



Central Coast Council  
Business Paper  
Ordinary Council Meeting  
**24 February 2020**





# COMMUNITY STRATEGIC PLAN 2018-2028

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

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

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

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

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

## RESPONSIBLE

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

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

 **Good governance and great partnerships**

**G2** Communicate openly and honestly with the community to build a relationship based on transparency, understanding, trust and respect

There are 5 themes, 12 focus areas and 48 objectives

### COMMUNITY STRATEGIC PLAN 2018-2028 FRAMEWORK

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

The infographic details the following structure:

- THEME: BELONGING**
  - Focus Area: OUR COMMUNITY (Objectives: A1, A2, A3, A4)
  - Focus Area: COMMUNITY CONNECTION AND LOCAL IDENTITY (Objectives: B1, B2, B3, B4)
- THEME: SMART**
  - Focus Area: A GROWING AND COMPETITIVE REGION (Objectives: C1, C2, C3, C4)
  - Focus Area: A PLACE OF OPPORTUNITY FOR PEOPLE (Objectives: D1, D2, D3, D4)
- THEME: GREEN**
  - Focus Area: ENVIRONMENTAL RESOURCES FOR THE FUTURE (Objectives: E1, E2, E3, E4)
  - Focus Area: INCREASED AND PROTECTED NATURAL BEAUTY (Objectives: F1, F2)
- THEME: RESPONSIBLE**
  - Focus Area: GOOD GOVERNANCE AND GREAT PARTNERSHIPS (Objectives: G1, G2, G3, G4)
  - Focus Area: BELIEVING ESSENTIAL INFRASTRUCTURE (Objectives: H1, H2, H3, H4)
  - Focus Area: BALANCED AND SUSTAINABLE DEVELOPMENT (Objectives: I1, I2, I3, I4)
- THEME: LIVEABLE**
  - Focus Area: BELIEVED PUBLIC TRANSPORT AND ECONOMIC VIBES (Objectives: J1, J2, J3, J4)
  - Focus Area: SAFE AND SOUND FOR ALL (Objectives: K1, K2, K3, K4)
  - Focus Area: HEALTHY LIFESTYLES FOR A THRIVING COMMUNITY (Objectives: L1, L2, L3, L4)



# Meeting Notice

**The Ordinary Council Meeting  
of Central Coast Council  
will be held in the Council Chamber  
2 Hely Street, Wyong on  
Monday, 24 February 2020 at 6.30pm**  
for the transaction of the business listed below:

## **1 Procedural Items**

- 1.1 Disclosures of Interest ..... 5
- 1.2 Confirmation of Minutes of Previous Meeting..... 7
- 1.3 Notice of Intention to Deal with Matters in Confidential Session ..... 8

## **2 General Reports**

- 2.1 Deferred Item - Community Safety Facilities Needs Assessment and Options Study Report ..... 10
- 2.2 Deferred Item - Sports Facility Lighting..... 27
- 2.3 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019..... 34
- 2.4 Fire Safety Inspection Report for Shopping Centre on Lot: 0 SP:39842, 155 - 157 The Entrance Road, The Entrance ..... 40
- 2.5 Revised Charter for Audit Risk and Improvement Committee and Annual Reports for 2018 and 2019 ..... 47
- 2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan ..... 105
- 2.7 Grants and Sponsorship Program - Round 1 - 2019/2020..... 112
- 2.8 Community Support Grant Program - December 2019..... 121
- 2.9 Deferred Item - Draft 2018-19 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority..... 127
- 2.10 2019-20 Q2 Business Report..... 128
- 2.11 Meeting Record of the Water Management Advisory Committee held on 16 December 2019..... 136

## **3 Information Reports**

- 3.1 Terrigal and Coastal Lagoon Audit Update ..... 146
- 3.2 Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2..... 182
- 3.3 Investment Report for January 2020..... 189

## **4 Answers To Questions On Notice**

- 4.1 QON - Q40/19 - Local Strategic Planning Statement ..... 199

## **5 Questions With Notice**

- 5.1 Questions with Notice ..... 201
  - Urban Development Institute of Australia (UDIA) NSW
  - Minimum Lot sizes in Zones of Council LEPs
  - Speed mitigation in Kanwal and surrounding suburbs
  - Local procurement policy resolution implementation

**6 Notices Of Motion**

6.1	Deferred Item - Notice of Motion - Ward's equitable expenditure and \$20 Million Dollar Loss .....	202
6.2	Deferred Item - Notice of Motion - Black summer fuel load reduction initiatives .....	205
6.3	Notice of Motion - Activity Report of the Ombudsman Office .....	209
6.4	Notice of Motion - Council to Support Community Calls for Mayor's Resignation .....	210

Gary Murphy  
**Chief Executive Officer**

**Item No:** 1.1  
**Title:** Disclosures of Interest  
**Department:** Governance

---



24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-003 - D13779426

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

Section 451 of the LG Act states:

- (1) *A councillor or a member of a council committee who has a pecuniary interest in any matter with which the council is concerned and who is present at a meeting of the council or committee at which the matter is being considered must disclose the nature of the interest to the meeting as soon as practicable.*
- (2) *The councillor or member must not be present at, or in sight of, the meeting of the council or committee:*
  - (a) *at any time during which the matter is being considered or discussed by the council or committee, or*
  - (b) *at any time during which the council or committee is voting on any question in relation to the matter.*
- (3) *For the removal of doubt, a councillor or a member of a council committee is not prevented by this section from being present at and taking part in a meeting at which a matter is being considered, or from voting on the matter, merely because the councillor or member has an interest in the matter of a kind referred to in section 448.*
- (4) *Subsections (1) and (2) do not apply to a councillor who has a pecuniary interest in a matter that is being considered at a meeting, if:*
  - (a) *the matter is a proposal relating to:*
    - (i) *the making of a principal environmental planning instrument applying to the whole or a significant part of the council's area, or*
    - (ii) *the amendment, alteration or repeal of an environmental planning instrument where the amendment, alteration or repeal applies to the whole or a significant part of the council's area, and*
  - (a1) *the pecuniary interest arises only because of an interest of the councillor in the councillor's principal place of residence or an interest of another person*

## 1.1 Disclosures of Interest (contd)

---

*(whose interests are relevant under section 443) in that person's principal place of residence, and*

- (b) the councillor made a special disclosure under this section in relation to the interest before the commencement of the meeting.*
  
- (5) The special disclosure of the pecuniary interest must, as soon as practicable after the disclosure is made, be laid on the table at a meeting of the council and must:*
  - (a) be in the form prescribed by the regulations, and*
  - (b) contain the information required by the regulations.*

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

### **Recommendation**

***That Council and staff now disclose any conflicts of interest in matters under consideration by Council at this meeting.***

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

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-003 - D13779428



### **Summary**

Confirmation of minutes of the Ordinary Meeting of the Council held on 10 February 2020, conducted on 12 February 2020.

### **Recommendation**

***That Council confirm the minutes of the Ordinary Meeting of Council held on 10 February 2020, conducted on 12 February 2020.***

### **Attachments**

- 1 Minutes - Ordinary Meeting 12 February 2020 - Provided as a Late Attachment



**Item No:** 1.3  
**Title:** Notice of Intention to Deal with Matters in Confidential Session  
**Department:** Governance

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-003 - D13779430

## Summary

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

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

## Recommendation

***That Council receive the report and note that no matters have been tabled to deal with in a closed session.***

## Context

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

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



### **1.3 Notice of Intention to Deal with Matters in Confidential Session (contd)**

---

- 2(f) matters affecting the security of the Council, Councillors, Council staff or Council property,*
- 2(g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,*
- 2(h) information concerning the nature and location of a place or an item of Aboriginal significance on community land.*

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

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

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

#### **Attachments**

Nil



**Item No:** 2.1  
**Title:** Deferred Item - Community Safety Facilities Needs Assessment and Options Study Report  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-004 - D13817024  
Author: Warren Murphy, Section Manager Contracts and Projects  
Manager: Jamie Loader, Director Water and Sewer  
Executive: Scott Cox, Director Environment and Planning

## Summary

At its meeting held 12 February 2020, the Council resolved as follows;

9/20 *Council deferred the consideration of item 3.3 to the Ordinary Meeting to be held on 24 February 2020.*

## Recommendation

- 1 That Council note the report by Signature Project Management dated 8 May 2019 "Central Coast Council Community Safety Facilities – Needs Assessment and Options Study Report (the Report)".**
- 2 That Council support further detailed investigations into new Animal Impounding Facility options as recommended by the Report.**
- 3 That Council resolve, pursuant to section 11(3) of the Local Government Act 1993, Attachment 2 to this report is to remain confidential in accordance with section 10A(2)(c) of the Local Government Act 1993 as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and because consideration of the matter in open Council would on balance be contrary to the public interest as it would affect Councils ability to obtain value for money services for the Central Coast community.**

## Attachments

- |   |           |
|---|-----------|
| <b>1</b> Community Safety Facilities Needs Assessment and Options Study Report                                    | D13703518 |
| <b>2</b> CCC Community Safety Facilities Needs Assessment and Options Study Report - Executive Summary            | D13580236 |
| <b>3</b> Confidential - CCC Community Safety Facilities Needs Assessment and Options Study Report with Appendices | D13580238 |



---

**Item No:** 3.3  
**Title:** Community Safety Facilities Needs Assessment and Options Study Report  
**Department:** Environment and Planning

---

10 February 2020 Ordinary Council Meeting

Trim Reference: F2004/06957 - D13703518

Author: Warren Murphy, Section Manager Contracts and Projects

Manager: Brian Jones, Unit Manager, Environment and Compliance

Executive: Scott Cox, Director Environment and Planning

### Report Purpose

The purpose of this report is for Council to consider the findings of an independent review into the status of existing animal care and impounding facilities.

### Recommendation

- 1 That Council note the report by Signature Project Management dated 8 May 2019 "Central Coast Council Community Safety Facilities – Needs Assessment and Options Study Report (the Report)".**
- 2 That Council support further detailed investigations into new Animal Impounding Facility options as recommended by the Report.**
- 3 That Council resolve, pursuant to section 11(3) of the Local Government Act 1993, Attachment 3 to this report is to remain confidential in accordance with section 10A(2)(c) of the Local Government Act 1993 as it contains information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business and because consideration of the matter in open Council would on balance be contrary to the public interest as it would affect Councils ability to obtain value for money services for the Central Coast community.**

### Background

Council's Community Safety Section (CSS) conducted a strategic review of animal care, impounding facilities and services provided by Central Coast Council (CCC). The objective of the review was to identify Council's ability meet current and future responsibilities for animal and impounding services.

Currently, there are nine locations used for management of impounding functions, which include the:

- 
- Council administration building at Wyong.
  - Council administration building at Gosford.
  - Animal Care Facility at Charmhaven.
  - Animal Care Facility at Erina.
  - Vehicle Impound Wyong.
  - Vehicle Impound West Gosford.
  - Article Impound Facility Wyong.
  - Article Impound Erina.
  - Livestock Impound Mardi.

The report titled “*Needs Assessment and Options Study Report*” dated 8 May 2019 (the Report) prepared by Signature Project Management (SPM) identified a number of issues including:

- The current fragmented nature of animal care facilities are producing inefficiencies.
- The current animal care facilities require upgrading to meet current welfare standards.
- The current animal care facilities need to be upgraded to accommodate increasing demand.

The Executive Summary (Attachment 1), outlines existing services and lists options to address Council’s to meet the growing needs of the community. The Executive Summary has been provided to the Companion Animal Advisory Committee and may be released for public consultation.

The Report provides four options which include:

- Option 1 – The upgrade of the current facilities.
- Option 2 – The creation of a single centralised facility that includes all animal holding and article impound requirement.
- Option 3 - The creation of multiple centralised facilities to incorporate the needs of CSS.
- Option 4 – The total outsourcing of animal holding and vehicle impounding functions at privately owned facilities.

The Report (Attachment 3) contains information that is potentially of commercial advantage and should not be released to the public at this time.

The Report recommends the creation of a single centralised facility, Option 2. SPM suggests a centralised facility would be the most cost effective option on operational grounds due to the expense of upgrading ageing facilities with questionable ability to meet future standards, economies of scale and the need to provide for future service requirements.

Further investigation is required to enable staff to advise Council of a preferred option.

**Consultation**

On 20 May 2019, SPM provided a briefing to Council on the process that was undertaken and an overview of their findings.

On 10 October 2019 the inaugural meeting of the Companion Animal Advisory Committee (CAAC) was held.

The CAAC was provided a copy of the Executive Summary. The CAAC generally discussed the Executive Summary and the need for the further investigation into animal care facilities provided by Council.

The CAAC did not make a recommendation in relation to the Report.

Ongoing consultation is proposed to assist Council to determine a preferred approach for the provision of future animal care services. The consultations will include development of conceptual designs, consultation via the CAAC and additional internal/external stakeholder engagement.

**Next Stages**

The next stages of the program are to:

**Stage 2**

- Identify potential sites for new Animal Care Facility/Facilities.

**Stage 3**

- Engage a consultancy agency to develop a conceptual design for establishment of a new Animal Care Facility for community consultation purposes.

**Financial impact**

It is proposed to include provision of \$150,000 for the further investigation into a new Regional Impounding Facility in the 2020/21 operational expenditure.

The funding is to enable appointment for a consulting agency to prepare a conceptual design to enable a community consultation program.

**Link to Community Strategic Plan**

Theme 4: Responsible

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

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

**Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | CCC Community Safety Facilities Needs Assessment and Options Study Report - Executive Summary            | D13580236 |
| <b>2</b> | Confidential CCC Community Safety Facilities Needs Assessment and Options Study Report with Appendices - | D13580238 |

Executive Summary

**Central Coast Council  
Community Safety Facilities**



**NEEDS ASSESSMENT AND  
OPTIONS STUDY REPORT – EXECUTIVE SUMMARY**



**FINAL 8 May 2019**

## Executive Summary

## Executive Summary

### Introduction

Central Coast Council's Community Safety Section has identified the need to carry out a strategic review of their operations and the way they utilise their facilities. The recent formation of Central Coast Council ('CCC') from two Council's, being Gosford City Council and Wyong City Council has resulted in a number of facilities and operating contracts being duplicated over a wider Local Government Area (LGA). A legacy of the formation of the Council is a number of duplications within the Community Safety Section ('CSS') in the way it functions, utilises its facilities and its contracts are managed. A number of the current facilities (particularly for animal holding) are also nearing the end of their practical life and without major upgrades and maintenance would not meet current and future requirements. A number of the contracts are nearing the end of their terms in June 2020, which presents an opportunity to review these and in turn, review how those functions best utilise their facilities.

CSS has commissioned a consultant to carry out a strategic review of its operations and facilities management, and to provide a report incorporating a needs assessment and options study (the 'Report') on a number of CSS's key functions including:

- Staff office facilities;
- Animal Holding Facilities (AHF's);
- Livestock Impounding Facilities (LIF's);
- Article Impound Facilities (AIF's);
- Vehicle Towing and Impound Facilities (VTIF's).

### Objectives

The objective of the Report is to assess whether there is a need for change and provide options to ensure Council's statutory responsibility and requirements for impounding and office space meet current and future requirements over the next 20 to 40 years. We note that the request to look out to the longer term 40-year timeframe is for the purpose of future-proofing for future growth of any new facilities, rather than catering for that additional space in terms of building and fit-out requirements. It was established in briefing sessions with CSS that the main focus of the Report should be on animal holding as this is the major component of CSS's facilities and that the other functions should be assessed in parallel;

Additionally, this Report assesses Council's CSS facilities infrastructure in terms of meeting its legislative requirements and the needs of the community now and into the future. This Report provides a needs assessment of CSS's animal holding obligations against current legislative regulations and standards, industry best-practice from benchmarking for other jurisdictions and trends both in Australia and overseas.



Executive Summary

This Report assesses whether there is a justification for change and provides options to ensure Council’s statutory responsibility and requirements for impounding and office space meet current and future requirements over the next 20 to 40 years.

This Report outlines the findings from the assessment of CSS’s future requirements, how its facilities would be able to cater for these requirements, whether there is a justification for change in its operational contracts and facilities infrastructure and then presents a number of feasible options to proceed to the next step if Council resolves that there is a need for change.

**Current Facilities**

The current CSS facilities are spread over nine locations and contractual arrangements include five external providers (two AHF providers, one LIF provider and two VTIF providers) as outlined in the following figure.



Figure: Facility Overview in LGA

## Executive Summary

**Key Issues Identified**

The Report identifies a number of operational issues for the current CCC AHF's and for other jurisdictions, which are primarily related to animal holding capacity, operations and building standards. These issues included:

- Spread of diseases due to too many animals being in one enclosure;
- Lack of quarantine facilities;
- Lack of proper cat accommodation;
- Climate control for animal enclosures;
- Some enclosures facing each other resulting in stress and anxiety for animals as a consequence;
- Lack of appropriate food storage and kitchen facilities;
- Insufficient outside exercise yard space;
- Insufficient power supply to cater for high demand times resulting in intermittent power outages;
- Insufficient water supply capacity and water pressure to cater for the operational needs and equipment requirements.

It was evident from the assessment that the nine locations and five providers for a number of CSS services are causing operational, financial and workload inefficiencies, such as additional staff resourcing, travel time between locations and duplication of work functions.

The table below outlines a summary of the key issues identified for each of the CSS functions. A tick indicates that the current facilities and operations are suitable for a range of key indicators and a cross indicates that they are not meeting requirements.

	Location	Operation	Facility	Contract
<b>Offices</b>	√	X	X	√
<b>Animal Holding Facilities</b>	√	X	X	X
<b>Vehicle &amp; Towing Impound Facilities</b>	√	X	√	X
<b>Article Impound Facilities</b>	√	X	√	√
<b>Livestock Impound Facilities</b>	√	√	X	X

Figure: Key issue summary

Executive Summary

Needs Assessment

The needs assessment included an assessment of CSS’s facilities to cater for current and future growth and trends. To assess current requirements CSS’s legislative requirements and minimum regulations and standards have been determined and facilities have been assessed for best-practice through benchmarking against other jurisdictions. To determine the future needs due to growth in demand for CSS’s services this need has been projected based on established correlations to population growth as well as industry trends and CSS’s aspirations and strategic goals.

The projected population for CCC has been provided by a population forecaster (namely Forecast.id) who provides population forecasts to Councils including CCC. These population forecasts are also included in the Central Coast Regional Plan 2036, indicating a growth to 415,000 people by 2036. According to projections in Council’s WaterPlan 2050, the number of residents will grow to 465,000 people in 2051.

Refer following Figure for population growth projections and animal shelter capacity projections.

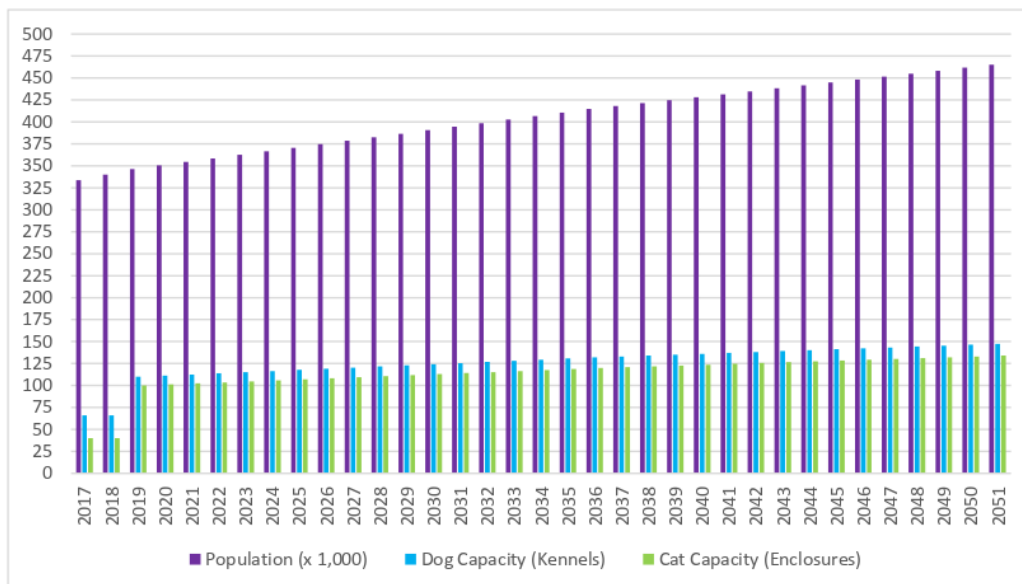


Figure: Population growth and animal holding capacity projections

The growth of the impounding requirements for Central Coast Council can be translated to an expected growth of 20% as directly correlated to projected population by 2036 and 34% by 2051 (refer above figure).

## Executive Summary

**Key Findings**

The following key findings were identified from the needs assessment:

- CSS's vision for animal holding operations in regard to aspirational and community benefits was taken into account in the assessment to mitigate against reputational risks and realising additional potential benefits to Council;
- The needs assessment identified the following key factors to be considered in assessing the CSS facilities:
  - Community perception of animal welfare issues and re-homing rates,
  - The need for staff security and safety,
  - Operational and financial efficiencies,
  - Space efficiencies including economies of scale,
  - Workplace synergies and team-building, and
  - Increased amenity and associated facilities to optimise re-homing rates and attraction to the community.
- The projected growth for CCC's population is up to 2036 to 415,000 (i.e. 20%) and up to 465,000 in 2051 (i.e. 34%);
- Operational efficiencies may be achieved by combining functions in one location and a new long-term contract with one service provider for each impound facility (refer section 2.5). The current inefficiencies include doubling up of administration and management duties for CSS, doubling up of office space, two separate facilities, contracts and providers for the animal holding and vehicle impounding functions, and travelling between two office locations;

**Requirements and Gap Analysis**

The operational arrangements of the CSS facilities were discussed with CSS's representatives and were based on key findings. The arrangements for ownership, operation and external contracting of each facility is outlined in the following table:

Facility	Owned by	Operated by	Contract
Office	Council	Council	N/A
Animal Holding	Council (Operator)	Operator	Long-term SLA
Livestock Holding	Council (Operator)	Operator	Long-term SLA
Article Impound	Council	Council	N/A
Vehicle Towing and Impound	Operator	Operator	Long-term SLA

*Table: required operational set-up*

The current facilities have been assessed and the following shortfalls have been identified:

**Executive Summary**

- The current Erina and Charmhaven AHF locations are both of insufficient area to accommodate the required site area and floor space for growth in animal holding and livestock impounding capacity projections based on the assumption that the facilities cannot take up any further space in the Council depots (this assumption can be tested with Council);
- Each of the current Wyong and Gosford office spaces are insufficient to cater for the total combined office space for the CSS (without taking up further space in the Council buildings). This assumption could be tested.

**Justification for Change**

The needs assessment above has identified that CSS's current facility arrangements do not meet the current and future demand projections in the following areas:

- The current Offices, AHF's and Livestock Impound Facilities have a (high) risk of not meeting animal holding, building and workplace standards.
- The nine Community Safety Facility locations and five providers are causing operational, financial and workload inefficiencies for the CSS.
- The current AHF's have insufficient capacity to meet the short to medium- and long-term Animal Holding demand.

Therefore, there is a justification for a change to be considered in regard to the current facilities infrastructure and operational contracting arrangements. Options for the future of CSS's facilities infrastructure and operational arrangements have been outlined below for consideration by Council.

**Options Considered**

A range of feasible options have been identified to address the current and projected future needs of the CSS functions. For each option the proposed works include optimising the number of locations and/or contracts. Each option has advantages and disadvantages that need to be considered in formulating a preferred option or options. A quantitative analysis of the options indicates that the total capital costs for each option vary and these would need to be assessed in an economic or financial model to identify the options with highest cost benefit ratios in a Cost Benefit Analysis (CBA) or Nett Present Value (NPV), which are measures used to determine the viability of options in economic or financial terms. As the operational cost inputs for such an analysis are not available at this stage of preliminary assessment a CBA or NPV analysis would need to be carried out as part of a business case once Council decides there is a justification for change and chooses to proceed with further investment on the proposal.

## Executive Summary

The list of options considered by this report include the following:

Options	Description
Option 1	– Upgrade current facilities without combining them
Option 2	– New Community Safety Compound built by Council in one central location (outsourcing vehicle impounding facility)
Option 3	– New Animal and Livestock Holding Facility built by Council in a central location – A plan/ solution for offices refurbishment and article impound facility on other locations (outsourcing vehicle impounding facility)
Option 4	– Animal and Livestock Impounding functions totally outsourced including facilities provision – A plan/ solution for offices refurbishment and article impound facility on other locations (outsourcing vehicle impounding facility)

Table: options description

The advantages and disadvantages for the four options is included in the following table.

