke-Free Outdoor Public Spaces Policy – Revoke.***
  - d. Council's Tree and Vegetation Vandalism Management Policy – Revoke.***
  - e. Gosford City Council's Open Space Encroachment Policy – Revoke.***
  - f. Council's Water-Craft Storage on Public Land Policy – Retain and update.***

## **Report purpose**

To present the final draft of the Central Coast Regulatory Policy (draft Policy) to Council for adoption after the closure of the required public exhibition period while providing advice in relation to the proposed fate of Policy's that have direct or indirect links to the draft Policy.

## **Executive Summary**

This Report summarises the outcomes of the exhibition period for the draft Policy which was presented to Council on 28 November 2023. No responses were received regarding the draft

Policy during the exhibition period. A final review of the draft Policy has been conducted to ensure that the draft Policy is editorially correct and complies with current document control conventions under Council's current Policy Framework. There are no substantive changes.

#### Background

Council currently has in-force a Policy for Compliance and Enforcement (existing Policy) that provides an overarching governance framework in relation to Council's regulatory functions, including compliance and enforcement activities. The existing Policy was required to be reviewed and updated in 2022 to ensure its currency and to ensure it is fit for purpose however this review was delayed as a result of internal resourcing constraints. The draft Policy put to Council on [28 November 2023](#) is the outcome of a review undertaken in 2023 which is now proposed to replace the existing Policy.

Council endorsed the draft Policy being placed on public exhibition for a period of not less than 28 days on [28 November 2023](#). Council staff therefore placed the draft Policy on public exhibition between 7 December 2023 to 7 February 2024 to allow for community consultation and feedback on the draft Policy to occur.

#### Current Status

No comments were received during the exhibition period.

The final draft is now presented to Council for consideration for adoption and revoking of the existing Policy and 4 other policies as detailed within.

#### Report

Council staff have undertaken a final review of the draft Policy to ensure that the document is editorially correct and complies with current document control conventions (text alignment changes and removal of references to state government departments due to recent name changes. Limited changes have been made to the content and the intent remains the same.

If the draft Policy is adopted, it is proposed that the following policies be revoked or retained and updated as outlined in the table below for ease of viewing (as was presented and proposed to Council on 28 November 2023 and on Council's Your Voice Our Coast engagement hub during the exhibition period):

Policy Title	Proposed Action	Reason
Council's Policy for Compliance and Enforcement	<b>Revoke</b>	Superseded by the draft Central Coast Regulatory Policy if adopted.
Wyong Shire Council's Policy for Parking Enforcement	<b>Revoke</b>	Policy is out of date; the content has limited value as a policy as many elements are captured by legislation/regulation/guidelines

		and guidance on Council's approach to parking enforcement can be better dealt with through educational material placed on Council's website as the subject matter is not complex; and will also be addressed via internal procedures for Council staff.
Council's Smoke-Free Outdoor Public Spaces Policy	<b>Revoke</b>	The <i>Smoke-free Environment Act 2000</i> is administered by NSW Health and enforced by NSW Health and the NSW Police Force with Council having no regulatory powers in respect of this Act; Council can utilise the provisions of the <i>Local Government Act 1993</i> (Section 632) to bring into effects bans on Council owned or controlled land; the content has limited value as a policy as many elements are captured by legislation/regulation/guidelines; information regarding smoke free requirements can be better dealt with through educational material placed on Council's website as the subject matter is not complex; and will also be addressed via internal procedures for Council staff.
Council's Tree and Vegetation Vandalism Management Policy	<b>Revoke</b>	Policy is out of date; the content as is does not provide a policy position in respect of Council's position; content relates primarily to Council procedures than it does to formal policy positions; can be better dealt with through educational material placed on Council's website as the subject matter is not complex; and will also be addressed via internal procedures for Council staff.
Gosford City Council's Open Space Encroachment Policy	<b>Revoke</b>	Policy is out of date; the content as is does not provide a policy position in respect of Council's position; content relates primarily to Council procedures than it does to formal policy positions; can be better dealt with through educational material placed on Council's website as the subject matter is not complex; and will also be addressed via internal procedures for Council staff.
Council's Water-Craft Storage on Public Land Policy	<b>Retain and Update</b>	Policy provides Council's position in respect of when action will or will not be taken in respect of certain watercraft on public land and therefore can be retained to provided



### 3.3 Adoption of Central Coast Regulatory Policy (cont'd)

		surety to the community in respect of Council's position.
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#### Consultation

The development of the draft Policy has included internal consultation and testing prior to consideration by Council.

Council staff placed the draft Policy on public exhibition between 7 December 2023 to 7 February 2024 to allow for community consultation and feedback to occur. No comments were received during this time.

#### 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 know or expected financial implications as a result of this proposal.

#### 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

Risk associated with this report are considered minimal. The Draft Policy is a modernisation of the Current Policy and therefore a detailed risk assessment and treatment plan is not required.

#### Options

1. Do nothing (not recommended). The existing Policy requires review and updating given it no longer fits with Council's new Policy Framework, given its age and given the ongoing evolution of best practice regulatory initiatives.

2. Approve (recommended) the:  
Adoption of the draft Policy,  
Revocation of the existing Policy for Compliance and Enforcement,  
Revocation of the Wyong Shire Council's Policy for Parking Enforcement,  
Revocation of the Council Smoke-Free Outdoor Public Spaces Policy,  
Revocation of the Gosford City Council Open Space Encroachment Policy, and  
Retention and updating of Council's Water-Craft Storage on Public Land Policy.

**Attachments**

- |          |   |                                  |           |
|----------|---|----------------------------------|-----------|
| <b>1</b> | FINAL DRAFT for adoption - Central Coast<br>Regulatory Policy | Provided Under Separate<br>Cover | D15787667 |
|----------|---|----------------------------------|-----------|



**Item No:** 3.4  
**Title:** Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: RZ/115/2021 - D16027615  
Author: Charlotte Ryan, Senior Strategic Planner Local Planning and Policy  
Manager: Shannon Turkington, Unit Manager Strategic Planning  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

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

- 1 Endorses finalisation of the Planning Proposal for Narara Eco Village (RZ/115/2021).**
- 2 Requests the Chief Executive Officer to exercise delegation issued by the Department of Planning and Environment for RZ/115/2021 or if required request the Minister for Planning and Public Spaces to proceed with the steps for drafting and making of the amendment to Central Coast Local Environmental Plan.**
- 3 Endorses the amendments recommended by Council staff being:**
  - a Include 'attached dwellings' as an additional permitted use in the R2 zone.**
  - b Remove reference to 'commercial premises' as an additional permitted use in the R2 zone and replace with 'restaurants or cafes, take-away food and drink premises, shop, markets and business premises.'**
  - c Update Schedule 5 of CCLEP 2022 to reflect updated descriptions and Lot and DP references of heritage items.**
  - d Amend the exhibited site-specific DCP (Attachment C) to:**
    - ensure the definition of flood liable land is consistent with the Flood Risk Management Manual.**
    - clarify the flood controls apply to all flood liable land.**
    - insert additional heritage provisions to reflect the updated Conservation Management Plan.**
- 4 Endorses the amendments to the exhibited Planning Agreement and associated documents as follows:**
  - a Remove Lots 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, and 93 in DP 270882.**

### **3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)**

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- b Register the Planning Agreement on Lots 1, 38, 39 and 95 DP 270882.***
- 5 Endorses the site-specific Development Control Plan subject to the amendments outlined above.***
- 6 Requests the Chief Executive Officer exercise his Delegation to execute the draft Planning Agreement, Deed of Amendment and associated documents, prior to the finalisation of the rezoning.***
- 7 Advises all those who made submissions during the public exhibition of Council's decision.***

#### **Report purpose**

The purpose of this report is to consider the outcomes of public exhibition of a Planning Proposal on land at 33 Gugandi Road, Narara (commonly known as Narara Eco Village) and seek endorsement for the Chief Executive Officer to finalise the amended Planning Agreement.

As per the Gateway Determination, Council as the planning proposal authority is authorised to exercise the functions of the local plan-making authority under Section 3.36 (2) of the Act.

#### **Executive Summary**

The Planning Proposal seeks to amend the zoning and minimum lot size provisions applying to 33 Gugandi Road, Narara (the site), commonly known as Narara Eco Village (NEV). The proposal also seeks to enable small scale commercial uses (comprising a maximum Gross Floor Area (GFA) of 1,500m<sup>2</sup> including 200m<sup>2</sup> food and drink premises), attached dwellings and multi dwelling housing (maximum of 15 additional multi-dwelling houses) as additional permitted uses on the site. The caps on GFA and number of multi-dwellings will be stipulated in Schedule 1 – Additional Permitted Uses of Central Coast Local Environmental Plan 2022 (CCLEP 2022).

When the site was rezoned to residential in 2007, Council and NEV entered into a Planning Agreement to dedicate a portion of the floodplain land to Council in lieu of a monetary contribution. Amendments have been made to the original Planning Agreement and a Deed of Amendment has been prepared and publicly exhibited.

In accordance with the Gateway determination issued on 29 August 2023, the Planning Proposal, site-specific development control plan (DCP) and amended Planning Agreement was exhibited from 23 October 2023 to 20 November 2023. A total of four (4) submissions were received from the community and two (2) were received from NSW Government agencies.

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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Post-exhibition, a further amendment was made to the Planning Agreement. The Deed of Amendment was exhibited between 9 February and 8 March 2024. One submission was received.

This report provides a summary of the submissions and outlines changes to the Planning Proposal, DCP and Planning Agreement that are proposed in response to feedback received through the exhibition process. It seeks Council's endorsement to finalise the Planning Proposal and execute the amended Planning Agreement (Deed of Amendment).

#### Background

At the Ordinary Council meeting held on 13 December 2022, Council resolved the following:

- 1 *Prepare a Planning Proposal in relation to Lot 1-50 in DP270882, SP103399; and Lot 38 DP270882 (33 Gugandi Road, Narara) to amend the Central Coast Local Environmental Plan 2022 as follows:*
  - a) *Reduce the minimum lot size map applying to the R2 - Low Density Residential land from 550m<sup>2</sup> to 450m<sup>2</sup>;*
  - b) *Rezone the RE1 Public Recreation zoned land to C3 Environmental Management; and*
  - c) *(c) Amend Schedule 1 to permit the following additional permitted uses on land zoned R2 Low Density Residential:*
    - Multi-dwelling housing – up to a maximum of 15 additional multi dwelling houses; and*
    - Commercial premises (comprising a maximum Gross Floor Area of 1,500m<sup>2</sup> including 200m<sup>2</sup> of food and drink premises).*
- 2 *Submit the Planning Proposal to the Minister for Planning in accordance with Section 3.35(2) of the Environmental Planning and Assessment Act 1979, requesting a Gateway Determination, pursuant to Section 3.34 of the Environmental Planning and Assessment Act 1979.*
- 3 *Submit the Local Planning Panel's advice and Council's response to it (Attachment 3) to the Minister for Planning, along with the Planning Proposal.*
- 4 *Request delegation for Council to finalise and make the draft Local Environmental Plan, pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979.*
- 5 *Amend the existing site-specific Development Control Plan to support the Planning Proposal to ensure appropriate guidelines are applied in the development design for the site.*
- 6 *Undertake community and public authority consultation in accordance with the Gateway Determination requirements, including the concurrent exhibition of the draft Development Control Plan.*

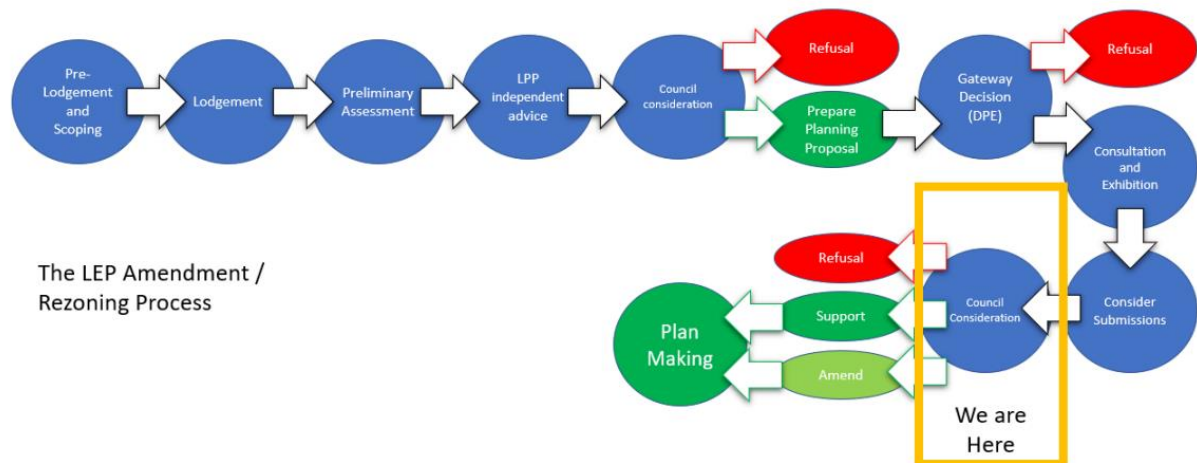
### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

In January 2023, Council requested a Gateway Determination pursuant to Section 3.34 of the *Environmental Planning Assessment Act 1979* (EP&A Act), with respect to the subject Planning Proposal. A Gateway Determination was issued on 11 August 2023, and subsequently amended on 29 August 2023. The Gateway Determination stipulates the local environmental plan is required to be finalised before 13 June 2024.

