



Central Coast Council Internal Ombudsman Charter

1. Mission and Purpose

- 1.1 This Charter and the operation of the Internal Ombudsman reflect the commitment of Council in operating to a high standard of ethical conduct and decision-making, administrative conduct, corporate governance and being corruption free.
- 1.2 The Internal Ombudsman provides residents, community members, ratepayers, local businesses, staff, Councillors and other Council stakeholders with an 'independent ear' regarding complaints about: administrative conduct; corrupt conduct; misconduct; or maladministration.
- 1.3 The Internal Ombudsman conducts independent and impartial investigations and reviews of administrative processes and services provided by the Council.
- 1.4 The Internal Ombudsman will investigate matters detailed below at paragraph 3 and provide the Council and affected parties with the results of the investigation and make recommendations regarding required corrective action and process improvements where relevant.
- 1.5 The Internal Ombudsman may provide, or recommend, guidance and assistance to staff and proactive education regarding continuous improvement in administrative processes, good governance and ethical decision-making.
- 1.6 The Internal Ombudsman will provide procedural fairness, accountability, transparency and fairness when investigating complaints.
- 1.7 This Charter has been agreed upon and adopted by Council and provides a framework for the operation of the office and relevant delegations. This Charter details the functions and powers of the Internal Ombudsman and these are subject to change. The Internal Ombudsman Charter will be reviewed annually.
- 1.8 The Internal Ombudsman will abide by Council's Code of Conduct and relevant policies and procedures in relation to any work conducted for, in relation to, or on behalf of the Council.

2. Scope

- 2.1 The operations of the Internal Ombudsman apply to all Council functions and activities, staff, Councillors, and other delegates of Council.



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- 2.2 The Internal Ombudsman will report to the Chief Executive Officer
- 2.3 All staff, Councillors, and other delegates of Council are to cooperate fully with the Internal Ombudsman in any investigation to be carried out and must comply with any lawful direction given by the Internal Ombudsman or associated staff in connection with any investigation undertaken or any recommendation made by the Internal Ombudsman pursuant to this Charter.
- 2.4 All staff, Councillors, and other delegates of Council shall be bound by the Internal Ombudsman recommendations, once, as relevant to the circumstances, the Chief Executive Officer, Mayor, or the elected Council or Council's Audit, Risk and Improvement Committee has accepted them.

3. What the Internal Ombudsman will investigate

- 3.1 The Internal Ombudsman will review and investigate the following types of matters including, but not limited to:
 - a) All Council administrative processes, Council Committees, and other staff matters as determined by the Chief Executive Officer pursuant to Council's Code of Conduct and Complaints and Feedback Management Policy.
 - b) Any failure to comply with Council's Code of Conduct or policies or procedures including but not limited to conflict of interests, tender processes, release of confidential information, secondary employment and gifts and benefits.
 - c) Council's lack of attention to matters or review of Council's complaint handling procedures.
 - d) Anonymous matters will be considered for review or investigation, but only if adequate detail is provided to allow the matter to be reviewed or investigated.
 - e) Receipt and referral of allegations of poor administration, maladministration, corruption, breach of privacy or other alleged improper conduct by Council or Council Officials from external agencies including, but not limited to, NSW Independent Commission for Corruption (ICAC), the NSW Ombudsman, NSW Anti-Discrimination Board, Human Rights Commission or the Office of the Local Government.
 - f) Referral of internal matters from the Chief Executive Officer, Mayor, Internal Audit and Council's Audit, Risk and Improvement Committee.
 - g) Public Interest Disclosures and, including, breaches of disclosure obligations.
- 3.2 The Internal Ombudsman may also provide ad-hoc or verbal or written probity advice to staff, Councillors, or Council delegates.

4. What the Internal Ombudsman will not investigate

- 4.1 The Internal Ombudsman will not review and investigate, or will cease to investigate the following types of matters including, but not limited to:
- a) That concerns a review of a decision of the elected Council, or committee of Council or decisions made by the Regional Planning Panel and the Local Planning Panel, or matters awaiting determination, such as Development Applications before Council.
 - b) That are not part of Council's functions or businesses.
 - c) That relate to the conduct of staff or Councillors or delegates, where the complainant has had knowledge of the matter for more than three (3) months before making the complaint (refer to the Procedures of the Administration of the Model Code of Conduct for Local Councils in NSW).
 - d) That require initial referral to external agencies including but not limited to: the NSW Independent Commission for Corruption (ICAC), the Office of the Local Government, the NSW Ombudsman or the NSW Police.
 - e) The merits of Development Applications and/or planning decisions made by Council or the Regional Planning Panel or the Local Planning Panel.
 - f) That adequate details of the complaint are not available to allow proper investigation.
 - g) That are frivolous, vexatious or not made in good faith or concern a trivial matter.
 - h) That adequate remedy of right of appeal already exists, whether or not the complainant uses that remedy or right of appeal.
 - i) Where legal proceedings have commenced or they are already before or under investigation by a court, coroner or other tribunal or government agency.
 - j) That relate to the appointment or dismissal of an employee or any industrial or disciplinary issue, other than in relation to the administrative process of the appointment, dismissal or disciplinary issue.
 - k) That concern a private individual.
 - l) That concern a staff member in their capacity as a private citizen.
 - m) The complainant declines or refuses to provide further information to allow investigation and/or there are threats made against Council.
 - n) The Internal Ombudsman does not conduct Council audits.

- 4.2 However, any matters that are listed above but are considered systemic, reflect a pattern of conduct and/or are serious and significant may be investigated immediately, or reviewed by the Internal Ombudsman upon direction by the Chief Executive Officer.
 - 4.3 The Internal Ombudsman may refer matters as appropriate to any other internal Council departments or senior person to investigate or to any external government agency to investigate as appropriate.
 - 4.4 The Internal Ombudsman will not act as a community advocate, nor support any organisation or body or defend Council.
 - 4.5 The Internal Ombudsman will not provide legal advice to staff, councillors or complainants.
 - 4.6 As the Council is a Water Authority pursuant to s. 285 and Schedule 3 of the Water Management Act 2000, the Internal Ombudsman may review recommendations made by staff in accordance with Council policies.
 - 4.7 When the Internal Ombudsman decides not to investigate or ceases to investigate a matter, the Internal Ombudsman will inform the complainant in writing of the decision and provide the reason for the decision.
 - 4.8 The Internal Ombudsman will not re-investigate complaints that have been finalised previously unless there are new allegations of wrong doing or the complainant has new information, that was not available at the time of the original decision
- 5. Who can make complaints?**
- 5.1 Anyone can make a complaint to the Internal Ombudsman provided it concerns Council's operations and functions and is within the Internal Ombudsman jurisdiction. Complaints may be received from residents, community members, ratepayers, local businesses, staff, Councillors and other Council stakeholders.
 - 5.2 Complaints must be made in writing to either the Council or direct to the Internal Ombudsman.
 - 5.3 Internal Ombudsman staff are available in person or by telephone to discuss matters as to whether the Internal Ombudsman is the correct entity to handle the complaint or refer matters appropriately.
 - 5.4 Internal Ombudsman staff can provide assistance to persons who wish to make a complaint but are unable to submit a written complaint themselves.

6. Confidentiality and Privacy

- 6.1 All parties to a matter investigated by the Internal Ombudsman are required to maintain confidentiality in relation to all correspondence and reports, any conversations or discussions and any interviews conducted. The processes of the Internal Ombudsman are undertaken in private and in a secure location.
- 6.2 Records management and the handling of personal and private information within the Internal Ombudsman unit are in accordance with Council policy.
- 6.3 Staff and Councillors are also bound by the confidentiality and privacy provisions of Council's Code of Conduct.
- 6.4 Complainant's details will not be disclosed unless written consent from the complainant has been provided or it is necessary for procedural fairness to any parties involved.

7. Access to information

- 7.1 The Internal Ombudsman will have access to all relevant information upon which to conduct a fair investigation. Any investigation of electronic information held by Council will be undertaken in accordance with relevant legislation and Council policies.

8. Reviews and Investigations

- 8.1 The Internal Ombudsman is committed to managing people's expectations and will inform them of the progress of the complaint and, if there is any delay, will provide a reason.
- 8.2 The Internal Ombudsman will advise people as soon as possible when unable to deal with any part of their complaint and provide advice about where such issues and/or complaints may be directed.
- 8.3 The Internal Ombudsman will address each complaint with integrity and in an equitable, objective, professional and unbiased manner and ensure that the person handling a complaint is different from any staff member whose conduct or service is being complained about.
- 8.4 Conflicts of interests, whether actual or perceived, will be managed responsibly.
- 8.5 The process for reviews and investigations conducted by the Internal Ombudsman will operate around the following basic principles, as the Internal Ombudsman considers necessary:
 - a) Review of the matter as to its jurisdiction and priority allocated.
 - b) An acknowledgement letter or email will be sent to the complainant.

- c) Preliminary documentation review of any records or information available in relation to the issues raised including any current policies and procedures applicable to the matter and site inspections where relevant.
 - d) Interviews with the relevant person(s).
 - e) Preparation of a confidential report to the Chief Executive Officer or as appropriate to the Mayor or the Council or the Chairman of the Council's Audit, Risk and Improvement Committee, which will include:
 - i A review of the evidence available to the investigation.
 - ii Determinations on the complaint.
 - iii Appropriate recommendations on the matters investigated.
 - iv Any other issues identified which are not directly associated with the matters under review or investigation will be noted for further review by Council.
 - f) A letter to the complainant detailing the results of the investigation and any actions, if appropriate giving consideration to relevant privacy legislative requirements and industrial instruments. Information provided to the complainant detailing the results of some investigations may therefore be limited.
- 8.6 The procedures adopted and undertaken by the Internal Ombudsman will comply with relevant legislation and Council policies and follow best practice.
- 8.7 The Internal Ombudsman will handle complaints using procedures that are in line with the NSW Ombudsman's Effective Complaint Handling Guidelines (2017); the Internal Ombudsman will keep accurate records and complaint data will be stored as required under the State Records Act 1998.
- 8.8 The Internal Ombudsman will assess and prioritise complaints in accordance with the urgency and/or seriousness of the issues raised. The timeframe for the investigation will be determined by the allocation of the priority of the complaint and other work constraints of the Internal Ombudsman. The Internal Ombudsman will, when required, prioritise investigations as follows – complaints relating to fraud and corruption, complaints referred by an external agency, complaints relating to a breach of legislation, non-urgent complaints about an action taken by Council staff.
- 8.9 The Internal Ombudsman may refer matters to other bodies, internal or external to Council for investigation, due to the nature of the matter or the current resourcing of the Internal Ombudsman or the urgency of the matter.
- 8.10 The Internal Ombudsman may utilise the services of Council's Panel of Code of Conduct Reviewers or other investigators in accordance with the relevant procurement legislative requirements and guidelines.

9. Investigation Reports and Recommendations

9.1 Where, after completing an investigation, the Internal Ombudsman is of the opinion that a decision, recommendation, act, omission or procedure of an employee or Councillor or delegate of the Council:

- a) Is contrary to law
- b) Is unjust, oppressive or improperly discriminatory
- c) Is based on a rule of law or practice that is unjust, oppressive or improperly discriminatory
- d) Is based in whole or in part on a mistake of law or fact or on an irrelevant ground or consideration
- e) Is related to the application of arbitrary, unreasonable or unfair procedure
- f) Was made without providing adequate reasons or
- g) involves maladministration or misconduct of any kind,

then the Internal Ombudsman shall provide a confidential written report of the opinion, with reasons, to the Chief Executive Officer, or as appropriate, to the Mayor or the Council or the Chairman of the relevant member Council's Audit, Risk and Improvement Committee.

9.2 In making an investigation report, the Internal Ombudsman may recommend to the Chief Executive Officer or as appropriate, to the Mayor or the Council or the Chairman of the Council's Audit, Risk and Improvement Committee that:

- a) The matter be referred to the Chief Executive Officer for further consideration, including but not limited to disciplinary proceedings to commence.
- b) An omission or delay be rectified.
- c) A decision or recommendation by an employee or employees of the Council be revoked or varied.
- d) Reasons be given by an employee or employees of the Council for a decision.
- e) A practice or procedure be altered.
- f) A statute, regulation or by law be reconsidered.
- g) The Council pay compensation to a complainant.
- h) The Council provide a particular service.
- i) The Council amend or not impose a charge or condition in relation to a particular service,
- j) The Council supply a good or service or undertake any necessary corrective or other work to resolve a complaint.
- k) The Council make an appropriate correction, deletion or addition to a record.
- l) Such other steps are taken as the Internal Ombudsman considers reasonable and just.

- 9.3 It is the Chief Executive Officer's responsibility to address recommendations made by the Internal Ombudsman and ensure their implementation within the Council. The exception to this is when a conflict of interest may occur by referring the matter to the Chief Executive Officer in which case the matter is referred to the Mayor. If for some reasons both the Chief Executive Officer and the Mayor are perceived to have a conflict of interest then the matter is referred direct to the elected Council to address the recommendations. The Internal Ombudsman may recommend that such recommendation be provided in a confidential meeting with Council.
- 9.4 A complaint about the Mayor, Chief Executive Officer or a Councillor in relation to a Code of Conduct breach is reported in accordance with the Procedures of the Administration of the Model Code of Conduct for Local Councils in NSW.
- 9.5 Council is required to record each recommendation made by the Internal Ombudsman, take appropriate action and record what action has been taken by Council, by whom and when, for each recommendation made by the Internal Ombudsman.
- 9.6 Any concerns that the Internal Ombudsman has regarding the failure of Council to implement the Internal Ombudsman recommendations may be reported to the elected Council, the Chairman of the Council's Audit, Risk and Improvement Committee and/or the relevant government agency as appropriate.
- 9.7 The Internal Ombudsman cannot amend any operational decisions made by Council or Council officers.
- 9.8 The Internal Ombudsman will follow the *NSW Ombudsman's Effective Complaint Handling Guidelines* and may from time to time document and implement its own specific procedures and processes regarding the management and investigation of complaints.
- 10. Review of an Internal Ombudsman Decision**
- 10.1 No proceedings of the Internal Ombudsman is necessarily negated or invalid because of technical defects in the conduct of the investigation. Any such defects in the conduct of an investigation will be considered individually in terms of their impact on the outcome of the investigation.
- 10.2 The Internal Ombudsman's recommendations can only be reviewed by a body external to the Council.