Option	Advantages	Disadvantages
Option 1: Upgrade current facilities	– Proximity of CSS facilities in Wyong and Gosford to people living in those centres	– Not able to meet space requirements for current and projected demand – The same functions split between different locations lead to operational inefficiencies – If these were to be upgraded or refurbished then temporary facilities are needed to ensure functions continue during construction.
Option 2: New Community Safety Compound built by Council (Outsourcing vehicle facility)	– Opportunity to meet current and future requirements for almost all CSS's facilities infrastructure – Operational and financial efficiencies can be achieved (e.g. economies of scale, staff efficiency) – Existing facilities can operate without disruption, whilst the new facility is being built – New facility can incorporate quality amenities and associated functions	– Longer travel distance from some areas within the LGA but optimal location for the majority of people if located centrally e.g. Lisarow Ourimbah area.
Option 3: New AHF and Livestock Facility built by Council	– Opportunity to meet current and future requirements for AHF and Livestock.	– Longer travel distance from some areas within the LGA but optimal location for the majority of people if

## Executive Summary

Option	Advantages	Disadvantages
(Outsourcing vehicle facility)	<ul style="list-style-type: none"> <li>– Operational and financial efficiencies can be achieved for the above functions (e.g. economies of scale, staff efficiency).</li> <li>– Existing facilities can operate without disruption, whilst the new facility is being built</li> <li>– New facility can incorporate quality amenities and associated functions</li> </ul>	located centrally e.g. Lisarow Ourimbah area.
Option 4: animal holding facility, livestock and vehicle facilities totally outsourced	<ul style="list-style-type: none"> <li>– Council can pass responsibility for facility ownership and maintenance to an external provider which could be an effective way to manage ongoing costs and not having a large capital cost investment upfront.</li> <li>– Existing facilities can operate without disruption, whilst the new facility is being built</li> </ul>	<ul style="list-style-type: none"> <li>– A higher contract cost annually which may, over the life of the asset be a higher total cost overall (NPV).</li> <li>– Required appetite, financial solvency and quality of potential external providers is unknown at this stage. The current providers may have that capability but these have not been explored through an RFT process.</li> <li>– Financial risks for Council in the event of default or insolvency of the external provider.</li> <li>– Council has less control regarding amenity and quality of facilities (upkeep) and therefore higher exposure to community expectations and reputational risks should things go wrong.</li> </ul>

Table: high-level summary of options considered

**Identified Benefits**

Several benefits can be achieved through realising new CSF's. These benefits are outlined below:

- Substantial benefits from higher animal welfare and higher re-homing rates can be expected. In general terms, animal welfare could be improved by meeting or exceeding current animal holding standards, but also by providing improved hygiene, quarantine and vet facilities with increases in animal health and decreases in the number of euthanised animals in the facility.
- A modern and functional facility will attract more users from the community and will provide residents with improved facilities to adopt animals. This generally results in higher re-homing rates.
- Operational, financial and workload efficiencies may be achieved for both the CSS offices and animal holding facilities.
- Amalgamation of the CSF's will reduce travel time for rangers and staff and will improve cooperation and team spirit within the CSS. Additionally, space efficiencies can be achieved by sharing facilities.

**Executive Summary**

- One larger AHF will require less staff to manage, especially during the off-peak hours. The resultant economies-of-scale provide the opportunity for additional amenities such as veterinary and small multi-purpose facilities which may not be feasible in a smaller facility. Better staff security can also be achieved through a more sophisticated operational arrangement and design of the facility.

More definitive and quantitative conclusions on these benefits would be developed through a social and economic benefit assessment which would be carried out following a decision by Council to proceed to the next phase of project development.

**Implementation Phase**

This Report outlines a number of options for implementation strategies for the project for Council's consideration for determination at the appropriate time. A variety of potential risks for the project have also been outlined in the risk management section of the report and a more detailed risk management plan would be developed for the implementation phase of the project. The various delivery methodologies should be considered by Council if a decision is made on proceeding with the project through the planning phase

**Conclusions**

The objective of this Report is to assess Council's CSS facilities infrastructure in terms of meeting its legislative requirements and the needs of the community now and into the future. This Report provides a needs assessment of CSS's animal holding functions which outline current legislative regulations and standards, industry best-practice from benchmarking against other jurisdictions and trends, both in Australia and overseas.

The needs assessment identified the following key factors to be considered in assessing the CSS facilities:

- Community perception of animal welfare issues and re-homing rates;
- The need for staff security and safety;
- Operational and financial efficiencies;
- Space efficiencies including economies of scale;
- Workplace synergies and team-building;
- Increased amenity and associated facilities to optimise rehoming rates and attraction to the community.

The conclusions of the Needs Assessment and Options Study are outlined as follows:

- The assessment concluded that the current CSS facilities do not meet the current and projected need for animal impounding requirements as well as other CSS functions (e.g. vehicle and article impound, stock impound and office requirements) over the next 20 to 40



## Executive Summary

years, primarily due to population growth and changing household profile, therefore justifying a case for change.

- The gap analysis identified a number of inadequacies which are summarised below:
  - The current Erina and Charmhaven AHF locations are both of insufficient area to accommodate the required site area and floor space for growth in animal holding and livestock impounding capacity projections, based on the assumption that the facilities cannot take up any further space in the Council depots (this assumption can be tested with Council); and
  - The current Gosford and Wyong office spaces are insufficient to cater for the total combined office space for the CSS (without taking up further space in the Council buildings). This assumption could be tested with Council.
- The possible proposals to implement this change were further assessed through an options study to meet CSS's aspirational and strategic goals.
- The wider options assessment was narrowed down to four main options as worthy of further consideration and study as follows:
  - Option 1 – Base Case Option – The upgrade and expansion of current facilities (i.e. keeping them separated into Wyong and Gosford sectors) has a number of disadvantages, mainly being the marginal saving in capital costs over Options 2 & 3 and significant additional operational costs due to staffing inefficiencies, and do not make this a favourable option;
  - Option 2 – development of a new CSS compound combining the Wyong and Gosford animal holding and other CSS functions in one location centrally located in the LGA;
  - Option 3 – The option of developing new facilities in a number of locations across the LGA; and
  - Option 4 – full outsourcing (other than offices and articles) have also been identified as worthy of further consideration and study.

The assessment identified the two options which are favoured at this stage to be further developed into a business case are Option 2 and Option 4. Option 2 is included as one of the favoured options as it combines the new facilities in one central location which provides operational resourcing and organisational benefits. Option 4 is worthy of consideration to explore the appetite in the local industry for a full outsource model to assess as part of a business case for consideration by Council. Option 3 has the disadvantage of not achieving operational and staff efficiencies (due to duplication, lacking synergy and team building advantages).

If Council agrees that the need for change is justified, the recommendation is to further progress these two most favourable options as part of a preliminary business case to recommend a preferred option. The preliminary business case would include a Benefit Cost Analysis (BCA) and Nett Present Value (NPV), which would assess the relative economic and financial benefits of the above options over the life of the facility. This would show the economic and financial merit of Council developing its own facilities versus a full outsourcing model.

**Executive Summary**

The way forward then would be to further develop the facility brief and identify potential sites and carry out a due diligence on the sites for a single combined facility in a central LGA location and in parallel to run a full Expression of Interest (EOI) and Request for Tender (RFT) for a total outsource model to assess whether the local industry has an appetite to provide such a service. These two initiatives would provide the necessary data to complete a business case that would be presented to Council for making a decision on the preferred option for provision of CSS functions and facility infrastructure into the future. (refer section 10). In parallel, the extension of the current contracts by two years or an RFT for the new facilities be run from July 2020, with a two-year overlap period where the new providers operate out of the current facilities whilst any new facilities are developed if this is chosen as the preferred way forward at that time.

**Recommendation on the next steps**

Should Council agree there is a justification for change to meet the current and future needs for CSS's facilities infrastructure and agree the feasible options the following are recommended as the next steps:

1. Identify the development of CSS's facilities infrastructure as a project under the appropriate Council framework and undertake to progress this to preliminary business case stage;
2. Confirm Council's vision and strategic brief for the operations and facilities infrastructure;
3. Develop a Design Brief for the facilities;
4. Approve a budget and engage consultants to proceed with a site search and assessment for potential locations to meet the Design Brief;
5. Undertake an Expression of Interest and Request for Proposals for total outsourcing model for provision of the operations and facilities if appropriate;
6. Ensure a single AHF Provider from July 2020 through an RFT for operating the current facilities and/ or any new facilities if this is chosen as the preferred way forward at that time;
7. Once a decision is made by Council on the preferred option(s), proceed to a preliminary business case which would include initial financial modelling on funding a range of financial options, including the most expensive option for feasibility (with sensitivity on a range of scenarios) to be included in an economic analysis (with a Benefit Cost Analysis – BCA) to determine the preferred option for recommendation to Council.



**Item No:** 2.2  
**Title:** Deferred Item - Sports Facility Lighting  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13816948

Executive: Brett Sherar, Acting Director Environment and Planning

### **Summary**

At its meeting held 12 February 2020, the Council resolved as follows;

*9/20 Council deferred the consideration of item 3.3 to the Ordinary Meeting to be held on 24 February 2020.*

### **Recommendation**

***That Council maintain the current fees and charges process for floodlighting at sports facilities that are adopted for the 2019/20 budget.***

### **Attachments**

**1** Sports Facility Lighting Report - Ordinary Meeting 10 February 2020 D13770254

**Item No:** 3.4  
**Title:** Sports Facility Lighting  
**Department:** Environment and Planning

---



10 February 2020 Ordinary Council Meeting

Reference: F2011/02560 - D13770254

Executive: Brett Sherar, Acting Director Environment and Planning

### Report Purpose

The purpose of this report is to respond to Council resolution 709/19 – Sports Facility Lighting.

### Recommendation

***That Council maintain the current fees and charges process for floodlighting at sports facilities that are adopted for the 2019/20 budget.***

### Background

Council, at its meeting held on 12 August 2019 resolved:

*709/19 That Council request the Chief Executive Officer to provide a report with a view to reducing the seasonal rates for 3 hours per night and 6 hours per night in the 2020/21 financial year.*

### Summary

Sport facility floodlighting is installed for the exclusive use of sporting groups to improve access to the facilities. Current fees and charges for floodlighting of sporting fields are currently only a contribution of approximately 35% of the full cost

Council do not charge fees based on hours of usage for sporting group seasonal hire, the charges are per night or per season. For most users and for most of the winter period lights are not required before 5:00pm (occasionally 4:30pm) and are normally switched off by 9:30pm with few exceptions. This is a window of 4.5 hours.

Council's sporting facility floodlighting infrastructure is installed for facilitating night usage of sports grounds. Most of the night usage is for training purpose with a small amount of competitions played at night. While there is incidental other use, sports usage is the reason for installation.

When determining the fees for sports field usage, consideration is given to the fact that the fields are used by the greater community when organised sport is not active, but floodlighting is installed, maintained and operated purely for the sporting groups with no value to the greater community.

The cost of providing sports field floodlighting is not limited to the energy consumed. It also includes the original installation costs, electricity supply and access fees, the renewal and maintenance of the poles, wires, globes and switching gear, safety inspection and the replacement of blown globes.

Council's current adopted 2019/20 fees and charges provide a lighting fee per hour based on the recovery of electrical cost. Lighting is also used when non-sporting organisations hire the facility for alternate purposes. This energy recovery cost is not charged to the sporting facility users and neither is the true cost of Council providing this asset.

The cost charged to the sporting users is a contribution towards the cost of providing the service with the remainder of the costs being subsidised by Council.

To provide an estimate of the true cost of providing sports field lighting the below information has been provided:

- Average price to install floodlighting on a two-field complex - \$180,000
- Average lifespan of poles and wires - 30 years – Current specification
- Supply and access charges per site - \$600/year or \$0.77/usage hour
- Globe replacement per field (estimate) - \$400/ year
- Inspection, maintenance and repair all fields (estimate) - \$80,000/ year
- Electricity for floodlighting complex (estimate) at 36c per kw = \$17.28/hour
- Average usage winter 3 nights per week 4 hours per night or 12 hours per week
- Average usage summer 1 night per week 3 hours per night or 3 hours per week
- Average usage over full year = 7.5 hours per week

#### **Total cost of floodlight provision**

Asset Cost - One field@30-year life span =	\$7.70/usage hour
Electricity supply and access charges per site -	\$0.77/usage hour
Inspection, maintenance and repair (estimate) -	\$1.31/usage hour
Globe replacement -	\$1.02/usage hour
Electricity cost -	\$8.64/usage hour per field

The actual life cycle cost of sports field floodlighting is \$19.44/usage hour.

Current fees and charges for sport field seasonal hire, including lighting, is \$1,260.75 per night, without lights it is \$630.40. This equates to \$630.35 for lighting for a season of up to 24 nights. If the user averages 4 hours per night, the cost of the lights equates to \$6.57 per hour or approximately 35% of the full cost.

**Current Process**

There are a number of reasons why Council does not currently provide an hourly lighting fee being:

- Council's floodlighting across the two former LGA's was established differently over a long period of time with a number of the facilities not currently being able to be managed remotely, requiring the timing of the floodlighting to be set manually. This means that the sites that are set manually by manual timer can only have one setting for the entire week and cannot be varied for particular days of the week.
- Initial start-up cost of lighting is much higher than the continued use and any fee that was full cost recovery for electricity would need to take into account the initial hour of usage and then subsequent hours, making the administration difficult.
- Overall administration of the bookings process. The current bookings process and structure of fees and charges were designed to minimise the amount of administration that is required to manage the complexity in booking 78 facilities with up to 9 grounds per facility for 25 hours per week, up to 7 days per week. With every booking there are multiple actions that need undertaking including invoicing, cross referencing usage times and previous booking requests. As the lighting fee is included in the booking fee there is only one entry and invoice. By having a separate lighting fee to the booking fee there would be multiple entries and invoices to be managed per booking.
- The training fee, including lighting, is only a contribution to the total cost of providing the facilities with the current overall income for sporting facilities being less than 8.6% of Councils operational costs.
- In many shared facilities the lighting is not separately metered.

While Council could provide an hourly lighting fee this would entail substantial investment in remote operating technology of the current manual operated floodlighting and increased administration cost. Any savings to the users would depend on the fee that is set. While the floodlighting at sports facilities are not separately metered from the rest of the facility, they are the highest users of electricity on site and it is anticipated that if a cost recovery lighting fee was implemented, as is the case with many other Council's, the cost of provision would increase.

The anticipated electricity costs for outdoor sporting facilities for a full year is \$520,000 of an overall operational budgeted expenditure of \$8,678,289 with a total income from sports facilities bookings being \$742,673.

Netball training fees, including lighting, are not considered elevated compared to ovals as they are 50% of the cost of hiring an oval.

When netball courts are hired, users have access to two courts, whereas users of ovals pay per oval. The reason for providing two netball courts for one fee at complexes other than Baker Park, Gosford and Lemongrove is primarily due to the configuration of the netball court lighting.

## **Options**

### **Option 1**

That Council maintain the current fees and charges process for floodlighting that are adopted for the 2019/20 budget – **Recommended**

#### *Reason*

The lighting fee adopted was not set as a cost recovery for electrical use or full cost recovery. As with all other Central Coast Council sports fees, it was set as a contribution to the cost of facility provision. The process was also adopted to minimise the amount of administration.

### **Option 2**

That Council maintain the current process for floodlighting charges that are adopted for the 2019/20 budget but review the fees for 2020/21 – **Not Recommended**

#### *Reason*

Any fee reduction will impact Council's overall budget and may impact the level of service provided to the sports facilities. The lighting fee adopted was not set as a cost recovery for electrical use or full cost recovery. Like all other Central Coast Council sports fees, it was set as a contribution to the cost of facility provision. The process was also adopted to minimise the amount of administration.

### **Option 3**

That Council move to an hourly fee for lighting and provide adequate budget in the 2020 Capital works budget to upgrade the telemetry system to allow the management of the process - **Not Recommended**

#### *Reason*

The current capacity to manage the floodlighting hourly across the Central Coast is not yet available and would require substantial capital works of at least \$130,000 to be invested in its upgrade. It is also inefficient to administer requiring increased resources to manage, estimated at \$45,000 per year. As the current fees are only a contribution, then a new fee structure would need to be determined.

**Option 4**

That Council introduce an hourly floodlighting fee that is full cost recovery and provide adequate budget in the 2020 Capital works budget to upgrade the telemetry system to allow the management of the process – **Not Recommended**

*Reason*

The cost to the sport facility users will increase by approximately 200%. The current capacity to manage the floodlighting hourly across the Central Coast is not yet available and would require substantial capital works of at least \$130,000 to be invested in its upgrade. It is also inefficient to administer requiring increased resources to manage, estimated at \$45,000 per year.

**Option 5**

That Council introduce an hourly floodlighting fee that is energy cost recovery and provide adequate budget in the 2020 Capital works budget to upgrade the telemetry system to allow the management of the process – **Not Recommended**

*Reason*

The cost to the sport facility users will increase by approximately 24%. The current capacity to manage the floodlighting hourly across the Central Coast is not yet available and would require substantial capital works of at least \$130,000 to be invested in its upgrade. It is also inefficient to administer requiring increased resources to manage, estimated at \$45,000 per year.

**Financial Impact**

If options 3, 4, 5 or 6 are adopted for Lighting Costs, the cost to make the floodlighting capable of hourly charging is estimated at greater than \$130,000. There would also be an additional cost of administering the new lighting charge of an estimated \$45,000 per year.

If option 2 is adopted, it will reduce Council income. The amount would be dependent on the adopted reduced fee.

**Link to Community Strategic Plan**

Theme 5: Liveable

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

L-L1: Promote healthy living and ensure sport, leisure, recreation and aquatic facilities and open spaces are well maintained and activated.

**Risk Management**

There is no corporate risk identified in relation to this report.



**Critical Dates or Timeframes**

There are no critical timeframes identified in relation to this report.

**Attachments**

*Nil.*



**Item No:** 2.3  
**Title:** Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Reference: F2018/00101 - D13771834  
Manager: Karen Tucker, Acting Unit Manager, Strategic Planning  
Executive: Scott Cox, Director Environment and Planning

### **Report Purpose**

To note the Meeting Record of the Gosford CBD and Waterfront Advisory Committee (the Advisory Group) held on 21 November 2019 and consider the recommendations from the Advisory Group, including staff consideration of those recommendations.

### **Recommendation**

- 1 That Council receive the report on Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019 that is Attachment 1 to this report.**
- 2 That Council write to the Department of Planning, Industry and Environment requesting clarification around the process for their public exhibition period noting the following concerns regarding Council's recent submission on the St Hilliers and Kibbleplex developments:**
  - a) Public exhibition period did not meet expectations;**
  - b) Only one community submission was received and limited agency submissions; and**
  - c) Advertising was limited to the Central Coast Express Advocate.**
- 3 That Council consider the staff submissions for St Hilliers and Kibbleplex and may wish to provide feedback to the Department of Planning, Industry and Environment.**

### **Background**

The Gosford CBD and Waterfront Advisory Committee held a meeting on 21 November 2019. The Meeting Record of that meeting is Attachment 1 to this report.

## **2.3 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019 (contd)**

---

At this meeting the Advisory Group considered the items and made the following recommendations. Staff have reviewed these recommendations and provide the following comments for Council's consideration.

### **Advisory Group Recommendation 1**

The Advisory Group recommends that Council write to the Department of Planning, Industry and Environment requesting clarification around the process for their public exhibition period noting the below concerns.

*Public exhibition period did not meet expectations and only one community submission was received and limited agency submissions. Advertising was limited to the Central Coast Express Advocate.*

### **Staff Comment**

Recommendation is noted and no issues raised.

### **Advisory Group Recommendation 2**

The Advisory Group recommends Councillors consider the staff submissions for St Hilliers and Kibbleplex and may wish to provide feedback to the Department of Planning, Industry and Environment.

### **Staff Comment**

Recommendation is noted as follows:-

- 1 *That Council receive the report on Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019 that is Attachment 1 to this report.*
- 2 *That Council write to the Department of Planning, Industry and Environment requesting clarification around the process for their public exhibition period noting the following concerns regarding Council's recent submission on the St Hilliers and Kibbleplex developments:*
  - a) *Public exhibition period did not meet expectations;*
  - b) *Only one community submission was received and limited agency submissions; and*
  - c) *Advertising was limited to the Central Coast Express Advocate.*
- 3 *That Council consider the staff submissions for St Hilliers and Kibbleplex and may wish to provide feedback to the Department of Planning, Industry and Environment.*

**2.3 Meeting Record of the Gosford CBD and Waterfront Advisory Committee held on 21 November 2019 (contd)**

---

**Link to Community Strategic Plan**

Theme 4: Responsible

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

R-G3: Engage with the community in meaningful dialogue and demonstrate how community participation is being used to inform decisions.

**Attachments**

- |          |   |           |
|----------|---|-----------|
| <b>1</b> | Gosford CBD and Waterfront Advisory Committee Meeting Record - 21 November 2019 | D13771833 |
|----------|---|-----------|

# Gosford CBD and Waterfront Advisory Committee Meeting Record 21 November 2019



Central  
Coast  
Council

Location:	Central Coast Council Gosford Office Level 1 Committee Room 49 Mann Street Gosford	
Date:	21 November 2019	
Time	Started at: 4.04pm	Closed at: 6.09pm
Chair	Councillor Jane Smith	
File Ref	F2018/00101	

**Present:**

Councillor Louise Greenaway (left 5.01pm), Councillor Chris Holstein, Councillor Kyle MacGregor, Councillor Jane Smith, Michael Conroy (arrived 4.15pm), Joy Cooper, Rod Dever, Dianne Haydon, Chris Krogh (arrived 4.38pm), Edwina Nikora

**External Representatives:**

Robert Hodgkins – Department of Planning, Industry and Environment (left 4.44pm), Caine King – Urban Development Institute of Australia Central Coast Branch, Michael Papadopoulos – Roads and Maritime Services (left 4.44pm), Ellie Simpson – Transport for NSW (left 4.44pm), Siavash Shahsavaripour – Cardno (arrived 4.44pm, left 5.35pm), Kevin Wu – Cardno (arrived 4.44pm, left 5.35pm)

**Council Staff present:**

Karen Tucker – Unit Manager Strategic Planning (on behalf of Scott Cox – Director Environment and Planning), Jamie Barclay – Unit Manager Economic Development and Project Delivery, Luke Sulkowski – Unit Manager Environmental Management, Lisa Fox – Senior Advisor Policy and Projects, Gary Hamer – Section Manager Urban Planning and Development (arrived 4.44pm, left 5.35pm), Kelly Drover – Advisory Group Support Officer, Donna Payne – Advisory Group Support Officer

**Item 1 Apologies and Acknowledgement of Country**

Apologies received: Councillor Richard Mehrtens, Ben Konetschnik – Roads and Maritime Services, Nicola Robinson – Hunter and Central Coast Development Corporation, Scott Cox – Director Environment and Planning, Brett Sherar – Unit Manager Open Space and Recreation

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

**Item 2 Disclosures of Interest**

No disclosures were received.



Gosford CBD and Waterfront Advisory Committee Meeting Record  
21 November 2019

---

**Item 3 Confirmation of Previous Meeting Record**

---

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

The Advisory Group discussed the Action Log.

---

**Item 4 Traffic Project for Gosford CBD (Actions 21 and 22)**

---

Robert Hodgkins (Department of Planning, Industry and Environment) provided a presentation on the Gosford City Centre Transport Plan including project background, existing work, program, staging and proposed approach.

**Action:** Ellie Simpson (TfNSW) to provide results and statistics for the Woy Woy On Demand trial.

**Action:** Ellie Simpson (TfNSW) to arrange a presentation at a future meeting on progress of Gosford City Centre Transport Plan.

---

**Item 5 Government Architect Plan and Place Plan for Kibble Park (Action 23)**

---

This item was deferred to the next meeting.

---

**Item 6 CBD Modelling Project (Cardno)**

---

Siavash Shahsavaripour and Kevin Wu from Cardno provided a presentation on the CBD Modelling Project.

The following key points were discussed for feedback for Department of Planning, Industry and Environment (DPIE):

- Railway crossing
- Alternative long-term options that had previously been considered (e.g North Gosford Bypass)
- Etna Street Bridge
- Access for emergency vehicles
- Pinch Points including Henry Parry Drive
- 5% (AM) and 15% (PM) increase on volume creates significant traffic problems (gridlock)
- Social and Placemaking perspectives on infrastructure
- Stand alone model as opposed to coupling with planned developments
- The model should be used to guide further strategic planning for Gosford in terms of capacity

Noted that when completed, modelling will be held by Council and a useful tool for "what if" scenarios in planning of Gosford CBD.

---

**Item 7 Current and Proposed Developments in Gosford CBD (Standing Item)**

---

Council had put in submissions on St Hilliers and Kibbleplex which were circulated to the Committee.