#### Current Status

The Planning Proposal, site-specific DCP and amended Planning Agreement were exhibited for a period of 28 days from 23 October 2023 to 20 November 2023. A further Deed of Amendment to the Planning Agreement was also exhibited between 9 February and 8 March 2024.

Council has considered all submissions and prepared this report to address community and NSW Government agency responses. Figure 1 identifies the stage the Planning Proposal is at in the LEP amendment process. Several amendments have been made to the Planning Proposal in response to submissions and the Gateway Determination. A summary of these changes is provided in the following section.



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

#### Report

##### *The Site*

The Narara Eco Village site comprises approximately 62.97 hectares of land formerly occupied and operated as the Gosford Horticulture Research and Advisory Station (under the control of the NSW Department of Primary Industry) (see Figure 2). The land was acquired in September 2012 by a co-operative for the purposes of establishing an eco-village and related community ventures.



**Figure 2 – Aerial view of the site**

Various development consents have been approved since the site's acquisition in 2012 including a Stage 1 development consent (DA/44899/2013) for 48 residential lots (including a cluster housing development comprising 18 dwellings) and a Stage 2 development consent for 43 residential lots. Construction of the road network and associated services and infrastructure to support the future development is complete. A number of detached dwellings and 'cluster houses' have also been approved and constructed.

At the time of lodgement of DA/44899/2013, the site was zoned *2(a) Residential* under the former *Gosford Planning Scheme Ordinance* (GPSO) and the development was classified as 'cluster housing' which was permissible with consent in the *2(a) Residential* zone. 'Cluster housing' was defined as three or more dwellings on a single allotment of land. The site is now zoned R2 Low Density Residential under CCLEP 2022. Cluster housing is no longer a specifically defined use, and the development is now defined as *Multi dwelling housing*, which is prohibited in the R2 zone. *Multi dwelling housing* means three or more dwellings (whether attached or detached) on one lot of land, each with access at ground level, but does not include a residential flat building.



### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

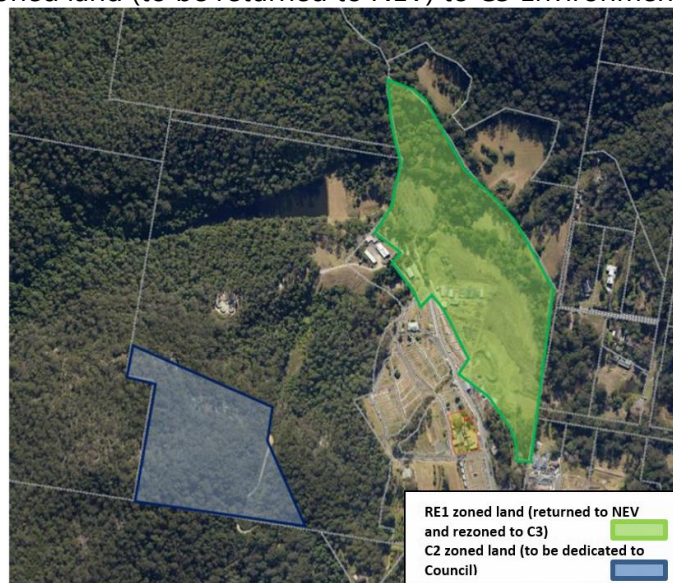
The previously approved cluster housing development has the benefit of 'existing use rights' as defined in Section 4.65 of the *Environmental Planning & Assessment Act 1979*. This Planning Proposal seeks to permit a maximum of 15 additional *multi-dwellings* (previously defined as cluster housing), consistent with the currently approved development on the site.

The site also contains a number of buildings associated with the former use as Gosford Horticultural Institute. These buildings include an administration block, visitor centre and grafting shed. This Planning Proposal seeks to utilise the existing GFA within these buildings for the purposes of restaurants or cafes, take-away food and drink premises, shop, markets and business premises.

#### *Voluntary Planning Agreement*

In 2007 the site was rezoned and then disposed of as it was surplus to the needs of the NSW Department of Primary Industries (former owner of the site). The original planning proposal sought to rezone the site from Special Uses 5(a) Research Station to part residential, scenic protection, conservation and open space purposes. Council resolved on 13 November 2007 that part of the land to be zoned RE1 Open Space be dedicated to Council at no cost. The land was acquired in September 2012 by the NEV Co-Operative for the purposes of establishing an eco-village.

The VPA requiring the dedication of the open space land to Council has not yet been executed. A Deed of Amendment has since been prepared to amend the VPA. The amendment seeks to dedicate approximately 10ha of C2 Environmental Conservation zoned land to Council as part of the Coastal Open Space System (COSS). Upon dedication, it is proposed that Council would classify the land as Community Land. In return, the RE1 Open Space zoned land will be transferred back to NEV (see Figure 3). This Planning Proposal seeks to rezone the RE1 zoned land (to be returned to NEV) to C3 Environmental Management.



**Figure 3 – Land subject to Deed of Amendment**

***The Proposal***

The Planning Proposal seeks to amend the Central Coast LEP 2022 as follows:

- Reduce the minimum lot size applying to the R2 - Low Density Residential land from 550m<sup>2</sup> to 450m<sup>2</sup>;
- Rezone the RE1 Public Recreation zoned land to C3 Environmental Management and apply a minimum lot size of 20ha (consistent with the adjoining C3 zoned land);
- Amend Schedule 5 to reflect the updated Lot and DP references of heritage items;
- Amend Schedule 1 to permit the following additional permitted uses on land zoned R2 Low Density Residential:
  - Attached dwellings;
  - Multi-dwelling housing (for an additional 15 multi-dwelling houses);
  - Restaurants or cafes, take-away food and drink premises, shop, markets and business premises (comprising a maximum GFA of 1,500m<sup>2</sup> including 200m<sup>2</sup> food and drink premises) on existing Lot 49 DP270882 and Part Lot 95 DP270882.

The intended outcome of the Planning Proposal is to facilitate the redevelopment of the site for the purposes of *multi-dwelling housing* (which were previously permitted on the site as 'cluster housing' on the former zone), attached dwellings and some small business/retail activities to provide for local employment opportunities at the site. It is proposed to repurpose the existing Gosford Horticultural Institute buildings for the proposed non-residential land uses.

Post-exhibition, the following amendments have been made to the proposed Planning Proposal, site specific DCP and Planning Agreement:

**Planning Proposal**

- Updated to include '*attached dwellings*' as an additional permitted use.
- Updated Lot and DP references to reflect recent Stage 2 subdivision.
- Removed references to '*commercial premises*' as additional permitted use and replaced with '*restaurants or cafes, take-away food and drink premises, shop, markets and business premises.*'
- Updated to include findings of the Strategic Bushfire Study prepared in response to NSW Rural Fire Service recommendations.
- Updated to include an amendment to Schedule 5 Environmental Heritage of CCLEP 2022 to reflect updated descriptions and Lot and DP as a result of recent Stage 2 subdivision.

### **3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)**

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#### Site-specific DCP

- Amended the definition of flood liable land to be consistent with the Flood Risk Management Manual.
- Amended Section 5.8.4.6 to clarify the flood controls apply to all flood liable land.
- Amended Section 5.8.4.7 to reflect the updated Conservation Management Plan and include additional heritage provisions.

#### Planning Agreement

- Amended Deed of Amendment to Planning Agreement to release the following lots from the Planning Agreement: Lots 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, and 93 in DP 270882.
- Register the VPA on Lots 1, 38, 39 and 95 DP 270882.

The Stage 2 subdivision has recently been registered by NSW Land Registry Services and the Co-operative's obligations as the developer under the VPA have been referenced on the land title of the new lots created on registration. Discharge of the VPA is pending and awaits finalisation of the amendment and registration of Council's land holding created under the amended VPA. Payment of an endowment fund for maintenance of the land transferred for the first three years is also required.

Rather than burdening multiple new landowners of the Stage 2 lots with VPA obligations on their land title (which are to be fulfilled by the co-operative), it is therefore proposed to remove the obligations of the VPA from the new Stage 2 lots in recognition that it is still applied to other land owned by the Co-operative.

The amended Planning Agreement was exhibited for a period of 28 days with the Planning Proposal, and again between 9 February and 8 March 2024. Prior to finalising the Planning Proposal, the Chief Executive Officer will exercise their delegation to execute the amended Planning Agreement associated with the original rezoning. This will occur prior to the finalisation of the Planning Proposal.

In accordance with the amended Planning Agreement, the Proponent must:

- Dedicate the lot comprising the "forest land" to Council free of cost to Council upon registration of the Plan of Subdivision.
- Procure the consent of any person whose consent is needed to enable the registration of the Plan of Subdivision or dedication of the lot comprising the Forest Land to the Council.
- Prepare a bushland management plan for the Forest Land and submit the plan to be approved by Council at the same time as the Council's approval of the Plan of Subdivision is sought.

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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- Agree to pay the Endowment Fund to the Council to meet the costs of bushland management of the Forest Land as required under the approved bushland management plan for the first three years following the dedication of the Forest Land to Council.

#### Consultation

The Planning Proposal, site specific DCP and amended Planning Agreement were publicly exhibited from 23 October 2023 to 20 November 2023. Exhibition of the Planning Proposal was undertaken in accordance with DPHI's *A Guide to Preparing Local Environmental Plans* and the Gateway Determination.

Post-exhibition, a further amendment to the Planning Agreement was made. The Deed of Amendment was placed on exhibition between 9 February and 8 March 2024. One submission was received.

#### Community Consultation

Four (4) submissions were received from the community during the exhibition period of the Planning Proposal, DCP and Deed of Amendment in October, three (3) of which supported the proposal and one (1) of which objected. The matters raised in the submissions are summarised and responded to in **Attachment 1**. The main concerns raised in the objection submission are discussed below.

**Issue:** *Oppose amendments to planning controls that will increase the housing density of the Narara Eco Village and oppose the development of business uses such as restaurants, cafes, take away food and drink premises, shops, markets etc that will increase the number of persons visiting the Narara Eco Village.*

*Opposition to these proposals relates to the difficult access into and out of the Narara area along Carrington and Deane Streets. Both these accesses are already at or beyond capacity (particularly at peak times – e.g school pick up and drop off) and any development that increases movements will further exacerbate this problem. The access issue will increase when the upgrade of Manns Road occurs when I understand the Carrington Road access will be blocked.*

*Opposed to any markets being allowed as recent experience with weekend events at the Narara Valley High School shows the site is unsuitable with Fountains Road (and intersecting streets) being blocked with parked cars and excessive traffic looking for parking. This makes it almost impossible for residents to get out of the area. Concerned if there is a bushfire or some other emergency requiring evacuation of the area.*

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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#### Staff response:

The Planning Proposal is supported by a Traffic and Parking Impact Assessment which has assessed the projected AM and PM peak hour traffic congestion levels as a result of the additional uplift resulting from this Planning Proposal. Council's Traffic Engineer has reviewed the Traffic and Parking report and supports the proposal. The Traffic Assessment concludes:

- The existing traffic conditions on the road network adjacent the site are good with a level of service A operation on Research Road.
- Traffic conditions will remain at these favourable service levels post development.
- No additional traffic management facilities are required as a result of this amended and additional proposal.
- A single access ring road to/from and within the development via a new 5.5 metre wide carriageway extensions from Research Road would be acceptable.

The proposal will provide on-site parking in accordance with Council's Car Parking provision within the staged subdivisions for additional resident and visitor vehicles.

The Planning Proposal and Strategic Bushfire Study have been referred to the NSW Rural Fire Service. The proposal is consistent with the standards established by *Planning for Bush Fire Protection 2019* and demonstrates compliance with the applicable sections of *Planning for Bush Fire Protection 2019*.

The suitability of the existing access roads to facilitate evacuation has been considered by both the Proponent and NSW RFS, in light of the proposed increased density of the area. The Strategic Bushfire Study concludes the existing access routes to the eco-village have ample spare traffic capacity to accommodate an orderly evacuation of the area if needed under police and emergency services supervision and in accordance with a site-specific Community Bush Fire Emergency Management and Evacuation Plan.

It is recommended that a Community Bush Fire Emergency Management and Evacuation Plan is prepared to facilitate an orderly evacuation when required, particularly on days of catastrophic fire danger.