11. Breach and Penalty

11.1 A person who wilfully and without justification:

- a) Obstructs, hinders or resists the Internal Ombudsman or any other person in the performance of the functions and duties of the Internal Ombudsman under this Governance Charter
- b) Fails to comply with a request of the Internal Ombudsman or
- c) Makes a false statement to, or misleads or attempts to mislead, the Internal Ombudsman or any other person in the exercise or performance of the functions and duties of the Internal Ombudsman under this Charter,

will be considered in breach of this Charter and may be liable to disciplinary action in accordance with Council's Code of Conduct and other relevant policies.

12. Reporting

12.1 The Internal Ombudsman will prepare and submit quarterly reports to the Council by way of a Governance Dashboard.

12.2 The Internal Ombudsman will participate in an internal forum whose purpose is to monitor the Governance Dashboard enhancing communication between key functions across the Council including Governance, People and Culture, Customer Service, Internal Audit and Finance.

12.3 The Internal Ombudsman will prepare and submit an annual report to be included in Council's Annual Report on the operations of the Internal Ombudsman office or as requested by Council.

12.4 The Internal Ombudsman will provide a quarterly report to the Audit, Risk and Improvement Committee and will meet with the members of the Committee annually in camera or as arranged with the Committee without the presence of management.

13. Resourcing and Reporting Line

13.1 The Internal Ombudsman shall report to the Chief Executive Officer.

13.2 Resourcing of the Internal Ombudsman office regarding appointed staff, their ongoing performance and other staff related matters are determined by the Chief Executive Officer and implemented in accordance with Council's recruitment policies.

13.3 Other resources required by the Internal Ombudsman will be determined and funded by Council's operational budget and authorised by the Chief Executive Officer.

14. Definitions

Best Practice	Means commercial or professional procedures that are accepted or prescribed as being correct or most effective.
Chief Executive Officer	Means the Chief Executive Officer or their delegate or authorised representative as appointed by the elected Council.
Confidentiality	Means the characteristic of information being disclosed only to authorised persons or organisations in the authorised manner.
Corruption	As per the definition in the Independent Commission Against Corruption Act 1988 Section 8:

8 General nature of corrupt conduct

- (1) *Corrupt conduct is—*
- (a) *any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the honest or impartial exercise of official functions by any public official, any group or body of public officials or any public authority, or*
 - (b) *any conduct of a public official that constitutes or involves the dishonest or partial exercise of any of his or her official functions, or*
 - (c) *any conduct of a public official or former public official that constitutes or involves a breach of public trust, or*
 - (d) *any conduct of a public official or former public official that involves the misuse of information or material that he or she has acquired in the course of his or her official functions, whether or not for his or her benefit or for the benefit of any other person.*
- (2) *Corrupt conduct is also any conduct of any person (whether or not a public official) that adversely affects, or that could adversely affect, either directly or indirectly, the exercise of official functions by any public official, any group or body of public officials or any public authority and which could involve any of the following matters—*
- (a) *official misconduct (including breach of trust, fraud in office, nonfeasance, misfeasance, malfeasance, oppression, extortion or imposition),*
 - (b) *bribery,*
 - (c) *blackmail,*
 - (d) *obtaining or offering secret commissions,*
 - (e) *fraud,*
 - (f) *theft,*

- (g) *perverting the course of justice,*
- (h) *embezzlement,*
- (i) *election bribery,*
- (j) *election funding offences,*
- (k) *election fraud,*
- (l) *treating,*
- (m) *tax evasion,*
- (n) *revenue evasion,*
- (o) *currency violations,*
- (p) *illegal drug dealings,*
- (q) *illegal gambling,*
- (r) *obtaining financial benefit by vice engaged in by others,*
- (s) *bankruptcy and company violations,*
- (t) *harbouring criminals,*
- (u) *forgery,*
- (v) *treason or other offences against the Sovereign,*
- (w) *homicide or violence,*
- (x) *matters of the same or a similar nature to any listed above,*
- (y) *any conspiracy or attempt in relation to any of the above.*

(2A) *Corrupt conduct is also any conduct of any person (whether or not a public official) that impairs, or that could impair, public confidence in public administration and which could involve any of the following matters—*

- (a) *collusive tendering,*
- (b) *fraud in relation to applications for licences, permits or other authorities under legislation designed to protect health and safety or the environment or designed to facilitate the management and commercial exploitation of resources,*
- (c) *dishonestly obtaining or assisting in obtaining, or dishonestly benefiting from, the payment or application of public funds for private advantage or the disposition of public assets for private advantage,*
- (d) *defrauding the public revenue,*
- (e) *fraudulently obtaining or retaining employment or appointment as a public official.*

Council

Means Central Coast Council, being the organisation responsible for the administration of Council affairs and operations and the implementation of Council policy and strategies.

Councillor	Means any person elected or appointed to civic office, including the Mayor and Deputy Mayor.
Council Official	Includes Councillors, members of Staff of Council, Administrators, Council Committee Members, delegates of Council, contractors, community members of wholly advisory committees and volunteers.
Council policy	Means policy created and approved by the elected members of the Central Coast Council.
Delegate of Council	Means a person (other than a Councillor or member of Staff of Council) or body, and the individual members of that body, to whom a function of Council is delegated.
Fraud	<p>As per the definition in the Crimes Act 1900 Section 192(e):</p> <p>192(e) Fraud</p> <p>(1) <i>A person who, by any deception, dishonestly--</i></p> <p style="padding-left: 40px;">(a) <i>obtains property belonging to another, or</i></p> <p style="padding-left: 40px;">(b) <i>obtains any financial advantage or causes any financial disadvantage,</i></p> <p><i>is guilty of the offence of fraud.</i></p> <p>(2) <i>A person's obtaining of property belonging to another may be dishonest even if the person is willing to pay for the property.</i></p> <p>(3) <i>A person may be convicted of the offence of fraud involving all or any part of a general deficiency in money or other property even though the deficiency is made up of any number of particular sums of money or items of other property that were obtained over a period of time.</i></p>
Internal Ombudsman	Means the person appointed to the position of Internal Ombudsman of the Office of the Internal Ombudsman.
Maladministration	<p>As per the definition in the Public Interest Disclosures Act 1994 Section 11:</p> <p>11 Disclosure to Ombudsman concerning maladministration</p> <p>...</p> <p>(2) <i>For the purposes of this Act, conduct is of a kind that amounts to maladministration if it involves action or inaction of a serious nature that is—</i></p> <p style="padding-left: 40px;">(a) <i>contrary to law, or</i></p>

- (b) unreasonable, unjust, oppressive or improperly discriminatory, or
- (c) based wholly or partly on improper motives.

Procedural Fairness Means acting fairly in administrative decision making. It relates to the fairness of the procedure by which a decision is made.

15. References

Office of Local Government Model Code of Conduct for Local Councils in NSW

Office of Local Government Procedures of the Administration of the Model Code of Conduct for Local Councils in NSW

Local Government Act 1993

Ombudsman Act 1974 NSW

NSW Ombudsman's Effective Complaint Handling Guidelines

Independent Commission Against Corruption Act 1988

Public Interest Disclosures Act 1994

Privacy and Personal Information Protection Act 1998

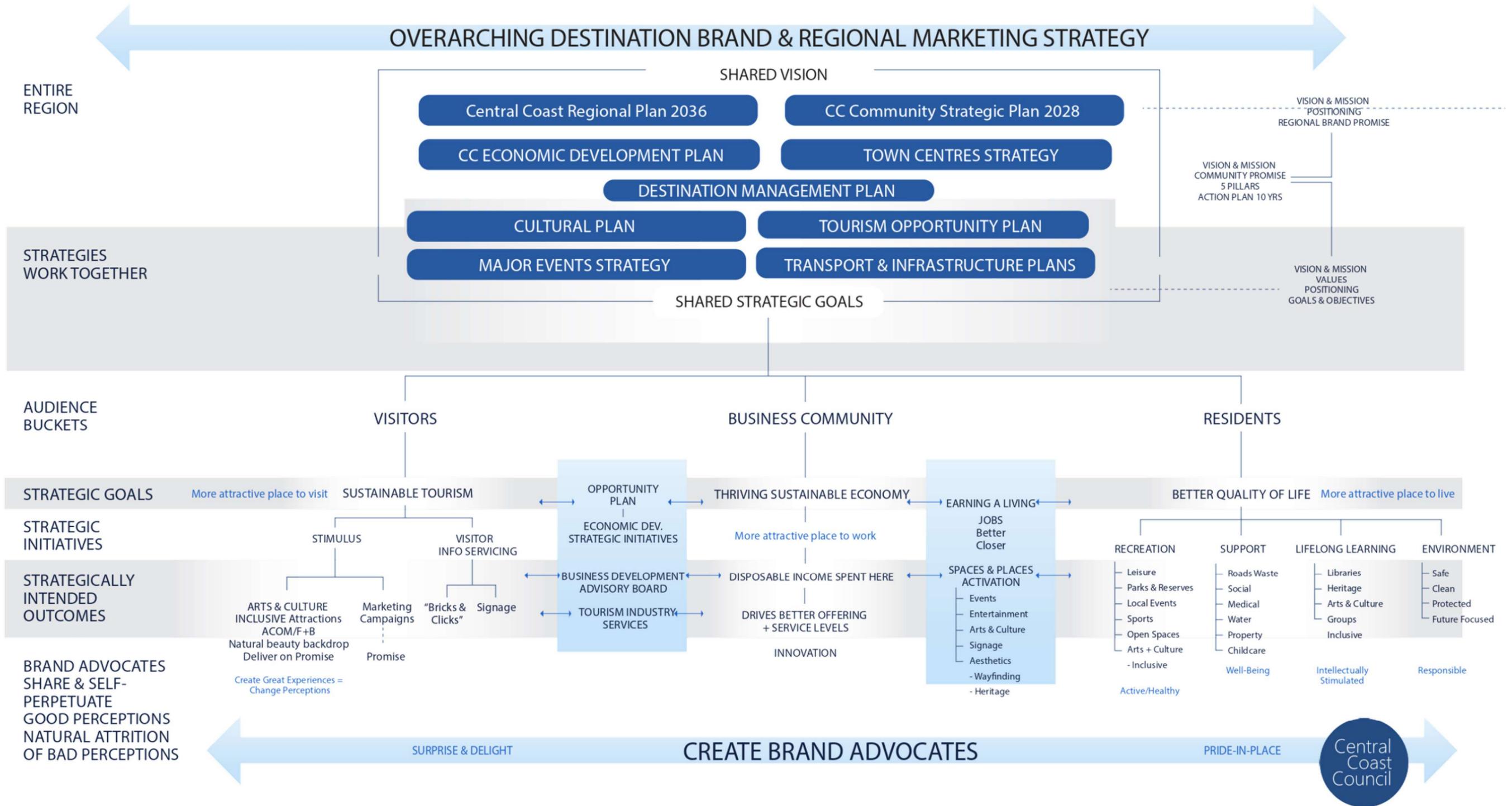
Approved:



Gary Murphy, Chief Executive Officer

Date: 19/03/2020

Next Review Due By:



3.5 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 3 March 2020

Attachment 1

Gosford CBD and Waterfront Advisory Committee Meeting Record - 03 March 2020

Gosford CBD and Waterfront Advisory Committee Meeting Record 3 March 2020



Central
Coast
Council

Location:	Central Coast Council Gosford Office Level 1 Committee Room 49 Mann Street Gosford	
Date:	3 March 2020	
Time	Started at: 3.05pm	Closed at: 4.32pm
Chair	Councillor Jane Smith	
File Ref	F2018/00101	

Present:

Councillor Chris Holstein, Councillor Jane Smith, Joy Cooper, Dianne Haydon, Chris Krogh, Edwina Nikora

External Representatives:

Caine King – Urban Development Institute of Australia Central Coast Branch, Lydia Luo – Transport for New South Wales (via phone)

Council Staff present:

Karen Tucker – Unit Manager Strategic (on behalf of Scott Cox – Director Environment and Planning),
Donna Payne – Advisory Group Support Officer

Item 1 Apologies and Acknowledgement of Country

Apologies received: Councillor Rebecca Gale, Councillor Louise Greenaway, Scott Cox – Director Environment and Planning, Jamie Barclay – Unit Manager Economic Development and Project Delivery, Michael Papadopoulos – Roads and Maritime Services, Michael Conroy, Rod Dever

The Chairperson, Councillor Jane Smith, completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosures of Interest

The Chair called for any disclosures of Interest.

No disclosures were received.

3.5 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 3 March 2020

Attachment 1

Gosford CBD and Waterfront Advisory Committee Meeting Record - 03 March 2020

Gosford CBD and Waterfront Advisory Committee Meeting Record
3 March 2020



Item 3 Confirmation of Previous Meeting Record

The Advisory Group confirmed the Meeting Record from 21 November 2019.

The Advisory Group discussed the Action Log. The following points were noted:

- Action 23: Tender to be re-advertised – to be addressed at the next meeting
- Action 24: Information provided post meeting to circulate with minutes
- Action 26: Information provided post meeting to circulate with minutes
- Action 27: Complete
- Action 28: Complete
- Action 29: Complete
- Action 30: Completed – update was provided to Councillor Planning Workshops
- Action 32: Advised by Innovations and Futures staff formal documentation on structural integrity of Kibbleplex building is available.

Item 4 Progress Report on Gosford City Centre Transport Plan (Action 28)

Lydia Luo – Acting Manager Operational Delivery, Transport for New South Wales delivered a presentation via teleconference on the findings of the Woy Woy On Demand trial. A copy of the presentation will be distributed with the meeting record.

The Woy Woy On Demand pilot program, or “Coast Connect” commenced on 31 May 2018 and is being run for a 24 month period, an evaluation of the program will take place in April 2020.

The service has been conducted in the Woy Woy Peninsula and Bay area’s only. The trial was run to determine the best operating model for an on-demand service and to monitor community buy in.

The committee were pleased with the success of the pilot program, stating that 84% customer satisfaction is a good result.

The following points were noted upon conclusion of the presentation:

- A phased approach to implementation of the On-Demand transport service would be ideal when the Busway contract is under review
- The start-up costs would be lost if the pilot program was stalled, continuity of the on-demand service is important (while the Busway contract is under review)
- It was noted that the school buses are a constraint on the flexibility of the current network service

Action: The Advisory Group Support Officer to acknowledge their appreciation of the presentation on behalf of the committee and forward the dot-points on to the presenter.

Action: Council Transport staff to provide feedback to be distributed with the minutes on the pilot program and the benefit to continuing the program.

Action: The committee to request of Transport for NSW for further information that provides a comparison between regular bus use and the on-demand service.

Recommendation: Council make representation to the local State Member, Liesl Tesch, and Parliamentary Secretary for the Central Coast, Adam Crouch, requesting the continuation of the On Demand service and expedite the bus network review if possible.