It was noted that St Hilliers and Kibbleplex DAs were on public exhibition at the same time (4-week period). These were significant projects/developments and were the first 2 state significant developments submitted under the Gosford City Centre Development SEPP. It should be noted that Council's own

Gosford CBD and Waterfront Advisory Committee Meeting Record  
21 November 2019



submissions raised a number of concerns. Council requested an extension of time which was refused and had limited time for assessment.

Concern was raised that the public exhibition period did not meet expectations and only one community submission was received and limited agency submissions. Advertising was limited to the Central Coast Express Advocate.

**Recommendation:** The Committee recommends that Council write to the Department of Planning, Industry and Environment requesting clarification around the process for their public exhibition period noting the above-mentioned concerns.

**Recommendation:** The Committee recommends Councillors consider the staff submissions for St Hilliers and Kibbleplex and may wish to provide feedback to the Department of Planning, Industry and Environment.

**Action:** Staff to present at the Council Planning Workshop on the submissions.

**Action:** Staff to provide feedback at the next meeting on the integrity of Kibbleplex buildings including moisture and deterioration affecting the building.

---

**Item 8                    Updates from Committee Members (if applicable)**

---

No updates were provided.

---

**Item 9                    General Business and Close**

---

Edwina Nikora noted a number of approaches about potential events at Central Coast Stadium including potential national gridiron tournament and a world title boxing event. Jamie Barclay (Unit Manager Employment and Economic Development) will liaise with Edwina about potential events and follow ups.

The meeting closed at 6.09pm.

**Next Meeting:**            **Wednesday 12 February 2020**  
   **4pm - 6pm**  
   **Central Coast Council Gosford Office**  
   **Level 1 Committee Room**



**Item No:** 2.4  
**Title:** Fire Safety Inspection Report for Shopping Centre on Lot: 0 SP:39842, 155 - 157 The Entrance Road, The Entrance  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Reference: F2004/08601 - D13781674  
Author: Mark Newton, Fire Safety Officer  
Manager: Brian Jones, Unit Manager, Environment and Certification  
Executive: Scott Cox, Director Environment and Planning

### **Report Purpose**

The purpose of this report is to advise Council of receipt of a Fire Safety Inspection Report prepared by Fire and Rescue NSW.

### **Recommendation**

- 1 That Council note the content of the Fire Safety Report from Fire and Rescue NSW (attached), in accordance with 17(2)(a) of Part 8 of Schedule 5 of the Environmental Planning and Assessment Act 1979 (the Act); and**
- 2 That Council receive a further inspection report at to be provided to the next Council meeting in accordance with 17(2)(b) of Part 8 of Schedule 5 of the EP and A Act.**

### **Background**

Council has received a Fire Safety Inspection Report from Fire and Rescue NSW in respect to the premises known as LOT: 0 SP: 39842, 155-157 The Entrance Road, The Entrance.

Fire and Rescue NSW has authority under the *Environmental Planning and Assessment Act 1979* (the Act), to carry out inspections of buildings and it is required to forward the findings of the inspection to Council.

The Act requires the report is tabled at the next available Council meeting.

Council is required to determine whether or not to exercise its power to issue one of three orders under Part 2 of Schedule 5 of the Act.

Attached is the Fire and Rescue NSW report.

Following an inspection by Council officers, a further report will be provided to Council with appropriate recommendations.



**2.4 Fire Safety Inspection Report for Shopping Centre on Lot: 0 SP:39842,  
155 - 157 The Entrance Road, The Entrance (contd)**

---

**Attachments**

- 1 NSW Fire and Rescue Inspection Report D13773964

Unclassified



File Ref. No: BFS19/3774 (9563)  
 TRIM Ref. No: D19/89258  
 Contact: Mark Knowles

9 December 2019

General Manager  
 Central Coast Council  
 PO Box 21  
 WYONG NSW 2250

Email: [ask@centralcoast.nsw.gov.au](mailto:ask@centralcoast.nsw.gov.au)

Attention: Manager Compliance / Fire Safety

Dear General Manager

**RE: INSPECTION REPORT  
 'EBBTIDE MALL'  
 155-157 THE ENTRANCE ROAD, THE ENTRANCE ("the premises")**

Fire & Rescue NSW (FRNSW) received correspondence on 14 November 2019, in relation to a fire incident at 'the premises', as a result a fire safety concern was lodged.

Pursuant to the provisions of Section 9.32 (1) of the *Environmental Planning and Assessment Act 1979* (EP&A Act), an inspection of 'the premises' on 20 November 2019 was conducted by Authorised Fire Officers from the Fire Safety Compliance Unit of FRNSW.

The inspection was limited to the following:

- A visual inspection of the essential Fire Safety Measures as identified in this report only.
- A conceptual overview of the building, where an inspection had been conducted without copies of the development consent or copies of the approved floor plans.

On behalf of the Commissioner of FRNSW, the following comments are provided for your information in accordance with Section 9.32 (4) and Schedule 5, Part 8, Section 17 (1) of the EP&A Act. Please be advised that Schedule 5, Part 8, Section 17 (2) requires any report or recommendation from the Commissioner of FRNSW to be tabled at a Council meeting.

Fire and Rescue NSW

ABN 12 593 473 110

[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

Community Safety Directorate  
 Fire Safety Compliance Unit

1 Amarina Ave  
 Greenacre NSW 2190

T (02) 9742 7434  
 F (02) 9742 7483

[www.fire.nsw.gov.au](http://www.fire.nsw.gov.au)

Page 1 of 5

Unclassified

Unclassified

**COMMENTS**

<b>Date / Time of Fire:</b>	20 October 2019 / 16:30 hours
<b>Extent of Fire:</b>	First floor tenancies and partial ground floor tenancies and mall area.
<b>Damage:</b>	Smoke, heat, fire and water damage. The fire, smoke and water damaged significant portions of the first-floor level, with areas on the ground floor level also suffering smoke and water damage. It is understood that asbestos has been identified at the premises, likely associated with the first-floor walls and roof which appeared to consist of fibre cement sheeting.
<b>Type of Alarm:</b>	000 Call
<b>Casualties:</b>	One fatality

The premises is a 2-storey class 6 building (shopping mall), consisting of fifteen (15) Strata Lots opening into an enclosed mall (common area) on the ground floor and three (3) Strata Lots plus common areas and a plantroom on the first floor. Due to the damage sustained from the fire incident and the asbestos identified at the premises, the building was not occupied at the time of the inspection and the mains power to the building was switched off. A security guard was present at the building to ensure no persons would re-enter the premises.

Please be advised that this report is not an exhaustive list of non-compliances however, the proceeding concerns also identifies deviations from the National Construction Code 2019, Volume 1 Building Code of Australia (NCC). Given the concerns are based on observations available at the time FRNSW acknowledges that the deviations may contradict development consent approval. In this regard, it would be at council's discretion as the appropriate regulatory authority to conduct its own investigation and consider the most appropriate action.

FRNSW noted the following during the investigation of this incident:

1. Essential Fire Safety Measures

- 1A. Annual Fire Safety Statement (AFSS) – a copy of the current AFSS was not prominently displayed within the building in accordance with Clause 177 of the EP&A Regulation. In this regard, the AFSS on display included the front page only and was dated 2017 which is no longer current. Given the AFSS was out of date, it is unclear whether the following essential fire safety measures are regularly maintained. It would be at council's discretion to review its records to confirm whether the essential fire safety measures were maintained.

Unclassified

## Unclassified

- 1B. Fire Hose Reels (FHR's):
- a) Location - the FHR's throughout the ground floor level are located at a distance further than 4m from the exit, contrary to the requirements of Clause E1.4 of the NCC.
  - b) Maintenance – the FHR on the ground floor adjacent to Shop 12, contained a service label/tag, indicating the FHR had not received any routine servicing since February 2018, contrary to the requirements of Clause 9.3 of AS 1851-2012 and Clause 182 of the Environmental Planning and Assessment Regulation 2000 (EP&A Regulation).
- 1C. Exit Signs – All exit signs throughout 'the premises' were not illuminated due to the power supply being switched off and the battery backup power supply being exhausted.
- 1D. Emergency Lighting - All emergency lighting fixtures throughout 'the premises' were not operative due to the battery backup power supply being exhausted. Furthermore, the extent of emergency lighting on the first-floor level could not be determined due to the damage sustained by the fire.
- 1E. Portable Fire Extinguishers (PFE's) - Multiple PFE's throughout the various shops, contained service labels/tags, indicating the PFE's had not received any routine servicing since December 2015 (Shop 17) or October 2017 (Shop 9), contrary to the requirements of Clause 10.3 of AS 1851-2012 and Clause 182 of the EP&A Regulation.

## 2. Access and Egress

- 2A. Exit travel distances – Council may need to review its records as it appears that the travel distance from the furthest part of Strata Lot 15 (i.e. the southwestern most part of the building) on the first-floor level exceeds 20m from an exit or a point from which travel in different directions to 2 exits is available, contrary to the requirements of Clause D1.4(c) of the NCC.

In this regard, the distance from the western end of Lot 15 on the first floor is approximately 39m to the exit in lieu of 20m. It is unclear whether an alternative exit was available at the time of the fire incident via the plantroom and stairway. However, it is noted, that discussions with the Incident Commander following the fire, on 20 November 2019, revealed that there was no access available via the plantroom and stairway, as a locked door separated the plantroom from the common area. Furthermore, observations of the plantroom by means of exit signage suggests the plantroom stairway is not accessible as an alternative exit from the first-floor level.

## Unclassified

- 2B. Dimensions of exits and paths of travel to exits – the width of the corridor within Strata Lot 15 on the first floor appeared to achieve an unobstructed width of less than 1m, contrary to the requirements of Clause D1.6 of the NCC.
- 2C. Goings and risers – the stairway between the ground floor and first floor level plantroom contain riser dimensions exceeding 190mm and goings dimensions less than 250mm, contrary to the requirements of Clause D2.13 and Table D2.13 of the NCC. It is unclear whether this stairway forms part of a required exit from the first-floor level or is considered a 'private' stairway exclusively for the plantroom in which case the public would not normally have access to.
- 2D. Barriers to prevent falls – The height of the balustrade to the internal stairway between the ground floor level and first-floor level achieved a height of approximately 720mm above the nosing line of the stair treads, contrary to the requirements of Clause D2.16 and Table D2.16a of the NCC, which requires a barrier height to achieve a minimum height of 865mm.
- 2E. Additional latching – The rear exit door from Shop 17 (Hypnotherapy Training Australia) which discharges out to the rear carpark (Torrens Avenue), contained pad bolt locks at the top and bottom of the door which are capable of interfering with the operation of the exit door, contrary to the requirements of Clause 185 of the EP&A Regulation.
- 2F. Roller shutter – the exit door from the mall to the rear carpark (Torrens Avenue) appears to be serving a Class 6 building or part with a floor area greater than 200m<sup>2</sup> and is fitted with a roller shutter, contrary to the requirements of Clause D2.19(b) of the NCC.
- 2G. Door swing – the final exit door from Shop 17 which discharges out to the rear carpark swings against the direction of egress, contrary to the requirements of Clause D2.20 of the NCC.
3. Generally
- 3A. Fire Hydrant System – Clause E1.3 of the NCC requires a building having a total floor area greater than 500m<sup>2</sup> to be provided with a fire hydrant system installed in accordance with Australian Standard (AS) 2419.1. In this regard, the building is not provided with a fire hydrant system and at the time of the inspection, it could not be determined if hydrant coverage throughout 'the premises' can be achieved from the street hydrants in accordance with AS2419.1.

## Unclassified

- 3B. Smoke Hazard Management – It appears that the Class 6 building, which contains an enclosed common walkway/mall and serves multiple Sole Occupancy Units, consists of a single fire compartment, however without access to the approved floor plans it is unclear whether the fire compartment is greater than 2000m<sup>2</sup>, and whether Clause E2.2, Table E2.2b and Specification E2.2b of the NCC applies in this instance.
- 3C. Approved use – it appears multiple shops/tenancies are being utilised for teaching and/or training facilities. In this regard, Shop 17 (Hypnotherapy Training Australia), Shop 11B and Shop 13 (Construction Trade Qualifications) appear to be used for teaching/training purposes. It is unclear whether these tenancies have been approved for such use and whether any implications from a change of building classification from Class 6 to Class 9b have been considered.

FRNSW is therefore of the opinion that there are inadequate provisions for fire safety within the building.

**RECOMMENDATIONS**

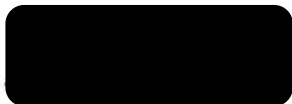
FRNSW recommends that Council:

- a. Inspect and address any other deficiencies identified on 'the premises', and require item no. 1 through to item no. 3 of this report be addressed appropriately.

This matter is referred to Council as the appropriate regulatory authority. FRNSW therefore awaits Council's advice regarding its determination in accordance with Schedule 5, Part 8, Section 17 (4) of the EP&A Act.

Should you have any enquiries regarding any of the above matters, please do not hesitate to contact Mark Knowles of FRNSW's Fire Safety Compliance Unit on (02) 9742 7434. Please ensure that you refer to file reference BFS19/3774 (9563) for any future correspondence in relation to this matter.

Yours faithfully



Mark Knowles  
Senior Building Surveyor  
Fire Safety Compliance Unit



**Item No:** 2.5  
**Title:** Revised Charter for Audit Risk and Improvement Committee and Annual Reports for 2018 and 2019  
**Department:** Governance

---

24 February 2020 Ordinary Council Meeting

Reference: F2018/00028-002 - D13775964  
Author: James Taylor, Section Manager Governance  
Manager: Shane Sullivan, Unit Manager, Governance and Business Services  
Executive: Dr Liz Develin, Director Governance

### **Report Purpose**

The purpose of this report is to recommend Council adopt the revised Charter for the Audit, Risk and Improvement Committee (ARIC) based on guidelines produced by the NSW Audit Office; and note the ARIC 2018 Annual Report and updated Internal Audit Schedule.

### **Recommendation**

- 1 That Council adopt the revised Audit, Risk and Improvement Committee Charter that is Attachment 2 to this report, with an additional clause that minutes from each ARIC meeting be reported to Council for information purposes.**
- 2 That Council note the Office of Local Government Model Charter for Audit, Risk and Improvement Committees is yet to be adopted, however the proposed Audit, Risk and Improvement Committee Charter complies with guidelines provided by the NSW Audit Office.**
- 3 That Council note the Audit, Risk and Improvement Committee Annual Report for 2018 that is Attachment 3 to this report.**
- 4 That Council note the Audit, Risk and Improvement Committee Annual Report for 2019 will be provided to Council at its meeting of 27 April 2020 following the conduct of the 17 March 2020 Audit, Risk and Improvement Committee Meeting.**
- 5 That Council note the updated 2019-20 Internal Audit Schedule that is Attachment 4 to this report.**

### **Context**

The Audit, Risk and Improvement Committee (ARIC) was established by Council Resolution on 26 April 2017. The ARIC is part of Council's governance framework by providing Council with independent oversight, objective assurance and monitoring of Council's audit processes, internal controls, external reporting, risk management activities, compliance of and with Council's policies and procedures, and performance improvement activities.

## 2.5 Revised Charter for Audit Risk and Improvement Committee and Annual Reports for 2018 and 2019 (contd)

---

Council previously adopted a [Charter](#) for ARIC at the 26 July 2017 Ordinary Council Meeting, under which ARIC has been operating. At the 4 December 2019 ARIC meeting, ARIC considered a revised charter that aligns with the NSW Audit Office's guidelines for [Local Government in Risk Management](#). The report that went to ARIC for consideration is Attachment 1 to this report.

ARIC resolved the following:

- 1 That the Committee endorse the revised Audit, Risk and Improvement Committee Charter at Attachment 1 with minor administrative adjustments, to then be reported to Council for determination at an Open Council Meeting, noting the Office of Local Government Model Charter for Audit, Risk and Improvement Committees is yet to be adopted.*

Minor administrative adjustments were made as recommended by ARIC and the revised Charter is now presented to Council for adoption as at Attachment 2.

It is suggested that a further change be made to the *Administrative Arrangements* section of the revised Charter, being that minutes approved by the Chair from each ARIC meeting be reported to Council for information purposes. It is noted that meeting papers, including minutes of ARIC meetings are already uploaded to Council's website on the [Audit, Risk and Improvement Committee page](#). Reporting ARIC minutes to Council is in line with the procedures followed for Council's Advisory Groups.

With regard to reporting and in accordance with Clause 5 of the current [Charter](#) and Clause 49 of the revised Charter, ARIC has completed an Annual Report for the calendar year 2018 and a draft Annual Report for the calendar year 2019. The 2018 Annual Report (Attachment 3 to this report) was signed off by the ARIC Chairperson and details the operation and activities of ARIC during the 2018 calendar year. The draft 2019 Annual Report is currently being finalised and will be provided to Council in a separate report following the 17 March 2020 ARIC Meeting.

ARIC is also required to submit Annual and Three-Year Audit Plans to Council as part of the Committee's reporting obligations (Clause 5 of current [Charter](#), Clause 50 of revised Charter). The Audit Schedule and Work Programme were reported to the 4 December 2019 ARIC Meeting, as provided by the Internal Auditor.

As resolved at the 4 December 2019 ARIC Meeting, the IA schedule of work will be made publicly available (with the dates redacted) on Councils' Website on the [Audit, Risk and Improvement Committee](#) page. The IA schedule of work is included as Attachment 4 to this report.

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

Theme 4: Responsible



**2.5 Revised Charter for Audit Risk and Improvement Committee and Annual Reports for 2018 and 2019 (contd)**

---

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

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

**Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Extracted pages from ARIC Business Paper - 4 December 2019 | D13779104 |
| <b>2</b> | Draft ARIC Charter - December 2019                         | D13779106 |
| <b>3</b> | ARIC Annual Report 2018                                    | D13776910 |
| <b>4</b> | Updated 2019-20 Internal Audit Schedule                    | D13797443 |



**Item No:** 6.4  
**Title:** Revised Charter for Audit Risk and Improvement Committee  
**Department:** Governance

4 December 2019 Audit Risk and Improvement Committee Meeting

Trim Reference: F2018/00028 - D13483769

Author: James Taylor, Section Manager, Governance

Manager: Shane Sullivan, Unit Manager, Governance and Business Services

Executive: Dr Liz Develin, Director Governance

### Report Purpose

For the Committee to consider the revised Charter for the Audit Risk and Improvement Committee for reporting to Council for determination, and to consider the reappointment terms.

### Recommendation

- 1 That the Committee endorse the revised Audit, Risk and Improvement Committee Charter at Attachment 1 to then be reported to Council for determination at an Open Council Meeting.**
- 2 That the three Independent External Members inform the Chief Executive Officer in writing of their intention or otherwise to seek reappointment to the Committee by 23 December 2019.**
- 3 That the Committee make a recommendation that this report be made publicly available pursuant to Clause 6.4 of the Audit, Risk and Improvement Committee Charter.**

### Context

Council adopted a Charter for the newly formed *Audit Risk and Improvement Committee* (ARIC) for Central Coast Council in late 2016. ARIC has been operating in accordance with this Charter since that time. It is timely that the Central Coast Council's Charter for ARIC be revisited given the passage of time, guidelines developed by NSW Audit Office in November 2018 and feedback received from ARIC itself.

In November 2018, the NSW Audit Office produced guidelines for [Local Government in Risk Management](#). These guidelines included a reference to the Audit and Risk Committee being guided by [TPP 15-03 Internal Audit and Risk Management Policy for the NSW Public Sector](#). In that document, a *Model Audit and Risk Committee Charter* is provided at page 45 which all NSW State Agencies are required to follow.

#### 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

The attached updated draft ARIC Charter incorporates the additional elements contained in the [Model Audit and Risk Committee Charter](#) and the feedback received from ARIC about the treatment of confidential information that is referred to ARIC but that is outside ARIC's jurisdiction (at the new clause 80).

Staff also reviewed the ARIC Charters from Inner West Council, Northern Beaches Council and Georges River Council as these were recommended by the Committee and were considered best practice.

All the notable changes are highlighted in red in the attached draft ARIC Charter and are set out in the table below (with the only other minor addition being the insertion of numbers with a few minor format and typographical corrections to update the document and ensure consistency):

Change	Comment
<p>The amendment of clause 7(e) to now read:</p> <p>7(e) <i>obtain external legal or other professional advice considered necessary to meet its responsibilities. The engagement and payment of costs for that advice is subject to the prior approval by the Chief Executive Officer.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 45.</p>
<p>The amendment of clause 8 and 9 to now read:</p> <p>8 <i>This Charter is required to <del>should be</del> reviewed and endorsed by the Committee each year. Any substantive changes to this Charter need to be approved by the Council.</i></p> <p>9. <i>Council must review, amend as required and adopt this Charter at least once during each term of Council at an open meeting of Council.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 50.</p>
<p>The amendment of clause 13 to now read:</p> <p>13 <i>The two Councillor members (excluding the Mayor) of the Committee will be appointed by resolution of the Council at the start of each Council Term for the length of the Council Term <del>once every two years.</del></i></p>	<p>Based on <a href="#">Inner West Council's ARIC Charter</a> at clause 2.1 and <a href="#">Georges River Council's ARIC Charter</a> at clause 2.1.5. This proposed provision provides additional clarity regarding the terms of appointment and represents better practice.</p>

## 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

Change	Comment
<p>The amendment of clause 14 to now read:</p> <p><i>14 The Council may also resolve to appoint alternative Councillor members to the Committee for the same period to attend meetings in the absence of one or both of the appointed Councillor members. The alternative Councillor members will have the same voting rights as the Councillor member being replaced.</i></p>	<p>Based on <a href="#">Georges River Council's ARIC Charter</a> at clause 2.1.5. This proposed provision provides additional clarity regarding the terms of appointment and represents better practice.</p>
<p>The amendment of clause 15 to now read:</p> <p><i>15 The three Independent External Members will be appointed, by resolution of the Council for a term of 3 years for up to an initial period no less than three (3) years and not exceeding five (5) years, after which they will be eligible for extension or re-appointment following a formal review of their performance by Council (noting that the total term on the Committee will not exceed eight (8) years).</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 45. This proposed provision provides additional clarity regarding the terms of appointment and represents better practice.</p>
<p>The inclusion of clauses 16 and 17:</p> <p><i>16 Any of the three Independent External Members seeking an extension or re-appointment will be required to notify the Chief Executive Officer in writing six (6) months before their appointment is set to end.</i></p> <p><i>17 The three Independent External Members are eligible for extension or re-appointment up to a maximum of eight (8) years of continual service. Appointments must be made so that phased replacement of each of the three Independent external members is required to ensure continuity in the Committee.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 45. This proposed change provides greater clarity as to the process and timeframes for re-appointment.</p>
<p>The inclusion of clause 21</p> <p><i>21 The Chair must be appointed for one (1) term only for a period of at least three (3) years, with a maximum period of five (5) years. The term of appointment for the Chair can be extended but any extension must not cause the total term to exceed five (5) years as the Chair of the Committee.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 45. This provision makes it clearer how long a Chair can be appointed and how it may or may not be extended.</p>

## 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

Change	Comment
<p>The inclusion of clause 26:</p> <p><i>26 Other Councillors may attend as observers at the discretion of the Chair. Such request should be placed in writing to the Chair prior to the meeting.</i></p>	<p>Based on <a href="#">Georges River Council's ARIC Charter</a> Clause 2.1.4 and this proposed addition clarifies what has been practice at Central Coast Council.</p>
<p>The amendment of clause 35(a) to now read:</p> <p><i>35(a) reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud, that is consistent with AS/NZS ISO 31000:2009;</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 46.</p>
<p>The inclusion of clause 37 (f), (g), (h) and (i):</p> <p><i>37 (f) satisfy itself that the financial statements are supported by appropriate management signoff on the statements;</i></p> <p><i>(g) reviewing cash management policies and procedures;</i></p> <p><i>(h) reviewing policies and procedures for collection, management and disbursement of grants and tied funding;</i></p> <p><i>(i) review the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements;</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 47.</p>
<p>The inclusion of clause 40 (a) and (d):</p> <p><i>40(a) acting as a forum for communication between Council, senior management and internal and external audit;</i></p> <p><i>(d) providing advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides;</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 48.</p>

## 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

Change	Comment
<p>The inclusion of clause 41 (b) and (g):</p> <p><i>41(b) make themselves available as required to attend and participate in meetings;</i></p> <p><i>(g) understand the relevant legislative and regulatory environment of Audit and Risk Management in NSW Local Government and any requirements appropriate to Central Coast Council, particularly as these pertain to individual matters under consideration by the Committee;</i></p>	<p>The inclusion of (b) is based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 48.</p> <p>The inclusion of (g) is based on <a href="#">Georges River Council's ARIC Charter</a> at clause 2.8 and <a href="#">Northern Beaches' ARIC Charter</a> at Clause 4.9. This proposed provision provides additional clarity and represents better practice.</p>
<p>The inclusion of clause 47 (a) to (d) and (g):</p> <p><i>a) an overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council;</i></p> <p><i>b) a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;</i></p> <p><i>c) details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended;</i></p> <p><i>d) a summary of Council's progress in addressing the findings and recommendations made in internal and external audit reports;</i></p> <p><i>g) any other matters deemed to be of sufficient importance.</i></p>	<p>The inclusion of a) to d) is based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 48.</p> <p>The inclusion of g) is based on <a href="#">Northern Beaches' ARIC Charter</a> at Clause 5.1. This proposed provision provides additional clarity for ARIC and represents better practice.</p>
<p>The amendment of clause 56 to now read:</p> <p><i>56 The Committee will meet at least four (4) times per year. <del>with one of these meetings to include</del> A special additional meeting will be held for the review and endorsement of the annual audited financial reports and external audit opinion.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 49. This proposed change provides greater clarity and reflects what has been current practice.</p>

## 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

Change	Comment
<p>The inclusion of clause 58 and 59:</p> <p><i>58 It is expected that ARIC Meetings will be attended by each voting Committee member in person. However, if there is a valid reason and with the prior approval of the Chair, a voting Committee member may attend by telephone or by video conference.</i></p> <p><i>59 Non-voting participants at ARIC Meetings will also be expected to attend in person, however where this is not practical and with the prior approval of the Chair, they may attend by telephone or by video conference.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 49 and on <a href="#">Georges River Council's ARIC Charter</a> at clause 2.11. This change reflects what has been the practice at Central Coast Council.</p>
<p>The amendment of clause 61 to now read:</p> <p><i>61 The quorum for a meeting of the Committee will be the majority of the voting members of the Committee. A quorum must include at least two (2) Independent External Members.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 49</p>
<p>The inclusion of clause 77 (d)(iv) and (h):</p> <p><i>77(d) Commercial information of a confidential nature that would, if disclosed:</i></p> <p><i>(iv) contain commercial in confidence information;</i></p> <p><i>(h) Information that is determined by the Committee or the Chief Executive Officer (or their delegate) to be confidential or unsuitable to be published; or</i></p>	<p>No other Charter deals with this aspect. The proposed changes are based on feedback received from the Committee and Council Staff completing ARIC Reports.</p>
<p>The inclusion of clause 80:</p> <p><i>80 When the Committee receives confidential referrals/requests that do not fall within the ambit of this Charter or the Committee's responsibilities, the Committee will refer such matters (with any suitable recommendations) to the Chief Executive Officer to deal with appropriately.</i></p>	<p>Included at the request of the Committee. No other Charter deals with this aspect.</p>

#### 6.4 Revised Charter for Audit Risk and Improvement Committee (contd)

Change	Comment
<p>The amendment of clause 92 to now read:</p> <p>92. <i>In consultation with the Committee members and the Council, the Chief Executive Officer will establish performance measures for the Committee and implement measurement, feedback, reporting and review mechanisms relating to those measures.</i></p>	<p>Based on NSW Audit Office's <a href="#">Model Audit and Risk Committee Charter</a> at page 50</p>

It is also noted that there is a current NSW Office of Local Government Discussion Paper on which comments are being sought titled *A New Risk Management and Internal Audit Framework for Local Councils in NSW*. Council is currently preparing a submission to the Discussion Paper and this is dealt with in a separate report to ARIC by the Internal Auditor to the 4 December 2019 Meeting.