#### **NSW Government Agency Consultation**

The Gateway Determination stipulated that consultation was to occur with the NSW Rural Fire Service. Council also consulted with Biodiversity Conservation Division (now NSW Department of Climate Change, Energy, the Environment and Water). The feedback provided by these agencies is summarised and responded to in **Attachment 2**.

As a result of agency consultation, the following amendments have been made to the Planning Proposal:

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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- Amend the definition of “flood liable land” in the Draft DCP to be consistent with the definition in the Flood Risk Management Manual (FRMM) (NSW Government, 2023), which defines “flood liable land” as land susceptible to flooding by the PMF event.
- Amend the DCP to clarify that flood controls apply to all flood liable land.

#### ***Internal Council Referral***

One submission was received from Council’s development engineering team who raised concern regarding the rezoning of the floodplain (currently zoned RE1 Public Recreation) to C3 Environmental Management instead of C2 Environmental Conservation.

Clarification was sought from Council’s floodplain management team regarding the suitability of the C3 zoning and implications on future development applications. Council’s flood engineers confirmed the C3 zoning is appropriate. The environmental characteristics of the land align with the objectives of the C3 zone and adjoining C3 land being land which is mostly cleared but flood impacted. The C2 Environmental Conservation zone would typically be applied where the land contains high ecological values which require protection. Future development on the floodplain must be permissible and supported by a Flood Impact Assessment to determine whether a land use is suitable.

Council’s flood engineer has reviewed the amended Planning Proposal and site-specific DCP and have no further comment. The Planning Proposal was also referred to the Biodiversity Conservation Division for comment. The DCP has been updated to include additional flood provisions, as per BCD’s request. No objection was raised to the proposed rezoning.

#### **Exhibition of further Deed of Amendment**

One submission was received when the additional Deed of Amendment was exhibited between 9 February and 8 March 2024. This Deed did not change the terms of the Planning Agreement, it just removed several lots from the planning agreement obligations.

**Comment:** Concern was raised regarding lantana infestation on the lot that is proposed to be dedicated to Council, adjoining the State forest. Council should not be accepting land that has a heavy weed infestation without compensation for clearing the weeds.

**Staff response:** A Bushland Management Plan has been prepared and exhibited. The Bushland Management Plan addresses the ongoing management requirements of vegetation on the site. Council has inspected the site and are aware of the lantana. It will be removed as part of the bushland management works. Strategies for managing weed invasion and establishment include:

- Bush regeneration to remove existing weeds and subsequent weed growth with a focus on the power easement.

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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- Managing weed invasion from horses by excluding horse riding would be achieved by erecting gates and signage on the southern boundary of the fire trail.
- Managing windborne weed seeds, such as those mentioned above, by regular weed control. This activity has been scheduled more regularly in and around the fire trail and powerline easement, than the weed free areas with natural vegetation.

As per the Deed of Amendment, the Developer agrees to pay an Endowment Fund of \$6,000 to Council to meet the costs of bushland management of the Forest Land as required under the approved bushland management plan for the first three years following the dedication of the Forest Land to Council.

#### **Outcomes of consultation**

Based on the community and agency feedback, the Planning Proposal has satisfied relevant statutory requirements relating to consultation.

#### **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 direct cost to Council is the finalisation of the Planning Proposal, which will be charged as per Council's Fees and Charges on a cost recovery basis. This will have no impact on Council's budget bottom line.

The amended Planning Agreement requires the Proponent to dedicate the "Forest Land" to Council free of cost and to pay an endowment fund to Council to meet the costs of bushland management of the Forest Land as required under the approved bushland management plan for the first three years following the dedication of the Forest Land to Council.

As the dedicated land would be part of Council's natural area network, after three years it would be assessed for on-going maintenance in a prioritisation of resources across all Council-managed bushland.

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

Theme 3: Green

#### **Goal F: Cherished and protected natural beauty**

### 3.4 Outcomes of Public Exhibition and Finalisation of Planning Proposal and Planning Agreement, Narara Eco Village (cont'd)

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G-F1: Protect our rich environmental heritage by conserving beaches, waterways, bushland, wildlife corridors and inland areas, and the diversity of local native species.

Theme 5: Liveable

#### Goal I: Balanced and sustainable development

R-I2: Ensure all new developments are well planned with good access to public transport, green space and community facilities and support active transport.

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

#### Risk Management

The assessment of LEP amendments is part of the regular business of Council and does not introduce any new risk to the organisation. The risks to the natural and built environment associated with this Planning Proposal have been assessed and are considered manageable through appropriate zoning. The risks associated with development of the site will be considered as part of the development assessment process.




#### Options

- 1 Endorse the Planning Proposal, site-specific DCP and Planning Agreement and associated Deed of Amendment, for finalisation. The Planning Proposal has strategic merit and any matters raised during public exhibition have been addressed. **This is the recommended option.**
- 2 Refuse the finalisation of the Planning Proposal, site-specific DCP and Deed of Amendments. The Planning Proposal has been assessed on its merit and is deemed to be a suitable proposal. This option is not recommended.

#### Critical Dates or Timeframes

In accordance with the Gateway Determination, there is a requirement to finalise the Planning Proposal by 13 June 2024. Subject to Council's endorsement of this report, the amended Planning Proposal will be finalised.

#### Attachments

<b>1</b>	Attachment 1 - Community Submission Summary -	Provided Under	D16028745
	Narara Eco Village Planning Proposal	Separate Cover	
<b>2</b>	Attachment 2 - Agency Submission Summary -	Provided Under	D16028748
	Narara Eco Village Planning Proposal	Separate Cover	
<b>3</b>	Attachment 3 - Site Specific DCP	Provided Under	D15967771
		Separate Cover	



**Item No:** 3.5  
**Title:** Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: RZ/5/2023 - D15906544  
Author: Rachelle Hardaker, Senior Strategic Planner  
Manager: Shannon Turkington, Unit Manager Strategic Planning  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

### **That Council:**

- 1. Endorses the Draft Planning Proposal provided in Attachment 1, in relation to Lot 27 DP 1223375, 310 Terrigal Drive, Terrigal which seeks to amend the Central Coast Local Environmental Plan 2022 to:**
  - a. Amend the maximum height of buildings from 8.5m to 25m.**
  - b. Amend the maximum floor space ratio from 0.5:1 to 1.3:1.**
  - c. Amend Schedule 1 Additional Permitted Use to enable retail premises limited to 150m<sup>2</sup>.**
  - d. Amend Location Specific Development Controls of the Central Coast Development Control Plan, Chapter 5.11 Terrigal: Corner Charles Kay Drive and Terrigal Drive, to include site specific controls.**
- 2. Submits the Planning Proposal to the Minister for Planning and Public Spaces in accordance with Section 3.35(2) of the Environmental Planning and Assessment Act 1979, requesting a Gateway Determination, pursuant to Section 3.34 of the Environmental Planning and Assessment Act 1979.**
- 3. Requests delegation for Council to finalise and make the draft Local Environmental Plan, pursuant to Section 3.36 of the Environmental Planning and Assessment Act 1979.**
- 4. Prepares a site-specific Development Control Plan to support the Planning Proposal to ensure appropriate built form guidelines are applied in the development design for the site.**
- 5. Undertakes community and public authority consultation in accordance with the Gateway Determination requirements.**

### **3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal (cont'd)**

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#### **Report purpose**

To consider a request to prepare a Planning Proposal pertaining to Lot 27 DP 1223375, 310 Terrigal Drive, Terrigal to amend the Central Coast Local Environmental Plan to increase the maximum permissible height to 25 metres, increase the floor space ratio to 1.3:1, and include an additional permitted use of 'retail' which will be limited to 150m<sup>2</sup>. The proposal seeks to uplift residential development potential on the site.

#### **Executive Summary**

The site is located on the corner of Charles Kay Drive and Terrigal Drive and bound by a third order stream to the southeast. The Planning Proposal seeks to uplift the development potential on the vacant and underutilised site by increasing the permissible building height, floor space ratio and additional permitted uses, whilst retaining the existing R1 – General Residential zoning.

The Planning Proposal is consistent with the *Central Coast Regional Plan 2041* and the draft Central Coast Local Housing Strategy, by creating an opportunity to provide additional housing choice within close proximity to the Terrigal Local Centre and Erina.

The Planning Proposal is considered to have strategic merit as it is strategically located on key transport corridors into Terrigal. The amended provisions will uplift residential development potential, increase housing supply, diversity and choice, whilst utilising existing infrastructure services and transport connections in Terrigal.

The Planning Proposal was considered by the Local Planning Panel on 30 November 2023, where independent advice was received and the proposal has been amended in response to this advice.

Proceeding to gateway determination will allow for the Department of Planning, Housing and Infrastructure to undertake an assessment of the proposal against state and local planning priorities and relevant legislation, and to determine whether there is sufficient strategic and site specific merit for the planning proposal to progress.

#### **Background**

Lot 27 DP 1223375 310 Terrigal Drive, Terrigal is a vacant triangular lot with an area of 4,262m<sup>2</sup>, and frontages to Terrigal Drive and Charles Kay Drive. The site is strategically located along two key transport corridors leading into the local centre of Terrigal. The Planning Proposal seeks to increase the height and floor space ratio to increase the housing choice and diversity within Terrigal. The surrounding land uses include predominately low to medium density residential to the north and east, Terrigal High School to the south, Terrigal Ambulance Station and a recreational precinct to the west (see Figures 1 and 2).

Pre-lodgement referrals and engagement with internal Council staff were undertaken to ensure the key considerations such as traffic management, protection of riparian zones and flood risk can be adequately addressed if the site is rezoned. The Planning Proposal was submitted to Council via the Planning Portal on 31 August 2023. The Planning Proposal was presented to the Local Planning Panel at the 30 November meeting, however the proposal has since been revised in response to the Panels comments. The minutes are attached and responses to the Panel's comments are provided in the Planning Proposal as well as further below. A Development Application for the site was simultaneously submitted to Council for consideration, however has since been withdrawn given the Planning Proposal has been revised.



Figure 1: Locality Plan (subject site shaded blue)

### 3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal (cont'd)



Figure 2: Site Plan (subject site shaded blue)

#### Current Status

The proposal is currently at an early stage in the Local Environmental Plan amendment process (refer Figure 3).

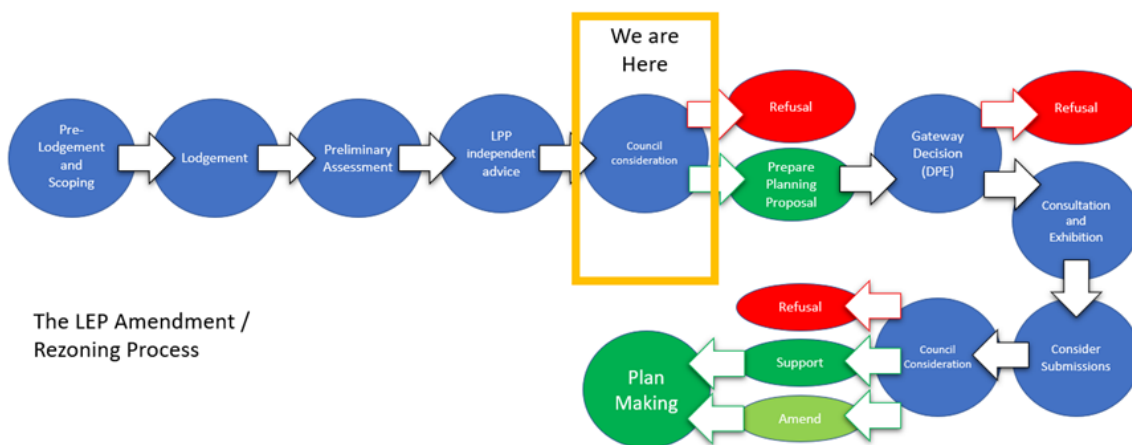


Figure 3: Local Environmental Plan Amendment Process



**Proposal**

The Planning Proposal will seek to amend the Central Coast Local Environmental Plan 2022 as follows:

- Amend the CCLEP 2022 Height of Buildings Map to provide a building height control of 25m across the site.
- Amend the CCLEP 2022 Maximum Floor Space Ratio Map to provide a maximum floor space ratio control of 1.3:1 across the site.
- Amend Schedule 1 Additional Permitted Uses to permit retail premises on the site limited to 150m<sup>2</sup>.

The Planning Proposal is accompanied by a draft site-specific Development Control Plan (DCP) which provides the detailed guidelines and controls for the delivery of the indicative concept. The draft DCP will be further developed in consultation with Council.

The intended outcome of the Planning Proposal is to facilitate the delivery of medium density housing on a site, that is currently vacant and underutilised. The site is already zoned for residential use, however the developable area is constrained due to the location of a riparian zone along the 3<sup>rd</sup> order stream to the south-east of the site. The proposed amended provisions detailed in the Planning Proposal will improve the design outcomes on the site whilst increasing the number of apartments and townhouses that may be built.