3.5 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 3 March 2020

Attachment 1

Gosford CBD and Waterfront Advisory Committee Meeting Record - 03 March 2020

Gosford CBD and Waterfront Advisory Committee Meeting Record
3 March 2020



Item 5 Current and Proposed Developments in Gosford CBD (standing item)

Karen Tucker provided an update on the current and upcoming state significant development proposals for the Gosford CBD and surrounds as of 2 March 2020. This included:

- Previous Consultations
 - SSD 9813 Donnison Street Gosford (Gosford Alive/Kibbleplex/Lederer Group)
 - SSD 10114 Mann Street Gosford (Central Coast Quarter/St Hillier Proposal/Old School site)
- Currently on Exhibition
 - SSD 1-159 Northside Private Hospital, West Gosford (EIS on public exhibition until 25 March 2020)
- Anticipated Upcoming Applications (that we are aware of)
 - SSD 10374 Dane Drive Gosford (Central Coast Leagues Club)
 - SSD 10321 89 John Whiteway Drive, Gosford (Residential Flat Building)
 - SSD 10414 Watt Street, Gosford (The Gateway Site)

It was noted that the four week exhibition period is in line with current regulations.

The committee has not considered any detail around the Northside Private Hospital proposal, however the following concerns were raised:

- Potential contaminated land
- Traffic implications – the hospital was not incorporated into previous studies and this needs to be addressed, including the bridge over the railway line
- Consistency with development controls

Action: Council staff to provide an update to Councillors on Northside Private Hospital during the exhibition period.

Item 6 Updates from Committee Members (if applicable)

Chris Krogh spoke on the Gosford CBD / Heritage project that covers the topic of British arrival and first contact with the indigenous people of the Central Coast. This is a valuable project targeted towards young people and students.

Chris Krogh also discussed a survey being conducted on the Gosford CBD and how it assists or contributes to living a life of value to the local population. The results will be collated and distributed in 4-6 weeks time.

Action: Chris Krogh to provide a copy of the survey once completed to the Advisory Group Support Officer who will forward onto the committee members.

Edwina Nikora distributed flyers on the Vegan Festival and Umina Beach Markets.

Edwina mentioned she was pleased to see Central Coast Council teaming up with Bring it On Sports to deliver the 2020 Gridiron Australia National Championships that will take place at Central Coast Stadium 29 May – 7 June 2020.

3.5 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 3 March 2020

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Action: Caine King requested an update from staff on how the "Welcome to Gosford" Signage is coming along and requested a further update from Transport staff on the "Travel from Sydney to Gosford in 1 hour" program.

Joy Cooper raised questions around better usage of the Baker Street carpark and that it may be better redirected away from train station.

Action: The committee requested that staff provide a status update on the Gosford Waterfront before the next Council meeting.

Action: Link to the Gosford CBD Heritage Interpretation strategy to be sent to committee members once placed on Council's website.

Item 7 General Business and Close

Action: Councillor Holstein requested that staff provide an update on how short-term parking is tracking, the long-term proposals for parking, and what parking changes are being made in the Gosford CBD?

The meeting closed at 4.32pm.

Next Meeting: **Thursday 14 May 2020**
 4pm - 6pm
 Central Coast Council Gosford Office
 Level 1 Committee Room

3.6 Meeting Record of the Gosford Foundation Trust Management Committee held on 25 February 2020

Attachment 1

Gosford Foundation Trust Management Committee Meeting Record - 25 February 2020

Gosford Foundation Trust Management Committee Meeting Record 25 February 2020



Location:	Central Coast Council Gosford Office Level 1 Committee Room 49 Mann Street, Gosford	
Date:	25 February 2020	
Time	Started at: 3.17pm	Closed at: 3.40pm
Chair	Councillor Jane Smith	
File Ref	F2018/00731	

Present:

Councillor Jane Smith, Gary Murphy – Chief Executive Officer, Barbara Wills

Staff present:

Dr Liz Develin – Director Governance, Phil Cantillon – Unit Manager Leisure and Lifestyle, Rebecca Cardy – Heritage Officer, Kelly Drover – Advisory Group Support Officer

Item 1 Welcome, Apologies and Acknowledgement of Country

Apologies received: Clive Blunt

The Chairperson, Councillor Jane Smith, declared the meeting open and completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosure of Interest

The Chair called for any declarations of interest.

No disclosures received.

Item 3 Confirmation of Previous Meeting Record

The Committee confirmed the Meeting Record from 5 November 2019.

The Committee discussed the Action Log.

3.6 Meeting Record of the Gosford Foundation Trust Management Committee held on 25 February 2020

Attachment 1

Gosford Foundation Trust Management Committee Meeting Record - 25 February 2020

Gosford Foundation Trust Management Committee Meeting Record
25 February 2020



Item 4 Update on Promotion of the Trusts (Action 24 and 25)

The Director Governance provided an update on promotion of the Trusts including the development of a website.

A stand-alone website is recommended. Council will facilitate some look and feel concepts being prepared and manage an external provider to do the build. Council is separately investigating the necessary payment facility. It is intended the website is up by the end of the financial year. Once it is up, Council can then assist the Trust in securing professional advice on a philanthropy strategy.

Action: The Committee supports the development of a stand-alone website (combined with the Protection of the Environment Trust) with a maximum budget of \$5000.

Action: Staff to report back to a future meeting with look and feel options for a stand-alone website.

Action: Staff to provide recommendations on professionals for the philanthropy advice.

Item 5 Philanthropy Programs and Trusts (Action 26)

Phil Cantillon provided an update on what The National Trust NSW, Art Gallery of NSW and a number of other Trusts do in relation to programs, projects, strategies and donations.

Action: Advisory Group Support Officer to provide list of other Trusts initiatives to Committee Members.

Rebecca Cardy provided a brief update on the Gosford Heritage Interpretation Strategy.

Action: Advisory Group Support Officer to provide Gosford Heritage Interpretation Strategy slides to Committee Members.

Action: Advisory Group Support Officer to send copy of Trust Deed to Heritage Officer.

Action: Heritage Officer to provide a list of potential heritage public art and conservation projects that may benefit from donations to the Trust.

Item 6 Finance Report (Standing Agenda item)

The Committee noted the Finance Report.

Item 7 General Business and Close

- a) The Director Governance discussed the Legal advice that had been circulated to Committee members. Noted that the advice does not alter the current operation of the Committee.

Recommendation: The Committee recommends to Council that the Terms of Reference are updated to include the following:

3.6 Meeting Record of the Gosford Foundation Trust Management Committee held on 25 February 2020

Attachment 1

Gosford Foundation Trust Management Committee Meeting Record - 25 February 2020

Gosford Foundation Trust Management Committee Meeting Record
25 February 2020



The Council, as trustee of the Foundation Trust has not delegated or abrogated its responsibilities, power, obligations or duties to the Committee. Council as trustee of the Foundation Trust remains solely responsible and liable for the execution of the Foundation Trust.

- b) Councillor Smith noted that at the 24 February 2020 Ordinary Council Meeting, in regard to the Central Coast Cultural Plan, it was resolved in part:

That Council amend the Cultural Plan to:

Investigate the opportunity to utilise the Gosford Foundation Trust (as amended) to encourage philanthropy in the area of arts and culture.

The meeting closed at 3.40pm

Next Meeting: **Tuesday 26 May 2020**
 3pm – 4pm
 Level 1 Committee Room
 Gosford Admin Building
 49 Mann Street, Gosford

Draft Terms of Reference – Gosford Foundation Trust Management Committee

1. Role

Central Coast Council has an adopted Community Strategic Plan and Delivery Plan that will shape all activities and projects over the next four years. Council's Trust Management Committees are an important mechanism for consultation, advice and feedback to Council staff on implementation and review of the Community Strategic Plan.

The Council is the Trustee of the Gosford Foundation Trust, and has appointed a Management Committee (Gosford Foundation Trust Management Committee) to recommend to the Trustee (the Council), how the Trustee should deal with Trust assets.

The Council, as trustee of the Foundation Trust has not delegated or abrogated its responsibilities, power, obligations or duties to the Committee. Council as trustee of the Foundation Trust remains solely responsible and liable for the execution of the Foundation Trust.

2. Responsibilities

The Trust Management Committee is responsible for providing advice and feedback to Council on:

- How the Trustee (the Council) should deal with Trust assets.
- The acceptance of gifts of cash, property and real property.
- The distribution of cash and disposal of property and real property.
- Other things as provided for in the Trust Deed.

3. Membership, Chairperson and Voting

Membership

Councillors:	Councillor Smith (Chair)*	Voting Member
Community Members:	Mr Clive Blunt Ms Barbara Wills	Voting Member Voting Member
Other Staff:	Chief Executive Officer or delegate	Voting Member

Community representatives shall be appointed by resolution of Council following advertisement for nominations. Nominations are to be in writing and will circulate in full to Councillors for evaluation and consideration. The Trust Committee is not involved in the evaluation or selection process, it is a matter for Council.

Draft Terms of Reference – Gosford Foundation Trust Management Committee

The staff holding the following Central Coast Council positions may attend Trust Management Committee meetings:

- Unit Manager Leisure and Lifestyle

Council officers will provide professional advice and administrative support. Employees of the Council are not subject to the direction of the Trust Management Committee or any members of it. Staff attendance is at the discretion of the Chief Executive Officer.

Non-staff members are appointed to the Trust Management Committee are appointed for the remainder of the current Council term, although membership can be altered at any time by a resolution of Council.

Membership can be withdrawn by resolution of Council.

If a member misses three consecutive meetings without apology, their membership may be withdrawn and their position deemed vacant.

Casual Vacancy

A casual vacancy is caused by the resignation or death of a member or the withdrawal of membership. To fill a casual vacancy:

- The Trust Management Committee staff contact will report the vacancy to the Trust Management Committee and then to the next available Council meeting.
- The original expressions of interest will be reviewed to identify an appropriate replacement member.
- Where there are no appropriate alternate nominations, expressions of interest will be called for to replace the member.
- Where the vacancy occurs within nine months of the end of the term of the Trust Management Committee the vacancy will not be filled.

Chairperson

The Chairperson is the Councillor.

The Chairperson is to have precedence at the meeting and shall determine the order of proceedings, generally as set out in the Agenda.

Convenor

A Central Coast Council staff position shall be nominated as convenor by the Chief Executive Officer. They will be a staff member responsible for coordinating the preparation of agendas, invitations and minutes.

The Unit Manager Leisure and Lifestyle shall be the convenor of the Gosford Foundation Trust.

Draft Terms of Reference – Gosford Foundation Trust Management Committee

Voting

No formal voting rules apply.

As the Trust Management Committee has an advisory role, its recommendations are to be made by consensus. Where consensus cannot be reached, a vote may be taken at the request of the Chair. The vote will be carried by a majority of voting members. The minutes would reflect this process.

Council is the decision making body and the Trust Management Committee provides recommendations for consideration.

The Trust Management Committee may agree to allow participation in meetings through conference calls and other technology.

As no formal voting rules apply, there is no proxy voting. The Quorum for a meeting is half the Advisory Group voting membership plus one, including a Councillor. However the Chairperson shall use their discretion to determine if a meeting should be postponed due to insufficient members being able to attend.

4. Meetings

- Meetings are held quarterly
- The Chairperson has the authority to call additional meetings
- The Agenda and meeting papers will be distributed to members at least three days prior to the meeting
- Meetings will be recorded by the taking of minutes. The minutes are a record of agreed outcomes and do not record discussion.

5. Communications and reporting

The agendas and minutes of the Trust Management Committee will be stored as a permanent record of Council. All agendas and minutes will be published on Council's website.

Where the Trust Management Committee recommends an action that is outside the delegation of staff to determine a report will be provided to Council.

Staff will prepare the report that recommends that the Council note the minutes of the Trust Management Committee. Reporting of Trust Management Committee recommendations to Council will be reported as Committee Recommendations without change, noting that staff are encouraged to provide comment where appropriate. The Council may, at its discretion, resolve to adopt some or all of the Trust Management Committee's recommendations and advice and will provide the Trust Management Committee's recommendation to Council with the minutes of the relevant meeting. Staff will also provide professional commentary on the Trust Management Committee's recommendation and provide a staff recommendation which may or may not align to that of the Committee.

3.6 Meeting Record of the Gosford Foundation Trust Management Committee held on 25 February 2020

Attachment 2

Proposed Terms of Reference - Gosford Foundation Trust

Draft Terms of Reference – Gosford Foundation Trust Management Committee

Where the Trust Management Committee has not recommended an action the minutes will be reported to Council as an Information Report only.

6. Conduct

Members of the Trust Management Committee will be provided with Council's adopted Code of Conduct. Conduct of members is expected to be consistent with the principles outlined in the Code of Conduct.

Members of the Trust Management Committee are not permitted to speak to the media or make representations on social media on behalf of the Trust Management Committee or Council unless approved by Council.

3.7 Meeting Record of the Protection of the Environment Trust Management Committee held on 25 February 2020

Attachment 1

POET Management Committee Meeting Record - 25 February 2020

Protection of the Environment Trust (PoET) Management Committee Meeting Record 25 February 2020



Location:	Central Coast Council Gosford Office Level 1 Committee Room, 49 Mann Street, Gosford	
Date:	20 February 2020	
Time	Started at: 2.02pm	Closed at: 3.15pm
Chair	Councillor Jane Smith	
File Ref	F2018/00732	

Present:

Councillor Jane Smith, Gary Murphy – Chief Executive Officer, Joy Cooper, Barbara Wills (arrived 2.16pm)

External Attendees:

Robert Bell – COSS Book

Staff present:

Dr Liz Develin – Director Governance, Luke Sulkowski – Unit Manager Natural and Environmental Assets, Larry Melican – Section Manager Natural Assets and Biodiversity, Kelly Drover – Advisory Group Support Officer

Item 1 Welcome, Apologies and Acknowledgement of Country

Apologies received: Gary Chestnut

The Chairperson, Councillor Jane Smith, declared the meeting open, welcomed Robert Bell - Former Mayor of Gosford City Council to the meeting and completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosure of Interest

The Chairperson called for any declarations of interest.

No disclosures were received.

Item 3 Confirmation of Previous Meeting Record and Action Log

The Committee confirmed the Meeting Record from 5 November 2019.

The Committee discussed the Action Log.

3.7 Meeting Record of the Protection of the Environment Trust Management Committee held on 25 February 2020

Attachment 1

POET Management Committee Meeting Record - 25 February 2020

Protection of the Environment Trust Management Committee Meeting Record
25 February 2020



Item 4 Update on Legal Advice for the Trusts (Action 58)

The Committee discussed the legal advice on the Trusts that had been circulated to Committee members. Noted that the Committee will continue to operate as is current practice with some further clarification around the mechanism of donations to the public fund.