*It is expected that the NSW Office of Local Government will develop a Model Audit, Risk and Improvement Committee Charter for Local Government at the end of this process, however it is unclear how long this process will take.*

Given this lack of clarity and following a request from ARIC to update the ARIC Charter, the updated draft Charter is provided for ARIC's consideration.

When the NSW Office of Local Government review is completed a further report will be provided to ARIC to provide an update on developments and recommending any necessary changes.

#### Reappointment

As noted in the current ARIC Charter under clause 3.1:

*The three external members will be appointed, by resolution of the Council, for a term of 3 years after which they will be eligible for extension or re-appointment following a formal review of their performance by Council.*

The current three Independent External Members were appointed by Council Resolution on 26 April 2017, resulting in the three years expiring in April 2020. It is recommended that the three Independent External Members indicate to the Chief Executive Officer in writing whether they are interested in being considered for reappointment, including a submission on their contribution, by 23 December 2019 given the end of year shutdown of Council.

This is to enable sufficient time for the *formal review of their performance by Council* (as per clause 3.1 of the Charter) to be conducted and for a report to Council to be completed and considered prior to the end of March 2020.



#### **6.4 Revised Charter for Audit Risk and Improvement Committee (contd)**

---

The formal review will be a review conducted by the Chief Executive Officer and selected staff on the request and submission for reappointment from the Independent External Members, as well as consideration of any feedback received from the Councillor members of the Committee. The recommendations of the Chief Executive Officer will then be presented to Council in a confidential session, for Council to make a decision on the reappointment submissions.

The attached draft ARIC Charter has also been updated to allow for an initial appointment up to four (4) years to align with the Council's Term of Office and for reappointment of up to a maximum eight (8) years. These timeframes align with both the NSW Audit Office's [Model Audit and Risk Committee Charter](#) at page 45 and the [NSW Office of Local Government](#) draft framework at page 23.

The draft ARIC Charter has also been modified to include the provision of phased replacement of the three external members at the end of their appointment to provide ARIC with a degree of continuity. This is based on the [Georges River Council's ARIC Charter](#) at clause 2.3 and is considered good practice.

#### **Consultation**

The NSW Audit Office guidelines were referenced in revising Council's new Charter. ARIC Charters from Inner West Council, Northern Beaches Council and Georges River Council were also reviewed as these were recommended by the Committee and were considered best practice.

Feedback was also received from the Committee to incorporate a set procedure for the referral of confidential matters received that are outside of the ambit of the Committee. This has also been included in the attached draft Charter under the heading "Confidential matters received outside the Charter" on page 17.

Once the Committee has reviewed, provided feedback and endorsed the attached updated Charter, a Council Report providing the updated Charter including any feedback will be provided to the next available Council Meeting.

#### **Summary**

It is recommended that the Committee review and endorse the revised ARIC Charter.

It is also recommended that the three Independent External Members inform the Chief Executive Officer in writing of their intention or otherwise to seek reappointment before 23 December 2019.

#### **Attachments**

- 1 Draft Audit Risk and Improvement Committee Charter December 2019 D13488251



# **AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

**December 2019**

## Attachment 1 Draft Audit Risk and Improvement Committee Charter December 2019

AUTHORITY	NAME & TITLE
AUTHOR	James Taylor, Section Manager Governance
MANAGER	Shane Sullivan, Unit Manager Governance and Business Services
DIRECTOR	Liz Develin, Director Governance
CHIEF EXECUTIVE OFFICER	Gary Murphy, Chief Executive Officer

## History of Revisions:

Version	Date	Reason	TRIM Doc. #
1	24 January 2017	Creation	D12590987
2	26 July 2017	Updated given feedback	D12758021
3	4 December 2019	Updated given NSW Audit Office guidelines and feedback from ARIC	D13488251

# Table of Contents

INTRODUCTION .....	4
COMMITTEE OBJECTIVES .....	5
AUTHORITY .....	5
COMPOSITION AND TENURE .....	6
Members (voting) .....	6
Councillors .....	6
Independent External Members .....	7
The Chair .....	7
Attendees (non-voting) for all agenda items .....	8
Invitees (non-voting) for specific agenda items .....	8
ROLE AND RESPONSIBILITIES .....	8
Risk Management .....	9
Control Framework .....	10
External Accountability .....	10
Legislative Compliance .....	11
Internal Audit .....	11
External Audit .....	12
Responsibilities of Members .....	12
Reporting .....	13
Administrative arrangements .....	14
Meetings of the Committee .....	14
Attendance at meetings and quorums .....	15
Secretariat .....	16
Agendas, Minutes, Internal Audit Reports and Supporting Papers .....	16
Confidential matters received outside the Charter .....	17
Privacy and Conflicts of Interest .....	18
Health and Safety .....	18
Public comment and media statements .....	19
Induction .....	19
Assessment Arrangements .....	19
Vacancy .....	19

## INTRODUCTION

Good corporate governance of Central Coast Council ("Council") promotes effective and efficient delivery services to the Central Coast community with honesty and integrity.

The Audit, Risk and Improvement Committee ("Committee") has an important role in the governance framework of Council by providing Council with independent oversight, objective assurance and monitoring of Council's audit processes, internal controls, external reporting, risk management activities, compliance of and with Council's policies and procedures, and performance improvement activities.

This Charter, which is based on the guidelines issued by the Chief Executive of the Office of Local Government pursuant to s. 23A of the *Local Government Act 1993*, the **NSW Audit Office guidelines for Local Government in Risk Management** and is consistent with best practice, is intended to add value and drive the qualities of effective local government; being openness, transparency and accountability. The Committee helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

**Gary Murphy**  
Chief Executive Officer  
Central Coast Council

## COMMITTEE OBJECTIVES

1. The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, internal audits, organisational performance and external accountability responsibilities.
2. Part 4A of the *Local Government Act 1993* ("the LG Act") will commence after the adoption of this Charter. When Part 4A of the LG Act commences the Committee will be under a statutory obligation to keep under review the following aspects of the Council's operations:
  - a) compliance,
  - b) risk management,
  - c) fraud control,
  - d) financial management,
  - e) governance,
  - f) implementation of the strategic plan, delivery program and strategies,
  - g) service reviews,
  - h) collection of performance measurement data by the Council, and
  - i) any other matters prescribed by the regulations.
3. This Charter imposes those obligations on the Committee from the date the Committee commences, prior to the commencement of Part 4A of the Act. The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

## AUTHORITY

4. The Committee is established in accordance with Council's authority granted by s. 355(d) of the Act.
5. The Committee has no executive powers, except those expressly provided by the Council.
6. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and **the Chief Executive Officer** as defined by the Local Government Act.
7. The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:
  - a) obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
  - b) discuss any matters with the Auditor-General (or contracted agent) and/or external auditor and/or other external parties (subject to confidentiality considerations).
  - c) request the attendance of any employee or Councillor at Committee meetings.

- d) obtain external legal or other professional advice considered necessary to meet its responsibilities. **The engagement and payment of costs for that advice is subject to the prior approval by the Chief Executive Officer.**
- 8. This Charter **is required to** ~~should be~~ reviewed and endorsed by the Committee each year. **Any substantive changes to this Charter need to be approved by the Council.**
- 9. **Council must review, amend as required and adopt this Charter** at least once during each term of Council at an open meeting of Council.

## COMPOSITION AND TENURE

### **Members (voting)**

- 10. The Committee will consist of five voting members.
  - a) Two (2) Councillors;
  - b) Three (3) Independent external members (one of whom to be the Chairperson)
- 11. Voting at a Committee meeting is to be by open means (such as by voice or by show of hands).
- 12. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one (1) member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

### **Councillors**

- 13. The two Councillor members (**excluding the Mayor**) of the Committee will be appointed by resolution of the Council **at the start of each Council Term for the length of the Council Term** ~~once every two years~~.
- 14. The Council may also resolve to appoint alternative Councillor members to the Committee **for the same period** to attend meetings in the absence of one or both of the appointed Councillor members. The alternative Councillor members will have the same voting rights as the Councillor member being replaced.

### **Independent External Members**

- 15. The three **Independent** External Members will be appointed, by resolution of the Council **for a term of 3 years for up to an initial period no less than three (3) years and not exceeding five (5) years**, after which they will be eligible for extension or re-appointment

Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019

following a formal review of their performance by Council (noting that the total term on the Committee will not exceed eight (8) years).

16. Any of the three Independent External Members seeking an extension or re-appointment will be required to notify the Chief Executive Officer in writing six (6) months before their appointed is set to end.
17. The three Independent External Members are eligible for extension or re-appointment up to a maximum of eight (8) years of continual service. Appointments must be made so that phased replacement of each of the three Independent external members is required to ensure continuity in the Committee.
18. The Independent External Members can also be removed by resolution of Council.
19. The Independent External Members, in aggregate, will have recent and relevant knowledge and experience of:
  - a) Accounting or related Financial management
  - b) Risk management experience
  - c) Auditing experience in a public sector environment
  - d) Performance improvement
  - e) The local government framework
  - f) Council services, activities and operations
  - g) Governance, risk and compliance
  - h) Community services.

**The Chair**

20. The Chair will be elected by the majority of the Committee's voting members and must be one of the Independent External Members.
21. The Chair must be appointed for one (1) term only for a period of at least three (3) years, with a maximum period of five (5) years. The term of appointment for the Chair can be extended but any extension must not cause the total term to exceed five (5) years as a Chair of the Committee.
22. Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.
23. If the elected Chair is not present at a meeting of the Committee, the first business of that meeting is for the Committee's voting members to elect a Chair from the Independent external members present.



**Attendees (non-voting) for all agenda items**

24. Meetings of the Committee may, at the discretion of the Committee and with the consent of the Chief Executive Officer, be attended by the following Council staff:
- a) Chief Executive Officer or nominated delegate;
  - b) Chief Financial Officer or nominated delegate;
  - c) **Director** Governance or nominated delegate;
  - d) Chief Internal Auditor or nominated delegate; and
  - e) Senior Internal Ombudsman or nominated delegate.

**Invitees (non-voting) for specific agenda items**

25. Representatives of Council's external auditor and other Council Officials may attend Committee meetings by invitation as requested by the Committee.
26. **Other Councillors may attend as observers at the discretion of the Chair. Such request should be placed in writing to the Chair prior to the meeting.**

**ROLE AND RESPONSIBILITIES**

27. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, for internal controls, for compliance with laws, for ethical behaviour, for the management of Council, for risk management and for organisational improvements, rests with the elected Council and the Chief Executive Officer in accordance with the Act.
28. Members of the Committee must not act in a way that contravenes the LG Act (which includes compliance with Council's adopted Code of Conduct and Code of Meeting Practice) or any other Act. Members of the Committee are also required to comply with other relevant Policies and Procedures of Council.
29. The Chief Executive Officer will ensure that adequate resources are available to allow for the proper functioning of the Committee, including provision of a Committee Support Officer for administrative support.
30. The Committee may also, at Council's expense, request the Chief Executive Officer to obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties. The Chief Executive Officer will give appropriate consideration to all such requests.
31. The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committees responsibilities are in accordance with Part 4A of the Act, even if that Part 4A has not commenced operation:
- a) compliance,

**Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019**

- b) risk management,
- c) fraud control,
- d) financial management,
- e) governance,
- f) implementation of the strategic plan, delivery program and strategies,
- g) service reviews,
- h) collection of performance measurement data by the Council,
- i) any other matters prescribed by the regulations.

32. The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

33. The following defined responsibilities are in accordance with the OLG model charter for Audit Committees as set out in the Internal Audit Guidelines issued by the Chief Executive of OLG in September 2010 and to meet the future requirement that will be imposed by Part 4A of the Act.

**Risk Management**

34. Risk management is an essential part of effective corporate governance. It is defined as "the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects." (Risk Management – Principles and Guidelines" ISO 31000:2009(E)). Enterprise Risk Management is the holistic management of all risks within Council, not just insurable risks or work health and safety.

35. The Committee is responsible for:

- a) reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud, **that is consistent with AS/NZS ISO 31000:2009;**
- b) reviewing whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
- c) reviewing the impact of the risk management framework on its control environment and insurance arrangements;
- d) reviewing whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically;
- e) reviewing whether a sound and effective approach has been established in relation to technological related risks issues that present a threat to the operations of Council;
- f) considering, and recommending to the Chief Executive Officer, improvements in relation to Council activities, systems and processes; and
- g) reviewing whether Council processes and procedures result in an efficient and effective allocation of resources, and accountability and transparency.

### **Control Framework**

36. The Committee is responsible for:

- a) reviewing whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
- b) reviewing whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
- c) progressively reviewing whether appropriate processes are in place to assess compliance with policies and procedures;
- d) reviewing the annual performance of Council against the key performance indicators documented in the Operational Plan, and providing advice to the Chief Executive Officer on the adequacy of Council's performance against these indicators;
- e) reviewing whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- f) reviewing whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

### **External Accountability**

37. The Committee is responsible for:

- a) satisfying itself that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- b) reviewing the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- c) considering contentious financial reporting matters in conjunction with Council's management and external auditors;
- d) reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- e) satisfying itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations;
- f) satisfy itself that the financial statements are supported by appropriate management signoff on the statements;
- g) reviewing cash management policies and procedures;
- h) reviewing policies and procedures for collection, management and disbursement of grants and tied funding;
- i) review the processes in place designed to ensure that financial information included in Council's annual report is consistent with the signed financial statements; and
- j) satisfying itself there is a performance management framework linked to organisational objectives and outcomes.

### **Legislative Compliance**

38. The Committee is responsible for:

- a) determining whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- b) reviewing the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

### **Internal Audit**

39. The Committee is responsible for:

- a) acting as a forum for communication between the Council, Chief Executive Officer, Senior Management, Internal Audit, External Audit and Internal Ombudsman;
- b) reviewing the internal audit coverage and Internal Audit Plan, ensuring the plan has considered the Risk Management Plan, and approving the plan;
- c) considering the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;
- d) reviewing all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- e) monitoring the implementation of internal audit recommendations by management;
- f) periodically reviewing the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place;
- g) periodically reviewing the performance of Internal Audit;
- h) meeting at least annually, with the Chief Internal Auditor "in-camera" without the presence of management; and
- i) giving advice to the Chief Executive Officer on the appointment and remuneration of the Chief Internal Auditor and the Internal Audit team (if applicable).

### **External Audit**

40. The Committee is responsible for:

- a) acting as a forum for communication between Council, senior management and internal and external audit;
- b) providing input and feedback on the financial statement and performance audit coverage proposed by external audit, and providing feedback on the external audit services provided;
- c) reviewing all external plans and reports in respect of planned or completed external audits, and monitoring the implementation of audit recommendations by management;
- d) providing advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides;

- e) meeting at least annually, with the NSW Auditor General (or contract agent) "in-camera" without the presence of management; and
- f) considering significant issues raised in relevant external audit reports and better practice guides, and ensuring appropriate action is taken.

### **Responsibilities of Members**

41. All members of the Committee are expected to:

- a) have a high level of personal integrity and ethics, as well as acting honestly and in good faith;
- b) **make themselves available as required to attend and participate in meetings;**
- c) perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- d) comply with this Charter;
- e) have strong interpersonal skills;
- f) have strong skills in oral and written communication;
- g) **understand the relevant legislative and regulatory environment of Audit and Risk Management in NSW Local Government and any requirements appropriate to Central Coast Council, particularly as these pertain to individual matters under consideration by the Committee;**
- h) contribute the time needed to study and understand the papers provided, and to devote to their responsibilities as a Committee Member;
- i) apply good analytical skills, objectivity and with good judgment;
- j) express opinions frankly and ask questions that go to the fundamental core of issues;
- k) pursue independent lines of enquiry when required;
- l) review the risks, progress, controls, finances and performance surrounding major projects;
- m) have an understanding of management principles required recognising and evaluating the materiality and significance of deviations from good business practices;
- n) have an appreciation of fundamental concepts in areas such as accounting, economics, commercial law, taxation, finance, quantitative methods and IT; and
- o) assist the Council and the Chief Operating Officer with the formulation of Finance, Audit and related policies and procedures.

42. Expressions of Interest appointment as an independent member of the Committee are to be invited by public advertisement and/or written invitation from persons eligible to be members of the Committee as outlined by this Charter.

43. Any such nominations will be received and reviewed by the Chief Executive Officer who will prepare a report for Council's consideration.

44. The recruitment of those members of the Committee is to be based on merit, and it is important that the selection process used is transparent and accountable.

Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019

45. All Committee members will be appointed by Council. Once the independent external member(s) is/are appointed, they will receive a letter of appointment clearly detailing the terms of their appointment and their award remuneration rates, as well as a copy of this Charter.
46. Committee members must also decline any request to act as referee to any applicants for vacant positions on the Committee.

## Reporting

47. At the first Committee meeting post 30 June each year, the Chief Internal Auditor will provide a performance report to the Committee dealing with:
  - a) an overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council;
  - b) a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
  - c) details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended;
  - d) a summary of Council's progress in addressing the findings and recommendations made in internal and external audit reports;
  - e) the performance of Internal Audit for the financial year as measured against agreed key performance indicators; and
  - f) the approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
  - g) any other matters deemed to be of sufficient importance.
48. The Committee should report regularly to Council on the internal audit function, on the management of risk and on internal controls as and when required. The Committee may also make recommendations to Council and the Chief Executive Officer.
49. At a minimum the Committee will report to Council on its activities at least yearly coinciding with the financial year and the annual statement time.
50. The Annual and Three-Year Audit Plans will also be submitted to Council as part of the Committee's report to Council.
51. Council may request the Chair of the Committee to address Council and to answer any enquiries about the operation of the Committee. In consultation with the Chair some or all of the Committee's annual report will form part of Council's Annual Report.

## Administrative arrangements

### **Meetings of the Committee**

52. The Committee is bound by Council's adopted Code of Conduct.
53. All Committee meetings must be run fairly, and the procedures used should improve decision making and not be used for personal or political advantage.
54. All matters should be considered consistently, fairly, promptly, and on their individual merits.
55. A forward meeting plan for the following year, including meeting dates and agenda items, will be agreed by the Committee in December of each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.
56. The Committee will meet at least four (4) times per year. ~~with one of these meetings to include~~ A special additional meeting may be held for the review and endorsement of the annual audited financial reports and external audit opinion.
57. The need for any additional meetings will be determined by resolution of the Committee. Such resolutions do not bind the Council to commit additional resources to the conduct of those meetings unless the Chief Executive Officer or the Council, by resolution, agrees to those additional meetings.
58. It is expected that ARIC Meetings will be attended by each voting Committee member in person. However, if there is a valid reason and with the prior approval of the Chair, a voting Committee member may attend by telephone or by video conference.
59. Non-voting participants at ARIC Meetings will also be expected to attend in person, however where this is not practical and with the prior approval of the Chair, they may attend by telephone or by video conference.
60. All ARIC Meetings of the Committee are closed to the public.

### **Attendance at meetings and quorums**

61. The quorum for a meeting of the Committee will be the majority of the voting members of the Committee. A quorum must include at least two (2) Independent External Members.
62. If it is determined two (2) days prior to the Committee meeting that a quorum will not be achieved, the Committee meeting is to be reconvened to a later date. If for any reason a quorum is not present within half an hour of the scheduled commencement of the meeting, the meeting shall be rescheduled.

**Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019**

63. A Committee member will be deemed to have relinquished their membership of the Committee if they do not attend two consecutive meetings of the Committee without notice or satisfactory (as determined by the Chair – or in the case of the Chair the majority of the Committee) explanation.
64. Section 376 of the LG Act relevantly provides:
- (2) *The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.*
  - (3) *However, the general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of the employment of the general manager.*
65. The Chief Executive Officer (**Council's General Manager**) may only be excluded from the meeting as set out above or while the Committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of the employment of the Chief Executive Officer.
66. The Chief Executive Officer will permit the Committee to meet separately with the Chief Internal Auditor and any External Auditor(s) in the absence of management on at least one occasion per year, should the Committee resolve that such meetings are appropriate and necessary.
67. The Committee may also request any other Council Official to participate in meetings should the Committee deem this necessary.
68. All employees of Council are subject to the direction of the Chief Executive Officer and not the Committee or any of its members. In this regard all correspondence or contact with staff is to be through the Chair of the Committee addressed to the Chief Executive Officer.

**Secretariat**

69. The Director, Governance is to ensure adequate Secretariat support to the Committee is provided.
70. The Committee Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one (1) week before the meeting, and ensure minutes of the meetings are prepared, maintained, approved and distributed as required.

**Agendas, Minutes, Internal Audit Reports and Supporting Papers**

71. The agenda for meetings of the Committee will be set by the Chair (in consultation with the Chief Executive Officer and the Chief Internal Auditor) at least two (2) weeks before a meeting.



Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019

72. The agenda must specify the time and place at which, and the date on which, the meeting is to be held and the business proposed to be transacted at the meeting.
73. If a Committee member wishes to raise an urgent/late item that is not on the agenda, the Chair shall determine the appropriate manner for dealing with the matter in accordance with Council's adopted Code of Meeting Practice.
74. The Committee must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, the Committee Secretariat must ensure that the following matters are recorded (at a minimum) in the minutes:
- a) a date and time of meetings, attendees and any apologies;
  - b) the endorsement (or otherwise) of the minutes from previous the meeting;
  - c) whether there was business arising from previous minutes;
  - d) notation of reports or correspondence;
  - e) details of each motion moved at a meeting and of any amendments moved to it;
  - f) whether the motion or amendment is passed or lost;
  - g) Committee recommendations;
  - h) items of general business; and
  - i) the time meeting closed, date and venue for next meeting.
75. Minutes shall be approved by the Chair and circulated to all Committee members and Councillors within three weeks of the meeting being held and are to be confirmed at the next Committee meeting.
76. All Committee Agendas set by the Chair and Minutes confirmed by the Committee will be recorded in Council's electronic document management system and made publicly available on Council's website.
77. Supporting papers to the agenda considered by the Committee will be made publicly available on Council's website unless the business is of the following kind:
- a) Personnel matters concerning particular individuals;
  - b) Personal hardship of any resident or ratepayer;
  - c) Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
  - d) Commercial information of a confidential nature that would, if disclosed:
    - i. prejudice the commercial position of a person who supplied it; or
    - ii. confer a commercial advantage on a competitor of Council; or
    - iii. reveal a trade secret; or
    - iv. contain *commercial in confidence* information;
  - e) Information that would, if disclosed, prejudice the maintenance of law;
  - f) Matters affecting the security of Council, Council Officials and Council property;
  - g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege;
  - h) Information that is determined by the Committee or the Chief Executive Officer (or their delegate) to be confidential or unsuitable to be published; or

**Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019**

- i) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.

78. If the subject business is of a kind listed above then those documents will be issued under separate cover to the Agenda and are to be treated as confidential.
79. The grounds for restricting public access to documents will be stated in the Agenda along with an explanation provided as to why public access would be, on balance, contrary to the public interest.

**Confidential matters received outside the Charter**

80. When the Committee receives confidential referrals/requests that do not fall within the ambit of this Charter or the Committee's responsibilities, the Committee will refer such matters (with any suitable recommendations) to the Chief Executive Officer to deal with appropriately.

**Privacy and Conflicts of Interest**

81. The Committee Charter will comply with Council Policies and the LG Act in relation to confidentiality, privacy and reporting.
82. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the express approval of the Committee.
83. A conflict of interest exists where a reasonable and informed person would perceive that members of the Committee could be influenced by a private interest when carrying out their public duty.
84. All members of the Committee must avoid or appropriately manage any conflict of interests. The onus is on members of the Committee to identify a conflict of interest and take the appropriate action to manage the conflict in favour of their public duty. All members of the Committee must comply with Council's Code of Conduct at all times.
85. Committee members, attendees, invitees, observers and Council Officials must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted and be dealt with in accordance with Council's adopted Code of Conduct.
86. Where Committee members, attendees, invitees, observers or Council Officials at Committee meetings are deemed by the Chair (or in the case of the Chair by the majority of the Committee) to have a real or perceived conflict of interest, they will be excused from Committee deliberations and leave the meeting on the issue where the conflict of interest may exist in accordance with Council's adopted Code of Conduct.

**Health and Safety**

87. Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council Officials and of Committee members. Committee members should protect their safety and that of others in the work environment and public areas as required. All safety concerns should be reported immediately to Council Officials.
88. No one should take part in activities or attend Committee meetings while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

**Public comment and media statements**

89. All public comments and media statements representing Central Coast Council must be approved by the Chief Executive Officer.

**Induction**

90. It is a condition of Committee membership that all members undertake Code of Conduct and Protected Disclosure training.
91. The Director, Governance will ensure that all new Committee members receive all relevant information, training and briefings on their appointment to assist them to meet their Committee responsibilities.

**Assessment Arrangements**

92. In consultation with the Committee members and the Council, the Chief Executive Officer will establish performance measures for the Committee and implement measurement, feedback, reporting and review mechanisms relating to those measures.
93. Additionally, the Chair will initiate a review of the performance of the Committee at least once every two (2) years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from Council's Senior Management and any other relevant stakeholders, as determined by the Chair.
94. The review will also consider and report to Council on this Charter and the Internal Audit Charter, and it is to be included in the Committee's annual report to Council.

**Vacancy**

95. If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled in accordance with this Charter.

**Attachment 1      Draft Audit Risk and Improvement Committee Charter December 2019**

Endorsed by the Committee

**Date:**

Adopted by Council

**Date:**

**3**

# **AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER**

**December 2019**

<b>AUTHORITY</b>	<b>NAME AND TITLE</b>
<b>AUTHOR</b>	James Taylor, Section Manager Governance
<b>MANAGER</b>	Shane Sullivan, Unit Manager Governance and Business Services
<b>DIRECTOR</b>	Liz Develin, Director Governance
<b>CHIEF EXECUTIVE OFFICER</b>	Gary Murphy, Chief Executive Officer

#### History of Revisions:

<b>Version</b>	<b>Date</b>	<b>Reason</b>	<b>TRIM Doc. #</b>
1	24 January 2017	Creation	D12590987
2	26 July 2017	Updated given feedback	D12758021
3	4 December 2019	Updated given NSW Audit Office guidelines and feedback from ARIC	D13488251

# TABLE OF CONTENTS

INTRODUCTION.....	4
COMMITTEE OBJECTIVES .....	5
AUTHORITY .....	5
COMPOSITION AND TENURE.....	6
Members (voting) .....	6
Councillors.....	6
Independent External Members .....	6
The Chair .....	7
Attendees (non-voting) for all agenda items .....	7
Invitees (non-voting) for specific agenda items .....	8
ROLE AND RESPONSIBILITIES.....	8
Risk Management.....	9
Control Framework.....	9
External Accountability .....	10
Legislative Compliance .....	10
Internal Audit.....	10
External Audit.....	11
Responsibilities of Members.....	11
REPORTING .....	12
ADMINISTRATIVE ARRANGEMENTS.....	13
Meetings of the Committee.....	13
Attendance at meetings and quorums .....	14
Secretariat.....	15
Agendas, Minutes, Internal Audit Reports and Supporting Papers.....	15
Confidential matters received outside the Charter.....	16
Privacy and Conflicts of Interest .....	16
Health and Safety.....	17
Public comment and media statements.....	17
Induction.....	17
Assessment Arrangements.....	17
Vacancy.....	18

## INTRODUCTION

Good corporate governance of Central Coast Council (“Council”) promotes effective and efficient delivery of services to the Central Coast community with honesty and integrity.

The Audit, Risk and Improvement Committee (“Committee”) has an important role in the governance framework of Council by providing Council with independent oversight, objective assurance and monitoring of Council’s audit processes, internal controls, external reporting, risk management activities, compliance of and with Council’s policies and procedures, and performance improvement activities.

This Charter, which is based on the guidelines issued by the Chief Executive of the Office of Local Government pursuant to s. 23A of the *Local Government Act 1993*, the NSW Audit Office guidelines for *Local Government in Risk Management* and is consistent with best practice, is intended to add value and drive the qualities of effective local government; being openness, transparency and accountability. The Committee helps Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

Gary Murphy  
Chief Executive Officer  
Central Coast Council



## COMMITTEE OBJECTIVES

1. The objective of the Committee is to provide independent assurance and assistance to the Council on risk management, control, governance, internal audits, organisational performance and external accountability responsibilities.
2. Part 4A of the *Local Government Act 1993* ("the LG Act") will commence after the adoption of this Charter. When Part 4A of the *LG Act* commences the Committee will be under a statutory obligation to keep under review the following aspects of the Council's operations:
  - a) compliance,
  - b) risk management,
  - c) fraud control,
  - d) financial management,
  - e) governance,
  - f) implementation of the strategic plan, delivery program and strategies,
  - g) service reviews,
  - h) collection of performance measurement data by the Council, and
  - i) any other matters prescribed by the regulations.
3. This Charter imposes those obligations on the Committee from the date the Committee commences, prior to the commencement of Part 4A of the *LG Act*. The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.

## AUTHORITY

4. The Committee is established in accordance with Council's authority granted by s. 355(d) of the *LG Act*.
5. The Committee has no executive powers, except those expressly provided by the Council.
6. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Council and the Chief Executive Officer as defined by the Local Government Act.
7. The Council authorises the Committee as a whole (but not individual members of the Committee) within the scope of its role and responsibilities, to:
  - a) obtain any information it needs from any employee or external party (subject to their legal obligations to protect information).
  - b) discuss any matters with the Auditor-General (or contracted agent) and/or external auditor and/or other external parties (subject to confidentiality considerations).
  - c) request the attendance of any employee or Councillor at Committee meetings.

- d) obtain external legal or other professional advice considered necessary to meet its responsibilities. The engagement and payment of costs for that advice is subject to the prior approval by the Chief Executive Officer.
8. This Charter is required to be reviewed and endorsed by the Committee each year. Any substantive changes to this Charter need to be approved by the Council.
  9. Council must review, amend as required and adopt this Charter at least once during each term of Council at an open meeting of Council.

## COMPOSITION AND TENURE

### **Members (voting)**

10. The Committee will consist of five voting members.
  - a) Two (2) Councillors;
  - b) Three (3) Independent external members (one of whom to be the Chairperson)
11. Voting at a Committee meeting is to be by open means (such as by voice or by show of hands).
12. The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of Council. At least one (1) member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

### **Councillors**

13. The two Councillor members (excluding the Mayor) of the Committee will be appointed by resolution of the Council at the start of each Council Term for the length of the Council Term.
14. The Council may also resolve to appoint alternative Councillor members to the Committee for the same period to attend meetings in the absence of one or both of the appointed Councillor members. The alternative Councillor members will have the same voting rights as the Councillor member being replaced.

### **Independent External Members**

15. The three Independent External Members will be appointed, by resolution of the Council for up to an initial period no less than three (3) years and not exceeding five (5) years, after which they will be eligible for extension or re-appointment following a formal review of their performance by Council (noting that the total term on the Committee will not exceed eight (8) years).

16. Any of the three Independent External Members seeking an extension or re-appointment will be required to notify the Chief Executive Officer in writing six (6) months before their appointed is set to end.
17. The three Independent External Members are eligible for extension or re-appointment up to a maximum of eight (8) years of continual service. Appointments must be made so that phased replacement of each of the three Independent external members is required to ensure continuity in the Committee.
18. The Independent External Members can also be removed by resolution of Council.
19. The Independent External Members, in aggregate, will have recent and relevant knowledge and experience of:
  - a) Accounting or related Financial management
  - b) Risk management experience
  - c) Auditing experience in a public sector environment
  - d) Performance improvement
  - e) The local government framework
  - f) Council services, activities and operations
  - g) Governance, risk and compliance
  - h) Community services.

***The Chair***

20. The Chair will be elected by the majority of the Committee's voting members and must be one of the Independent External Members.
21. The Chair must be appointed for one (1) term only for a period of at least three (3) years, with a maximum period of five (5) years. The term of appointment for the Chair can be extended but any extension must not cause the total term to exceed five (5) years as a Chair of the Committee.
22. Whenever the voting on a motion put to a meeting of the Committee is equal, the Chair of the Committee is to have a casting vote as well as an original vote.
23. If the elected Chair is not present at a meeting of the Committee, the first business of that meeting is for the Committee's voting members to elect a Chair from the Independent external members present.

***Attendees (non-voting) for all agenda items***

24. Meetings of the Committee may, at the discretion of the Committee and with the consent of the Chief Executive Officer, be attended by the following Council staff:
  - a) Chief Executive Officer or nominated delegate;
  - b) Chief Financial Officer or nominated delegate;
  - c) Director Governance or nominated delegate;

- d) Chief Internal Auditor or nominated delegate; and
- e) Senior Internal Ombudsman or nominated delegate.

### ***Invitees (non-voting) for specific agenda items***

- 25. Representatives of Council's external auditor and other Council Officials may attend Committee meetings by invitation as requested by the Committee.
- 26. Other Councillors may attend as observers at the discretion of the Chair. Such request should be placed in writing to the Chair prior to the meeting.

## **ROLE AND RESPONSIBILITIES**

- 27. In carrying out its responsibilities, the Committee must at all times recognise that primary responsibility for financial and other reporting, for internal controls, for compliance with laws, for ethical behaviour, for the management of Council, for risk management and for organisational improvements, rests with the elected Council and the Chief Executive Officer in accordance with the [LG Act](#).
- 28. Members of the Committee must not act in a way that contravenes the [LG Act](#) (which includes compliance with Council's adopted Code of Conduct and Code of Meeting Practice) or any other Act. Members of the Committee are also required to comply with other relevant Policies and Procedures of Council.
- 29. The Chief Executive Officer will ensure that adequate resources are available to allow for the proper functioning of the Committee, including provision of a Committee Support Officer for administrative support.
- 30. The Committee may also, at Council's expense, request the Chief Executive Officer to obtain such legal, accounting or other professional advice as it reasonably considers necessary for the performance of its duties. The Chief Executive Officer will give appropriate consideration to all such requests.
- 31. The responsibilities of the Committee may be revised or expanded by the Council from time to time. The Committees responsibilities are in accordance with Part 4A of the [LG Act](#), even if that Part 4A has not commenced operation:
  - a) compliance,
  - b) risk management,
  - c) fraud control,
  - d) financial management,
  - e) governance,
  - f) implementation of the strategic plan, delivery program and strategies,
  - g) service reviews,
  - h) collection of performance measurement data by the Council,
  - i) any other matters prescribed by the regulations.

32. The Committee is also to provide information to the Council for the purpose of improving the Council's performance of its functions.
33. The following defined responsibilities are in accordance with the OLG model charter for Audit Committees as set out in the Internal Audit Guidelines issued by the Chief Executive of OLG in September 2010 and to meet the future requirement that will be imposed by Part 4A of the [LG Act](#).

### **Risk Management**

34. Risk management is an essential part of effective corporate governance. It is defined as "the culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects." (Risk Management – Principles and Guidelines" ISO 31000:2009(E)). Enterprise Risk Management is the holistic management of all risks within Council, not just insurable risks or work health and safety.
35. The Committee is responsible for:
- a) reviewing whether management has in place a current and comprehensive risk management framework, and associated procedures for effective identification and management of business and financial risks, including fraud, that is consistent with AS/NZS ISO 31000:2009;
  - b) reviewing whether a sound and effective approach has been followed in developing strategic risk management plans for major projects or undertakings;
  - c) reviewing the impact of the risk management framework on its control environment and insurance arrangements;
  - d) reviewing whether a sound and effective approach has been followed in establishing business continuity planning arrangements, including whether plans have been tested periodically;
  - e) reviewing whether a sound and effective approach has been established in relation to technological related risks issues that present a threat to the operations of Council;
  - f) considering, and recommending to the Chief Executive Officer, improvements in relation to Council activities, systems and processes; and
  - g) reviewing whether Council processes and procedures result in an efficient and effective allocation of resources, and accountability and transparency.

### **Control Framework**

36. The Committee is responsible for:
- a) reviewing whether management has adequate internal controls in place, including over external parties such as contractors and advisors;
  - b) reviewing whether management has in place relevant policies and procedures, and these are periodically reviewed and updated;
  - c) progressively reviewing whether appropriate processes are in place to assess compliance with policies and procedures;
  - d) reviewing the annual performance of Council against the key performance indicators documented in the Operational Plan, and providing advice to the Chief

Executive Officer on the adequacy of Council's performance against these indicators;

- e) reviewing whether appropriate policies and procedures are in place for the management and exercise of delegations; and
- f) reviewing whether management has taken steps to embed a culture which is committed to ethical and lawful behaviour.

### **External Accountability**

37. The Committee is responsible for:

- a) satisfying itself that the annual financial reports comply with applicable Australian Accounting Standards and are supported by appropriate management sign-off on the statements and the adequacy of internal controls;
- b) reviewing the external audit opinion, including whether appropriate action has been taken in response to audit recommendations and adjustments;
- c) considering contentious financial reporting matters in conjunction with Council's management and external auditors;
- d) reviewing the processes in place designed to ensure financial information included in the annual report is consistent with the signed financial statements;
- e) satisfying itself there are appropriate mechanisms in place to review and implement, where appropriate, relevant State Government reports and recommendations;
- f) reviewing cash management policies and procedures;
- g) reviewing policies and procedures for collection, management and disbursement of grants and tied funding; and
- h) satisfying itself there is a performance management framework linked to organisational objectives and outcomes.

### **Legislative Compliance**

38. The Committee is responsible for:

- a) determining whether management has appropriately considered legal and compliance risks as part of risk assessment and management arrangements; and
- b) reviewing the effectiveness of the system for monitoring compliance with relevant laws, regulations and associated government policies.

### **Internal Audit**

39. The Committee is responsible for:

- a) acting as a forum for communication between the Council, Chief Executive Officer, Senior Management, Internal Audit, External Audit and Internal Ombudsman;
- b) reviewing the internal audit coverage and Internal Audit Plan, ensuring the plan has considered the Risk Management Plan, and approving the plan;
- c) considering the adequacy of internal audit resources to carry out its responsibilities, including completion of the approved Internal Audit Plan;

- d) reviewing all audit reports and consider significant issues identified in audit reports and action taken on issues raised, including identification and dissemination of better practices;
- e) monitoring the implementation of internal audit recommendations by management;
- f) periodically reviewing the Internal Audit Charter to ensure appropriate organisational structures, authority, access and reporting arrangements are in place;
- g) periodically reviewing the performance of Internal Audit;
- h) meeting at least annually, with the Chief Internal Auditor "in-camera" without the presence of management; and
- i) giving advice to the Chief Executive Officer on the appointment and remuneration of the Chief Internal Auditor and the Internal Audit team (if applicable).

### **External Audit**

40. The Committee is responsible for:

- a) acting as a forum for communication between Council, senior management and internal and external audit;
- b) providing input and feedback on the financial statement and performance audit coverage proposed by external audit, and providing feedback on the external audit services provided;
- c) reviewing all external plans and reports in respect of planned or completed external audits, and monitoring the implementation of audit recommendations by management;
- d) providing advice to Council on action taken on significant issues raised in relevant external audit reports and better practice guides;
- e) meeting at least annually, with the NSW Auditor General (or contract agent) "in-camera" without the presence of management; and
- f) considering significant issues raised in relevant external audit reports and better practice guides, and ensuring appropriate action is taken.

### **Responsibilities of Members**

41. All members of the Committee are expected to:

- a) have a high level of personal integrity and ethics, as well as acting honestly and in good faith;
- b) make themselves available as required to attend and participate in meetings;
- c) perform their duties in a manner that engenders public trust in the integrity, objectivity, and impartiality of the Committee;
- d) comply with this Charter;
- e) have strong interpersonal skills;
- f) have strong skills in oral and written communication;
- g) understand the relevant legislative and regulatory environment of Audit and Risk Management in NSW Local Government and any requirements appropriate to Central Coast Council, particularly as these pertain to individual matters under consideration by the Committee;

- h) contribute the time needed to study and understand the papers provided, and to devote to their responsibilities as a Committee Member;
  - i) apply good analytical skills, objectivity and with good judgment;
  - j) express opinions frankly and ask questions that go to the fundamental core of issues;
  - k) pursue independent lines of enquiry when required;
  - l) review the risks, progress, controls, finances and performance surrounding major projects;
  - m) have an understanding of management principles required recognising and evaluating the materiality and significance of deviations from good business practices;
  - n) have an appreciation of fundamental concepts in areas such as accounting, economics, commercial law, taxation, finance, quantitative methods and IT; and
  - o) assist the Council and the Chief Operating Officer with the formulation of Finance, Audit and related policies and procedures.
42. Expressions of Interest appointment as an independent member of the Committee are to be invited by public advertisement and/or written invitation from persons eligible to be members of the Committee as outlined by this Charter.
43. Any such nominations will be received and reviewed by the Chief Executive Officer who will prepare a report for Council's consideration.
44. The recruitment of those members of the Committee is to be based on merit, and it is important that the selection process used is transparent and accountable.
45. All Committee members will be appointed by Council. Once the independent external member(s) is/are appointed, they will receive a letter of appointment clearly detailing the terms of their appointment and their award remuneration rates, as well as a copy of this Charter.
46. Committee members must also decline any request to act as referee to any applicants for vacant positions on the Committee.

## REPORTING

47. At the first Committee meeting post 30 October each year, a performance report will be provided to the Committee dealing with:
- a) an overall assessment of Council's risk, control and compliance framework, including details of any significant emerging risks or legislative changes impacting Council;
  - b) a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year;
  - c) details of meetings, including the number of meetings held during the relevant period, and the number of meetings each member attended;



- d) a summary of Council's progress in addressing the findings and recommendations made in internal and external audit reports;
  - e) the performance of Internal Audit for the financial year as measured against agreed key performance indicators; and
  - f) the approved Internal Audit Plan of work for the previous financial year showing the current status of each audit.
  - g) any other matters deemed to be of sufficient importance.
48. The Committee should report regularly to Council on the internal audit function, on the management of risk and on internal controls as and when required. The Committee may also make recommendations to Council and the Chief Executive Officer.
49. At a minimum the Committee will report to Council on its activities at least yearly coinciding with the financial year and the annual statement time.
50. The Annual and Three-Year Audit Plans will also be submitted to Council as part of the Committee's report to Council.
51. Council may request the Chair of the Committee to address Council and to answer any enquiries about the operation of the Committee. In consultation with the Chair some or all of the Committee's annual report will form part of Council's Annual Report.

## **ADMINISTRATIVE ARRANGEMENTS**

### ***Meetings of the Committee***

52. The Committee is bound by Council's adopted Code of Conduct.
53. All Committee meetings must be run fairly, and the procedures used should improve decision making and not be used for personal or political advantage.
54. All matters should be considered consistently, fairly, promptly, and on their individual merits.
55. A forward meeting plan for the following year, including meeting dates and agenda items, will be agreed by the Committee in December of each year. The forward meeting plan will cover all Committee responsibilities as detailed in this Charter.
56. The Committee will meet at least four (4) times per year. A special additional meeting may be held for the review and endorsement of the annual audited financial reports and external audit opinion.
57. The need for any additional meetings will be determined by resolution of the Committee. Such resolutions do not bind the Council to commit additional resources to the conduct of those meetings unless the Chief Executive Officer or the Council, by resolution, agrees to those additional meetings.

58. It is expected that Committee meetings will be attended by each voting Committee member in person. However, if there is a valid reason and with the prior approval of the Chair, a voting Committee member may attend by telephone or by video conference.
59. Non-voting participants at Committee meetings will also be expected to attend in person, however where this is not practical and with the prior approval of the Chair, they may attend by telephone or by video conference.
60. Committee meetings are closed to the public.

### **Attendance at meetings and quorums**

61. The quorum for a meeting of the Committee will be the majority of the voting members of the Committee. A quorum must include at least two (2) Independent External Members.
62. If it is determined two (2) days prior to the Committee meeting that a quorum will not be achieved, the Committee meeting is to be reconvened to a later date. If for any reason a quorum is not present within half an hour of the scheduled commencement of the meeting, the meeting shall be rescheduled.
63. A Committee member will be deemed to have relinquished their membership of the Committee if they do not attend two consecutive meetings of the Committee without notice or satisfactory (as determined by the Chair – or in the case of the Chair the majority of the Committee) explanation.
64. Section 376 of the [LG Act](#) relevantly provides:
  - 1.1.1.(2) *The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.*
  - 1.1.2.(3) *However, the general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of the employment of the general manager.*
65. The Chief Executive Officer (Council's General Manager) may only be excluded from the meeting as set out above or while the Committee deals with a matter relating to the standard of performance of the Chief Executive Officer or the terms of the employment of the Chief Executive Officer.
66. The Chief Executive Officer will permit the Committee to meet separately with the Chief Internal Auditor and any External Auditor(s) in the absence of management on at least one occasion per year, should the Committee resolve that such meetings are appropriate and necessary.
67. The Committee may also request any other Council Official to participate in meetings should the Committee deem this necessary.

68. All employees of Council are subject to the direction of the Chief Executive Officer and not the Committee or any of its members. In this regard all correspondence or contact with staff is to be through the Chair of the Committee addressed to the Chief Executive Officer.

### **Secretariat**

69. The Director, Governance is to ensure adequate Secretariat support to the Committee is provided.

70. The Committee Secretariat will ensure the agenda for each meeting and supporting papers are circulated, at least one (1) week before the meeting, and ensure minutes of the meetings are prepared, maintained, approved and distributed as required.

### **Agendas, Minutes, Internal Audit Reports and Supporting Papers**

71. The agenda for meetings of the Committee will be set by the Chair (in consultation with the Chief Executive Officer and the Chief Internal Auditor) at least two (2) weeks before a meeting.

72. The agenda must specify the time and place at which, and the date on which, the meeting is to be held and the business proposed to be transacted at the meeting.

73. If a Committee member wishes to raise an urgent/late item that is not on the agenda, the Chair shall determine the appropriate manner for dealing with the matter in accordance with Council's adopted Code of Meeting Practice.

74. The Committee must ensure that full and accurate minutes of the proceedings of its meetings are kept. In particular, the Committee Secretariat must ensure that the following matters are recorded (at a minimum) in the minutes:

- a) a date and time of meetings, attendees and any apologies;
- b) the endorsement (or otherwise) of the minutes from previous the meeting;
- c) whether there was business arising from previous minutes;
- d) notation of reports or correspondence;
- e) details of each motion moved at a meeting and of any amendments moved to it;
- f) whether the motion or amendment is passed or lost;
- g) Committee recommendations;
- h) items of general business; and
- i) the time meeting closed, date and venue for next meeting.