The proposal will enable the development of a 6-storey residential building, providing medium density housing within close proximity to the Terrigal local centre, aligning with State-led policy responses and addressing gaps in housing supply, as described in the draft Central Coast Local Housing Strategy.



\* *Note: the above indicative concept design was provided with the Planning Proposal for context and massing purposes.*  
**Figure 4: Indicative Concept Design**

### 3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal (cont'd)

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The site is connected to the bus network and significant road infrastructure, being located at the intersection of Terrigal Drive and Charles Kay Drive. Terrigal Drive is a regional road connecting Terrigal to the Central Coast Highway and Pacific Highway.

The site is provided with shared walking and cycling paths along the length of Terrigal Drive and north from Terrigal High School on the eastern site of Charles Kay Drive. Terrigal Beach and the Terrigal Local Centre are within a 15-minute walk from the site, with Erina Town Centre being a 15-minute cycle. This aligns with the objectives of the Central Coast Regional Plan 2041, by encouraging accessible 15-minute neighbourhoods.

While the skyline of Terrigal is relatively low-density and the proposed building envelope is taller than buildings in the immediate surrounding area; the building would sit below the existing tree canopy and would be concealed by dense vegetation whilst approaching the site from Terrigal, or heading northbound on Charles Kay Drive. The upper level is also recessed to reduce bulk and scale of the proposed building. Due to site characteristics, the developable area is limited and therefore has been strategically positioned to ensure minimal environmental impacts in relation to traffic and transport, flooding and biodiversity.

The proposal site is situated within 40m of a 3<sup>rd</sup> order stream and is classified as waterfront land subject to the requirements of the *Water Management Act 2000*. The proposal currently falls short of the vegetated riparian zone (VRZ) offsetting requirements under the Act, however Controlled Activity Approval will be required for development on waterfront land.

The Environmental Assessment identified that 3,000m<sup>2</sup> of native vegetation would be required to be cleared for the development on the site, and according to the Arboricultural Impact Assessment Report, the site has around 200 trees, with 15 requiring removal to facilitate the development. This includes cleared land containing exotic vegetation and a small area of low-quality Narrabeen Coastal Blackbutt Forest (approximately 753m<sup>2</sup>). A hollow-bearing tree identified on the site is also proposed to be cleared. Mitigation measures have been identified in the Environmental Assessment to reduce indirect impacts to biodiversity values of the site. Assessments of significance were conducted for the threatened flora and fauna species detected on the site, which concluded that the proposal would not result in a significant impact. The impacts have been reviewed by Council staff, who agree with the report conclusion.

The site is flood affected, with peak 1% AEP flood depths varying across the site. Towards the creek and within the site, peak 1% AEP flood depths reach 1.5 metres. However, in the vicinity of the site where the development is proposed, 1% AEP flood depths range from 400mm to 900mm. In the Probable Maximum Flood (PMF) event, flood depths range from 1,600mm to 2,500mm where the development is proposed. The impacts resulting from the proposed development are generally isolated to the subject site or the adjoining RE1 zoned watercourse. There is a minor 12mm increase in peak flood surface levels adjacent to Terrigal Drive, however this does not affect the trafficability of Terrigal Drive and only exceeds the CCDCP 2022 threshold for a few minutes. This was considered acceptable by Council's Development Flooding Engineer. Further studies assessing the impact of climate change induced rainfall intensity are being undertaken as requested by Council staff.

The traffic generation arising from the development has been assessed based on average trip rates for regional high density development provided in the RMS Guide and equates to an additional 25 vehicle trips per hour during the morning peak and an additional 17 vehicle trips during the afternoon peak periods. Trip generation is considered moderate and will have no significant impact on the operation of the local road network. Key intersections at Terrigal Drive and Charles Kay Drive, and Charles Kay Drive and Scenic Highway have been assessed and currently operate well, with low average delays. However, the intersection of Charles Kay Drive and Scenic Highway operates near capacity. SIDRA intersection modelling indicates that the proposal would have no significant impact on the future operation of these intersections. It is apparent that an upgrade of the intersection at Charles Kay Drive and Scenic Highway will be required at some point in the future. This assessment was supported by Council's Transport and Traffic Engineer.

### **Consultation**

Pre-gateway consultation with the proponent and Council staff resulted in early resolution of preliminary concerns which were addressed in detailed consultant reports. Further investigative studies are to be undertaken to address issues at the Development Application stage.

#### Internal consultation

Internal consultation has been undertaken with the following Council staff:

- Flooding – A Floodplain Risk Management Plan was submitted to Council and was reviewed by Council's Development Flooding Engineer. The report's methodology, results and recommendations were supported, further modelling on the climate change and subsequent rainfall intensity is being undertaken to inform the Planning Proposal, however the existing Floodplain Risk Management Plan anticipates it is unlikely to have any significant impact. This matter will also be considered by the Department of Climate Change, Energy, the Environment and Water as part of agency consultation.
- Traffic – A Traffic Impact Assessment was submitted to Council and reviewed by Council's Traffic and Transport Engineer. The assessment was supported by Council and noted that a Road Safety Audit is required to be submitted with the Development Application.
- Water and Sewer – Development Engineering advised that the proposed development can be serviced with water and sewer.
- Environmental Health – Council's Environmental Protection Officer (Environment and Public Health) reviewed and had no objections to the Preliminary Site Investigation, Acoustic Report, and Geotech and Acid Sulphate Soil Reports submitted with the Planning Proposal.

### **3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal (cont'd)**

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- Ecology – An Ecological Assessment Report and Arboricultural Impact Assessment was submitted with the Planning Proposal for Council to review. Council's Strategic Environmental Planner supported the Planning Proposal in-principle and recommended that future development applications ensure:
  - Controlled activity approval is granted under the Water Management Act.
  - Further targeted surveys are conducted for Green and Golden Bell Frog.
  - Completion of parallel transects for threatened flora species.
  - Stag watching of the hollow-bearing tree located in the development area.
- Visual Impact – A Visual Impact Assessment and Urban Design Report was submitted with the Planning Proposal and reviewed by Council staff. The Visual Impact Assessment was for the former height of 32m and was supported and noted the inclusion of objectives and requirements within the Draft DCP, including upper level setbacks and landscaping. A revised Assessment for a 25m and 1.3:1 FSR building envelope has been prepared. Visual Impact and amenity controls will be included in the draft development control plan being prepared for the site.
- Contributions – Council's Local Infrastructure and Planning Section advise that Planning Proposal will result in a minor population increase in the locality and the current rates in the Contributions Plan No. 47A – Terrigal will continue to be appropriate for any increase in development.
- Bushfire – A Bushfire Assessment Report was submitted with the Planning Proposal, which was reviewed and supported by Council's Bushfire Planning Officer.

#### External consultation

The Planning Proposal was referred to the Local Planning Panel on the 30 November 2023 and the detailed advice is provided in Attachment 2, with further responses provided in the Planning Proposal (Attachment 1). The proposal presented to the panel was for a proposed 32m building height, FSR of 1.5:1 and an additional permitted use to retail.

The Local Planning Panel considered that the Planning Proposal did not have strategic or site-specific merit and that there was a lack of strategic justification for the height. Following the panel's advice and further internal consideration, the proposal was amended to a 25m building, permitting six stories, an FSR of 1.3:1, and the retail use was limited to 150m<sup>2</sup>. Further strategic justification has been provided in the Planning Proposal to support a development on the site.

A pre-gateway review of the proposal was undertaken which included referrals and engagement with the Department of Planning, Housing and Infrastructure (DPHI) and Transport for NSW (TfNSW), as well as internal referrals within Council.

Government agency and public consultation requirements will be detailed in the Gateway Determination and conducted accordingly.



### **Financial Considerations**

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

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

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

Adoption of the staff recommendation has no bottom-line implications for Council's budget. The direct cost to Council is the preparation of the Planning Proposal and the associated DCP. These costs will be charged as per Council's fees and charges on a cost recovery basis.

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

Theme 1: Belonging

#### **Goal B: Creativity, connection and local identity**

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

Theme 2: Smart

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

S-C1: Target economic development in growth areas and major centres and provide incentives to attract businesses to the Central Coast.

Theme 4: Responsible

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

R-I1: Preserve local character and protect our heritage and rural areas including concentration of development along transport corridors and around town centres and east of the M1.

R-I2: Ensure all new developments are well planned with good access to public transport, green space and community facilities and support active transport.

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

### **3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive, Terrigal (cont'd)**

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

#### **Risk Management**

There have been no material risks identified to the natural and built associated with the proposed amendment to the CCLEP 2022, which cannot be easily mitigated. Preparation of the Planning Proposal is part of the regular business of Council and does not introduce any new organisational risks.

#### **Options**

The two options for consideration in relation to this Planning Proposal are:

1. Support the recommendation.
  - a. Proceeding to gateway determination will allow for the Department of Planning, Housing and Infrastructure to undertake an assessment of the proposal against state and local planning priorities and relevant legislation, and to determine whether there is sufficient strategic and site specific merit for the planning proposal to progress.
  - b. The Proposal would uplift development potential on a currently vacant, well sited lot on the fringe of Terrigal, providing increased housing supply, choice and diversity, whilst providing a local retail service to the community.
  - c. A 25-metre development on the site will act as a gateway development, as it is strategically located on the corner of two key corridors leading into Terrigal.
  - d. The draft DCP sets out design guidelines that will facilitate the delivery of a high quality architecturally designed building on the gateway site.
  - e. The Planning Proposal provides an opportunity for increasing the quality of the riparian zone by improving the vegetation and water quality.

**This is the recommended option.**

2. Refuse to support the request for a Planning Proposal (not recommend).



#### **Critical Dates or Timeframes**

DPE is implementing strict timeframes for Planning Proposal exhibition and finalisation, which will be outlined in the Gateway Determination.

**3.5 Request to prepare Planning Proposal relating to 310 Terrigal Drive,  
Terrigal (cont'd)**

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**Attachments**

<b>1</b>	310 Terrigal Drive, TERRIGAL Planning  Proposal - RZ/5/2023	Provided Under Separate Cover	D15857240
<b>2</b>	Local Planning Panel Minutes and Advice - 30  November 2023	Provided Under Separate Cover	D16005942



**Item No:** 3.6  
**Title:** Adoption of Privacy Management Plan Policy and Data Breach Policy  
**Department:** Corporate Services

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26 March 2024 Ordinary Council Meeting

Reference: F2009/00055 - D16044607  
Author: Alysha Croussos, Senior Governance Officer, Governance  
Manager: Teresa Chadwick, Unit Manager Governance, Risk and Legal (Acting)  
Executive: Marissa Racomelara, Director Corporate Services

## Recommendation

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

***1 Adopts the draft Privacy Management Plan Policy and Data Breach Policy.***

## Report purpose

To present the exhibited and revised draft Privacy Management Plan Policy and Data Breach Policy to Council for adoption following the 28-day public exhibition period.

## Executive Summary

This report details information in relation to feedback received during the public exhibition period of the draft Policies which were presented to Council on 12 December 2023 prior to being placed on public exhibition.

## Background

Following amendments to the *Privacy and Personal Information Protection Act 1998* (**PPIP Act**) in 2023, public sector agencies such as Council are now bound by the Mandatory Notification of Data Breach Scheme (**MNDB Scheme**). The MNDB Scheme requires agencies to notify the Privacy Commissioner and affected individuals of eligible data breaches involving personal or health information that are likely to result in serious harm.

The obligations set out in the MNDB Scheme, as well as other amendments to the PPIP Act, require Council to ensure it has a robust data governance framework that complies with the Scheme. A key part of this framework is the review and adoption of the *Privacy Management Plan Policy* and the *Data Breach Policy*.

### 3.6 Adoption of Privacy Management Plan Policy and Data Breach Policy (cont'd)

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#### Current Status

Council's current Privacy Management Policy and Data Breach Policy were previously adopted on 26 July 2022 and 24 June 2021 respectively. The changes made to the policies were outlined in the report to Council on 12 December 2023.

The draft Policies are now presented to Council for final adoption.

#### Report

On 12 December 2023, Council resolved to place the Draft Privacy Management Plan Policy and Data Breach Policy on public exhibition for 28 days and invite submissions. During the exhibition period, no formal relevant submissions were received however one response providing general feedback was received.

Council appreciates all feedback and submissions received as they assist Council in drafting policies that align with community expectations.

Council has also taken this opportunity to address some suggestions that were made internally whilst on public exhibition and make other minor administrative changes.

The Privacy Management Plan Policy (**PMP**) was also reviewed externally by the Information and Privacy Commission (NSW) (**IPC**).