The Director Governance advised we are in the process of appointing a Chartered Accountant to give us advice on the funding arrangements.

Action: An update to be provided to a future meeting once advice is provided by the Chartered Accountant.

Item 5 Update on Promotion of the Trusts (Action 74)

The Director Governance provided an update on promotion of the Trusts including the development of a website.

A stand-alone website is recommended. Council will facilitate some look and feel concepts being prepared and manage an external provide to do the build. Council is separately investigating the necessary payment facility. It is intended the website is up by the end of the financial year. Once it is up, Council can then assist the Trust in securing professional advice on a philanthropy strategy.

Action: The Committee supports the development of a stand-alone website (combined with the Gosford Foundation Trust) with a maximum budget of \$5000.

Action: Staff to report back to a future meeting with look and feel options for a stand-alone website.

Action: Staff to provide recommendations on professionals for the philanthropy advice.

Item 6 Draft Work Program for Perpetuity Management Plan (Action 64)

Larry Melican provided the Committee with an overview of the Former Gosford City Council Perpetuity Management Plan for The Scenic Road Bushland Reserve, Conservation Agreement Kincumber Fire Station and overview of Management Actions.

Suggested that staff provide a work program prior to each financial year to be endorsed by the Committee in order to access the funds held in the Trust.

Action: Advisory Group Support Officer to distribute management actions and summary to the Committee.

Item 7 Update on Annual Strom Talk (Actions 69 and 70)

The Committee were happy with the information circulated by Clr Smith on the planning so far on Strom Talk 2020.

A hold has been put on Laycock Street Theatre for the evening of Thursday 4 June (World Environment Day is 5 June) and a date in the following week will also be considered.

Action: Councillor Smith to proceed with making arrangements for the Annual Strom Talk and will provide an update at the next meeting.

3.7 Meeting Record of the Protection of the Environment Trust Management Committee held on 25 February 2020

Attachment 1

POET Management Committee Meeting Record - 25 February 2020

Protection of the Environment Trust Management Committee Meeting Record
25 February 2020



Item 8 Grant Funding Request – Robert Bell (Action 71 and 72)

Robert Bell gave the Committee an overview of the project *The Book of COSS*. Robert has held 48 interviews with relevant community members and knowledge specialists and 931 Gigabyte of data (in terms of study over the past 45 years) has been obtained.

The COSS Book Foundation has been formed with people who have financial and planning skills and significant ecological experience.

The book will not only be a reference tool for schools but a way to promote protection and conservation of the natural environment.

The initial grant application will be for \$8,200 to be able to complete the first stage of the project.

Recommendation: The Trust gives in principle support to the project on the basis of the following requirements:

- a) Robert Bell to partner with a legal entity that has skills/experience in this type of project such as a Historical Society;
- b) In principle agreement that a funding amount of \$8,200 would be allocated from the Protection of the Environment Trust on the basis that Mr. Bell shows evidence of securing the balance of the funding;
- c) If the project proceeds, that a normal funding agreement would be required in line with other projects funded by the Trust;
- d) If the project doesn't reach conclusion, all material accrued is to be provided to Council.

Item 9 Finance Report

The Committee discussed the Finance Report.

It was noted that the report doesn't show the total amount of interest earned as the opening balance is dated 1/12/2019.

Action: Unit Manager Financial Performance to provide clarification for the next meeting on the total amount of interest earned.

Action: Advisory Group Support Officer to distribute information to Committee on Umina Coastal Sandplain Woodland that was discussed at a previous PoET meeting.

Item 10 Funding Round for 2020

Larry Melican ran through the previous funding round information and grant guidelines.

<https://centralcoast.smartygrants.com.au/POET201920>

3.7 Meeting Record of the Protection of the Environment Trust Management Committee held on 25 February 2020

Attachment 1

POET Management Committee Meeting Record - 25 February 2020

Protection of the Environment Trust Management Committee Meeting Record
25 February 2020



Committee to trial a system of applications being open throughout the year (rather than a strict deadline). Advertising of the funding round to be brought forward to commence in May 2020 and will remain open for a 12 month period.

Action: Advisory Group Support Officer to distribute Grant Guidelines to Committee Members for review and comment. Feedback to be provided to advisorygroups@centralcoast.nsw.gov.au by Friday 13 March 2020.

Item 11 General Business and Close

No General Business.

The meeting closed at 3.15pm

Next Meeting: **Tuesday 26 May 2020**
 2pm – 3pm
 Level 1 Committee Room
 Gosford Admin Building
 49 Mann Street, Gosford

4.1 Meeting Record of the Coastal Open Space System (COSS) Committee held on 27 November 2019

Attachment 1

COSS Committee Meeting Record - 27 November 2019 UPDATED

Coastal Open Space System (COSS) Committee Meeting Record 27 November 2019



Central
Coast
Council

Location:	Central Coast Council Wyong Office Level 2 Committee Room 2 Hely Street, Wyong	
Date:	27 November 2019	
Time	Started at: 4.03pm	Closed at: 6.21pm
Chair	Councillor Jane Smith	
File Ref	F2018/00099	

Present:

Councillor Chris Holstein, Councillor Jane Smith, Councillor Jeff Sundstrom (left 5.49pm), John Andrews (arrived 4.25pm), David Holland, Deb Holloman, Paul Links, Douglas Williamson, Barbara Wills

External Representatives present:

Mick Budden – Local Land Services (Greater Sydney)

Council Staff present:

Luke Sulkowski – Unit Manager Environmental Management, Scott Duncan – Section Manager Land Use and Policy, Larry Melican – Section Manager Natural Assets and Biodiversity, Paul Marynissen – Biosecurity Officer Weeds Natural Assets and Biodiversity (left 5.57pm), Sharon Styman – Environmental Management and Projects Officer Natural Assets and Biodiversity (left 5.02pm), Zoie Magann – Advisory Group Support Officer, Donna Payne – Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country and Apologies

Apologies received: Steve Atkins – National Parks and Wildlife Service (Central Coast), Jonathan Eccles – Local Land Services (Greater Sydney)

Councillor Jane Smith completed an Acknowledgement of Country and Connection to Land Statement.

Item 2 Disclosure of Interest

Councillor Jane Smith called for any disclosures of interest.

No disclosures were received.

Item 3 Confirmation of Previous Meeting Record

The Advisory Group confirmed the Meeting Records from 1 August 2019 and 3 September 2019.

4.1 Meeting Record of the Coastal Open Space System (COSS) Committee held on 27 November 2019

Attachment 1

COSS Committee Meeting Record - 27 November 2019 UPDATED

Coastal Open Space System (COSS) Meeting Record
27 November 2019



The Advisory Group reviewed the Action Log. The following updates were noted.

- Action 59: Councillor Jane Smith will organise a meeting through Director Environment and Planning next week to further discuss Consolidated LEP and the list of properties Barbara Wills has.
- Action 66: Maps to be brought to above meeting as well as future Advisory Group meeting.
- Action 71: Details on information session to be circulated to Advisory Group members once confirmed.

Concerns were noted about Council's online mapping with regard to planning zones.

Action: Advisory Group Support Officer to email link to the consolidated LEP to Advisory Group members.

Action: Maps from Action 66 to be included on future agenda for discussion.

Councillor Jane Smith noted that concerns have been raised with her about the Draft Biodiversity Strategy and requested that it come back to the Advisory Group for further review.

Action: Draft Biodiversity Strategy to come back to Advisory Group for further review prior to being progressed.

Item 4 Land Acquisition and Prioritisation (Standing Agenda Item)

Larry Melican (Section Manager Natural Assets and Biodiversity) provided an overview of properties in negotiation for land acquisition and those that are not proceeding.

It was noted that no properties in negotiation were impacted by the fires which occurred in the past week.

Land acquisitions will be addressed further with the Sub-Committee.

Item 5 Bush Regeneration Programs

Item deferred to a future meeting.

Item 6 Fox Management Program

Sharyn Styman (Environmental Management and Projects Officer) gave a presentation on Council's Fox Management Program. The following points were noted:

- There is a legislative requirement that Council take responsibility under the *NSW Biosecurity Act 2015* for the management/control of fox numbers.
- Aim of program is to reduce impact of fox predation.
- Residents are encouraged to report feral animal sightings to the [FeralScan website](#) to help capture data.
- Baiting and trapping are the methods most commonly used, with fox baiting occurring in 19 Council reserve areas (totalling 2,074 hectares).
- There are risks to non-target species that need to be managed. Other challenges are human activity in the reserves, the presence of domestic animals, distance restrictions for baiting, reserve access, and limited available resources.

4.1 Meeting Record of the Coastal Open Space System (COSS) Committee held on 27 November 2019

Attachment 1

COSS Committee Meeting Record - 27 November 2019 UPDATED

Coastal Open Space System (COSS) Meeting Record
27 November 2019



- The 2019 Baiting Program has been run in COSS reserves by a contractor, with 10 cameras moved around the different bait stations. The cameras are live, giving notification by a heat sensor when an animal has been trapped.
- Mick Budden (Local Land Services Greater Sydney) advised there are fox trapping videos available through the LLS Website.
- Education regarding domestic animals, in particular cat curfews, is being addressed by the Companion Animals Advisory Committee.

The Advisory Group discussed the possibility of a monitoring program to assess the impact on species identified for protection from foxes.

Item 7 Priority Weeds

Paul Marynissen (Biosecurity Officer Weeds) gave a presentation on biosecurity with regard to weeds, and outlined what Council is currently doing in accordance with the *NSW Biosecurity Act 2015*. The following points were noted:

- Under the NSW Biosecurity Act, Council is the local controlling authority, although there is a shared responsibility between all land managers.
- The hierarchy of control is the prevention, minimisation, elimination and management of identified weeds, with the priority actions being prevention and eradication.
- The two current major concerns are Groundsel Bush (*Baccharis halimifolia*) at Somersby/Kariong and Sicilian Sea Lavender (*Limonium hyblaenum*) at Saratoga, which are both listed for eradication.

Item 8 Update from External Representatives (Standing Agenda Item)

Stephen Atkins (National Parks and Wildlife Services) was unable to attend the meeting due to the fire activity overnight, but provided the following brief update via email:

- Draft Bouddi Plan of Management has come off public exhibition with 94 submissions received. Feedback reviewed and proposed changes provided to the Hunter Central Coast Branch Advisory Committee for comment. The Draft Plan with any changes will now go to the State Advisory Council for review and comment.
- Continued focus on bushfire situation across the state with significant ongoing deployment of local staff to assist with fires. Total fire bans continue to be implemented, Park Fire Bans are declared across all parks within the Hunter Central Coast Branch until further notice, and recently all parks were totally closed across the Branch during the day conditions reached catastrophic. This situation and response is expected to continue into the foreseeable future.

Mick Budden (Local Land Service Greater Sydney) mentioned incentives (grants) are running for public and private land with good feedback.

4.1 Meeting Record of the Coastal Open Space System (COSS) Committee held on 27 November 2019

Attachment 1

COSS Committee Meeting Record - 27 November 2019 UPDATED

Coastal Open Space System (COSS) Meeting Record
27 November 2019



Item 9 General Business and Close

- a) Scott Duncan (Section Manager Land Use and Policy) provided an overview on two Planning Proposals (PPs) relating to COSS lands (77/2015, West Gosford and 81/2015, Wamberal). Scott advised that in the draft Consolidated LEP existing COSS land is proposed to be rezoned to E2.
- b) The rezoning of Darkinjung LALC land at 250 Reeves Street Somersby to 8-14 residential lots was discussed. There is a Council report regarding this in the [Business Paper](#) from the Council Meeting 25 November 2019. It was noted that Council is not the consent authority and rezoning is out of Council's control.

Councillor Jane Smith thanked staff for the environmental considerations addressed in the report but had concerns about whether COSS land is being considered when looking at PPs and DAs. It was noted that conservation of COSS lands should be valued.

It was requested that staff bring PPs and DAs to the Advisory Group for consideration where COSS lands are involved, and updates are provided as required.

Action: Staff to lodge a submission with DLALC regarding the importance of COSS lands and west expansion, with regard to the DLALC Planning Proposals at Somersby and Kariong.

- c) It was noted there is a PP going to the 9 December 2019 Ordinary Council Meeting, regarding rezoning of 7(c)2 lands to residential subdivision.

Action: Scott Duncan to provide clarification on the history of the bonus lot provisions for the 7(c)2 rezoning, and if they were utilised for the sub-division.

- d) The Minister for Energy and Environment is proposing 200,000 hectares be added to the National Parks Reserves across the State, and has asked Council to make a submission on suggested lots. The Advisory Group discussed whether a proposal should be put forward for COSS lands to be included in this.

Action: Staff to investigate COSS land (both Council owned, and land identified for COSS) as part of a proposal to the Minister's invitation regarding additions to National Parks estate. This includes options in terms of different categories and management styles.

Action: Staff to liaise with key stakeholders regarding the proposal for lands to be added to the National Parks estate to seek support for suggested lots.

Action: Staff to provide overview of pros/cons of accepting proposal for Council lands to be added to National Parks estate.

- e) Barbara Wills raised an issue relating to James Norton Road Reserve (MacMasters Beach) and noted that she has been liaising with residents.

Action: Staff to follow up on issue and provide contact details for the community to lodge reports.

The meeting closed at 6.21pm

4.1 Meeting Record of the Coastal Open Space System (COSS) Committee held on 27 November 2019

Attachment 1

COSS Committee Meeting Record - 27 November 2019 UPDATED

Coastal Open Space System (COSS) Meeting Record
27 November 2019



Next Meeting: **Wednesday 5 February 2020 (TBC)**
 4pm – 6pm
 Central Coast Council Gosford Office
 Level 1 Committee Room

4.2 Meeting Record of the Coastal Open Space System (COSS) Committee held on 13 February 2020

Attachment 1

COSS Committee Meeting Record - 13 February 2020

Coastal Open Space System (COSS) Committee Meeting Record 13 February 2020



Location:	Gosford Administration Building Level 1 Committee Room 49 Mann Street, Gosford	
Date:	13 February 2020	
Time	Started at: 4.03pm	Closed at: 6.09pm
Chair	Councillor Jane Smith	
File Ref	F2018/00099	

Present:

Councillor Chris Holstein (arrived 4.14pm), Councillor Jane Smith, John Andrews, David Holland, Deb Holloman, Paul Links, Douglas Williamson

External Representatives present:

Steve Atkins – NPWS Central Coast Area Manager, David Green – Local Land Services (Greater Sydney) (arrived 4.07pm)

Council Staff present:

Luke Sulkowski – Unit Manager Natural and Environmental Assets, Rochelle Lawson – Senior Ecologist, Chris McLean – Principal Strategic Planner, Larry Melican – Section Manager Natural Assets and Biodiversity, Kelly Drover – Advisory Group Support Officer

Item 1 Welcome, Apologies and Acknowledgement of Country

Apologies received: Barbara Wills

The Chairperson, Councillor Jane Smith declared the meeting open and completed an Acknowledgement of Country and Connection to Land Statement.