75. Minutes shall be approved by the Chair and circulated to all Committee members and Councillors within three weeks of the meeting being held and are to be confirmed at the next Committee meeting.

76. All Committee Agendas set by the Chair and Minutes confirmed by the Committee will be recorded in Council's electronic document management system and made publicly available on Council's website.

77. Supporting papers to the agenda considered by the Committee will be made publicly available on Council's website unless the business is of the following kind:
- a) Personnel matters concerning particular individuals;
  - b) Personal hardship of any resident or ratepayer;
  - c) Information that would, if disclosed, confer a commercial advantage on a person with whom Council is conducting (or proposes to conduct) business;
  - d) Commercial information of a confidential nature that would, if disclosed:
    - i. prejudice the commercial position of a person who supplied it; or
    - ii. confer a commercial advantage on a competitor of Council; or
    - iii. reveal a trade secret; or
    - iv. contain *commercial in confidence* information;
  - e) Information that would, if disclosed, prejudice the maintenance of law;
  - f) Matters affecting the security of Council, Council Officials and Council property;
  - g) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the grounds of legal professional privilege;
  - h) Information that is determined by the Committee or the Chief Executive Officer (or their delegate) to be confidential or unsuitable to be published; or
  - i) Information concerning the nature and location of a place or an item of Aboriginal significance on community land.
78. If the subject business is of a kind listed above then those documents will be issued under separate cover to the Agenda and are to be treated as confidential.
79. The grounds for restricting public access to documents will be stated in the Agenda along with an explanation provided as to why public access would be, on balance, contrary to the public interest.

### ***Confidential matters received outside the Charter***

80. When the Committee receives confidential referrals/requests that do not fall within the ambit of this Charter or the Committee's responsibilities, the Committee will refer such matters (with any suitable recommendations) to the Chief Executive Officer to deal with appropriately.

### ***Privacy and Conflicts of Interest***

81. The Committee Charter will comply with Council Policies and the [LG Act](#) in relation to confidentiality, privacy and reporting.
82. Members of the Committee will not disclose matters dealt with by the Committee to third parties except with the express approval of the Committee.
83. A conflict of interest exists where a reasonable and informed person would perceive that members of the Committee could be influenced by a private interest when carrying out their public duty.

84. All members of the Committee must avoid or appropriately manage any conflict of interests. The onus is on members of the Committee to identify a conflict of interest and take the appropriate action to manage the conflict in favour of their public duty. All members of the Committee must comply with Council's Code of Conduct at all times.
85. Committee members, attendees, invitees, observers and Council Officials must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted and be dealt with in accordance with Council's adopted Code of Conduct.
86. Where Committee members, attendees, invitees, observers or Council Officials at Committee meetings are deemed by the Chair (or in the case of the Chair by the majority of the Committee) to have a real or perceived conflict of interest, they will be excused from Committee deliberations and leave the meeting on the issue where the conflict of interest may exist in accordance with Council's adopted Code of Conduct.

### ***Health and Safety***

87. Council is responsible for providing a safe work environment and gives priority to the health, safety and welfare of Council Officials and of Committee members. Committee members should protect their safety and that of others in the work environment and public areas as required. All safety concerns should be reported immediately to Council Officials.
88. No one should take part in activities or attend Committee meetings while under the influence of alcohol or other drugs which could impair abilities or cause danger to themselves or others.

### ***Public comment and media statements***

89. All public comments and media statements representing Central Coast Council must be approved by the Chief Executive Officer.

### ***Induction***

90. It is a condition of Committee membership that all members undertake Code of Conduct and Protected Disclosure training.
91. The Director, Governance will ensure that all new Committee members receive all relevant information, training and briefings on their appointment to assist them to meet their Committee responsibilities.

### ***Assessment Arrangements***

92. In consultation with the Committee members and the Council, the Chief Executive Officer will establish performance measures for the Committee and implement measurement, feedback, reporting and review mechanisms relating to those measures.

- 93. Additionally, the Chair will initiate a review of the performance of the Committee at least once every two (2) years. The review will be conducted on a self-assessment basis (unless otherwise determined by the Chair), with appropriate input from Council's Senior Management and any other relevant stakeholders, as determined by the Chair.
- 94. The review will also consider and report to Council on this Charter and the Internal Audit Charter, and it is to be included in the Committee's annual report to Council.

***Vacancy***

- 95. If for any reason a vacancy in the Committee membership occurs, the position(s) shall be filled in accordance with this Charter.

Endorsed by the Committee

**Date:** 4 December 2019

Adopted by Council

**Date:**

# **Audit, Risk and Improvement Committee Annual Report 2018**



## **About the report**

This annual report documents the operation and activities of the Audit, Risk and Improvement Committee for Central Coast Council during the 2018 calendar year.

## **The Central Coast Council Audit, Risk and Improvement Committee**

Central Coast Council (Council) is committed to open and transparent governance that meets community expectations. To enhance its governance framework, Council established an Audit, Risk and Improvement Committee (ARIC).

The ARIC has an important role in the governance framework of Council by providing Council with independent oversight, objective assurance and monitoring of Council's audit processes, internal controls, external reporting, risk management activities, compliance of and with Council's policies and procedures, and performance improvement activities.

The establishment of the ARIC via Council Resolution on 26 April 2017 places Council in an excellent position in the pursuit of good corporate governance, which in turns promotes effective and efficient delivery services to the Central Coast community with transparency, honesty and integrity.

The ARIC also assists Council accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

There are 3 independent members on the committee and 2 Councillor members who are nominated by Council.

All Committee member profiles are featured on pages 3 to 5 of this report.



**Audit, Risk and Improvement Committee Annual Report 2018**

**Central Coast Council**

Central Coast Council is responsible for the sixth largest urban area in Australia. Our Council area is 1681 square kilometres, which makes us far bigger geographically than Canberra.

The most recent projected population of the Central Coast by 2036 is 415,050. That’s a 23% increase in population, of approximately 80,000 people. Planning for growth and maintaining the lifestyle that our community enjoys is important for Council.

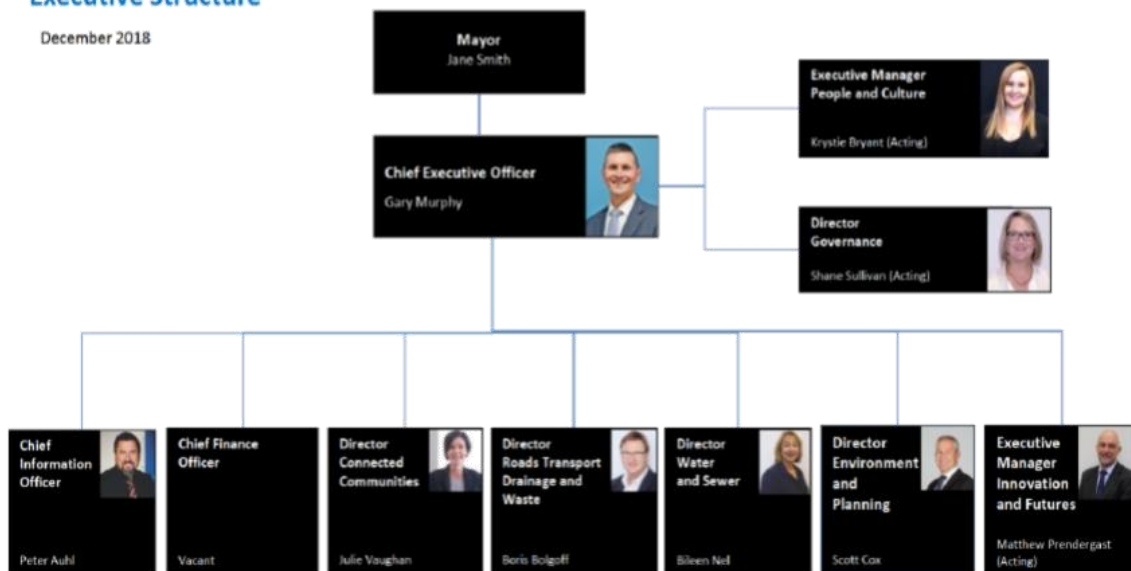
**Council Structure**

Central Coast Council’s organisation structure is led by the Chief Executive Officer and made up of ten sections. They are Connected Communities, Environment and Planning, Office of the Chief Executive, Finance, Information Management and Technology, People and Culture, Governance, Innovation and Futures, Water and Sewer and Roads Transport Drainage and Waste.

Our Executive Management Team make day-to-day decisions on operational matters that comply with Council’s policies and procedures.

**Executive Structure**

December 2018





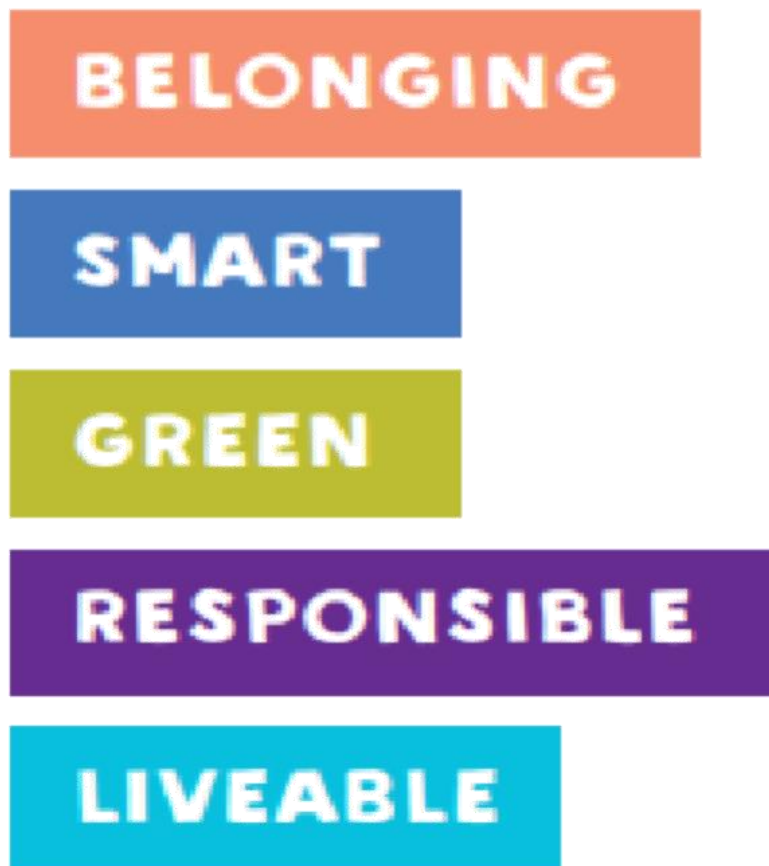


## Audit, Risk and Improvement Committee Annual Report 2018

### Community Vision

We are *One Central Coast*. A smart, Green and Liveable region with a shared sense of belonging and responsibility. *One Central Coast* is the Community Strategic Plan (CSP) for the Central Coast Local Government Area. It defines the Community's vision and is our roadmap for the future.

*One Central Coast* brings together extensive community feedback to set key directions and priorities and has been built around five key themes that reflect the need and values of the people who live in our region:





## Audit, Risk and Improvement Committee Annual Report 2018

### Independent Member profiles

#### Dr Colin Gellatly (AO)



Dr Gellatly (AO) is one of Australia's most successful public servants having served as Director General in several Government Departments, including the Premier's Department, the Industrial Relations, Employment, Training and Further Education Department and the Land and Water Conservation Department.

He has held various Board and Authority Chair and Director roles as well as being a member of many Federal and State Committees and Working Parties.

He has a Ph.D in Economics and Statistics and was awarded an AO in 2008 for services to the public sector.

#### Mr Carl Millington



Mr Millington has over 30 years' experience in providing business consulting, auditing and accounting advice to Not-for-Profit organisations including government and community based organisations, sporting associations, NSW Local Government, business groups and employer organisations.

He is a senior partner at Pitcher Partners Sydney in the Business Advisory and Assurance Group, a member of the firm's Advisory Board, and a member of the firm's Business Consulting group.

#### Mr John Gordon



Mr Gordon is a Chartered Accountant and Chartered Secretary with 40 years' experience providing assurance, advisory and corporate governance assistance to a broad range of clients in the private and public sectors. This includes 22 years as a senior Audit/Assurance Partner with PwC Australia. He has 35 years of continuous involvement in the Local Government, Health and not for profit (NFP) sectors.

Since 2009, Mr Gordon has served as Chair or Member on Audit & Risk Committees for 20 State, Territory, Local Government and NFP organisations including 11 NSW Local Government Councils.



**Audit, Risk and Improvement Committee Annual Report 2018**

**Councillor Representatives**

**Councillor Doug Vincent**



Budgewoi Ward

**Councillor Louise Greenaway**



Wyong Ward

**Alternative Councillor Representatives**

**Councillor Lisa Matthews**



The Entrance Ward

**Councillor Jeff Sundstrom**



Gosford East Ward



### Audit, Risk and Improvement Committee Annual Report 2018

In 2018 the Central Coast Council Audit, Risk and Improvement Committee met 5 times to review internal audit reports, the internal audit program, and audited financial statements for Central Coast Council.

### Audit Committee Performance

#### Committee meeting dates and members' participation in 2018.

Tuesday 20 March 2018

Tuesday 19 June 2018

Tuesday 2 October 2018

Tuesday 30 November 2018

Tuesday 4 December 2018

Name	Role	Attended
Colin Gellatly (AO)	Chair	5
Carl Millington	Independent	5
John Gordon	Independent	5
Doug Vincent	Councillor	3
Louise Greenaway	Councillor	5



## Audit, Risk and Improvement Committee Annual Report 2018

### Committee Report Card

Committee Charter	Compliance
Committee Meetings	A quorum was maintained at every meeting
Composition	3 Independent members 2 Councillors
Broad range of skills and experience	A diverse committee with strong local government and commercial experience
Sufficient time allocated to tasks	The committee agenda allowed equal time to discuss all audit reviews, status of implementation of audit recommendations and the strategic internal audit plan
Risk Management	Enterprise Risk Management Framework (ERMF) reviewed. Risk register developed and currently being tested and refined.
Control Framework	Effective review of controls and policies and procedures through audit reports and high level briefings received
External Accountability	Provides input and feedback on the financial statements and considers control issues identified by the external auditors
Legislative Compliance	
Internal Audit	Review and approval of the Internal Audit Plan; review of audit findings; monitoring of implementation of Internal Audit recommendations; in-camera meeting with Internal Audit Manager.
External Audit	Review of financial statements, compliance with local government regulatory requirements and resolution of audit findings. NSW Audit Office officially invited to attend all meetings. In-camera meeting with External Auditors.
Responsibilities of Members	Members remain aware of changing regulatory requirements; receive regular briefings on Council developments; participated in conducted tour of Council district.



## Audit, Risk and Improvement Committee Annual Report 2018

### Internal Audit

Internal Audit plays a key role in helping Council to achieve its objectives by testing how effectively controls are operating across specific systems, processes and activities in order to manage the associated risks.

Internal Audit is responsible for conducting risk base business assurance and consultancy review across Council's operations in accordance with a pre-approved work program to provide assurance to Council (via the Audit, Risk and Improvement Committee) and the Chief Executive Officer on the effectiveness of controls.

Internal Audit also provides advice, training and education on various governance, risk and compliance matters to assist business improvement.

A charter governs the internal audit function at Central Coast Council. The charter, which is reviewed every 2 years, outlines the purpose, authority and responsibility of management and the internal audit function. The Internal Auditor present their findings and recommendations to the ARIC in an audit report at each meeting. To monitor the effectiveness of the control environment, the ARIC reviews the reports and progress on implementation of recommendations.

### External Audit

The Committee receives an annual report from the External Auditor (Audit Office of New South Wales) on the status of our financial statements. Representatives from the Audit Office attended committee meetings as observers and advisors with regard to the external audit process.



Colin Gellatly  
ARIC Chair

## 2019-20 Internal Audit Schedule

Audit Topic	Dept/ Service Unit	Rationale
Councillor Allowances, Expenses & Facilities (Operational)	Governance	A mandatory requirement under part 16 of the <i>Councillor Expenses and Facilities Policy</i> : “the operation of this policy, including claims made under the policy, will be included in Council’s audit programme and an audit undertaken at least every two years”.
Contract Management (Strategic)	Governance/ Cross organisational	Contracts form a large part of Council expenditure and it is important that the process followed after award of contract is well controlled and that contract costs and the performance of suppliers under contract are well managed. Council is obliged to report on all contracts awarded over \$150,000 in the Annual Report so it is important that the Contracts Register is accurate and up to date not simply to feed into the Annual Report but also to identify when contracts are due to expire so sufficient planning can be undertaken if a contract needs to be retendered.
Complaints Management (Strategic)	Cross Organisational	Complaints management is an important component of employee management, customer service and organisational success. Not only is it the means to gather valuable customer and employee insight, if managed effectively it should also help Council identify poor or weak operating/management practices such that improvements can be introduced that lead to increased customer/employee satisfaction, improved reputation with the community and even reduced costs.
ELT/Senior Staff Allowances, Facilities & Expenses (Operational)	People & Culture/ Finance	A review of ELT and senior management expenses will determine the effectiveness of controls vis a vis those around the checks and balances relating to Councillor expenses. This reflects the level of risk relating to senior management of councils and their capacity, often due to seniority, to bypass processes and controls as highlighted through recent ICAC and local government investigations (for example Botany Bay Council, Hays Council, Burwood Council, Exmouth Council, Halls Creek Council and Ipswich Council).

## 2019-20 Internal Audit Schedule

Audit Topic	Dept/ Service Unit	Rationale
Cybersecurity & Fraud Prevention (Strategic)	IM&T	Strong cybersecurity and IT controls are key to protecting systems, networks, and programs from digital attacks. Cyberattacks are usually aimed at accessing, changing, or destroying sensitive information; extorting money from users; or disrupting/interrupting normal business processes. A cybersecurity audit will determine whether robust controls are in place and operating effectively in order to protect the volume, sensitivity, commercial and personal nature of information held by Council from fraud and other outcomes that can arise from cyberattack.
Contractors and Temporary Labour Hire (Strategic)	People & Culture/ Governance/ Cross organisational	Use of contractors and temporary labour hire is a useful way to manage short term projects and provide cover for permanent resourcing shortfall on a temporary basis. A recommendation from the OLG's 2011 'Body Hire' report into the engagement and management practices of the former Wyong Council for contractors and temporary personnel was that " <i>Council's internal auditor should undertake regular audits to ensure compliance with Council's current procedures governing the engagement and management of temporary contract personnel</i> ". This review is part of IA's continued response to this recommendation, to determine the level of improved practices and effective management of temporary labour hire in terms of cost, tenure, performance, project planning and volume.
Water Supply Management (Strategic)  PLANNING STAGE ONLY (Formed part of original 2020/21 program, still to be endorsed by ARIC)	Water & Sewer	Water and Sewer provide critical front-line services to the community and given the drought conditions and anticipated population growth for the region, a review would consider and test controls associated with important issues such as: reliability of current water sources and supply; water treatment and storage; future supply scenario modelling; contingencies in the event supply sources become disrupted/contaminated/ limited; drought management and future supply measures.

NOTE: Fraud & Corruption Risk Assessment originally identified in the IA Work Program will now be conducted by Council's insurer





**Item No:** 2.6  
**Title:** Consideration of Submissions and Adoption of the Central Coast Cultural Plan  
**Department:** Connected Communities

---

24 February 2020 Ordinary Council Meeting

Reference: F2020/00039 - D13774967  
Author: Kerrie Forrest, Section Manager, Community Planning and Services  
Manager: Glenn Cannard, Unit Manager, Community Partnerships  
Executive: Julie Vaughan, Director Connected Communities

### **Report Purpose**

This report recommends that Council consider the submissions received during the public exhibition period, including community information sessions, and adopt the final Central Coast Cultural Plan 2020-2025 (Attachment three). The report outlines proposed minor amendments to the Plan in response to these public submissions and information sessions feedback.

### **Recommendation**

- 1 That Council note that the Draft Central Coast Cultural Plan 2020-2025 was publicly exhibited from 23 September 2019 to 15 November 2019.**
- 2 That Council consider the submissions (Attachment one) and feedback (Attachment two) received during the exhibition period.**
- 3 That Council note and endorse the amendments recommended by Council staff in this report and Attachment one.**
- 4 That Council adopt the Central Coast Cultural Plan 2020-2025 (Attachment three) and make available on Council's website.**
- 5 That Council authorise the Chief Executive Officer to make final editorial amendments to ensure correctness and clarity.**

### **Context**

Central Coast Council community consultations, studies and customer feedback has identified over many years that the Central Coast community values creativity and culture as a key part of their lives and of the region's identity and potential.

## 2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)

---

### Current Status/Tender Submissions

Cultural activity and creative industries are also valued for their vital contribution to economic development as well as community and personal growth for diverse cultures.

Via consultation for the Central Coast Council's One Central Coast Community Strategic Plan 2018-28 (One Central Coast) the community expressed a desire:

- for greater access to, participation in and information about, local arts and culture;
- for arts used to activate and enhance urban and open spaces and celebrate the natural environment;
- for increased local opportunities and career pathways for people of all ages, backgrounds and abilities with creative potential and interests;
- to connect to, and understand, the region's rich living Aboriginal culture and connections to Country; and
- to see local histories and stories made visible as part of the region's unique identity for visitors and residents.

Council's One Central Coast Plan includes key arts and cultural objectives identified by the community. These are contained in the following Theme Areas:

- Our Community is Our Strength
- Creativity, Connection and Local Identity
- A Growing and Competitive Region
- A Place of Opportunity for People

In order for Central Coast to progress in these areas Council has undertaken the development of a five-year Central Coast Cultural Plan. This plan has been developed in two stages, commencing with research and consultation specifically with members of the region's arts and cultural sector in late 2018 and 2019 to develop a draft plan, followed by a public exhibition period and two community information sessions between September and November 2019.

The combined findings of the Central Coast Cultural Plan 2020-2025 (Cultural Plan) consultation, along with the One Central Coast consultations, has shown that the region is the home of evolving and diverse cultural sector with a strong desire to invest their skills, knowledge and talent in the region yet with the majority of professional opportunities outside of the region, and, a broader growing community seeking greater connections to, and participation in, a living cultural life in their region.

The Cultural Plan is the framework for Council to provide a leadership role via partnerships and alignments with the sector, to working towards bringing the two areas together with resulting community, cultural and economic benefits for the region.

## **2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)**

---

As a five-year framework, the Cultural Plan will position arts and culture as key to strengthening the community and economic development of the region and supporting its potential as a creative destination.

The Cultural Plan also translates into opportunities for people of all ages, backgrounds and abilities to learn, create and be heard, participating in, and contributing to, the cultural life of the Central Coast in the process.

It involves support and strategic investment in the region's creative and cultural practitioners to network, collaborate, grow and lead in order to fulfil their potential regionally and beyond, contributing to our diverse and inclusive cultural identity.

It includes the ongoing development and accessibility of specialised spaces and places across the region to host the creation and showcasing of rich artistic offerings and the telling of the stories of our past and present.

The Cultural Plan is based on the following Vision:

"The arts and cultural strengths of the Central Coast will be reflected in the stories of our diverse communities, inspired by the beauty of our natural environment and celebrated in the lifestyles we all cherish.

Our region will be a lively and welcoming place to participate in arts and culture, and an established centre for the emerging and professional creative sector.

Our creativity is part of who we are.

This Vision is encompassed in the following four themes:

- Building a Visible Creative Identity
- Growing our Creative Sector
- Embracing our Cultural Life
- Enlivening Cultural Spaces and Places

### **Consultation**

The Central Coast Cultural Plan has been informed by consultation with members of the Central Coast arts and culture sector and the broader community consultation via public exhibition and two information sessions.

This involved 11 consultation workshops with over 120 attendees from the Central Coast arts and cultural sector including music, dance, Aboriginal, heritage, visual arts, theatre, literature, digital media and design.

## **2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)**

---

Consultation and development of the Cultural Plan was guided by five meetings with a Cultural Advisory Group consisting of representatives of some of the region's peak arts and cultural organisations and venues:

- Central Coast Conservatorium
- Gosford Regional Gallery
- Laycock Street Community Theatre
- NAISDA
- Rod McCormack (professional music sector)
- The Art House, Wyong
- Treehouse Creative

The Draft Cultural Plan was exhibited for a period of 53 days from 23 September to 15 November 2019.