A table below provides a summary of the matters raised and how they have been addressed:

<b>Source</b>	<b>Feedback</b>	<b>Response</b>
IPC	The PMP would benefit from including relevant hyperlinks to the relevant form or website on how a person can request access to or amend their personal or health information.	Links to the relevant pages or forms on Council's website have been added where appropriate. Any incorrect hyperlinks have also been amended.
	The PMP would benefit from including a hyperlink to the relevant policies and procedures mentioned, and relevant documents available to staff and the public.	
	The PMP would benefit from referencing IPP 12 (Safeguarded).	This was covered in clause 5.14 however, it has now been made clear that this is a specific reference to IPP 12.

### 3.6 Adoption of Privacy Management Plan Policy and Data Breach Policy (cont'd)

	The PMP would benefit from confirming whether or not any particular codes of practice or public interest directions apply to the agency.	While the Privacy Code of Practice for Local Government was already referenced in the ways Council may use personal information, amendments have been added for clarity (see clauses 5.15-16 and 5.20-22).
	The PMP would benefit from including offences under the HRIP Act.	A new clause has been added to the PMP that outlines these offences (clause 10.3).
Internal	The PMP would benefit from whether from providing additional clarity on any exemptions to the IPPs in relation to providing information to law enforcement.	A new section has been added (clause 5.19) that outlines these exemptions which are provided for under the PPIP Act.
	The PMP would benefit from clarification that customer requests are included in the collection of personal or health information.	Clarification has been added – see clause 11.10.1.

#### Consultation

Communications  
 Customer Service  
 Executive Leadership Team  
 Facilities and Asset Management  
 Governance  
 Information Technology  
 Legal  
 People and Culture  
 Procurement

#### Financial Considerations

It is anticipated that there will be limited financial impacts in adopting the proposed documents. Any new or additional training that needs to be provided to staff can be provided in-house using current resources and/or additional training materials provided free of charge by the Information and Privacy Commission (IPC) on their website.

## 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

If Council does not adopt the documents in accordance with the MNDB Scheme, it will be in breach of the PPIP Act and may face regulatory action.



### Options

1. Adopt the draft Privacy Management Plan Policy and Data Breach Policy. **(This is the recommended option)**
2. Not adopt the draft Privacy Management Plan Policy and Data Breach Policy. This option is not recommended as the improvements incorporated into the new policies ensure compliance with the MNDB Scheme.

### Critical Dates or Timeframes

The amendments to the PPIP Act and the commencement of the MNDB Scheme commenced on 28 November 2023. It is noted that Council was broadly compliant already; however, the recommended changes to the policies align with the amended legislation and the requirements of the MNDB Scheme.

### Attachments

- |   |                                      |                               |           |
|---|--------------------------------------|-------------------------------|-----------|
| <b>1</b>  | DRAFT Privacy Management Plan Policy | Provided Under Separate Cover | D15782319 |
|  |                                      |                               |           |
| <b>2</b>  | DRAFT Data Breach Policy             | Provided Under Separate Cover | D15871538 |
|  |                                      |                               |           |



**Item No:** 3.7  
**Title:** Staff submission on DPHI Discussion paper on short and long term rental accommodation  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: F2022/01640 - D16081650  
Author: Sarah Hartley, Senior Strategic Planner Local Planning and Policy  
Manager: Scott Duncan, Section Manager. Local Planning and Policy  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

### **That Council:**

- 1** *Notes the staff submission to the Department of Planning, Housing and Infrastructure, provided in Attachment 1, in response to the Discussion paper on short and long term rental accommodation*
- 2** *Endorses the submission to be lodged with the Department of Planning, Housing and Infrastructure outlining Council's position.*

## **Report purpose**

To seek a resolution to provide a response to the Department of Planning, Housing and Infrastructure in relation to the Discussion paper on short and long term rental accommodation.

## **Executive Summary**

On 15 February 2024, the Department of Planning, Housing and Infrastructure commenced exhibition of a discussion paper on short and long term rental accommodation. Submissions closed on 14 March 2024.

Council staff have prepared a submission to the Department. The submission was sent to the Department prior to 14 March 2024 as the expedited consultation period did not allow for this to be tabled with Council prior to the close of the period.

This report seeks to table a copy of the submission for Council's information and endorsement. Noting Council's meeting schedule, the Department has provided an extension to 31 March 2024 for Council staff to formally seek Council endorsement of the submission, and for staff to notify the Department of the Council endorsed position.



## **Background**

On 15 February 2024 the Department of Planning, Housing and Infrastructure placed on exhibition a Discussion paper on short and long term rental accommodation. Exhibition for this program closed on 14 March 2024, however Council staff sought an extension of time for this submission to enable tabling of the response to the Council. The deadline for Council's submission is 31 March 2024.

Council staff participated in a briefing session with the Department on 23 February 2024.

Following this briefing session Council staff have prepared the submission included in Attachment 1 which has been submitted to the Department for consideration as a staff submission, subject to Council's endorsement.

## **Current Status**

Council staff have prepared the submission included in Attachment 1 which has been submitted to the Department for consideration prior to the conclusion of the exhibition period. Pending Council's endorsement Council staff will update DPHI with Council's formal position.

## **Report**

The Discussion Paper includes an overall analysis of short term accommodation issues within the context of the bigger housing framework. It also identifies the current regulatory framework and issues for specific response. Issues raised for review and specific response as part of the paper include:

- Planning pathway: specifically relating to the operation of the existing exempt development pathway.
- Day caps: discussion regarding day caps and how this mechanism can be used for non-hosted short-term rental accommodation and if they are the most effective way to balance the benefits and effects of this accommodation.
- Reporting requirements: Identifies the insufficiency of data sharing and compliance accountability associated with the operation of the Short-term Rental Accommodation Register and reporting requirements for hosts, letting agents and industry.
- Compliance and enforcement: Considers the compliance regulatory framework, including complaints-handling and enforcement processes under the planning framework (this includes the relationship with the code of conduct and other legislation).
- Potential revenue measures: Considers the opportunities for revenue measures to assist in the regulatory framework and the guiding principles for revenue policy.

The discussion brings forward both international and Australian state comparison case studies to understand what other governance bodies are doing to address this issue. The Independent Planning Commission Review of Byron Shire Council's Planning Proposal is also discussed.

### **3.7 Staff submission on DPHI Discussion paper on short and long term rental accommodation (cont'd)**

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Council's submission in response to the STRA discussion paper addresses these key items for specific response as well as providing a context of the Central Coast housing crisis.

#### **Consultation**

Internal consultation has been undertaken across Council Business Units including:

- Development Advisory Services
- Strategic Planning Projects and Local Planning & Policy
- Development Assessment
- Business Economic Development
- Environment & Public Health
- Community Development

#### **Financial Considerations**

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

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

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

There is no direct financial impact on the operational budget of Council in the preparation of the submission letter to the Minister of Planning, Housing and Infrastructure. The letter has been prepared using existing staff resources.

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

Theme 4: Responsible

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

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 is no material risk to Council in preparing a response letter to the Department of

### 3.7 Staff submission on DPHI Discussion paper on short and long term rental accommodation (cont'd)

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Planning, Housing and Infrastructure exhibition materials for the proposed discussion paper. Council has no decision-making authority and the submission seeks to provide local expertise for further consideration by the Department.

#### Options

The options available to Council are:

- 1 Endorse the submission letter to the Minister for Planning, Housing and Infrastructure setting out Council's position in response to the exhibition materials relating to short and long term rental accommodation known as the STRA discussion paper. – **This is the recommended action.**
- 2 Do not endorse the submission letter – this is not the recommended action.

#### Critical Dates or Timeframes

Council has received an extension of time from the Department to table the submission to this Council Meeting. The exhibition period closes on **14 March 2024** and submissions are to be received prior to this date. Council has obtained an extension of time to table the submission to the Council and this will expire on 31 March 2024.

#### Attachments

- |          |   |                                  |           |
|----------|---|----------------------------------|-----------|
| <b>1</b> | CCC Feedback to DPHI on STRA Discussion<br> paper Mar 2024 | Provided Under Separate<br>Cover | D16095929 |
|----------|---|----------------------------------|-----------|



**Item No:** 3.8  
**Title:** Request to Proceed with Domestic Water Booster Pump System Trial  
**Department:** Water and Sewer

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26 March 2024 Ordinary Council Meeting

Reference: F2004/07528 - D16107787  
Author: Luke Drury, Section Manager. Assets and Projects  
Manager: Stephen Legge, Unit Manager Assets and Projects  
Executive: Jamie Loader, Director Water and Sewer

## **Recommendation**

***That Council notes the contents of the report and approves the implementation of a domestic booster pump trial including works on private property.***

## **Report purpose**

To seek approval to undertake works on private property as part of a pressure pump trial to inform the development of a potential improvement program to manage existing customers subject to marginal water pressure.

## **Executive Summary**

Council's Water and Sewer Directorate provide water supply services to around 140,000 properties across the region. There is a small group (approximately 200) of properties that receive a margin level of service with regards to water pressure. These properties are spread across over 15 different suburbs, with a cluster at Kariong subject to ongoing complaints through 2023 and follow up engagement between Water and Sewer Management and the Kariong Progress Association through 2023.

A potential solution involving the installation of domestic booster pumps, to be owned and maintained by the impacted property owners has been identified as an alternate solution to the installation of multiple Council owned and operated booster pump stations operating on a multiple street scale. A closed trial has been designed to allow Council to better understand the likely cost (and variability in costs) of onsite booster pump installations and the logistics of retrofitting pumps to existing domestic plumbing. Following the delivery of a trial scheme, Council will be in a better position to determine the appropriateness of this as an ongoing option for properties with marginal levels of service.

A Council resolution is required to proceed with the trial (approximately \$30,000) as it involves works on private properties (six sites) under the Local Government Act. A separate resolution would be sought to further expand the program, with inclusion in a future

### **3.8 Request to Proceed with Domestic Water Booster Pump System Trial (contd)**

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Council Operational Plan. Sufficient budget exists in the 2023/24 Water and Sewer Operational Budget to deliver the trial.

#### **Background**

Council provides water supply services to approximately 140,000 homes and businesses. A key contributor to customer satisfaction is the supply pressure delivered to the customer. Available pressure is mainly determined by the elevation difference between our customers and a nearby water supply reservoir. In certain areas this elevation difference does not result in the required pressure and Council operates booster pump stations to increase the pressure to localised areas. Ensuring minimum water pressure is met is listed as a key responsibility within Council's Water and Sewer Customer Charter.

Typically, customers are satisfied with the water pressure delivered, however there are certain areas where customers receive pressure at the bottom or below Council's target range. One of these areas is Kariong Heights where staff have been working with the local Progress Association in response to ongoing low-pressure complaints and how implementation of a program to install small scale domestic booster pumps might provide a better solution.

A properly designed and implemented program could allow for impacted customers (potentially 200 currently across the Central Coast Region) to install a small-scale booster pump that would ensure a suitable level of service is met as required. This would avoid the need for multiple, larger scale Council pump stations to be constructed, operated and maintained into the future and allow the response to be targeted on a smaller scale to the individual properties subject to low water pressure.

An initial trial is required to understand the logistics involved with retrofitting domestic pressure pumps to existing properties, including the variability in costs of suitable equipment, the amount of plumbing/electrical alterations and typical restoration costs. Following the delivery of a trial group, Council will review the costs of the program, determine eligibility criteria and consider appropriate funding models for any future investment. It is proposed to monitor customer impacts and satisfaction of the trial group for a period of 12 months.

#### **Current Status**

Since December 2023, Council has been undertaking site investigations, homeowner engagement, design and obtaining quotations for six trial properties that were identified with the Kariong Progress Association that are subject to marginal water pressure. Sufficient budget is available to proceed with installation and user surveys however internal engagement with Governance, Risk & Legal has identified the requirement to seek a Council Resolution to carry out the required works on private land via Section 377(1)(n) of the Local Government Act.

### **3.8 Request to Proceed with Domestic Water Booster Pump System Trial (contd)**

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Staff are seeking this approval and aiming to proceed in line with previous commitments to the trial customer group to complete procurement and award a contract for the trial installations in April 2024.

#### **Report**

Unlike the neighbouring Hunter Water and Sydney Water Corporations, Central Coast Council does not operate its Water Supply Authority under an 'Operating Licence'. This is a result of the Water Supply Authority not being a State-Owned Corporation (SOC) and avoids the payment of financial penalties (customer refunds) where a predefined service standard (including pressure) is not met. Instead, Council can set its own levels of service, in consideration of industry benchmarks, customer expectations and their willingness to pay.

Both former Gosford City and Wyong Shire Council's had nominated differing levels of service with respect to pressure (12m and 15m at the customer's meter respectively). This compares to Sydney Water's typical target pressure of 15m at the customer meter as described in their Operating Licence or Hunter Water's target of 20m at the customer meter as described in their Operating Licence. Determination of an appropriate minimum pressure level of service forms part of the scope of the upcoming Central Coast Water and Sewer Masterplan.