Item 2 Disclosures of Interest

The Chair called for any declarations of interest.

No disclosures were noted.

4.2 Meeting Record of the Coastal Open Space System (COSS) Committee held on 13 February 2020

Attachment 1

COSS Committee Meeting Record - 13 February 2020

Coastal Open Space System (COSS) Committee Meeting Record
13 February 2020



Item 3 Confirmation of Previous Meeting Record

The Committee confirmed the Meeting Record from 27 November 2019.

The Committee reviewed the Action Log.

Action: Staff to follow up on the outstanding action of arranging an inspection of COSS land (and National Parks for comparison) for interested Committee members to inspect what kinds of tracks, materials and infrastructure are suitable for COSS and environmentally sensitive lands.

Item 4 Land Acquisitions and Prioritisation (Standing Agenda Item)

Rochelle Lawson provided an update on Land Acquisitions that have settled:

- 5 Eric Malouf Crescent, Tumbi Umbi (adjacent to one of Councils reserves)
- Thomson Vale Road, Doyalson
- Transferred 7 lots from Department of Planning

There are also 6 lots currently in negotiations and 4 that are pending valuation.

Item 5 Update on Invitation for Council Lands to be added to National Parks Estate

Larry Melican provided a presentation on National Parks Estate land identification. A Councillor workshop was held on 14 January 2020 in response to a Council Resolution. The Councillors considered recommendations by staff for the consideration of Minister Kean. A letter to Minister Kean has been sent from the CEO with a summary of the property groupings identified.

Action: An update to be provided at the next meeting on the National Parks Estate land identification.

Action: Chris McLean – Principal Strategic Planner to attend the next meeting to present on the Green Grid Program.

Action: Councillor Smith to liaise with staff about a meeting with National Parks and Wildlife Service and Local Land Services to discuss the possible next steps once direction is received from the Minister.

Regrowth and Bushfire concerns were discussed.

Action: David Lemcke to be invited to the next meeting on how we manage Bushfires and Hazard Reduction.

Action: Elizabeth Knight to be invited to the next meeting to discuss issues at Mangrove Dam during the bushfires.

Item 6 Update on Draft Biodiversity Strategy

Rochelle Lawson provided an update on the Draft Biodiversity Strategy including results of public exhibition, submissions received and outcomes of consultation.

4.2 Meeting Record of the Coastal Open Space System (COSS) Committee held on 13 February 2020

Attachment 1

COSS Committee Meeting Record - 13 February 2020

Coastal Open Space System (COSS) Committee Meeting Record
13 February 2020



Action: Staff to confirm points included in Action Item 75 are included in the Biodiversity Strategy.

Action: Staff to confirm whether the existing COSS approach of accumulated funds for voluntary acquisition of lands continues separate to biodiversity offsets and confirmation as to whether the COSS strategy is continuing or is it absorbed within the Biodiversity Strategy.

Action: Advisory Group Support Officer to provide link to Committee Members once the Draft Biodiversity Strategy goes to Council.

Item 7 Alleged unauthorised clearing of COSS land at MacMasters Beach (Action Item 84)

Larry Melican provided an update on the alleged unauthorised clearing at MacMasters Beach.

Item 8 Maps with Natural Asset Reserve Layer and COSS Overlay (Action 66)

Larry Melican provided maps to Committee Members showing the Natural and Environmental Assets, reserve system and COSS lands (owned by Council).

Action: Council Report and Resolution that went to Council on expansion of COSS in accordance with the Community Strategic Plan and the Central Coast Regional Plan to be distributed to Committee Members.

Item 9 Update from External Representatives (Standing Agenda Item)

- a) David Green (Local Land Services Greater Sydney) has been at the evacuation centre at the Entrance. There are two centres open, one at Diggers at The Entrance and one at Central Coast Leagues Club.

Recovery Committee meetings were held during the bushfires which were attended by Councillors and some Council staff. LLS and NSW DPI are providing assistance to people affected by the fires in the way of emergency fodder, emergency stock water, veterinary assistance, livestock feeding and management advice. There are concerns regarding feral animals which will respond well after all the rain.

80% of the weir catchment has been burnt and 20% of the dam catchment has been burnt.

1800 814 647 number available for Emergency assistance for landholders affected by the bushfires.

Currently baiting for wild dogs and foxes.

2nd August 2020 is National Tree Planting Day (Council run event).

4.2 Meeting Record of the Coastal Open Space System (COSS) Committee held on 13 February 2020

Attachment 1

COSS Committee Meeting Record - 13 February 2020

Coastal Open Space System (COSS) Committee Meeting Record
13 February 2020



b) Steve Atkins (NPWS) provided an update and stats on the bushfire season:

- Across the whole state, as of the end of January - 5.3million hectares of land burnt in total
- National park estate - 37% of parks burnt
- 40% of state forest land burnt out
- 35% of rainforest areas burnt out
- 54% of Gondwana Rainforests World Heritage Area burnt out
- 24% Koala habitat in Eastern NSW burnt out
- More than 80% of the Greater Blue Mountains World Heritage Area burnt out

Now moving into recovery stage, watering stations, feral animal control and weed control.

Bouddi Plan of Management - 94 submissions were received, primarily around mountain biking, rock climbing and walking tracks. Minor changes were made to the plan which has now gone to the Regional Advisory Committee and State Advisory Council. The plan is currently sitting with the internal planning team and awaiting finalisation to be sent to the Minister soon.

Funding is available to do significant upgrade works at Somersby Falls and Crackneck at Wyrabalong National Park (primarily the look out and car park area). NPWS are receiving funding to bring all walking tracks up to standard, with Bouddi Coastal Walk receiving the bulk of that funding.

Councillor Smith on behalf of the Committee acknowledged the efforts of all the agencies involved in the bushfire efforts.

Item 10 General Business and Close

Councillor Holstein provided the following update regarding the current flooding situation:

- Central Coast has been declared a national disaster area
- 1800 018 444 – disaster hotline welfare assistance number
- Waste removal – tips are open till 29 February for green waste removal at no charge

The meeting closed at 6.09pm

Next Meeting: **Thursday 30 April 2020**
 4pm – 6pm
 Gosford Administration Building
 Level 1 Committee Room

4.3 Meeting Record of the Catchments and Coast Tuggerah Lakes Advisory Committee Meeting held on 26 February 2020

Attachment 1

Catchments and Coast Committee Tuggerah Lakes Meeting Record - 26 February
2020

Catchments and Coast Committee Tuggerah Lakes Meeting Record 26 February 2020



Location:	Central Coast Council Wyong Office Level 2 Committee Room 2 Hely Street, Wyong	
Date:	26 February 2020	
Time	Started at: 4.02pm	Closed at: 6.06pm
Chair	Councillor Jane Smith	
File Ref	F2018/00098	

Present:

Councillor Louise Greenaway, Councillor Jane Smith, Michael Campbell, Doug Darlington, Robert Davies, Graham Hankin, Samantha Willis

External Representatives present:

Angus Ferguson – Department of Planning, Industry and Environment, Neil Kelleher – Department of Planning, Industry and Environment, Richard Murphy – Department of Planning, Industry and Environment

Council Staff present:

Scott Cox – Director Environment and Planning, Luke Sulkowski – Unit Manager Environmental Management, Matthew Barnett – Team Leader Catchment Operations, Paul Donaldson – Senior Estuary Management Officer, Ben Fullagar – Section Manager Coastal Protection, Parissa Ghanem – Team Leader, Floodplain Management and Senior Planner, Rochelle Lawson – Senior Ecologist, Vanessa McCann – Team Leader Estuary Management, Larry Melican – Section Manager, Natural Assets and Biodiversity, Peter Sheath – Section Manager Waterways, Joe O'Connor – Property Development Manager, Donna Payne – Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country and Apologies

Apologies Received: Councillor Doug Vincent, Councillor Jillian Hogan, Jamie Loader, Boris Bolgoff, Marlene Pennings

Councillor Jane Smith completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosures of Interest

Doug Darlington declared a less than significant non-pecuniary interest as he had done so previously, as a resident of Long Jetty with regard to the Managing Pollution Impacts in Tuggerah Lakes presentation.

4.3 Meeting Record of the Catchments and Coast Tuggerah Lakes Advisory Committee Meeting held on 26 February 2020

Attachment 1

Catchments and Coast Committee Tuggerah Lakes Meeting Record - 26 February
2020

Catchments and Coast Committee – Tuggerah Lakes Meeting Record
26 February 2020



Item 3 Confirmation of Previous Meeting Record

The Advisory Group confirmed the Meeting Record from 18 December 2019.

The Advisory Group discussed the Action Log with the below updates noted:

- Action 36: Remains pending
- Action 51: Remains pending
- Action 65: Remains pending
- Action 66: Remains pending
- Action 77: Remains pending

Item 4 Feedback from Previous Meeting

No feedback was provided.

Item 5 Update on Flood and Stormwater Management (Standing Item)

Parissa Ghanem – Team Leader, Floodplain Management discussed the Floodplain Risk Management Plan preparation process for each waterway, the areas covered were:

1. Collection of historical rainfall and flood data
2. Preparing a Flood Study that defines the nature and extend of the flood problem
3. Preparation of a Floodplain Risk Management Study
4. Preparation of a Floodplain Risk Management Plan (FRMP) that recommends preferred options
5. Implementation of FRMP with recommended measures

Adoption of a Floodplain Risk Management Plan is a prerequisite to seek grant funding for the implementation of the recommended flood mitigation works and other management plan actions.

Graham Hankin raised concerns surrounding evacuation of residents of the Wyong Nursing Home in a flood situation as it is a high-care nursing home that would require residents to be evacuated in beds. It was noted that the complex is private property and not within council control. It was suggested that Council correspond with the nursing home to bring into awareness the flood risk and to encourage a stringent evacuation plan.

Action: The committee requested that Council encourage Wyong Nursing home via written correspondence to develop an emergency response plan that takes into consideration the high risk of flooding in the area.

The Committee thanked staff for their work in preparing the Floodplain Risk Management Plan and time taken in a site visit and further consideration of options.

Item 6 Update from Environment, Energy and Science Team (DPIE) (Action 74)

Neil Kelleher – Senior Natural Resource Officer, Department of Planning, Industry and Environment presented the findings on The Entrance Morphodynamic Modelling and Beach Management Investigations 2013/15.

4.3 Meeting Record of the Catchments and Coast Tuggerah Lakes Advisory Committee Meeting held on 26 February 2020

Attachment 1

Catchments and Coast Committee Tuggerah Lakes Meeting Record - 26 February
2020

Catchments and Coast Committee – Tuggerah Lakes Meeting Record
26 February 2020



The presentation included information on investigations and scenarios into the effectiveness of training walls, groynes, beach nourishment and dredging.

Angus Ferguson – Senior Environmental Scientist, Department of Planning, Industry and Environment gave a presentation on Managing Pollution Impacts in Tuggerah Lakes.

The presentation explained the management issues in the Tuggerah Lakes system, understanding the problems, management strategies for the future and measuring success. The information provided in the presentation was based on over 10 years of scientific research.

Graham Hankin stated he had collected a sample of 'black' water from Ourimbah Creek following the flooding. Angus Ferguson said that he would be interested in taking a closer look at the sample.

Graham Hankin spoke about the Munmorah Power Station and its closure six (6) years ago. He affirmed an interest in the changes to the Tuggerah Lakes system since the power plants closure and asked if this could be modelled. Neil Kelleher said that this will be considered in line with the CMP.

The committee congratulated the quality of the presentations given by the Department of Planning, Industry and Environment.

Action: Advisory Group Support Officer to send a copy of the presentations delivered by the Department of Planning, Industry and Environment to the committee members.

Item 7 Protection of Porters Creek Wetland

Rochelle Lawson – Senior Ecologist, Natural Assets and Biodiversity gave an update on the progress of the permanent protection of Porters Creek Wetland as a result of the resolution of Council meeting held on 25 November, 2019.

A pre-lodgement meeting was held on 20 January 2020 where the process for boundary adjustment of Lot 2 DP1234942 and Lot 3 DP1230740 was discussed.

It was noted that the presentation raised concerns and extensive consultation will be required to define the boundaries of the Warnervale Employment Zone (WEZ) and the conservation area. The Chair noted that there had been a number of meetings held with staff to define those boundaries and that this was captured in the resolution of Council.

Staff advised they had requested a letter from the Biodiversity Conservation Trust on a way to move forward, the response they received gave two options:

1. Proceed with conservation agreement without subdivision. The Biodiversity Conservation Trust can modify the agreement to accommodate Council's plan for WEZ.
2. Fold CA into subdivision and bio-certification processes and proceed with on-ground planning and management.

The committee noted that the maps displayed in the presentation were roughdrawn and did not reflect the true boundaries or show where the WEZ and conservation areas overlap.

4.3 Meeting Record of the Catchments and Coast Tuggerah Lakes Advisory Committee Meeting held on 26 February 2020

Attachment 1

**Catchments and Coast Committee Tuggerah Lakes Meeting Record - 26 February
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Catchments and Coast Committee – Tuggerah Lakes Meeting Record
26 February 2020



The committee expressed frustration with the delays in progressing this action. It was noted that the resolution of Council required this action to be completed by the end of March 2020 and had allocated a budget to achieve this.

Action: Councillor Smith seek an urgent meeting with the CEO and Director to discuss how the resolution is going to be finalised by March 2020.

Item 8 General Business and Close

Graham Hankin raised the topic of Flood Adaption Planning for Chittaway Point and that he had requested for the item to be included on the agenda. Council staff have taken this request on notice to be included in a future meeting.

Action: Advisory Group Support Officer to include Flood Planning for Chittaway Point on the agenda in a future meeting.