During exhibition the Plan was displayed at:

- Libraries – Bateau Bay, Erina, Gosford, Kariong, Kincumber, Lake Haven, The Entrance, Tuggerah, Umina, and Woy Woy
- Civic Centres – Gosford and Wyong
- Online – Your Voice Our Coast

Exhibition activities included:

- Advertisement in local print media
- Media releases
- Social media posts
- Liaison with local arts groups and sector representatives
- Two Community Information Sessions

A total of 29 submissions were received via:

- Your Voice Our Coast
- Ask@centralcoast

There were 674 visits to the page on Your Voice Our Coast with 225 downloads of the draft summary.

During the exhibition period two free Community Information Sessions were run on 30 and 31 October facilitated by JOC consulting with 61 people attending and participating. The sessions involved a two hour structured workshop and one hour information and networking session each. All participants were provided with a take home pack and guide on how to make a submission on the Draft Cultural Plan.

## **2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)**

---

The findings of these sessions have been included in the review of the Draft Cultural Plan and are summarised in the Public Exhibition Information Sessions Report (Attachment two)

### **Submission Analysis**

Analysis of the comments made via the Public Exhibition period and the Information Sessions identified that a high number of issues expressed were covered by the existing themes, objectives and strategies of the Draft Plan.

The comments on these matters are considered to reinforce the importance of these for the people contributing. The other matters raised that were not considered to be addressed by the existing themes, objectives and strategies required some modification to the Draft Cultural Plan to ensure they are now included and adequately addressed in the document.

The key points made via submission and feedback of the Public Exhibition period are:

- the need to improve regional capacity for arts and cultural information exchange, communication, promotion, networking and cross-collaboration for both the sector and the broader community;
- the importance of raising the profile of, and public programming for, Central Coast creativity and culture for local and out-of-region audiences and markets;
- the provision of suitable and accessible places and spaces for arts and cultural development and presentation;
- the necessity for Council to acknowledge the diversity and sensitivity to Aboriginal cultural knowledge and traditional ownership;
- the need to ensure the region's cultural diversity is supported and that the arts and cultural activities contribute to an inclusive society, including all locations, ages, cultural backgrounds and abilities;
- recognition of the importance of dedicated arts and cultural practitioners, professionals and leaders in driving a creative industry including emerging peer driven pathways, and, regional identity including locally authored stories, themes and histories;
- the need to support development of a performing arts centre in Gosford City
- proposal to investigate, review and/or develop new models for arts and cultural development and presentation accounting for changing industry practices and new technologies;
- requests to address omissions and/or corrections in the Plan including reference to LGBTQIA+ community, specific disabilities, more emphasis on heritage and literature, and, the change or inclusion of some specific organisations as examples in the Snapshot of Cultural Assets; and
- a need for Council to demonstrate its arts and cultural development capacity and deliverables against the Plan's Themes and Objectives.

The changes proposed to the Draft Cultural Plan in response to comments receive during the Public Exhibition period are as follows:

## 2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)

---

- Addition of an introductory Mayor's Message
- Include increased references to diversity and inclusion including LGBTQIA+ in 'Valuing Arts and Culture', 'Strengths' within the 'Building A Visible Creative Identity' theme
- Rephrase reference to traditional Aboriginal lands and boundaries in 'Snapshot of Assets' to reflect a diversity of traditional ownership on the Central Coast
- Modify the heading so the Aspirations section to make clear that these are aspirations as expressed in sector consultations
- Add general reference to Youth Arts Bodies within the 'Growing Our Creative Sector' theme.
- Change reference to 'Arts Centre' to 'arts space' within Gosford to reflect the current Council review of the Gosford Cultural Precinct within 'Enlivening Cultural Spaces and Places' theme
- Include reference for public and education programming within the 'Growing Our Creative Sector' and 'Embracing Our Cultural Life' themes
- Add literature within 'Growing Our Creative Sector' theme
- Layout changes to raise profile of heritage and diversity projects
- Add or change location of specific organisations in the Snapshot of Assets section in response to requests within submissions made.

A summary of the submissions and action taken is presented in Attachment one.

### Options

- 1 Final adoption of the Central Coast Cultural Plan. This is the recommended option.
- 2 Further amend the Central Coast Cultural Plan. This is not recommended due to the extensive community engagement undertaken and stakeholder expressed desire for the Plan to be implemented. The Draft Cultural Plan has been amended taking into account community feedback.

### Financial Impact

The Cultural Plan has been designed at a high level with an action plan to be developed during 2020. Implementation will occur via annual Service Unit Business Plans and budget process over the next five years, commencing in 2020/21 in partnership with other levels of government, the arts and cultural sector and the broader community sector.

Where deliverables involve other units within Council, responsibilities will be assigned to relevant units through Service Unit Business Plans and resources will be allocated within ongoing business unit operational budgets. The Community Partnerships Unit will be responsible for monitoring and reporting against actions, providing support to internal and external partners and ensuring the overall outcomes of the Plan are met.

## 2.6 Consideration of Submissions and Adoption of the Central Coast Cultural Plan (contd)

---

### Link to Community Strategic Plan

Theme 1: Belonging

### Goal B: Creativity connection and local identity

B-B3: Foster creative and performing arts through theatres, galleries and creative spaces, by integrating art and performance into public life.

### Risk Management

Sufficient time has been allocated to consider community consultation and submissions received in the public exhibition period. The proposed amendments are considered to be a reasonable reflection of constructive submissions and do not substantially amend the draft Plan.

### Attachments

1	Public Exhibition Submissions - Central Coast Cultural Plan	Provided Under Separate Cover	D13810544
2	Public Exhibition Information Sessions Report - Central Coast Cultural Plan	Provided Under Separate Cover	D13810558
3	Central Coast Cultural Plan 2020-2025	Provided Under Separate Cover	D13816654



**Item No:** 2.7  
**Title:** Grants and Sponsorship Program - Round 1 - 2019/2020  
**Department:** Connected Communities

---

24 February 2020 Ordinary Council Meeting

Reference: F2018/01409 - D13752159  
Author: Stuart Slough, Team Leader, Community Planning and Funding  
Carolyne Wildman, Section Manager, Marketing and Tourism  
Manager: Glenn Cannard, Unit Manager, Community Partnerships  
Sue Ledingham, Unit Manager, Community Engagement  
Executive: Julie Vaughan, Director Connected Communities

### **Summary**

This report outlines the recommendations of the Grants and Sponsorship Review Panel for Round one of the Grants and Sponsorship Program 2019-20.

### **Recommendation**

- 1 That Council allocate \$139,200.00 from the sponsorship budget, to be paid over the 2019-20 and 2020-21 financial years to the applicants outlined in the table (Attachment one).**
- 2 That Council allocate \$19,267.00 from the 2019-20 grants budget to the Community Development Grant Program as outlined in the table (Attachment two).**
- 3 That Council decline the Grants and Sponsorship program applications for the reasons indicated in the tables (Attachment one and two), and the applicants be advised and where relevant, directed to alternate funding.**

### **Background**

#### *Sponsorship*

Sponsorship is a commercial arrangement in which Council provides a contribution in money or in-kind to support an activity in return for a certain specified benefit. Sponsorship is provided to assist groups, organisations and businesses seeking support for initiatives that provide benefits to our community.

The Program was revised in July 2018 which now features two categories for funding available for up to three years:



## 2.7 Grants and Sponsorship Program - Round 1 - 2019/2020 (contd)

### *Category 1 - Hero / Signature Initiatives – negotiated amount*

This Category aims to encourage major, high profile events or initiatives to be established on or relocated to the Central Coast. Initiatives under this Category may be one-off or recurrent.

### *Category 2 - Regional Initiatives – up to \$50,000 per applicant*

Initiatives under this Category may be one-off or recurrent noting up to three years funding is available. This Category aims to encourage:

- a. new, regionally significant events or initiatives for the Central Coast or
- b. existing events or initiatives to expand and become regional.

Sponsorship can be allocated for one year or multi-year. The current status of allocation 2019-2020 is outlined in table one . Available funding for 2019-2020 is \$133,250.

**Table 1: Total amount of sponsorship funds currently pre-allocated to Sponsorship Category 2**

<b>Year</b>	<b>Amount pre-allocated from prior Council decisions</b>	<b>Amount available for new allocation</b>
2019-20	\$66,750	\$133,250
2020-21	\$12,250	\$187,750

### *Community Grants*

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

The recommendations of the Grants and Sponsorship Review Panel for Round one of the Community Grants Program 2019-20 was reported to Council on 25 November 2019. Two applications were deferred, and the applicants were requested to present to the Grants and Sponsorship Panel prior to a recommendation being made to Council. These included one application from the Community Development Program and one application from the Social and Creative Enterprise Program.

### *Community Development Grant Program*

Aims to support projects that enhance the quality of life of residents, provide community capacity building and protect and enhance the natural qualities of the Central Coast.

## 2.7 Grants and Sponsorship Program - Round 1 - 2019/2020 (contd)

### *Social and Creative Enterprise Grant Program*

Aims to support 'start up' creative industry practitioners and Social Enterprises with sustainable project business models and practices. This builds the capacity of emerging local enterprises to grow and become independent to deliver increased social and community outcomes.

The Community Development and Social and Creative Enterprise Grant Programs provide a combined budget of \$450,000 annually as detailed in table 2 below.

**Table 2. Community Development and Social and Creative Enterprise Grant Programs Combined**

<b>Program</b>	<b>Budget</b>	<b>Opening Period</b>	<b>2019/2020 allocation to date</b>	<b>Recommended allocation within this report</b>	<b>Allocation plus Recommendation</b>
Community Development Grant Program	\$300,000	August 2019, February 2020	\$177,239.23	\$19,267	\$196,506.23
Social and Creative Enterprise Program	\$150,000	August 2019, February 2020	\$51,460.18	\$0	\$51,460.18
<b>TOTAL</b>	<b>\$450,000</b>		<b>\$228,699.41</b>	<b>\$19,267.00</b>	<b>\$247,966.41</b>

### **Submissions**

Round one of the Grants and Sponsorship Program 2019-2020 opened for applications on 1 August 2019 and closed on 30 August 2019

### **Assessment**

Round one of the Awarding Sponsorship Program in 2019-20 received eight applications requesting a total of \$454,726 in funding over three years.

Eligible applications were reviewed and weighted by staff against the selection criteria.

Based on this analysis, four applications for a total funding of \$74,200 has been recommended in 2019-2020 and \$65,000 in 2020-2021

Four applications were not recommended for funding.

## 2.7 Grants and Sponsorship Program - Round 1 - 2019/2020 (contd)

All Sponsorship applications were assessed by the Central Coast Council Grants and Sponsorship Review Panel on 21 October 2019 and further presentations from four applicants received on 25 November 2019 with a total of four applications recommended for funding in this Council report. Those in attendance at the meeting were Mayor Matthews, Councillor Smith, Councillor Pilon, Unit Manager Community Partnerships and Unit Manager Community Engagement.

**Table 3: Summary of annual Sponsorship commitments if recommendations endorsed**

<b>TOTALS PER YEAR</b>	<b>Recommended for Round 1 2019-2020</b>	<b>Pre-committed by earlier Council decisions</b>	<b>Total if Round 1 recommendations approved</b>	<b>Remaining Budget for Round 2 2019-2020</b>
2019-20	<b>\$74,200</b>	\$66,750	<b>\$140,950</b>	\$59,050
2020-21	<b>\$65,000</b>	\$12,250	<b>\$77,250</b>	\$132,750

All Community Grant applications were assessed by the Central Coast Council Grants and Sponsorship Review Panel on 21 October 2019 with two applications recommended to be deferred for funding as reported to Council on 25 November 2019. Presentations from these applicants were made to the Grants and Sponsorship Panel on 28 January 2020.

One Community Development application is recommended for funding totalling \$19,267.00. (Attachment two).

### **Consultation**

Council's Community Grants and Sponsorship funding programs were open for applications from 1-30 August 2019, throughout the open period the following consultation was conducted:

- Information promoted on Council's web site and social media
- Print advertised in the Central Coast Express Advocate, Coast Community News, Peninsular News and Wyong Regional Chronicle
- Radio advertising on three Central Coast radio stations
- Emails were sent to Council's databases of previous Grant and Sponsorship applicants as well advising of the Programs and application period.
- Emails were also sent to identified event organisers and various sporting bodies (via the Sports Development Officer) across NSW to encourage them to apply for Awarding Sponsorship funding to move major events or State titles to the Central Coast region.
- Over-the-phone support was offered throughout the application period.

In addition, general Grant and Sponsorship information sessions and drop-in sessions were held during July and August at:

- Council's Wyong office

## **2.7 Grants and Sponsorship Program - Round 1 - 2019/2020 (contd)**

---

- The Erina Centre, Erina Fair
- Woy Woy Library

In assessing applications, the Grants and Sponsorship team consulted with Council's debtors to determine that applicants:

- Did not have an outstanding debt to Council.
- Were satisfied all previous funding acquittal requirements.
- Had not already received funding from another Council source for the initiative. applied for under either Grants or Sponsorship Program.

Consultation was also undertaken with applicants to clarify various aspects of their application.

### **Options**

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

### **Financial Impact**

#### *Sponsorship*

There is an available budget of \$133,250 for Round one of the Awarding Sponsorship Program in 2019-20. Allocation of \$74,200 will leave \$59,050 available for allocation in Round two of 2019-20.

Allocations for 2020-21 are also within budget leaving \$132,750 to be allocated in 2020-21 Sponsorship Program.

#### *Grants*

Council's 2019/2020 Council Operational Expenditure budget allocates \$1,580,000 to the Community Grants and Sponsorship Program of which \$19,267 was allocated to the grant programs detailed within this report.

Expenditure is approved until the end of the 2019-20 financial year. Unspent funds will lapse on 30 June 2020.

## **Link to Community Strategic Plan**

### **Sponsorship**

Theme 2: Smart

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

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

### **Grants**

Theme 1: Belonging

#### **Goal A: Our community spirit is our strength**

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

### **Risk Management**

All Sponsorship programs have a written agreement detailing the deliverables required in timeframes and include requirements to provide acquittal in line with Council's policy and ICAC guidelines.

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

All successful applicants are required to submit a final project acquittal report no later than 12 weeks after the agreed completion date of the activity/project with copies of any photos, promotional materials and evidence of payment/purchase for each funded item.

### **Critical Dates or Timeframes**

Many of these Grant and Sponsorship applications are dependent upon support via Council's Grants and Sponsorship Programs. Should decisions be delayed or not supported, projects may not be undertaken.

### **Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Sponsorship Program 2019-2020 Round one- Recommendations | D13801750 |
| <b>2</b> | Grants Program 2019-2020 Round one - Recommendations     | D13801731 |

## Recommended for Funding

Organisation	Project Title and Summary	Staff and Panel Funding Recommendation	Panel Assessment
Glenworth Valley Horse Riding Pty Ltd	Horses Birthday Kids Festival - a unique family festival that aims to activate the region and increase tourism by offering a unique experience. The event is to be held at Glenworth Valley and expects over 12,000 visitors by 2022.	\$10,000 in 2019-2020 \$5,000 in 2020-2021	Recommended for part funding as the applicant has initiatives towards achieving self-sustainability. Community benefit and Return of Investment is demonstrated, and all required information is provided.
Gosford Race Club Limited	Gosford Standalone Race Meet – This will attract top tier trainers and horses. Normal provincial races attract \$280,000 in prize money- the stand alone will feature a minimum of \$1.15 million in prize money attracting a large amount of visitors to the Central Coast for the day.	\$14,200 in 2019 – 2020 \$10,000 in 2020 - 2021	Recommended for part funding as community benefit and return on Investment is demonstrated, and all required information is provided.
Surfing NSW Inc	2021 Central Coast Pro QS3000 - Request for 2021 Central Coast Pro to be held at Avoca beach for 7 days from 23 February. One of 3 key events in NSW Pro Surf Series and attracts international surfers for the event. The event will reach capacity with over 180 men and 180 women competitors.	\$50,000 in 2020 - 2021	Recommended for funding as community benefit and Return on Investment is demonstrated, and all required information is provided.
Naughty Noodle	Coastal Twist Festival 2020 - 3 day/night multi hub – Peninsular based Fringe Art Festival to take place in October 2020. Coastal Twist will again be unveiling world class LGBTIQ and Fringe that's dedicated to serving audiences and artists.	\$50,000 in 2019 - 2020	Recommended for funding as community benefit and Return on Investment is demonstrated, and all required information is provided.
<b>Total</b>		\$74,200 in 2019-2020 \$65,000 in 2020-2021  \$139,200 Overall total	Total sponsorship budget is \$200,000 annually. The total allocation for Round 1 2019/20 is \$140,950 which includes recommendations as noted and pre-committed funding from approved sponsorship (\$66,750). There is a remaining allocation of \$59,050 for Round 2

## Not Recommended for Funding

Applicant Name / Number	Project Title and Summary	Staff Recommendation	Reason Not Recommended
SP00027	Western Sydney Two Blues Shute Shield Central Coast – A Western Sydney Two Blues rugby match with community event to be held at the Central Coast Regional sporting complex	\$0	Not Recommended for Funding. Application was ineligible as did not meet program criteria.  Recommend applicant liaise with Councils Sponsorship Officer to strengthen application and consider resubmitting in a subsequent round.
SP00024	Central Coast Oyster Farm Tours – Set up of Oyster Farm tours to be held at Mooney Mooney	\$0	Not Recommended for Funding. Application was ineligible as did not meet program criteria.  Recommend applicant liaise with Councils Sponsorship Officer to strengthen application and consider resubmitting in a subsequent round.
SP00025	Australian Songwriters Conference - Bi-annual event held on the Queen's Birthday long weekend at Ettalong Diggers. The previous event had 90 attendees 20% from the Coast, 40% from Greater Sydney and 40% from the rest of Australia. Conference costs \$750 per non-member and \$550 per member.	\$0	Not Recommended for Funding. Application was ineligible as did not meet program criteria.  Recommend applicant liaise with Councils Sponsorship Officer to strengthen application and consider resubmitting in a subsequent round.
SP00032	World Class Concerts – to bring six world class concert events to the Central Coast annually.	\$0	Not Recommended for Funding. Application was ineligible as did not meet program criteria.  Recommend applicant liaise with Councils Sponsorship Officer to strengthen application and consider resubmitting in a subsequent round.

## Recommended for Funding

Organisation Name	Project Title and Summary	Staff Funding Recommendation	Panel Assessment
The Opportunity Collective Incorporated	Central Coast Women's Leadership Mentoring Program 2020 - We seek funding for five Scholarship partnership positions in the Women's Leadership Mentoring program, enabling disadvantaged and Aboriginal women to be involved at no cost	\$19,267.00	Recommended for part funding for four workshops as per application less program recruitment and promotion time. Community benefit is demonstrated, and all required information is provided
<b>TOTAL</b>		<b>\$19,267.00</b>	

## Not Recommended for Funding

Applicant Name/Number	Project Title and Summary	Staff Funding Recommendation	Panel Assessment
021 S and CE R1 1920	Program – Delusional Marketing and Global Expansion – Project 1 – Agent of Love Visual Novel Marketing and Global Expansion	\$0.00	Not recommended for funding as currently proposed as insufficient information is provided to make an accurate assessment.  Recommend applicant liaise with Council's Grants Officers and consider resubmitting in a subsequent round.





**Item No:** 2.8  
**Title:** Community Support Grant Program - December 2019  
**Department:** Connected Communities

---

24 February 2020 Ordinary Council Meeting

Reference: F2020/00039 - D13790242  
Author: Stuart Slough, Team Leader, Community Planning and Funding  
Manager: Glenn Cannard, Unit Manager, Community Partnerships  
Executive: Julie Vaughan, Director Connected Communities

## Summary

This report considers the applications and recommendations for the Community Support Grant Program, which supports the community to deliver community activities which require a small amount of funding and/or in-kind support.

## Recommendation

- 1 That Council allocate \$12,211.58 from the 2019-20 grants budget to the community grant programs as outlined in the following report and Attachment 1.**
- 2 That Council decline applications for the reasons indicated in Attachment 2 the applicants be advised and where relevant, directed to alternate funding.**

## Context

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

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

- 1 In-kind support through the provision of subsidised access to Council services.
- 2 Financial assistance for community activities that require a smaller amount of support.

The Community Support Grant Program provides a combined budget of \$300,000 annually as detailed in table one below.

## 2.8 Community Support Grant Program - December 2019 (contd)

**Table one: Community Support Grant Program**

<b>Program</b>	<b>Budget</b>	<b>Opening Period</b>	<b>2019/2020 allocation to date</b>	<b>Recommendation allocation within this report</b>	<b>Allocation to date + Recommendation within report</b>
Community Support Grant Program	\$300,000	Ongoing	\$251,221.41	\$12,211.58	\$263,432.99
<b>TOTAL</b>			<b>\$251,221.41</b>	<b>\$12,211.58</b>	<b>\$263,432.99</b>

### **Current Status**

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

The Community Support Grant Program provides up to \$5,000 per project per financial year in combined funding and in-kind Council services to applicants who are a legally constituted not-for profit organisations, or auspiced by one.

### **Assessment**

Seven applications were received and assessed by 31 December 2019 with Six recommended for funding in this Council report.

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

### **Consultation**

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

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

Council staff also provided information and individual appointments with interested applicants to assist with their submissions where required.

### **Options**

- 1 Approval of all recommended applications as submitted will provide a community benefit to residents of the Central Coast Local Government Area.

## **2.8 Community Support Grant Program - December 2019 (contd)**

---

- 2 Non approval of some or all applications, as recommended, may result in projects not being undertaken if the respective proponents are unable to secure alternate funding.

### **Financial Impact**

Council's 2019/2020 Council Operational Expenditure budget allocates \$300,000 to the Community Support Grant Program.

Expenditure is approved until the end of the 2019-20 financial year. Unspent funds will lapse on 30 June 2020.

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

Theme 1: Belonging

### **Goal A: Our community spirit is our strength**

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

### **Risk Management**

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

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

### **Critical Dates or Timeframes**

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

### **Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Community Support Grants - December 2019 - Recommend for Funding       | D13801349 |
| <b>2</b> | Community Support Grants - December 2019 - Not Recommended for Funding | D13801352 |

## Recommended for Funding – December 2019

<b>Organisation Name</b>	<b>Project Title and Summary</b>	<b>Staff Funding Recommendation</b>	<b>Staff Assessment</b>
Avoca Beach Hockey Club	Community Come and Try Hockey Avoca Beach –sporting equipment and "come and try" programs to recruit new players and facilitate development of current players	\$4,509.14	Recommended for funding as community benefit is demonstrated and all required information is provided.
Wyong Creek Literary Institute Inc.	Rates Subsidy	\$1,239.44	Recommended for funding as community benefit is demonstrated Recommendation is conditional on updated public liability documents being supplied prior to the release of funds.
Rotary Club of Gosford City	Model United Nations Assembly (MUNA) 2020 event -secondary schools debating event	\$550.00	Recommended for funding as community benefit is demonstrated and all required information is provided.
Tuggerah Lakes Art Society	Women in Art Exhibition and Artisan's Market (Part of the Festival of Women) – support for rental space at The Entrance Gallery, promotion and workshops	\$2,473.00	Recommended for funding as community benefit is demonstrated and all required information is provided.

<b>Organisation Name</b>	<b>Project Title and Summary</b>	<b>Staff Funding Recommendation</b>	<b>Staff Assessment</b>
Wyong Garden Club Incorporated	40th Birthday Celebration	\$1,940.00	Recommended for funding as community benefit is demonstrated and all required information is provided.
Wingers Softball Club	Uniform Upgrade – purchase of uniform pants to be retained by organisation	\$1,500.00	Recommended for funding as community benefit is demonstrated and all required information is provided.
	<b>TOTAL</b>	<b>\$12,211.58</b>	

## Not Recommended for Funding – December 2019

<b>Organisation Name</b>	<b>Project Title and Summary</b>	<b>Staff Funding Recommendation</b>	<b>Staff Assessment</b>
Terrigal Wamberal RSL Sub Branch	Portable Public Address (PA) System -a portable PA System to be used to broadcast Commemorative Services	\$0.00	Not recommended for funding as currently proposed as insufficient information is provided to make an accurate assessment. Recommend applicant liaise with Council Grants Officers and resubmit in a subsequent Community Support Grant Program round.



**Item No:** 2.9  
**Title:** Deferred Item - Draft 2018-19 Financial Reports for Central Coast Council and Central Coast Council Water Supply Authority  
**Department:** Finance

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00035 - D13465167  
Author: Mellissa McKee, Financial Controller  
Michelle Best, Financial Controller  
Manager: Vivienne Louie, Unit Manager, Financial Performance  
Executive: Craig Norman, Chief Financial Officer

Due notice is given of this matter in accordance with Council's Code of Meeting Practice.

The report and any relevant attachments will be provided prior to the Council Meeting.