When comparing existing Central Coast Customer available pressure against the Hunter Water target pressure of 20m, there are approximately 200 properties (out of 140,000) that do not meet the target. This figure reduces to approximately 70 properties when comparing to Sydney Water's target pressure of 15m. As these properties are spread over 15 different suburbs, the construction of larger scale Council Booster Pump Stations and interconnections (approximately \$100k - \$250k to construct) is more expensive than localised onsite domestic booster pump installations (approximately \$4,500 per property). Future programs for on-site domestic booster pump installations could also be limited through eligibility criteria to only those individual properties that require boosting, while larger scale Council operated systems are more likely to boost pressure unnecessarily to a larger number of properties due to the layout of existing water mains and suitable locations for the installation of a Council pump station.

#### **Consultation**

Extensive consultation has been carried out with the Kariong Progress Association and the homeowners of the pressure pump trial group through 2023. Kariong is also the suburb with the highest number of properties subject to marginal water pressure (38 properties). The current trial however is a 'closed trial' and not open to other properties as Council is yet to confirm the final cost to implement, and final eligibility criteria before considering scaling up the program.

Engagement with the external supply chain has been undertaken to inform project feasibility, likely cost and suitable equipment. Internal consultation has occurred with Governance, Risk

### **3.8 Request to Proceed with Domestic Water Booster Pump System Trial (contd)**

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& Legal to understand the requirements for implementation of an expanded program, the current trial program and works on private property.

#### **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 cost to implement the current trial is approximately \$30,000 with funds available within the 2023/24 Water & Sewer Operational (Materials and Contracts) budget.

The potential cost of a future region-wide program could range between \$350,000 and \$1,000,000 dependent on eligibility criteria to supply and install a domestic booster pump system. Any decision on the implementation of a region wide program would be made under a separate Resolution and included in a future Operational Plan.

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

Theme 4: Responsible

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

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

#### **Risk Management**

Review by Council's Principal's Solicitor has identified certain risks that Council cannot contract out with the trial group property owners while Council is delivering the works. These centre on potential private plumbing failures that could occur (and cause subsequent damage) after installation of a domestic booster pump and the introduction of higher pressure into existing plumbing. This is considered a business-as-usual risk as council already provides water pressure that can fluctuate due to operational events across 140,000 different properties, often at pressures higher than those proposed with domestic pressure pumps.

### **3.8 Request to Proceed with Domestic Water Booster Pump System Trial (contd)**

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This particular risk will be mitigated by suitable pump selection and the installation of a pressure limiting valve after the pumps to limit pressure within design limits for domestic plumbing. The trial group would be reminded of their existing responsibility for the operation and maintenance of all private plumbing assets, located after Council's point of connection and described in the Water and Sewer Customer Charter 2023.

The risk of triggering additional electrical work due to existing non-compliances with Australian Standards or causing damage from sub-standard new electrical work as part of the trial installation was also raised. The required electrical scope for the six trial sites has been reviewed and the nature of the required work for all sites is minor in nature and not considered a material risk. The relevant controls will be keeping to the identified minor scope of electrical works and suitable supervision of the relevant contractors.

It is noted that the above risks will not apply to any future expanded program as Council will not be responsible for the implementation of those works.

#### **Options**

It is understood that the development of a domestic pressure pump program has advantages over a traditional Council booster pump approach to address a legacy of marginal pressure sites across the Central Coast. Delivery of such a program requires a smaller scale trial program to be effective and manage risk.

Options considered in developing this proposed trial are outlined below:

Option 1 (recommended) – Proceed with the installation, commissioning, and user survey for the six trial sites developed with the Kariong Progress Association. Risks associated with the option include managing future liability disputes related to future defects and private property damage as previously outlined. Benefits include direct control of the trial installations to understand costs and customer satisfaction and remaining in line with original undertakings made to the Progress Association in 2023.

A Council resolution is required due to works being undertaken on private property.

Option 2 (not recommended) – Cease the offer to the trial group for Council to manage the installation phase and instead require the trial group to engage installation contractors to manage potential liability issues. The group would be provided the reference quote amount upfront (with contingency) to allow them to manage their cashflow during installation. Risks include the trial group customers not proceeding with the full installation following provision of funds or the customers being unable to manage the cashflow of installation if payment was staged rather than upfront. This also represents an additional burden compared to the original trial scheme arrangements discussed with the Progress Association.

Option 3 (not recommended) – Cease trial and commence the design and construction of a Council booster pump station for Kariong Heights. This option would require Council to



### 3.8 Request to Proceed with Domestic Water Booster Pump System Trial (contd)

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design, construct and then operate and maintain a new booster pumpstation to service approximately 40 properties with marginal pressure in the Karing area. This option could cost in the order of \$100k to \$250k due to the distribution of low-pressure sites across the suburb. This would also not provide a suitable model for the over 15 other suburbs subject to marginal water pressure (up to 160 other properties).

#### **Critical Dates or Timeframes** *(ok to remove if no timeframe identified)*

Council commenced discussions with the Karing Progress Association in 2023 around ongoing water pressure complaints and the potential for a pressure pump trial to resolve the issue.

Key dates outlined to the Progress Association in a November 2023 update are outlined below:

- |   |                   |            |
|---|-------------------|------------|
| • Site visits to confirm preferred layouts (complete) | December 2023     |            |
| • Circulate draft agreement                           | January 2024      | (complete) |
| • Endorsement of site designs                         | January 2024      | (complete) |
| • Tendering of approved site designs                  | February 2024     | (complete) |
| • Award of contract                                   | End of March 2024 | (pending)  |
| • Installation & commissioning                        | April/May 2024    | (pending)  |
| • Final defect review and user survey                 | August 2024       | (pending)  |

Council will remain on track to deliver commitments with the Progress Association if proceeding with the recommended option.

#### **Attachments**

*Nil.*



**Item No:** 3.9  
**Title:** Fire Safety Inspection Report - Bateau Bay Square -  
12 Bay Village Road, Bateau Bay  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: CESS/12/1992 - D16076288  
Author: Gary Evans, Principal Health and Building Surveyor  
Manager: Wayne Herd, Section Manager Building Assessment and Certification  
Manager: Andrew Roach, Unit Manager Development Assessment  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

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

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

## **Report purpose**

To table a *Fire Safety Inspection Report* from Fire and Rescue NSW regarding a property at 12 Bay Village Road, Bateau Bay (known as Bateau Bay Square).

## **Executive Summary**

In response to correspondence received concerning adequacy of the provision for fire safety, officers from Fire and Rescue NSW have undertaken an inspection of a property at 12 Bay Village Road, Bateau Bay (Bateau Bay Square)

In accordance with Schedule 5 of the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW inspection reports received by Council are required to be tabled before the Council at the next available Council meeting. The purpose of this report is to table the *Fire Safety Inspection Report* relating to 12 Bay Village Road, Bateau Bay (Bateau Bay Square), as required.

## **Current Status**

This matter is currently under investigation by Council staff.

**Report**

As required under the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW has provided to Council a *Fire Safety Inspection Report* for the premises at 12 Bay Village Road, Bateau Bay (Bateau Bay Square). A copy of the *Fire Safety Inspection Report* is included as Attachment 1.

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

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

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

**Consultation**

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

A further report will be presented to Council, following completion of the staff review of this matter. Advice on the outcome of this review will be provided to the property owner and Fire and Rescue NSW.

**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 provision of this report, review of Attachment 1 and, if required, the pursuit of regulatory action are within the adopted resources of Council and do not create additional financial implications for Council.

## **Link to Community Strategic Plan**

Theme 4: Responsible

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

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

### **Risk Management**

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

The operation of essential fire safety measures and their effective management is an important public safety matter.


### **Options**

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

### **Critical Dates or Timeframes**

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

### **Attachments**

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

**Item No:** 3.10  
**Title:** Fire Safety Inspection Report - Strathavon Resort -  
31 Boyce Avenue, Wyong  
**Department:** Environment and Planning

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26 March 2024 Ordinary Council Meeting

Reference: CESS/143/1992 - D16076530  
Author: Gary Evans, Principal Health and Building Surveyor  
Manager: Wayne Herd, Section Manager Building Assessment and Certification  
Manager: Andrew Roach, Unit Manager Development Assessment  
Executive: Luke Sulkowski, Director Environment and Planning (Acting)

## **Recommendation**

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

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

## **Report purpose**

To table a *Fire Safety Inspection Report* from Fire and Rescue NSW regarding a property at 31 Boyce Avenue, Wyong (Strathavon Resort).

## **Executive Summary**

In response to correspondence received concerning adequacy of the provision for fire safety, officers from Fire and Rescue NSW have undertaken an inspection of a property identified as Lot 42 in Deposited Plan 551571 (31 Boyce Avenue, Wyong, known as Strathavon Resort).

In accordance with Schedule 5 of the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW inspection reports received by Council are required to be tabled before the Council at the next available Council meeting. The purpose of this agenda item is to table the *Fire Safety Inspection Report* relating to 31 Boyce Avenue, Wyong (Strathavon Resort), as required.

## **Current Status**

This matter is currently under investigation by Council staff.

## **Report**

As required under the *Environmental Planning & Assessment Act 1979*, Fire and Rescue NSW has provided to Council a *Fire Safety Inspection Report* for the premises at 31 Boyce Avenue, Wyong (Strathavon Resort). This *Fire Safety Inspection Report* is included as Attachment 1.

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

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

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

## **Consultation**

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

A further report will be presented to Council, following completion of the staff review of this matter. Advice on the outcome of this review will be provided to the property owner and Fire and Rescue NSW.

## **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 provision of this report, review of Attachment 1 and, if required, the pursuit of regulatory action are within the adopted resources of Council and do not create additional financial implications for Council.

## **Link to Community Strategic Plan**

Theme 4: Responsible

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

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

### **Risk Management**

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

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


### **Options**

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

### **Critical Dates or Timeframes**

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

### **Attachments**

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



**Item No:** 3.11  
**Title:** Gosford Regional Library Project Status Update  
**Department:** Community and Recreation Services

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26 March 2024 Ordinary Council Meeting

Reference: CPA/3691 - D16060611  
Author: Mark Butterfield, Project Manager  
Manager: Michael Ross, Unit Manager Procurement and Project Management  
Manager: Beth Burgess, Unit Manager Libraries and Education  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

***That Council notes the progress on the Gosford Regional Library outlined in this report.***

## **Report purpose**

To inform Council on the progress of the Gosford Regional Library project.

## **Executive Summary**

This report provides an update on the progress of the Gosford Regional Library project for the last quarter, to 29 February 2024.

## **Background**

At the 26 September 2023 Ordinary Council Meeting, the following was resolved:

*158/23 Resolved*

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



- *Any issue that may have an adverse impact on the project, both monetary and non-monetary*

This report contains detail on the progress made last quarter on the construction of Gosford Regional Library (Library).

### **Current Status**

Project expenditure is \$6,208,493 as of 29 February 2024, against a total budget of \$32.7M.

Latent conditions were discovered at the end of the demolition phase under the existing floor slab. These latent conditions have been successfully rectified and the works are now moving to the construction phase.

The latent conditions have affected the completion date of contract CPA/3691. The revised date is subject to review of the related Extensions of Time request that has been lodged by North Constructions and Building Pty Ltd. The Practical Completion date for the CPA/3691 drives the projected opening date for the Library. The current projected timeframe for opening the Library is April 2025.

Project risks are being controlled using a Risk Management Plan and Risk Register.

The reporting milestones for the Community Development Grants Programme grant for the library project are being updated for the Library's delivery timeline with a variation request to the Federal Funding Body.

The progress report for the next quarter will be reported to Council at the June 2024 Ordinary Council Meeting.

### **Progress of Works**

North completed the following works as of 29 February 2024:

- Completion of demolition activities
- Substantial completion of latent condition

North plans the following works for next quarter:

- Start and complete construction of foundation and ground floor slab
- Start construction of upper floor slabs and supporting columns

### **Current Open Contracts**

The following contracts are open for the Library project:

- CPA/3691 – Design Development and Construction of Gosford Regional Library

## 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 project spend will be monitored and progressively rephased if required to reflect the anticipated spend for the rest of the current financial year. Current performance against project budget is shown in the following table.