The meeting closed at 6.06pm

**Next Meeting: Wednesday 29 April 2020
2pm – 4pm
Central Coast Council Wyong Office
Level 2 Committee Room**

Terrigal Water Quality
Sub-Committee Meeting Record
19 December 2019



Location:	Central Coast Council Gosford Office Level 1 Committee Room 49 Mann Street, Gosford	
Date:	19 December 2019	
Time	Started at: 4.10pm	Closed at: 5.31pm
Chair	Councillor Jane Smith	
File Ref	F2018/00097	

Present:

Councillor Jane Smith, Troy Gaston – University of Newcastle, Colin Johnson – Department of Planning, Industry and Environment, Neil Kelleher – Department of Planning, Industry and Environment, David Mylan – Terrigal Haven Supporters Group, Jaimie Potts – Department of Planning, Industry and Environment, Peter Scanes – Department of Planning, Industry and Environment, Samantha Willis – Central Coast Waterwatch

Catchments and Coast Committee Members present:

Jenny McCulla

Council Staff present:

Lisa Fox – Senior Advisor Policy and Projects, Luke Sulkowski – Unit Manager Natural and Environmental Assets, Luke Welfare – Unit Manager Headworks and Treatment, Vanessa McCann – Team Leader Estuary Management, Rudy VanDrie – Planning Engineer Hydrology, Warren Brown – Senior Estuary Management Officer, Melanie James – Waterways Officer, Kristy McQueen – Estuary Management Officer (left 5.01pm), Zoie Magann – Advisory Group Support Officer

Item 1 Welcome, Acknowledgment of Country and Apologies

Apologies received: Councillor Jeff Sundstrom, Petra Horwood – Terrigal Haven Supporters Group,

The Chairperson, Councillor Jane Smith, declared the meeting open and completed an Acknowledgement of Country and Connection to Land statement.

Item 2 Disclosures of Interest

The Chairperson called for any Disclosures of Interest. No disclosures were made.

4.4 Meeting Record of the Terrigal Water Quality Sub-Committee held on 19 December 2019

Attachment 1

Terrigal Water Quality Sub-Committee Meeting Record - 19 December 2019

Terrigal Water Quality Sub-Committee Meeting Record
19 December 2019



Item 3 Confirmation of Previous Meeting Record

The Sub-Committee reviewed the Meeting Record from 19 September 2019.

The Sub-Committee reviewed the Action Log.

Item 4 Update from State Government

Peter Scanes (Department of Planning, Industry and Environment) provided a presentation on the State Government's involvement in the Terrigal Water Quality Audit, including a brief overview of the DNA report which was previously circulated to Sub-Committee members in accordance with Action 6 (available here: <https://www.environment.nsw.gov.au/-/media/OEH/Corporate-Site/Documents/Water/Beaches/microbial-source-tracking-in-nsw-coastal-habitats.pdf>)

Some key points noted were as follows:

- DNA report shows that enterococci is largely human, with concentrations highest at drain D4 (near seven drains) following wet weather events. This suggests issue most likely due to broken or damaged pipes and stormwater.
- Low rainfall complicates audit as stormwater investigations are hindered.
- Bird faecal markers are also present, predominately at D2 (Terrigal Haven – likely due to pelicans). Dog faecal markers are below detection level.
- When there are particles in the haven, half is flushed within first two and a half hours and decreases to 0.6% per hour after that.
- Common questions asked at pop-up sessions is why is the water cloudy with algae? Response is that this is currently present along east coast of NSW and is considered to be a natural phenomenon.
- Regarding concerns about sediments being contaminated with pollutants – arsenic levels are considered to be at natural concentrations and are low environmental risk.
- Report on preliminary results expected mid-January, with data to be published on website ASAP.
- Priorities cannot be fully identified until completion of project (expected July 2020).

The Sub-Committee acknowledged the scope of the project and is aware of the community concerns. It was noted that works are still underway and final answers cannot yet be given.

Item 5 Update on Terrigal Water Quality Audit Program

Melanie James (Waterways Officer) provided an update on the Terrigal Water Quality Audit Program.

Good news story: Terrigal swim safety category has changed from poor to good. It is believed the change is likely due to rainfall levels.

It was noted the stormwater harvester is not a source of contamination and is designed as a water conservation device for drought/sustainable water use. Stormwater drains into the harvester before it is treated and then released to Crown Plaza for use as grey water – no water leaves the harvester into the stormwater (closed system). However, there are residual community concerns that the first

4.4 Meeting Record of the Terrigal Water Quality Sub-Committee held on 19 December 2019

Attachment 1

Terrigal Water Quality Sub-Committee Meeting Record - 19 December 2019

Terrigal Water Quality Sub-Committee Meeting Record
19 December 2019



10mL flush of stormwater goes straight to the beach. Staff advised stormwater entering beaches is not unique to Terrigal. Staff noted the community concern.

The audit is comprised of three phases:

- Phase 1: Initial investigation,
- Phase 2: Major catchment investigation, and
- Phase 3: Works and monitoring.

Phase 1 is completed, and Phases 2 and 3 underway.

To date, \$390,000 Council funding has gone towards investigations and improvement works as part of the audit. Central Coast Council has also provided \$50,000 to engage DPIE to assess the microbial contamination in Terrigal Bay and the hydrodynamics of the bay and ocean. In addition to the funding, Council have two staff engaged full time helping to sample and manage the audit with 48 staff providing specialist expertise, skill and time.

Across the Terrigal CBD and Terrigal Lagoon catchments, more than 15.7 km of CCTV sewer pipe inspections had been undertaken as of 1 November 2019. Through these inspections, 3.61 km of sewer pipes were identified as needing upgrade, and of this length, 1.15 km had been relined.

A new web-based engagement platform has been developed including an interactive map which identifies monitoring locations, sewer and stormwater upgrades (proposed and completed) and other investigations that are underway as part of the audit. The map also allows community members to identify local water quality or pollution issues.

Engagement drop-ins designed for stakeholder groups to be held in February and will have more detailed information compared to pop-ups (to be advertised).

The next report to Council is expected in February 2020 and will address swim safety and community engagement.

Action: Melanie James to follow up with the Roads Transport Drainage and Waste Directorate regarding sediment and ocean sand in pipes, and include information in next update to Sub-Committee.

Action: Staff to explore set up of distribution list for key updates to improve engagement and information sharing opportunities for community members.

Action: Staff to bring data on Social Pinpoint submissions received from community members back to Sub-Committee for their information.

Item 6 General Business and Close

There were no items raised for discussion.

The meeting closed at 5.31pm

4.4 Meeting Record of the Terrigal Water Quality Sub-Committee held on 19 December 2019

Attachment 1

Terrigal Water Quality Sub-Committee Meeting Record - 19 December 2019

Terrigal Water Quality Sub-Committee Meeting Record
19 December 2019



Next Meeting: **Thursday 12 March 2019**
 4pm – 5pm
 Central Coast Council Gosford Office
 Level 1 Committee Room

4.5 Meeting Record of the Companion Animals Advisory Committee held 27 February 2020

Attachment 1

Companion Animals Advisory Committee Meeting Record - 27 February 2020

Companion Animals Advisory Committee Meeting Record 27 February 2020



Location:	Central Coast Council Wyong Office Level 1 Committee Room 49 Mann Street, Gosford	
Date:	27 February 2020	
Time	Started at: 4.10pm	Closed at: 5.43pm
Chair	Councillor Jeff Sundstrom	
File Ref	F2019/00998	

Present:

Councillor Kyle MacGregor (arrived 4.21pm), Councillor Jeff Sundstrom, Allan Benson, Velma Harris, Greg Kelman, Terrie Lynn, Te're Melrose

External Representative present:

Marilyn Jurlina – SOCARES Animal Care Facility Charmhaven, Kim Pickavance – Central Coast Animal Care Facility, Deanna Walton – Central Coast Animal Care Facility

Council Staff present:

Brian Jones – Unit Manager Environment and Certification, Grant Foster – Section Manager Community Safety, Warren Murphy – Section Manager Contracts and Projects, Donna Payne Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country and Apologies

Apologies received: Councillor Greg Best, Councillor Jillian Hogan, Scott Cox, Jamie Loader, Boris Bolgoff, Nicole Cooper

Councillor Jeff Sundstrom, as chair, welcomed the Advisory Group and completed an Acknowledgement of Country.

Item 2 Disclosures of Interest

The Chairperson called for any disclosures of interest.

No disclosures were received.

Item 3 Confirmation of Previous Meeting Record

The Advisory Group confirmed the Meeting Record of 10 October 2019.

4.5 Meeting Record of the Companion Animals Advisory Committee held 27 February 2020

Attachment 1

Companion Animals Advisory Committee Meeting Record - 27 February 2020

Companion Animals Advisory Committee Meeting Record
27 February 2020



The Action Log was reviewed.

Item 4 Fostering of Companion Animals (Action 4)

Velma Harris discussed the poor condition of the holding facilities for impounded pets on the Central Coast and provided information that she had gathered from successful fostering programs in other areas. This information was distributed to the committee for review.

Environment and Certification staff advised the committee members that responsibility over the holding facilities is not within Council's scope as they are private organisations. The Council is responsible for the impounding of animals, then they are handed over to contractor.

It was noted that cats are handled in a different manner depending on whether they are a stray or being surrendered, this is left up to the individual facility to decide.

Action: The information that Velma Harris regarding the successful fostering of animal's campaign to be forwarded to Brian Jones for review.

Action: Staff to report back to the committee on the requirements for impounding cats and provide a description of the relationship between council and contractors regarding responsibilities.

Item 5 Update on Cat Curfew (Actions 5 and 6)

Councillor Best requested the committee review wording that he has proposed in support of a National approach to a managing feral cats in the form of a National Cat Curfew. Councillor Best is asking Council to request staff "to craft a suitable motion acceptable to the national general assembly that reflect these sentiments" and is seeking the committee's support in this matter.

The Companion Animal Advisory Committee supports the notion of a National Cat Curfew, although during discussion the follow points were raised:

- The importance of education for community cat owners
- The effectiveness of a cat curfew was questioned at the state level
- How would a cat curfew be policed?

Allan Benson gave a presentation on the impact and threat that feral and wandering cats impose to wildlife on the central coast. A copy of the presentation is attached.

Action: Staff to prepare an update on 'cat information' that is available to be reviewed at the next meeting. This update should include what potential there may be to utilise the database for notification to the community using social media and text messaging.

Item 6 Office of Local Government Discussion Paper – Review of Impounding Act 1993

Attachment: 19-30 Review of Impounding Act 1993 and Release of Discussion Paper

It was noted that a review of the Impounding Act 1993 is underway, and this can be reviewed online. There is no impact on dogs and cats, this review relates to larger stock.

Companion Animals Advisory Committee Meeting Record
27 February 2020



Item 7 Consideration of Priorities for 2020/21 Budget (Action 10)

The following topics were noted for discussion:

- Safety of pets and their handlers in public (reports & statistics, aggression, off-lead, escaping, faeces)
- Council Registration (education, de-sexing and change of ownership)
- Community Education
- Dog Parks / Off leash areas (maintenance, enforcement of laws, signage and utilisation of the areas)
- Ranger stray services
- Accommodation for impounded pets (environmental stimulation & wellbeing)
- Pets to be fostered

Action: Staff to report back to the committee on the current status of designated dog parks for review at the next committee meeting.

Item 8 General Business and Close

Brian Jones reported that Council adopted a report to the 24 February 2020 meeting that will further review of the need for a new animal care facility. An external consultant will be engaged to work on the concept. The location of the new facility was discussed, i.e.: one centralised facility and/or separate facilities in north and south locations.

Action: Committee members to contact Grant Foster to conduct a review of the reporting procedure of complaints in relation to dogs.

Action: The Committee request that Council consider giving more resources for Rangers.

Action: Advisory Group Support Officer to follow up the sharing of committee members contact details.

The meeting close at 5.43pm.

Next Meetings: **Thursday 28 May 2020**
 4pm – 6pm
 Central Coast Council Wyong Office
 Level 2 Committee Room

Wednesday 8 July 2020
4pm – 6pm
Central Coast Council Gosford Office
Level 1 Committee Room



Location:	Central Coast Council Gosford Office Level 2 Committee Room 2 Hely Street, Wyong
Date:	11 February 2020
Time	Started at: 3:30pm Closed at: 3.35pm
Chair	Glenn Cannard (Unit Manager Community Partnerships)
File Ref	F2017/00176

Present

Sharryn Brownlee, Margot Castles, Danielle Habib, Sally Jope, Belinda Kimpton, Monique Tovo, Sharon Walsh, Glenn Cannard – Unit Manager Community Partnerships (on behalf of Julie Vaughan – Director Connected Communities)

Guest present:

Jennifer Brown – Deepwater Older Women’s Network

Council Staff present:

Aliesha Carreno – Community Development Worker, Zoie Magann – Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country, Apologies

Apologies received: Mayor Lisa Matthews, Councillor Chris Holstein

Apologies were not received from two Councillors, meaning there were no Councillors present for the meeting. In accordance with the below Council Resolution from the 11 November 2019 Ordinary Council Meeting, quorum could not be achieved and the meeting was adjourned.

1115/19 That the Terms of Reference for Advisory Committees be amended to provide that a quorum for the conduct of a meeting is as follows:

- a) Half the non-Councillor representatives and two Councillors for those Groups with four or more Councillor representatives; and*
- b) Half the non-Councillor representatives and one Councillor for those Groups with fewer than four Councillor representatives.*

The present members chose to informally discuss the matters at hand, given the proximity of International Women’s Day.

4.7 Meeting Record of the Tourism Advisory Committee held on 19 February 2020

Attachment 1

Tourism Advisory Committee Meeting Record - 19 February 2020

Tourism Advisory Committee Meeting Record 19 February 2020



Location:	Central Coast Council Wyong Office Level 2 Committee Room 2 Hely Street, Wyong	
Date:	19 February 2020	
Time	Started at: 3.03pm	Closed at: 4.17pm
Chair	Councillor Chris Holstein	
File Ref	F2018/01648	

Present:

Councillor Chris Holstein, Councillor Jane Smith, Robert Diaz, Bill Jackson, Nadia O'Connell, Emma Perham, Catharine Retter, David Jewell – Central Coast Tourism Inc, Russell Mills – Tourism Central Coast

Council Staff present:

Gemma Axford – Team Leader, Marketing and Tourism, Myra Pettinger – Marketing Officer, Marketing and Tourism, Teresa Walters – Section Manager, Communication and Engagement, Donna Payne – Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country and Apologies

Apologies received: Councillor Jilly Pilon, Councillor Jeff Sundstrom, Carolyne Wildman – Section Manager Marketing and Tourism, Glenn Caldwell – Destination Sydney Surrounds North, Tim Faulkner

Councillor Chris Holstein welcomed the Advisory Group and completed an Acknowledgement of Country.

Item 2 Disclosures of Interest

Councillor Jane Smith declared a less than significant non-pecuniary interest as she had done so previously, as a member of the Marine Discovery Centre Trust Committee.

Item 3 Confirmation of Previous Meeting Record

The Advisory Group confirmed the Meeting Records from 16 October 2019.

The Advisory Group discussed the Action Log.

4.7 Meeting Record of the Tourism Advisory Committee held on 19 February 2020

Attachment 1

Tourism Advisory Committee Meeting Record - 19 February 2020

Tourism Advisory Committee Meeting Record
19 February 2020



Item 4 Tourism Opportunity Plan Update (standing item)

Gemma Axford – Team Leader Marketing and Tourism provided the Advisory Group with an update on the Tourism Opportunity Plan (TOP).

Community Engagement Staff are working through the Destination: Central Coast brand including consumer testing with a view to launch from April 2020.

Action: Staff to coordinate a presentation of the Destination: Central Coast branding to the Tourism Advisory Committee prior to the launch. Noting this will require an Extraordinary Meeting to accommodate the planned project timeline.

Action: Staff to provide an invitation to the upcoming Destination: Central Coast function to all committee members.

Item 5 Update on Waterways Activation

Myra Pettinger – Marketing Officer, Community Engagement provided the Advisory Group with an update on canoeing and kayaking tourism opportunities as per Council Resolution 907/19 from the 25 September 2019 Council meeting:

907/19 *That Council refer the matter to the Tourism Advisory Committee for further consideration with a view to convening a workshop of relevant Council staff and key stakeholders to develop a draft action plan to promote and support the growth of this sector.*

Action: Councillor Holstein requested staff to provide further information on funding for tourism that is provided for in the 2020/21 budget.

Action: Councillor Smith has requested further information from staff on other key events that could be targeted for the Central Coast waterways, for example canoeing, kayaking, paddle and other water sports as part of the action plan for waterways activation. Russell Mills noted that the Canoe, Kayak and Paddle Sport Workshop Consultation Report articulated that setting up appropriate infrastructure was the first step to developing a plan for waterways activation as a tourism product.

Action: The Response to Notice of Motion – Kayaking and Canoeing Tourism Opportunities that went to the 25 September 2019 Ordinary Meeting detailing the level of activity and opportunities for growth be brought to the next committee meeting for review.

Action: The committee requested that the adjective 'soft' be removed from the Canoe, Kayak and Paddle Sport Workshop Consultation Report when preceding 'adventure' in line 3 (*included in a soft adventure cluster was paddle sports...*) and line 1 of 'Next Steps' (*The next steps for waterways and soft adventure tourism...*). Staff advised that soft adventure was discussed at the workshop and the Consultation Report is the report of the workshop findings. The term 'soft adventure' is a universally accepted term in tourism to describe the type of adventure that requires little or no experience and is low risk. The term 'soft adventure' consistent with the terms in the Tourism Opportunity Plan 2019-2024

4.7 Meeting Record of the Tourism Advisory Committee held on 19 February 2020

Attachment 1

Tourism Advisory Committee Meeting Record - 19 February 2020

Tourism Advisory Committee Meeting Record
19 February 2020



Item 6 Thinking Bigger and Better

The Advisory Group discussed the notion of 'Thinking Bigger and Better' as proposed by Catharine Retter.

The idea was discussed that there is possibly a role that the committee can play in educating smaller businesses and venue operators on the Central Coast to encourage them to grow, and market their business to attract a wider demographic of the local, state and national market.

Action: Russell Mills of Tourism Central Coast to compile a short list of providers and events that offer skills development workshops or mentoring programs to small business operators in areas such as networking and best practice for the committee for review.

Item 7 General Business and Close

The following discussion points were noted:

- Councillor Smith enquired on changes in tourism at a state level following the recent natural disasters of drought, fire and floods. It was noted that funding has been made available for affected areas and that the Central Coast falls into this category. Staff are looking at the \$10k offered in funding but have stated that the guidelines are not clear.
- It was noted that funding will be available in the near future for flagship events to an amount of \$1m.
- Robert Diaz spoke of the 18-35% loss in business due to the fires surrounding the Central Coast area, in particular the Gaspers Mountain fire. Tourism Central Coast have conducted a survey with local businesses on the effect the fires have had to their businesses.

Action: Tourism Central coast to provide the outcome of the survey to the committee for review.

- Russell Mills of Tourism Central Coast informed the committee of an advertising campaign that is currently in production and is due to be aired in March 2020. Funding to promote the campaign has been sourced through corporate investment from local industry and it was noted that The Mantra at Ettalong are on board.
- David Jewell of Central Coast Tourism Inc requested further clarification on the strategic role of an Advisory Group. Councillor Holstein confirmed that he would be available to answer any questions from committee members.

Action: Advisory Group Support Officer to confirm with staff if the April meeting is to be brought forward to a date in March 2020 to allow discussion around the launch of the Destination: Central Coast Brand.

The meeting closed at 4.17pm

4.7 Meeting Record of the Tourism Advisory Committee held on 19 February 2020

Attachment 1

Tourism Advisory Committee Meeting Record - 19 February 2020

Tourism Advisory Committee Meeting Record
19 February 2020



Next Meetings:

Thursday 2 April 2020
3pm – 5pm
Central Coast Council Gosford Office
Level 1 Committee Room

Wednesday 3 June 2020
3pm – 5pm
Central Coast Council Wyong Office
Level 2 Committee Room

Thursday 6 August 2020
3pm – 5pm
Central Coast Council Gosford Office
Level 1 Committee Room

4.8 Meeting Record of the Water Management Advisory Committee meeting held on 20 February 2020

Attachment 1

Water Management Advisory Committee Meeting Record - 20 February 2020

Water Management Advisory Committee Meeting Record 20 February 2020



Location:	Central Coast Council Wyong Office Level 2 Committee Room 2 Hely Street, Wyong	
Date:	20 February 2020	
Time	Started at: 4.07pm	Closed at: 6.02pm
Chair	Councillor Jane Smith	
File Ref	F2019/01200	

Present:

Councillor Louise Greenaway, Councillor Chris Holstein, Councillor Jane Smith, Ken Brookes, Daryl Mann, Pamela McCann, Michael Redrup

Council Staff present:

Jamie Loader – Director Water and Sewer, Luke Drury – Section Manager Water Services and Design, Satpal Singh – Senior Engineer Water Resource Planning, Greg Horvath – Project Manager, Water Resource Planning, Donna Payne – Advisory Group Support Officer

Item 1 Welcome, Acknowledgement of Country and Apologies

Apologies received: Mayor Lisa Matthews, Councillor Kyle MacGregor, Gary Murphy – Chief Executive Officer, John Asquith

Councillor Smith welcomed the Advisory Group and completed an Acknowledgement of Country.

Item 2 Disclosures of Interest

Councillor Smith called for any disclosures.

No disclosures were received.

Item 3 Confirmation of Previous Meeting Record

The Committee confirmed the Meeting Record of 16 December 2019.

The Committee will review the Action Log as per Item 4 of the agenda.

4.8 Meeting Record of the Water Management Advisory Committee meeting held on 20 February 2020

Attachment 1

Water Management Advisory Committee Meeting Record - 20 February 2020

Water Management Advisory Committee Meeting Record
20 February 2020



Item 4 Response to Actions – Water Management Advisory Committee – 16 December 2019

Luke Drury – Section Manager, Water Services and Design provided an update on outstanding action items of the Action Log. The Response to Actions information document was forwarded to committee members prior to the meeting for their review.

The following points were noted:

- Item 3: Those committee members not present for this meeting may want to comment on the information provided by staff on the historical production and usage of recycled water on the Central Coast
- Item 4: Complete
- Item 5: Remains open pending NSW DPIE publication due for release after March 2020.
- Item 6: Remains open. Confirmation of previous advice regarding project timing was provided. Feedback from the review will be provided at the next meeting.
- Item 7: Complete
- Item 8: Complete. Report to Council currently being prepared as per previous Council Resolution.
- Item 9: Complete (added to agenda as a standing item). Committee members to advise if the report was missing any relevant details.

Item 5 Water Supply System Status Report – 5 February 2020 (standing item)

Satpal Singh – Senior Engineer, Water Resource Planning discussed the Water Supply System Briefing Note that was distributed to committee members for review prior to the meeting and provided the key points via a PowerPoint presentation.

The briefing note outlined the status of the region's current water storage levels, water restriction triggers, Hunter Water storage levels and transfers, groundwater, rainfall, the seasonal outlook for rainfall and temperature (issued by BoM), drought indicators, a forecast of the Hunter's William River streamflow and water consumption.

Key points noted were:

- The transfers to Hunter as per agreement have ceased with Hunter Water Storages recovering above 60%.
- Level 1 Water Restrictions will be cut-off when Mardi Dam reaches the recently revised trigger level of 55%.
- Communication should be made with the community acknowledging the good work to date in conserving water, but also to highlight we are on a different system to Sydney and the Hunter region, with different trigger levels and storage capacity per person.

Action: Education Officer to be invited to a future meeting to provide an update of activities undertaken to date.

Item 6 Proposed Objectives for Integrated Water Resource Project

Greg Horvath – Project Manager, Water Resource Planning provided a summary of the draft objectives that were detailed in the Central Coast Integrated Water Resource Plan Objectives document (CC IWRP) that was distributed to the committee prior to the meeting for review, to consider as part of the Central Coast Integrated Water Resource Plan.

4.8 Meeting Record of the Water Management Advisory Committee meeting held on 20 February 2020

Water Management Advisory Committee Meeting Record
20 February 2020



The CC IWRP is working towards compliance with the Department of Planning, Industry and Environment NSW (DPIE) in Best Practice Management of Water Supply and Sewerage Guidelines and to enhance water security and long-term water planning for the benefit of both the Central Coast and Hunter regions.

Action: Committee to review the draft objectives discussed and provide feedback to Advisory Group Support Officer who will compile into one document and forward to Water and Sewer Staff. Feedback required to the Advisory Group Support Officer (AGSO) by Friday 13 March 2020. The AGSO will combine all comments into one document and forward to Water and Sewer staff.

Item 7 Draft Drought Management Plan / Request for Endorsement

Luke Drury – Section Manager, Water Services and Design discussed the final draft of the Central Coast Council Drought Management Plan that was provided to the committee prior to the meeting for review.

The Drought Management Plan's purpose is to provide guidance to staff when managing drought events and to inform the community of the issues surrounding drought management and the role the community can undertake in such circumstances.

Action: Staff have requested the Water Management Committee review the Draft Drought Management Plan and forward any comments or questions to the Advisory Group Support Officer (AGSO) by Friday 13 March 2020. The AGSO will combine all comments into one document and forward to Water and Sewer staff.

Action: Staff have been asked to include a WAC update on WSP rules at the next meeting.

Item 8 General Business and Close

- Ken Brookes requested an update on algae management in our water storage facilities. Daryl Mann pointed out identifying where the over-supply of nutrients is coming from and how we can control outbreaks that may occur. Jamie Loader provided an overview but confirmed further information will be provided.

Action: Water and Sewer Staff to provide further information on algae management procedures in our water storage facilities and how we identify outbreaks that may occur.

- Michael Redrup asked for clarification on who is reviewing the key indicators relating to temperature and 'DO' profiles.

Action: Water and Sewer staff to come back to the committee with a report that will assist in ascertaining if this information is useful.

- Councillor Smith noted that Sydney Water have a Neutral or Beneficial Test assessment (NorBE) that helps to identify potential risks that proposed activities in the catchment may have to water quality. The possible impacts on both surface and groundwater are considered as part of the neutral or beneficial water quality assessment. It was asked whether Central Coast Council have a similar assessment covering catchment impacts.

4.8 Meeting Record of the Water Management Advisory Committee meeting held on 20 February 2020

Attachment 1

Water Management Advisory Committee Meeting Record - 20 February 2020

Water Management Advisory Committee Meeting Record
20 February 2020



Action: Councillor Smith requested a discussion surrounding Catchment Management at a future meeting.

Action: Staff to write to Local Land Services (LLS) and request an update on what resources are being put into activities and management in our drinking water catchment. David Green (LLS) to be invited to a future meeting to present this information.

- Pam McCann asked if there is a section in the Drought Management Plan that details works that should be done to make the system more resilient. The existence of the Water Resilience Committee was discussed and the three working groups (Drought Preparedness, Innovation, Communications/Engagement/Education). Potential gates for Mangrove Creek Dam Spillway were raised as an example of this.

Action: Water and Sewer staff to provide an update on resilience improvements currently underway and being investigated as part of the Integrated Water Resource Project.

- Luke Drury proposed the following agenda items for the next meeting scheduled for April 2020.
 - Discussion of key considerations for planning for an enduring supply for the central coast
 - Review of proposed community engagement approach for IWRP
 - Provide and update on IWRP activities
 - Provide update on desalination readiness assessment

Suggested future Agenda Items are:

- What savings can we make on Demand Management, other than restrictions
- Catchment management in relation to our water supply

The meeting closed at 6.02pm

Next Meetings: **Wednesday 15 April 2020**
 4pm – 6pm
 Central Coast Council Wyong Office
 Level 2 Committee Room

Thursday 18 June 2020
4pm – 6pm
Central Coast Council Wyong Office
Level 2 Committee Room

Wednesday 12 August 2020
4pm – 6pm
Central Coast Council Wyong Office
Level 2 Committee Room

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

Attachment 1

ARIC Minutes - 20 February 2020



Central Coast Council

Minutes of the

**EXTRAORDINARY AUDIT RISK AND IMPROVEMENT
COMMITTEE MEETING**

Held in the Committee Room
49 Mann Street, Gosford
on 20 February 2020

Present

Dr Colin Gellatly (Chairperson)
Carl Millington
John Gordon

In Attendance

Gary Murphy	Chief Executive Officer
Dr Liz Develin	Director Governance
Craig Norman	Chief Financial Officer
Vivienne Louie	Unit Manager Financial Performance
Tina Baker	Chief Internal Auditor
James Taylor	Section Manager Governance
Michelle Best	Financial Controller
Peter Correy	Financial Controller
Mellissa McKee	Financial Controller
Kelly Drover	Advisory Group Support Officer
Cassie Malone	Audit Office of NSW
Aaron Green	Audit Office of NSW
Penny Corkill	Centium

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

Attachment 1

ARIC Minutes - 20 February 2020

Minutes of the Extraordinary Audit Risk and Improvement Committee Meeting of Council 20 February 2020 contd

1 INTRODUCTION

1.1 Welcome, Acknowledgement of Country and Apologies

The Chairperson, Colin Gellatly declared the meeting open at 1.58pm and completed an Acknowledgement of Country.