Central Coast Council*									
Natural Account Details									
For Period Feb 24									
Feb 24 Actuals									
Natural Account	2023/24 This Period Actuals	2023/24 This Period Budgets	2023/24 This Period Variance	2023/24 YTD Actuals	2023/24 YTD Budgets	2023/24 YTD Variance	2023/24 Full Year Budget	2023/24 Current Encumbrance	YTD Act % YTD Bud
<b>24215. Gosford Regional Library and Innovation Hub</b>									
270002. WIP Labour	13,587	0	(13,587)	92,843	0	(92,843)	0	0	
270003. WIP Labour Hire	0	0	0	0	0	0	0	0	
270004. WIP Internal Expense - Plant and Fleet Hire	0	0	0	0	0	0	0	0	
270007. WIP Materials and Contracts	743,709	1,710,000	966,291	3,491,034	4,973,003	1,481,969	8,495,253	26,870,650	
270011. WIP Labour - Overtime	0	0	0	0	0	0	0	0	
270012. WIP Oncost - Leave and Super	5,231	0	(5,231)	35,743	0	(35,743)	0	0	
<b>Total 24215. Gosford Regional Library and Innovation Hub</b>	<b>762,528</b>	<b>1,710,000</b>	<b>947,472</b>	<b>3,619,620</b>	<b>4,973,003</b>	<b>1,353,383</b>	<b>8,495,253</b>	<b>26,870,650</b>	<b>72.8%</b>
<b>Grant Revenue</b>									
760020. Capital Grants - Library	0	0	0	(1,050,000)	(1,050,000)	0	(2,800,000)	0	<b>0.0%</b>
<b>Actuals for 19-20, 20-21, 21-22, 22-23 &amp; 23-24 at 29 Feb</b>									
Natural Account	2019/20 Full Year Actuals	2020/21 Full Year Actuals	2021/22 Full Year Actuals	2022/23 Full Year Actuals	2023/24 YTD Actuals	Total Cost as at 29 Feb 24			
<b>24215. Gosford Regional Library and Innovation Hub</b>									
270002. WIP Labour	30,401	81,108	65,518	62,805	92,843	332,674			
270003. WIP Labour Hire			294	0	0	294			
270004. WIP Internal Expense - Plant and Fleet Hire		17	0	0	0	17			
270007. WIP Materials and Contracts	140,930	588,783	681,375	908,924	3,491,034	5,811,047			
270011. WIP Labour - Overtime				1,151	0	1,151			
270012. WIP Oncost - Leave and Super	0	0	5,271	22,296	35,743	63,310			
<b>Total 24215. Gosford Regional Library and Innovation Hub</b>	<b>171,331</b>	<b>669,908</b>	<b>752,458</b>	<b>995,176</b>	<b>3,619,620</b>	<b>6,208,493</b>			

The Library is partially funded from Department of Infrastructure, Transport, Regional Development and Communications through a Community Development Grants programme grant of \$7M. The funding agreement for this grant requires regular reporting as detailed in the funding deed.

### Performance Against Time

Delivery timeframes for the Library project are heavily influenced by the performance of contract CPA/3691, as delivery of this contract makes up the bulk of activities required to open the new building. Key time milestones are listed in the following table.

DESCRIPTION	DATES/DURATIONS (As of 29 February 2024)
Original Date for Practical Completion of CPA/3691	20 December 2024
Extensions of Time Lodged this Quarter	23 days
Extensions of Time Granted (All Quarters)	0 days
Current Date for Practical Completion of CPA/3691	20 December 2024
Projected Date of Practical Completion of CPA/3691	14 February 2025
<b>Projected Timeframe of Library Opening</b>	<b>April 2025</b>

At this stage of the project's delivery phase, four weeks are estimated post Practical Completion of CPA/3691, for completion of Council's change management and transition projects from existing facilities to the new building. This estimate is subject to change as the scope of these projects are developed and CPA/3691 progresses.

There were two extension of time requests totalling 23 days lodged this quarter. These will be processed in the next Quarterly report.

### Link to Community Strategic Plan

Theme 5: Liveable

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

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

### Risk Management

Council implemented a risk management plan and associated risk register to capture and monitor risks and implement appropriate risk controls for the Library project when required.

The project's Risk Management Plan defines the requirements for the identification, management, escalation, and report of risks identified for all phases of the project. The outcomes of this plan are to:

- Ensure all relevant potential project risks are identified
- Develop risk mitigation measures
- Identify the governance structure by which risks are monitored and mitigation measures implemented

- Detail specific risk management and reporting requirements, at project team and Project Control Group levels

The project's risk register is the document in which project risks are identified; uncontrolled risk ratings identified for various categories; controls document; and controlled risk rating identified. The risk register is used to capture risks identified and associated mitigation measures developed as outcomes of the implementation of the Risk Management Plan.

Two risks that may have a material adverse impact on the project, either monetary or non-monetary, were realised in this reporting quarter. These risks were:

- Latent conditions
- Contractor delay

Planned contingency measures and fund allocations set aside within the current project budget for these risks have been triggered.

#### **Options**

*Nil*

#### **Attachments**

*Nil.*

**Item No:** 3.12  
**Title:** Destination Management Plan 2022-2025 Progress Report  
**Department:** Community and Recreation Services

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26 March 2024 Ordinary Council Meeting

Reference: F2021/01913 - D16069559

Author: Whitney Edwards, Destination Management Officer, Marketing and Tourism  
Manager: Sue Ledingham, Unit Manager, Communications Marketing and Customer Engagement  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

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

- 1     *Receives the 2023 Report and Attachment 1 on the Progress of Actions of the Central Coast Destination Management Plan 2022-2025.***
- 2     *Receives a further Report on the progress of the Destination Management Plan in twelve months.***

## **Report purpose**

This report summarises progress of Central Coast Council's actions in 2023 in relation to the Central Coast Destination Management Plan 2022-2025 (CCDMP).

Council's role as a local government organisation responsible for destination management and enabler for the visitor economy lies in the implementation of innovative strategies and plans designed to achieve positive visitor economy targets. This is actioned through the ongoing sustainable management, development and promotion of the Central Coast's tourism products and experiences, and the region's unique natural and cultural assets.

## **Executive Summary**

Tourism is vital to the Central Coast economy, impacting the region socially, culturally, and environmentally. To manage this responsibly, Council developed the Central Coast Destination Management Plan 2022-2025 (CCDMP), aligning community, industry, and Council interests with state and regional priorities.

The CCDMP sets out the destination's vision, overarching objectives and performance targets, offering a roadmap for investment in strategies, plans, feasibility studies and campaigns tied to identified Priority Projects and Action Plans.

The CCDMP identifies six Themes for investment, and contained within those are 42 aspirational projects, with 17 identified as Priority Projects each with respective actions and stakeholder leads. It's the role of all stakeholders linked to the CCDMP to ensure the long-term viability and sustainability of the tourism sector to enable growth of the Central Coast visitor economy, and this report demonstrates the progress achieved in 2023.

## **Background**

Since 2020, following Council's adoption of the 'Tourism Management Review' report, the region's ongoing tourism management model has achieved some outstanding recognition, which has supported and enabled growth of the visitor economy. The tourism management model is delivered by Destination Central Coast, a dedicated internal Destination Marketing and Visitor Services section, alongside management of outsourced specialist contractors. The model's success has been achieved through planning and collaboration with local industry, funding bodies, and regional stakeholders. This collaboration is guided by the current CCDMP and ancillary strategic documents, such as the Tourism Opportunity Plan 2019-2024.

The CCDMP is a guiding document for sustainable tourism development and destination management covering its four-year lifespan, implemented as a tool for potential partnerships and investment with key stakeholder groups. The CCDMP's success relies on collaboration, as not all actions identified are the sole responsibility of Council to implement, with many requiring industry leads at a regional or state level.

Key stakeholder groups include Central Coast Council and its business units, community members, tourism industry operators and bodies, land management organisations such as NSW National Parks and Wildlife Service (NPWS), Forestry Corporation of NSW, Darkinjung Local Aboriginal Land Council (DLALC), and state government such as Destination NSW (DNSW), Destination Sydney Surrounds North (DSSN), and Transport for NSW. Additionally, the CCDMP functions as a supportive document for local operators applying for regional or state grant funding with tourism marketing, product, or experience development outlined in the CCDMP's Action Plans that can be readily aligned to application objectives.

## **Current Status**

In 2023, the Central Coast visitor economy reached unprecedented levels when compared to Tourism Research Australia (TRA) data collected since 2014. Implementation of the CCDMP, Perception Change and Local Advocacy campaigns, enhanced Destination Brand Awareness, and an Always On Digital Marketing and Content Strategy have contributed to this growth. Additionally, the Central Coast's recognition as a certified Australian ECO Destination in 2022 has played a vital role.

Destination Central Coast has been instrumental in leading destination marketing and management initiatives. The approach to the CCDMP's implementation has significantly

increased the value of the visitor economy and positively impacted key visitation metrics across the region.

The latest visitation data from TRA reveals the following insights for the NSW Central Coast, for Year Ending (YE) September 2023 in comparison to September 2022:

- +24.5% Year on Year (YoY) increase in total regional expenditure (\$1.6B)
- +20.6% YoY increase in total domestic visitation (\$6M)
- +27.1% YoY increase in day trip visitors (\$4.1M)
- +63.6% YoY increase in day trip expenditure (\$569.4M)
- +8.2% YoY increase in domestic overnight visitors (\$1.8M)
- -6.4% YoY decrease in domestic visitor nights (\$4.6M)
- +9.4% YoY increase in expenditure from domestic overnight visitors (\$983.9M)
- +17% YoY increase in overnight domestic visitor spend (\$215 Avg. per night)
- +29% YoY increase in domestic day trip visitor spend (\$138 Avg. per visitor)

Additionally, 2023 TRA data reveals visitor sentiment insights:

- There's a 94% increase in day trip visitors claiming to be visiting the Central Coast for a holiday compared to 2022 (YE June 2023 vs YE June 2022).
- Visitor dispersal is increasing with seasonal travel to the region showing 33% in Summer, 25% in Autumn and 25% in Winter, and 18% in Spring (YE Sept 2023 vs YE Sept 2022).
- In 2023, Sydney remains a significant source market for Central Coast visitors, showing 66% of day trip visitors travelled here and 33% from wider Regional NSW (YE Sept 2023 vs YE Sept 2022).

These insights demonstrate the Central Coast visitor economy is moving past its recovery phase following challenges including bushfires, COVID-19 and travel restrictions, coastal erosion, and flooding. Now, it's showing substantial growth with visitors spending and dispersing more in region, meeting the CCDMP performance targets.

In 2023, the Central Coast received numerous state, national, and international tourism industry awards, which boosted regional advocacy and development. These accolades led to investments in infrastructure, increased income, job opportunities, and the promotion of the Central Coast as a leading ecotourism destination.

## Report

### Progress of actions from the CCDMP in 2023

The CCDMP identifies six key Themes for investment, in response to strategic considerations and objectives for tourism development. Within these Themes, the CCDMP includes 42 actions in total, with their respective status as follows:

- 29 actions underway

- Five (5) actions yet to commence
- Five (5) actions complete, these are:
  1. Oyster 'Food Brand' and Supporting Product Development
  2. Achieved recognition as a National Surfing Reserve
  3. Develop a Signature Water Based 'Eco-Tourism' Experience/s that Strengthens Brand Identity
  4. Coast to Country touring itineraries
  5. Local ambassador program.
- Three (3) actions are under review to be considered for deferral to the next CCDMP. Council has been investigating options for progressing these projects in 2023 and it has been identified each require support from ancillary Council units. These resourcing considerations will be reviewed in 2024 and may require project deferral, these are:
  1. Undertake a mountain biking strategy for Central Coast which identifies opportunity for investment in mountain biking
  2. Identify critical infrastructure needs and develop a Visitor Infrastructure Investment Plan
  3. Development Approval Business Concierge.

Detail on the progress of all 42 actions in the CCDMP are included in *Attachment 1 - Central Coast Destination Management Plan 2022-2025: Progress of actions 2023*.

### Highlights of destination marketing and management actions completed in 2023

Destination marketing projects:

- **Central Coast Destination Marketing Strategy 2023-2026:** Developed in 2023 for a three-year rollout and implementation plan.
- **FIFA Women's World Cup digital campaign:** Tactical advertising in market June-August 2023, targeting Sydney, Germany, UK audiences; 1.4M Impressions; 15,225 Sessions; 203 Goal Completions.
- **Winter tactical digital tourism campaign:** First time launched for the Central Coast region, in market June-August 2023, targeting Sydney 300km radius; 18.5M Impressions; 47,720 Sessions; 6,197 Goal Completions.
- **Good Times Summer, Gosford activation program:** In market December 2023-January 2024; \$15k digital marketing investment; strong 8% Unique Click Through Rate; exceptional Google Search keyword targeting 16-56%; generated 18,000 Users and 22,000 Sessions.



Product and industry development:

- **Pelican Time:** Eco-friendly educational experience launched September 2023 at The Entrance in collaboration with Council and Central Coast Marine Rescue; 9,018 visitors recorded in 23/24 peak period.
- **ECO Advocate program:** Delivered from April 2023, ECO Certification upheld by eight (8) Central Coast tourism operators, 11 operators pursuing accreditation. Supported by Council on their sustainability journey via content, marketing and funding; Sydney Oyster Farm Tours and Rocky Trail Entertainment achieved ECO Certification in 2022/23.
- **Bushfire Local Economic Recovery (BLER) Fund content development:** Completed delivery of improved tourism product digital presence on LoveCentralCoast.com for categories affected by 2019/20 bushfires: Events, Trails, Ecotourism, Agritourism and Aboriginal tourism.
- **Renovated Central Coast Visitor Centre:** Launched April 2023 at The Entrance attracting 22,278 annual visitors - an impressive increase of 225% YoY.
- **New Mangrove Creek Dam Visitor Centre:** Opened September 2023.
- **Australian Tourism Exchange:** Regional representation at national Tourism Trade conference in May 2023.
- **Australian ECO Destination status upheld:** NSW Central Coast one-year anniversary as a leading NSW ecotourism destination, certified by Ecotourism Australia in 2022.