Apologies Received: Councillor Louise Greenaway, Councillor Doug Vincent

1.2 Disclosures of Interest

Resolution

1/2020(ARIC) That the Committee receive the report on Disclosures of Interest noting that there were no Disclosures of Interest.

2/2020(ARIC) That this report be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.

2 FINANCE

2.1 Draft Financial Statements for the reporting period 1 July 2018 to 30 June 2019

Resolution

3/2020(ARIC) That the Audit Risk and Improvement Committee recommends that Council adopt the 2018-19 Consolidated Financial Statements for Central Coast Council that includes General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules.

4/2020(ARIC) That the Audit Risk and Improvement Committee recommends that Council adopt the 2018-19 Central Coast Council Water Supply Authority General Purpose Financial Statements.

5/2020(ARIC) That this report and the supporting papers to this report be made publicly available as the nature or content of the report do not fall within any listed exception, pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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ARIC Minutes - 20 February 2020

Minutes of the Extraordinary Audit Risk and Improvement Committee Meeting of Council 20 February 2020 contd

3 CONFIDENTIAL ITEMS

3.1 Interim Management Letter from NSW Audit Office - Financial Audit

Aaron Green from the Audit Office of NSW discussed the Interim Management Letter which outlines matters of interest identified during the current audit, unresolved matters identified during previous audits and matters required to be communicated under Australian Auditing Standards.

Resolution

- 6/2020(ARIC) That the Committee receive the Interim Management Letter on financial audit testing for the year ending 30 June 2019.**
- 7/2020(ARIC) That an update be provided on the status of actioning the matters raised in the Interim Management Letter at the 17 March 2020 Audit, Risk and Improvement Committee meeting.**
- 8/2020(ARIC) That the Committee approve Internal Audit receiving a copy of Interim Management Letters and that they be included in the Audit Tracker.**
- 9/2020(ARIC) That the Committee hold an In-Camera meeting with the NSW Audit Office.**
- 10/2020(ARIC) That the Committee recommend this report and the supporting papers not be made publicly available:**
- a) pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter, as they contain information about matters affecting the security of Council, Council Officials and/or Council property; and**
 - b) as on balance it would not be in the public interest to make this information available as Council does not disclose to the public any information from the NSW Audit Office to ensure the efficacy of its investigating, auditing or reporting functions.**

4 GENERAL BUSINESS

4.1 Recent Storm Events on the Central Coast

The Chief Executive Officer provided the Committee with an update on the impacts of the recent storms on the Central Coast including increased overtime and pressure on waste activities. Council have engaged additional contractors as well as Lake Macquarie Council to

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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assist with additional resources. Approximately 5,700 homes have been impacted along with a number of businesses due to power outages.

The Director, Governance advised the Committee that there have been comments made by members of the Central Coast Community, publicly, indicating an intention to commence legal proceedings against the Council in respect of the recent flood event that impacted our local government area. Council's insurer has been notified and will be appointing a Solicitor. The Audit, Risk and Improvement Committee will continue to be advised as the matter progresses.

Next Meetings: Ordinary Meeting
Tuesday 17 March 2020
2pm – 5pm
Wyong Committee Room

The Meeting closed at 2.35pm.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

Attachment 2

ARIC Minutes - 17 March 2020



Central Coast Council

Minutes of the

**AUDIT RISK AND IMPROVEMENT COMMITTEE
MEETING of Council**

Held via *Skype* on 17 March 2020 commencing at 2.10pm

Present

Dr Colin Gellatly (Chairperson)
Carl Millington
John Gordon
Councillor Louise Greenaway
Councillor Jeff Sundstrom

In Attendance

Gary Murphy	Chief Executive Officer
Mark Margin	Acting Chief Information Officer
Boris Bolgoff	Director Roads, Transport, Drainage and Waste
Craig Norman	Chief Financial Officer
Emma Roberts	General Counsel
Shane Sullivan	Unit Manager Governance and Business Services
Tina Baker	Chief Internal Auditor
Lilly Mojson	Senior Internal Ombudsman
Jade Maskiewicz	Assistant Internal Ombudsman
James Taylor	Section Manager Governance
Kelly Drover	Advisory Group Support Officer
Cassie Malone	Audit Office of NSW
Aaron Green	Audit Office of NSW
Penny Corkill	Account Manager, Centium, IA Co-Sourced Partner

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

Attachment 2

ARIC Minutes - 17 March 2020

Minutes of the Audit Risk and Improvement Committee Meeting of Council 17 March 2020
contd

1 INTRODUCTION

1.1 Welcome, Acknowledgement of Country and Apologies

The Chairperson, Colin Gellatly, declared the meeting open at 2.10pm and completed an Acknowledgement of Country.

Apologies Received: Councillor Doug Vincent

GENERAL REPORTS

1.2 Disclosures of Interest

Resolution

10/2020(ARIC) That the Committee receive the report on Disclosures of Interest.

11/2020(ARIC) John Gordon made a non-pecuniary interest disclosure that he is a member of the Healthcare Complaints Commission Audit, Risk and Improvement Committee.

12/2020(ARIC) That this report be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

1.3 Confirmation of Minutes of Previous Meetings

Resolution

13/2020(ARIC) That the Committee confirm the minutes of the previous meetings held on 4 December 2019 and 20 February 2020 noting that they will subsequently be reported to Council on Monday 27 April 2020.

14/2020(ARIC) That this report and the supporting papers to this report be made publicly available as the nature or content of the report do not fall within any listed exceptions, pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

1.4 Outstanding Action Items

Resolution

15/2020(ARIC) That the Committee notes the report on Outstanding Action Items.

16/2020(ARIC) That an update be provided at the next meeting on Action Item 6.2 from the 4 December 2019 meeting in relation to the Reports on record keeping and procurement of contractors.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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Minutes of the Audit Risk and Improvement Committee Meeting of Council 17 March 2020
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17/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

2.1 Chief Internal Auditor's Quarterly Progress Report

Resolution

18/2020(ARIC) That the Audit, Risk and Improvement Committee receive the Chief Internal Auditor's Report.

19/2020(ARIC) That the Audit, Risk and Improvement Committee invite the Unit Manager, Business Enterprise to present to the next meeting (June 2020) on the outcome and management actions from the recent review by an external consultant on Holiday Parks.

20/2020(ARIC) The Committee notes that management is developing a plan to manage the event of an absence of the Chief Internal Auditor and an update to be provided at the next meeting.

21/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

2.2 Implementation of Management Actions Arising From IA Reviews

Resolution

22/2020(ARIC) That the Audit, Risk and Improvement Committee receive the report on the Implementation of Management Actions arising from IA Reviews.

23/2020(ARIC) That an update be provided at the next meeting from Director Connected Communities on the 20 open actions for the Directorate.

24/2020(ARIC) That Management provide an update to the next meeting on the management of s94/94A contributions and the action still outstanding from the June 2016 IA report.

25/2020(ARIC) That the Audit, Risk and Improvement Committee note that management has agreed the organisation are working towards one system for the implementation of management actions and in the future unit managers will be invited to attend the Audit, Risk and Improvement Committee meetings to discuss closure of their items.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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Minutes of the Audit Risk and Improvement Committee Meeting of Council 17 March 2020
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26/2020(ARIC) *That this report be made publicly available, pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter but that Appendix 1 to the Report not be released to the public for the reasons that it contains information that could compromise the "security of Council, Council Officials and Council property".*

2.3 Internal Audit Balanced Scorecard Report

Resolution

27/2020(ARIC) *That the Audit, Risk and Improvement Committee receive the Chief Internal Auditor's Balanced Scorecard Report.*

28/2020(ARIC) *That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.*

2.4 Internal Audit Charter Update

Resolution

29/2020(ARIC) *That the Audit, Risk and Improvement Committee approve the revised internal Audit Charter as presented at the meeting.*

30/2020(ARIC) *That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.*

3.1 Central Coast Council and Central Coast Council Water Supply Authority 2019 Audit Reports (CONFIDENTIAL)

Resolution

31/2020(ARIC) *That the Committee receive the Central Coast Council 2019 Audit Reports.*

32/2020(ARIC) *That the Committee receive the Central Coast Council Water Supply Authority 2019 Audit Reports.*

33/2020(ARIC) *That this Report and the supporting papers not be made publicly available:*

- a) *pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter, as they contain information about matters*

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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Minutes of the Audit Risk and Improvement Committee Meeting of Council 17 March 2020
contd

affecting the security of Council, Council Officials and/or Council property; and

- b) as on balance it would not be in the public interest to make this information available as Council does not disclose to the public any information from the NSW Audit Office to ensure the efficacy of its investigating, auditing or reporting functions.*

4.1 COVID-19 Council Readiness

Shane Sullivan (Unit Manger Governance and Business Services) provided an update on the Pandemic Continuity Management Team who have confirmed Council is currently at a moderate risk level and have determined the benchmark for extreme. There is also a Tactical Team to implement the decisions of the Pandemic Continuity Management Team and both teams are meeting on a daily basis.

Gary Murphy (Chief Executive Officer) advised that a remote working test will be held Friday 20 March 2020. Staff who are able to work from home will be asked to work remotely on Friday to test essential business functions.

Resolution

34/2020(ARIC) That the Committee note the report on COVID-19 Council Readiness.

35/2020(ARIC) That a weekly update be provided to the Audit, Risk and Improvement Committee on the COVID-19 situation.

36/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

5.1 Governance Dashboard - current status

Resolution

37/2020(ARIC) That a meeting be organised for the Audit, Risk and Improvement Committee to view the Dashboard as it is currently prepared and provide comment for future development and improvement.

38/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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6.1 Report from the Office of the Internal Ombudsman

Resolution

39/2020(ARIC) *That the Committee receive the report from the Office of the Internal Ombudsman.*

40/2020(ARIC) *That an update be provided at the next meeting on the progress of the outstanding recommendations in regard to investigations completed by the Internal Ombudsman.*

41/2020(ARIC) *That this report and the supporting papers to this Report not be made publicly available pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter, as they contain information about matters affecting the security of Council, Council Officials and/or Council property.*

6.2 Internal Ombudsman Charter

Resolution

42/2020(ARIC) *That the Committee receive the report and endorse the draft Internal Ombudsman Charter.*

43/2020(ARIC) *That a provision be included in the Internal Ombudsman Charter that the Internal Ombudsman will meet with the members of the Audit, Risk and Improvement Committee annually In-Camera, or as arranged with the Committee, without the presence of management AND that the Audit, Risk and Improvement Committee Charter be amended, in identical terms, to provide for this In-Camera meeting.*

44/2020(ARIC) *That this report provided to this meeting by the Senior Internal Ombudsman and the supporting papers provided not be made publicly available pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter as they contain information about matters affecting the security of Council, Council Officials and/or Council property.*

6.3 Timeline of organisation's constitution changes and implications

Resolution

45/2020(ARIC) *That the Committee note the report on Timeline of organisation's constitution changes and implications.*

46/2020(ARIC) *That the report and supporting papers to this report not be made publicly available, pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter as they contain information about*

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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matters affecting the security of Council, Council Officials and/or Council property.

6.4 Update on Council's Data Breach Policy and Procedures

Resolution

47/2020(ARIC) That the Committee receives the report on the draft Central Coast Council's Data Breach Policy and Procedures.

48/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

6.5 Governance and Risk activities update

Resolution

49/2020(ARIC) That the Committee note the report on Governance and Risk activities.

50/2020(ARIC) That an update on Governance and Risk activities be provided at all future Audit, Risk and Improvement Committee meetings.

51/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

6.6 Audit, Risk and Improvement Committee Self-Assessment Survey Summary Report

Resolution

52/2020(ARIC) That the Committee receive the Audit, Risk and Improvement Committee Self-Assessment Survey Summary Report.

53/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

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Minutes of the Audit Risk and Improvement Committee Meeting of Council 17 March 2020
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6.7 Probity Advice Policy

Resolution

54/2020(ARIC) That the Committee receives the report on the draft Probity Advice Policy.

55/2020(ARIC) That this report and supporting papers be made publicly available as the nature or content of the report do not fall within any listed exceptions pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter.

6.8 Update on Legal Matters

Resolution

56/2020(ARIC) That the Committee receives the report on Update on Legal Matters.

57/2020(ARIC) That the supporting papers to this report not be made publicly available, pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter, as these documents:

- a) May contain advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege;*
- b) Further, on balance, it would not be in the public interest to make this information available as it may compromise Council's ability to ensure the optimum outcome for the community.*

7.1 Update from IM&T

Mark Margin (Acting Chief Information Officer) provided a verbal update from IM&T.

Resolution

58/2020(ARIC) That an update be provided at the next meeting on the integration of core systems.

59/2020(ARIC) Chief Information Officer to provide the Audit, Risk and Improvement Committee with a copy of the Essential Eight Report and an assessment of this report at a future meeting.

4.9 Minutes of the Extraordinary Audit, Risk and Improvement Committee held on 20 February 2020 and the Ordinary Meeting held on 17 March 2020

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contd

9.1 Update on Audit Office 2018-19 interim management letter actions

Resolution

60/2020(ARIC) That the Audit, Risk and Improvement Committee receive the report on Audit Office 2018-19 Interim Management Letter actions.

61/2020(ARIC) That this report be made publicly available, pursuant to Clause 78 of the Audit, Risk and Improvement Committee Charter but that Appendix 1 to the Report not be released to the public for the reasons that it contains information that could compromise the "security of Council, Council Officials and Council property".

GENERAL BUSINESS

10.1 Continuing WHS issues relating to Ordinary Council Meetings

A discussion was held around continuing WHS issues relating to Ordinary Council Meetings and concerns regarding recent meetings.

A risk assessment was undertaken by staff resulting in meetings being only held in the Wyong Chambers until further notice. Numbers will also be limited in regard to attendance and public speakers are required to register prior to the Council Meeting.

Resolution

62/2020(ARIC) That the Audit, Risk and Improvement Committee note the concerns surrounding WHS issues at Ordinary Council Meetings and the measures being put in place to address these issues.

10.2 Notice of Motion – Nine Million (\$9,000,000) Agency Agreements / Body Hire

The Committee discussed a Notice of Motion from the 9 March 2020 Ordinary Council Meeting on Agency Agreements and Body Hire.

Resolution

63/2020(ARIC) A copy of the report from the Chief Executive Officer to Council on Agency Agreements / Body Hire to be provided to the Audit, Risk and Improvement Committee.

The Meeting closed at 4.50 pm.

Next Meeting: Wednesday 17 June 2020
2pm – 5pm
Wyong Committee Room
2 Hely Street, Wyong

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