A key success factor for Council's revitalised tourism management model is growing recognition for the local tourism industry and region. During 2023 Destination Central Coast in collaboration with the local tourism industry have been acknowledged in the following:

- **Central Coast ranked a Top 10 domestic travel destination in Australia:** 2023 DSpark report, commissioned by Tourism and Transport Forum (TTF) Australia.
- **Green Destinations Top 100 Sustainability Stories List:** Central Coast selected for third year running in global tourism competition (2021, 2022, 2023); plus Top 6 Finalist in Destination Management category for global Green Destinations Story Awards announced at ITB Berlin 2024 and recently announced as the winner.
- **Top 10 NSW National Park:** NPWS Park Visitor Survey places Brisbane Water National Park 10th most-visited national park in New South Wales.
- **Winner - NSW Local Government Excellence Awards 2023:** Special Project Initiative Award for Council's ECO Destination journey.
- **Gold Winner - NSW Tourism Awards 2023:** Local Government Award for Tourism.
- **Finalist National Banksia Sustainability Awards 2023:** Marketing and Communications for Impact category for ECO Destination journey.
- **Finalist - NSW Top Tourism Town Awards 2023:** Spencer, Tiny Town category.

A diverse range of local businesses have also been awarded during 2023:

- NSW Tourism Awards:
  - **Crowne Plaza Terrigal Pacific** - Gold Winner, Business Event Venues category
  - **Australian Reptile Park** - Gold Winner, Major Tourist Attractions category

- **Glenworth Valley Wilderness Adventures** - Finalist in Award for Visitor Litter Prevention category presented by Long Jetty-based Take 3 for the Sea.
- Australian Hotels Association NSW Hospitality Awards for Excellence
  - **Drifters Wharf, Gosford** – Best Live Music Venue joint category Winner
  - **Hotel Gosford** – Best Regional Local and Best Regional Casual Dining
  - **The Lakes Hotel, The Entrance** – Best Wagering Venue
  - **The Entrance Social Club** – winner of Best Regional Redevelopment
  - **Elanora Hotel, East Gosford** – winner of the Best Steak in NSW.
- Restaurant & Catering Australia Hostplus Awards for Excellence
  - **Mexicoast Cantina, Toukley** – Winner of Best Regional Restaurant and Winner of Family Dining
  - **Spices 29, Woy Woy** – Winner of Best Indian Restaurant in Regional NSW.
- Australian Good Food Guide Awards 2023
  - **L'isle de France, Terrigal**
  - **Yellowtail, Terrigal**
  - **The Cowrie, Terrigal**
  - **Safran, Ettalong**
  - **Osteria il Coccia, Ettalong**
  - **The Wild Flower Bar & Dining, Killcare.**
- SMH Good Food Guide Awards 2024
  - **Osteria il Coccia** – One Hat
- Central Coast Business Awards
  - **Sydney Oyster Farm Tours, Mooney Mooney** – Central Coast 2023 Business of the Year and Excellence in Sustainability
  - **Arc Ento Tech, Somersby** – Excellence in Innovation and the State Excellence in Innovation Award
  - **Iris Lodge Alpacas, Jiliby** – Excellence in Micro Business
  - **SecondLife Recrafted** – Outstanding Start Up
  - **Broken Bay Pearl Farm, Mooney Mooney** – Excellence in Visitor Experience
  - **Australian Reptile Park, Somersby** – Outstanding Young Business Leader - Caitlin Vine.

## Assessment

The CCDMP is actively fulfilling its role of guiding the growth of the Central Coast visitor economy, successfully reflecting the aspirations and needs of the community, industry and Council. The NSW Central Coast is proactively becoming a top Australian visitor destination by promoting its refreshed brand, appealing to domestic travellers, and exploring its potential in the international market as a Top 10 destination in Australia.

Tourism is a significant industry on the Central Coast, contributing to the positive perceptions of the region as well as a driving regional economic outcomes through the visitor economy.

The success of the CCDMP will continue to be measured through growing the value of the Central Coast visitor economy as demonstrated in the positive 2023 visitor expenditure results from TRA, alongside the increased digital traffic to the region's official destination channels; increased community pride and public perception of the Central Coast; the value of new private sector tourism investment and continued public sector investment maintained over the course of the CCDMP.

**Central Coast key visitor economy statistics in 2023:**

*Table 1: Visitation to the Central Coast region according to the National Visitor Survey (NVS)*

<b>Tourism Research Australia - NVS Year Ending (YE) Sept 2022</b>	<b>Tourism Research Australia - NVS YE Sept 2023</b>
1,699,000 Overnight visitors	1,837,000 Overnight visitors = +8.2% increase
4,878,000 Visitor nights	4,566,000 Visitor nights = -6.4% decrease
3,250,000 Daytrip visitors	4,131,000 Daytrip visitors = +27.1% increase

*Table 2: Visitor expenditure in the Central Coast region according to the NVS*

<b>Tourism Research Australia - NVS YE Sept 2022</b>	<b>Tourism Research Australia - NVS YE Sept 2023</b>
\$900M Regional expenditure from overnight visitation	\$983.9M Regional expenditure from overnight visitation = +9.4% increase
\$184 Avg. visitor expenditure per night	\$215 Avg. visitor expenditure per night = +17% increase
\$348M Regional expenditure from daytrip visitation	\$569.4M Regional expenditure from day trip visitation = +63.6% increase
\$107 Avg. expenditure per day trip visitor	\$138 Avg. expenditure per day trip visitor = +29% increase

To achieve performance targets outlined in the CCDMP by 2025, Council proposes driving the visitor economy forward by focusing on targeted, collaborative campaigns linked to the CCDMP's key Themes. Success will be measured by the growth of the Central Coast visitor economy, longer stays and continued increased spending by guests, heightened brand awareness, community pride, public perception, and increased investment from both private and public sectors throughout 2024 and 2025.

### **Social Impacts**

Tourism development brings improvement to services and facilities in a region, in turn improving the quality of life of its residents through enhanced lifestyle and leisure opportunities as well as an increase in local employment and business opportunities.

Strategic Themes in the CCDMP establish a shared vision for the Central Coast visitor economy with Priority Projects and accountable Action Plans linked to year-on-year planning and reporting. Tourism links with all themes of the Community Strategic Plan (CSP) 2018-28, but most tightly aligns to the Objectives in the 'Smart' and 'Green' themes, with the Central Coast Destination Brand vision to create "a vibrant, magnetically attractive place to live, work and play" and 'Nature, Diversity, Innovation, Inclusivity' as central pillars.

The ECO Destination Certification program upheld by Council also ensures alignment in destination management to Sustainable Development Goals (SDGs), whereby the CSP's 'Green' Theme links to SDGs 6-7 and 11-15, and 'Smart' Theme Objective-C4 'A growing and competitive region' links to SDGs 4, 8-9. Pursuing ECO Destination Certification and associated industry partnerships led from the Tourism Opportunity Plan 2019-24 and Eco & Rural Tourism Feasibility Study 2020, with 'Ecotourism & Sustainability' identified as emerging strengths in the NSW Visitor Economy 2030 Strategy (Strategic-Pillar-3), supported further on a national level by Tourism Australia's commitment via their Sustainable Tourism Statement.

### **Environmental Considerations**

The CCDMP recognises the outstanding natural and cultural assets of the region as a critical competitive advantage over other destinations in proximity to Sydney. The CCDMP proposes a growth opportunity exists to leverage the unique coastal and hinterland environment of the Central Coast through product development and supporting infrastructure, facilities and services to create unparalleled and motivating nature-based and wellness experiences. The purpose of the CCDMP is to guide responsible tourism development in such areas to help ensure long-term viability and sustainability in these areas.

Furthermore, there's an ongoing application of techniques to avoid over tourism, with visitor dispersal a key strategic consideration when implementing the CCDMP Action Plans. The Central Coast was one of the first Australian ECO Destinations, certified by Ecotourism Australia in June 2022, leading an ongoing sustainable destination management program that functions as both a business tool and commitment to implement and incentivise sustainable tourism best practice among industry.

### **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.

Funding for the CCDMP is currently allocated in the budget for 2023-2024, with planning for further allocation to approved projects in the 2024-2025 Financial Year. Council's allocated annual \$800k tourism marketing and destination management budget comprises of skilled internal staff resourcing, extensive digital, social, brand and content marketing programs of work, industry services, partnerships and memberships, surveys and sentiment tracking, destination PR services, media familiarisation tours, and content production to enable the aforementioned.

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

Theme 2: Smart

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

S-C4: Promote and grow tourism that celebrates the natural and cultural assets of the Central Coast in a way that is accessible, sustainable and eco-friendly.

Theme 3: Green

#### **Goal F: Cherished and protected natural beauty**

G-F3: Improve enforcement for all types of environmental non-compliance including littering and illegal dumping, and encourage excellence in industry practices to protect and enhance environmental health.

### **Risk Management**

Risks to Council's reputation from poorly coordinated actions or under-resourced teams to progress the strategies of the CCDMP within the allocated timeframe. Risk is mitigated through resourceful stakeholder consultation, internal collaboration, and the strategic provision of actions in existing and newly founded Council strategies and operational plans.

### **Critical Dates or Timeframes**

The Destination Management Plan is a four-year program adopted in 2022 and implemented through to 2025.

**Attachments**

<b>1</b>	Attachment 1 - Central Coast Destination Management Plan 2022-2025 - Progress of Actions 2023	Provided Under Separate Cover	D16088607
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**Item No:** 3.13  
**Title:** Community Support Grant Program - January 2024  
**Department:** Community and Recreation Services

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26 March 2024 Ordinary Council Meeting

Reference: F2017/02117-002 - D16080998

Author: Belinda McRobie, Section Manager Community Development  
Manager: Glenn Cannard, Unit Manager Community and Culture  
Executive: Melanie Smith, Director Community and Recreation Services

## **Recommendation**

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

- 1     *Allocates \$20,082.00 (inclusive of GST where applicable) from the 2023/24 grants budget to the Community Support Grant program, as outlined below and in Attachment 1.***
  - a.     Rotary Club of Erina Incorporated - CC Heat of Australian National Busking Championship - \$4,791.00.***
  - b.     Rotary Club of Erina Incorporated - Youth Arts Exhibition 2024 - \$400.00.***
  - c.     Tuggerah Rural Fire Brigade - Firefighting & Support Equipment - \$4,891.00.***
  - d.     Curtain Bounce Incorporated - The Phantom of the Opera - \$5,000.00.***
  - e.     Terrigal Surf Life Saving Club Incorporated - Terrigal Annual Ocean Swim 2024-\$5,000.00.***
- 2     *Declines 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.     Green Point-Terrigal Community Services Incorporated - application is ineligible***
  - b     Kariong Progress Association – broader community benefit is not demonstrated.***
  - c.     Toukley Neighbourhood Centre Incorporated – application is ineligible.***

## **Report purpose**

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

## Executive Summary

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

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

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

## Background

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

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

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

**Table 1: Community Support Grant Program**

Program	Original Budget	Opening Period	2023/2024 allocation to date (inclusive of GST where applicable)	Recommendation allocation within this report (Inclusive of GST where applicable)	Allocation to date + Recommendation within report (Inclusive of GST where applicable)
Community Support Grant Program	\$300,000	Ongoing	\$232,545.20	\$20,082.00	\$252,627.20
<b>TOTAL</b>			<b>\$232,545.20</b>	<b>\$20,082.00</b>	<b>\$252,627.20</b>



### **Current Status**

Applications submitted from 1 – 30 of January 2024 are considered in this report. The Community Support Grant Program provides up to \$5,000 per project per financial year in combined funding and in-kind Council services to applicants who are a legally constituted not-for profit organisations, or auspiced by one.

### **Assessment**

A total of eight applications were received and assessed by 9 February 2024, with five applications recommended for funding in this Council report. Three applications are not recommended for funding.

Two applications are not recommended for funding because they are ineligible, and one application did not demonstrate broader community benefit. All applicants will be advised to discuss their proposal further with Council's Grants Officers prior to resubmission in a future round.

Council's Unit Manager Community and Culture and the Community Grants Team assessed the Community Support Grant program applications, 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**

<b>1</b>	Community Support Grant - January 2024 -	Provided Under	D16088696
	Recommended and Not Recommended	Separate Cover	