**Item No:** 2.10  
**Title:** 2019-20 Q2 Business Report  
**Department:** Finance

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00464 - D13733582

Author: Mellissa McKee, Financial Controller  
Sharon McLaren, Senior Project and Research Officer  
Michelle Best, Financial Controller

Manager: Ricardo Martello, Executive Manager Innovation and Futures

Executive: Craig Norman, Chief Financial Officer

## **Report Purpose**

This paper reports on Central Coast Council's performance progress as measured against the organisation's Operational Plan for 2019-20 to 31 December 2019 (Q2). The report covers the progress on the operational plan activities and financial performance for the period 1 July 2019 to 31 December 2019.

## **Recommendation**

- 1 That Council receive Central Coast Council's Q2 Business Report on progress against Central Coast Council's 2019-20 Operational Plan.**
- 2 That Council note that Council's Responsible Accounting Officer has declared the financial position of Central Coast Council to be satisfactory.**
- 3 That Council approve the proposed budget amendments included in Central Coast Council's Q2 Business Report for 2019-20.**

## **Context**

The enclosed report is the 2019-20 Q2 Business Report for Central Coast Council. It incorporates reporting on the progress of actions and targets against the objectives of the Operational Plan and a Quarterly Budget Review Statement.

Clause 203 of the *Local Government (General) Regulation 2005* requires that no later than two months after the end of each quarter (except the June quarter), the Responsible Accounting Officer of Council must prepare and submit to Council a Quarterly Budget Review Statement that shows a revised estimate of the income and expenditure for that year.

Sub-section 404(5) of the *Local Government Act 1993* requires that Council report as to its progress with respect to its actions and targets against the objectives of the Operational Plan, at least every six months. This report contains progress information for Quarter 2 and is prepared to coincide with the Quarterly Budget Review Statement.



This quarterly report is presented in the necessary format and is considered to satisfy the legislative requirements.

**Current Status**

The 2019-20 Q2 Business Report, is included as an attachment, and reports on progress for the year to 31 December 2019 (Q2 YTD), against the Operational Plan 2019-20, including budget.

*Operational Plan Actions and Targets*

At the end of Q2 Council’s overall progress in delivering the actions and targets against the Delivery Program and Operational Plan for 2019-20 is summarised in the below table:

<b>Theme:</b>	<b>Belonging</b>	<b>Smart</b>	<b>Green</b>	<b>Responsible</b>	<b>Liveable</b>	<b>Total</b>
<b>Completed</b>	6	0	0	1	2	<b>9</b>
<b>On Track</b>	20	21	12	46	27	<b>126</b>
<b>Delayed</b>	0	1	1	3	2	<b>7</b>
<b>Not Commenced</b>	0	0	1	0	0	<b>1</b>
<b>On Hold</b>	0	1	0	1	0	<b>2</b>
<b>Closed</b>	0	2	0	0	0	<b>2</b>
<b>Total</b>	<b>26</b>	<b>25</b>	<b>14</b>	<b>51</b>	<b>31</b>	<b>147</b>

The full details of progress are detailed in Attachment 1, with the below table providing detail only on the 11 actions / targets that are delayed, on hold or closed:

<b>Delivery Program</b>	<b>Reference</b>	<b>Operational Plan Action / Target</b>	<b>Responsible Unit</b>	<b>Status</b>	<b>Comment</b>
<b>Revitalise Gosford City Centre and create a hub for local residents, visitors and tourists to meet, relax, connect and learn</b>	C2.03.2019-20	Detailed design and approvals for Gosford Cultural Precinct	Economic Development and Project Delivery	Closed	Closed in Q1. Council resolved in September 2019 to review the business case for the Regional Performing Arts and Conference Centre and to continue with the Gosford Regional Library and innovation hub as an individual project. The Gosford Cultural Precinct as a combined precinct is no longer being pursued and Council has withdrawn from negotiations with ET Australia.

Delivery Program	Reference	Operational Plan Action / Target	Responsible Unit	Status	Comment
<b>Planning controls that enable the development of active and liveable Town Centres</b>	C2.04.2019-20	Prepare a strategic plan for Wyong Town Centre	Strategic Planning	On Hold	Awaiting adoption of the Northern Growth Economic Corridor as Wyong Town Centre is one of the identified precincts.
	C2.05.2019-20	Review Town Centre development feasibility for key centres (Woy Woy, Erina, Long Jetty and Toukley)	Strategic Planning	Delayed	Progressing Town Centre Capacity reviews for Woy Woy and Erina. Presently validating residential land data for Erina and Woy Woy. Wyong and Toukley centres to commence in March / April 2020.
<b>Provide a clear approach to the planning and development of key growth regions</b>	C3.02.2019-20	Develop Future Cities Strategy by December 2019	Innovation and Futures	Closed	Closed in Q1. This Strategy is no longer being delivered as a result of the overlapping scope with the Urban Spatial Plan and Local Strategic Planning Statement.
<b>Enable sustainable urban development that values energy efficiency, heritage, local character, the environment, transport, safety and liveability</b>	F1.03.2019-20	Commence implementation of the Sustainability Strategy	Strategic Planning	Delayed	Development of the Strategy is underway with internal stakeholder consultation being carried out to determine actions and targets.
<b>Efficient Development Assessment process</b>	G4.07.2019-20	Median processing time for all residential development applications <25 calendar days (based on current resources and workload)	Environment and Certification	Delayed	Median time 42 days due to delays outside staff control.

<b>Delivery Program</b>	<b>Reference</b>	<b>Operational Plan Action / Target</b>	<b>Responsible Unit</b>	<b>Status</b>	<b>Comment</b>
<b>Implement single Central Coast Local Environmental Plan</b>	I3.01.2019-20	Report to Council the outcomes of the community consultation of the draft Central Coast Local Environmental Plan and Development Control Plan by December 2019	Strategic Planning	Delayed	Council deferred consideration of the report on 9 December 2019 and requested further information. Report has been rescheduled for considered at 10 February 2020 Council Meeting.
<b>Provide a clear approach to the planning and development of key growth regions</b>	I3.02.2019-20	Prepare a draft Strategic Plan for the greater Warnervale area	Strategic Planning	On Hold	Workshop planned early 2020 to determine preferred employment land option for the Wyong Employment Zone.
<b>A long term strategic urban plan for the Central Coast Region to support housing, employment and economic growth in accordance with the Central Coast Regional Plan 2036</b>	I4.01.2019-20	Prepare a draft Central Coast Housing Strategy by June 2020	Strategic Planning	Delayed	Stage 2/3 of residential land audit tender awarded and due for completion June 2020. Brief for Housing Strategy component being finalised with draft strategy expected in December 2020.
<b>Provide new, clean and accessible public facilities for the community</b>	K3.02.2019-20	Construction of new accessible public toilets at Forresters Beach and MacMasters Beach	Facilities and Asset Management	Delayed	Construction of new Public Toilets at Forresters Beach complete. Official opening took place 4 December 2019. There have been delays with tender process for the MacMasters Beach toilet block due to changes to design to accommodate a storage facility. This facility will be completed in September 2020.
<b>Provide the community with a new community facility</b>	L4.03.2019-20	Obtain approval and construct a new community facility building at Margaret Street Wyong by December 2020	Community Partnerships	Delayed	Project has experienced delay due to design issues. Tender documentation is being finalised to engage architectural consultant. Negotiations with funding body are ongoing.

### *Financial Performance*

The year to date (YTD) operating result (excluding capital grants and contributions) is showing an unfavourable variance of \$10.8 million, consisting of an actual surplus of \$94.7 million compared to a budget surplus of \$105.5 million. For more information please refer to sections 1.1 and 2.2 of Attachment 1.

The year to date (YTD) operating result (including capital grants and contributions) is showing an unfavourable variance of \$13.6 million, consisting of an actual surplus of \$110.5 million compared to a budget surplus of \$124.1 million. For more information please refer to sections 1.1 and 2.2 of Attachment 1.

These results are reported in accordance with the Local Government Code of Accounting Practice and Financial Reporting (Guidelines) which requires Council to recognise rates income at the beginning of the financial year when levied. The impact of this on Council's operating results is a large surplus at the beginning of the financial year which will reduce as the year progresses as Council incurs expenditure from delivering services to the community.

Q2 YTD capital expenditure was \$91.5 million compared to a year to date budget of \$98.5 million. This represents a variance to budget of 93%, which compares favourably to the KPI of 90%.

This Q2 review proposes a decrease to the capital expenditure program of \$6.5 million, resulting in a full year budget of \$255.0 million.

### **Consultation**

All Units of Council were consulted during the development of this Report.

### **Options**

Quarterly reporting of Council's financial performance is mandatory under the *Local Government (General) Regulation 2005*.

### **Financial Impact**

Budget adjustments are proposed in this report and are detailed in the attached 2019-20 Q2 Business Report.

Budget adjustments are proposed after considering the service delivery impact, alternative options and deliverables under the delivery program.

The Q2 proposed operating deficit excluding capital grants and contributions in 2019-20 is forecast to be \$24.5 million. This is an unfavourable movement of \$2.8 million from the Q1 budgeted deficit of \$21.7 million.

The proposed operating surplus *including* capital grants and contributions is forecast to decrease to \$25.3 million from the Q1 budgeted operating surplus of \$26.0 million which is a decrease of \$0.6 million.

Adjustments proposed to be adopted as part of the Q2 budget review include:

*Operating Budget*

- Legal Services - funding required for legal matter \$1.2 million.
- The Gosford Cultural Precinct project is not moving forward as initially planned, costs associated with the project are now being expensed as Council is unable to capitalise these costs \$0.6 million.
- External Funding Co-ordinator - grant income received in prior year (2018-19) for Stronger Communities program, but funds could not be released to recipients until funding agreements were executed which has occurred in this Financial Year (2019-20). Funds held in restricted asset, timing difference between years requires budget amendment. \$0.4 million.
- Waterways and Coastal Protection - Council resolved to allocate the NSW Government funded savings from the Emergency Services Levy (ESL) to implement the actions to protect Porters Creek Wetland and priority actions in the Tuggerah Lakes Estuary Management Plan (TLEMP). The total savings from the ESL were \$445k and \$100k was allocated in Q1 to undertake initial investigations. A further \$250k is estimated to be spent on actions by 30 June 2020 with the remaining \$95k to be considered in 2020-21.

Council staff will continue to review operational costs for further savings to reduce the deficit and ensure that Council is in a satisfactory position at year end with regard to estimated operating income and expenditures. For more information please refer to section 3.1 of Attachment 1.

***Capital Works Program***

Council's review of capital projects has resulted in a proposed budget decrease of \$6.5 million for Q2 which decreases the capital works program to \$255.0 million. Adjustments proposed to be adopted as part of the Q2 budget review include:

*Reductions*

- Gosford Cultural Precinct – \$9.0 million – project not proceeding in accordance with Council resolution.
- Peninsula Leisure Centre air handling system upgrade - \$2.8 million – project to be substantially delivered in 2020-21.
- Woy Woy Town Centre wharf renewal - \$1.6 million – project delayed to minimise construction impacts with work to continue in 2020-21.

*Increases*

- Roads and Transport - \$4.8 million – new road works funded by Central Coast Roads Package grant funding.
- Plant and Fleet purchases - \$3.4 million – revised cost estimates and increase in plant requirements across the business.

There is also a proposed increase of \$2.1 million in capital grants for additional grant funds received for Environmental, Open Space and Library and Learning projects.

Council's capital works program is constantly being reviewed to identify differences from the original capital works plan to better understand whether these deviations are due to delays, variation to estimates, phasing, changed priorities, weather, availability of grant funding or other factors. For more information please refer to section 3.3 of Attachment 1.

**Critical Dates or Timeframes**

Sub-clause 203(1) of the *Local Government (General) Regulation 2005* requires a Council's Responsible Accounting Officer to prepare and submit a quarterly budget review statement to the Council within two months of the end of each quarter (excluding June). The Q2 Business Report is to be presented to by Council before 29 February 2020.

**Social Impacts**

The Operational Plan 2019-20 Q2 Business Report is a key method for Council to maintain accountability and transparency with the community. The Plan focuses on the delivery of key projects along with essential services and the maintenance of the assets Council utilised to deliver services to the community. It reflects the Community Strategic Plan themes of *Belonging, Smart, Green, Responsible* and *Liveable*.

**Environmental Considerations**

The section 'Operational Plan 2019-20 Performance' reflects the Community Strategic Plan themes of *Belonging, Smart, Green, Responsible* and *Liveable*. It includes progress reporting and achievements around the environment under the theme of *Green*.

**Summary**

Councils are required to prepare Quarterly Budget Review Statements, which present a summary of Council's financial position at the end of each quarter.

It is the mechanism whereby the community are informed of Council's progress against the Operational Plan and the budget along with recommended changes and reasons for major variances.

It is recommended that Council adopt the proposed budget adjustments and note that Council's projected financial position as at 30 June 2020 will be satisfactory.

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

Theme 4: Responsible

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

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

### **Attachments**

- 1 Q2 Business Report Provided Under Separate Cover D13802154



**Item No:** 2.11  
**Title:** Meeting Record of the Water Management Advisory Committee held on 16 December 2019  
**Department:** Water and Sewer

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/01200 - D13782591  
Manager: Luke Drury, Section Manager Water Services and Design  
Executive: Jamie Loader, Director Water and Sewer

### **Report Purpose**

To note the Meeting Record of the Water Management Committee Meeting held on 16 December 2019.

### **Recommendation**

- 1 That Council receive the report on the Meeting Record of the Water Management Advisory Committee held on 16 December 2019.**
- 2 That Council appoint Councillor Jane Smith as the Chairperson for the Water Management Advisory Committee.**
- 3 That Council adopt the Terms of Reference for the Water Management Advisory Committee as set out in Attachment 2 to this report.**

### **Background**

The Water Management Advisory Committee held its inaugural meeting on 16 December 2019. The Meeting Record of that meeting is Attachment 1 to this report.

At that meeting, the Committee considered and adopted the Terms of Reference and recommended that Council appoint Councillor Jane Smith as Chairperson of the Committee.

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

Theme 4: Responsible

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

R-G3: Engage with the community in meaningful dialogue and demonstrate how community participation is being used to inform decisions.



**2.11 Meeting Record of the Water Management Advisory Committee held on  
16 December 2019 (contd)**

---

**Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Water Management Advisory Committee Meeting Record - 16<br>December 2019 | D13782554 |
| <b>2</b> | Terms of Reference - Water Management Advisory Committee                 | D13782568 |

# Water Management Advisory Committee Meeting Record 16 December 2019



<b>Location:</b>	Central Coast Council Wyong Office Level 2 Committee Room 2 Hely Street, Wyong	
<b>Date:</b>	16 December 2019	
<b>Time</b>	Started at: 10.00am	Closed at: 12.25pm
<b>Chair</b>	Councillor Jane Smith	
<b>File Ref</b>	F2019/01200	

**Present:**

Mayor Lisa Matthews, Councillor Louise Greenaway, Councillor Jane Smith, John Asquith, Ken Brookes, Pamela McCann, Michael Redrup

**Observers:**

Councillor Greg Best, Councillor Sundstrom

**Council Staff present:**

Gary Murphy – Chief Executive Officer, Jamie Loader – Director Water and Sewer, Luke Drury – Section Manager Water Services and Design, Satpal Singh – Senior Engineer Water Resource Planning, Donna Payne – Advisory Group Support Officer

## **Item 1 Welcome, Acknowledgement of Country and Apologies**

---

Apologies received: Councillor Chris Holstein, Councillor Kyle MacGregor, Daryl Mann

Luke Drury (Section Manager Water Services and Design) welcomed the Advisory Group and completed an Acknowledgement of Country.

## **Item 2 Introductions**

---

Each member of the Advisory Group briefly introduced themselves.

## **Item 3 Nomination of Chairperson**

---

The Advisory Group discussed the election of a Chairperson, noting that a Councillor is required to chair meetings as per the standard Terms of Reference for Advisory Groups.

Luke Drury (Section Manager Water Services and Design) called for nominations of Chairperson. Councillor Smith was nominated and accepted the appointment.



**Recommendation:** That Council appoint Councillor Jane Smith as Chairperson of the Water Management Advisory Committee.

---

**Item 4 Disclosures of Interest**

---

Luke Drury (Section Manager Water Services and Design) called for any disclosures.

No disclosures were received.

---

**Item 5 Terms of Reference**

---

The Advisory Group reviewed the draft Terms of Reference. Changes were made in keeping with recent changes to the Standard Terms of Reference: Section 1 (Role) to include the words 'and Councillors' in the second sentence following "advise and feedback to Council staff" and changes to requirements for quorum.

**Action:** The Terms of Reference as amended be reported to Council for adoption as soon as practicable.

---

**Item 6 Overview of Water Operations – Current Status and Priorities**

---

Luke Drury (Section Manager Water Services and Design) provided an overview of Council's water operations, including current status and priorities. A copy of the presentation will be distributed to Advisory Group members with the minutes.

**Action:** Staff to provide information on the historical production and usage of recycled water on the Central Coast.

**Action:** Staff to provide information regarding the historical performance of the Porters Creek Harvesting Scheme.

**Action:** Staff to investigate whether maps are available for distribution to the Advisory Group on the State Governments Drought Indicators for conditions during the Millennium Drought for comparison to current conditions.

---

**Item 7 Notice of Motion – Emergency Desal Delivery Schedule**

---

The Advisory Group discussed the Notice of Motion raised at the 11 June 2019 Ordinary Council Meeting regarding an emergency desal delivery schedule, in accordance with Council Resolution 544/19.

544/19      *That this item be referred to the Water Management Committee.*

Luke Drury (Section Manager Water Services and Design) provided an overview of current activities underway as part of drought response desalination readiness. Details are available within the attached presentation with the main points being:



- Four-year timeframe for obtaining previous project planning approvals was consistent with the six Australian plants built during the millennial drought. Legal advice has confirmed the project's development consent has been activated.
- Consultants are currently preparing a readiness assessment with Council staff to assess construction sequencing and lead times, update of construction cost estimates, review available procurement methodologies (design/construction/operation phases), determine remaining approval requirements and a constructability review.
- Readiness Assessment is due to be completed in April 2020 with outcomes of constructability due in February 2020.

**Action:** Staff to provide Committee with an update following completion of the readiness assessment.

#### **Item 8                      Notice of Motion – Water Tank Pilot Programme**

---

The Advisory Group discussed the Notice of Motion raised at the 28 October 2019 Ordinary Council Meeting regarding a water tank pilot programme, in accordance with Council Resolution 1059/19.

*1059/19                      That this matter be referred to Council's Water Management Advisory Committee for their comment.*

The issue from a staff perspective with the proposed Water Tank Pilot Programme is limiting participation to low income and pensioner demographics. The costs (upfront and ongoing) and arrangements for tenanted properties would likely limit uptake.

Other members of the Advisory Group agreed that a repeat of previous rain water tank rebate programs could see a reduction in demand for town water. Members asked for Council staff to provide estimates of current rainwater tank numbers within the water supply scheme.

Councillor Smith also noted that Council's Operation Plan 2019/2020 includes the following action:

*E4.02.2019-20 Investigate the feasibility of a revolving fund for installation of water tanks and solar in existing dwellings e.g. residents can apply for a grant to install, then repay Council through rates / savings on energy and water*

Noted that this investigation could be done at the same time.

**Action:** Staff to undertake a desktop assessment into existing number of rainwater tanks installed and report back to the Advisory Group. Review the suitability of this program to operate within the provisions of the Revolving Fund.

**Recommendation:** Staff investigations to proceed with a report back to Council including E4.02.2019-20 from the Operational Plan. However, the program should not be limited to only Pensioners and low-income earners.

**Item 9 Rescission Motion – Water Security**

---

The Advisory Group discussed the Rescission Motion raised at the 9 December 2019 Ordinary Council Meeting regarding water security.

Discussion focused on item 1113/19 of the resolution being considered which is "That Council refer the water level restriction trigger levels to the Water Advisory Committee for consideration".

It was noted that water restrictions are usually imposed depending on storage levels. Information regarding restriction levels is available through Council's website:

<https://lovewater.centralcoast.nsw.gov.au/water-wise-rules/restrictions-level>

The risks to water security that brought forward the future planned changes to water restriction triggers adopted in February 2019 were discussed. Other considerations raised since the last report include:

- The Hunter region has been impacted more than in the past with simultaneous drought being experienced by the two regions
- Water quality impacts from catchments impacted yield of the supply scheme through April – September 2019
- Hydrology impacts – changed rainfall/run-off response expected after fires (impacts change through the initial and subsequent revegetation phases)
- Trigger point for drought response with desalination will likely be between Level 1 and Level 2

The decision regarding water level restrictions is a Council responsibility. It was noted that Level 1 restrictions are expected to come into force in 4-6 weeks in the Central Coast region as it currently stands.

No change to the current water restriction triggers were recommended by the Advisory Group. It was however recommended to increase community awareness surrounding the upcoming water restrictions to allow the community time to adapt.

**Item 10 Advisory Committee Action Plan**

---

Item deferred to the next meeting due to limited time.

**Item 11 General Business and Close**

---

Limited time was available to discuss this item. Discussion was limited to suitable methods to update the Advisory Group on the status of the water supply system between formal meetings.

**Action:** A monthly Water Supply System Report to be provided on a monthly basis to the Advisory Group members.

The meeting closed at 12.25pm

**Next Meeting:** To be confirmed (proposed February before Council Meeting if possible)

## Draft Terms of Reference – Central Coast Water Management Advisory Committee (CCWMAC)

### 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 Advisory Groups are an important mechanism for consultation, advice and feedback to Council staff and Councillors' on implementation and review of the Community Strategic Plan.

The role of the Central Coast Water Management Committee (the Advisory Group) is to provide high level advice to Council and staff on integrated water management, with the objective of ensuring ongoing water security for the Central Coast in line with social, economic and environmental considerations.

### 2. Responsibilities

The Advisory Group is responsible for providing advice and feedback to Council and staff on:

- Promoting the efficient planning and delivery of regional water supply resources, within an integrated water cycle management framework. This will consider the long-term interests of consumers with respect to price, quality, safety, reliability and security of supply.
- Maximising efficient levels of water conservation, demand management and the use of alternate water sources (eg. recycled water, stormwater harvesting and groundwater).
- Total catchment management and consideration of the entire water cycle.
- Community education on the sustainable use of water.
- Implementation of Water Sharing Plans relevant to the Central Coast.
- Development of the Integrated Water Management Plan with a long term focus.
- Drought Management Planning

### 3. Membership, Voting and Quorum.

#### *Membership*

Council Official:	Central Coast Council Mayor	Voting Member
Councillors:	Councillor Greenaway	Voting Member
	Councillor Holstein	Voting Member
	Councillor MacGregor	Voting Member
	Councillor Jane Smith	Voting Member
Community Members:	John Asquith	Voting Member
	Ken Brookes	Voting Member
	Daryl Mann	Voting Member
	Pamela McCann	Voting Member
	Michael Redrup	Voting Member

## Draft Terms of Reference – Central Coast Water Management Advisory Committee (CCWMAC)

Council Staff: Chief Executive Officer or delegate Voting Member

- Additional Representation from relevant agencies (non-voting)

Community representatives will be selected based on their knowledge, skills and/or experience with integrated water management, as well as their ability to demonstrate a connection to social, economic and environmental considerations as they relate to water management principles.

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

The staff holding the following Central Coast Council positions may attend the Advisory Group meetings:

- Director, Water and Sewer
- Section Manager, Water Services and Design
- Senior Engineer, Water Resource Planning
- Any other Council Staff as determined by the Chief Executive Officer

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

Non-staff members are appointed to the Advisory Group 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 Advisory Group staff contact will report the vacancy to the Advisory Group and then to the next available Council meeting.
- If the member was nominated as a representative of an organisation, it will be recommended that the organisation be invited to nominate a replacement member.
- If the member was nominated as an individual, 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.

## Draft Terms of Reference – Central Coast Water Management Advisory Committee (CCWMAC)

- Where the vacancy occurs within nine months of the end of the term of the Advisory Group the vacancy will not be filled.

### *Chairperson*

The Chairperson is a Councillor.

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

It is not necessary that the Chairperson be a member of the Advisory Group.

Where the Mayor is appointed to be a delegate to an Advisory Group, it is not necessary that the Mayor be the Chairperson.

### *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 Section Manager, Water Services and Design shall be the Convenor of the Water Management Advisory Committee.

### *Voting*

No formal voting rules apply.

As the Advisory Group 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 meeting record will reflect this process.

Council is the decision making body and the Advisory Group provides recommendations for consideration.

The Advisory Group 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 non-Councillor representatives and at least one Councillor. However, the Chairperson shall use their discretion to determine if a meeting should be postponed due to insufficient members being able to attend.



## Draft Terms of Reference – Central Coast Water Management Advisory Committee (CCWMAC)

### 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 discussions.

### 5. Communications and reporting

The agendas and meeting records of the Advisory Group will be stored as a permanent record of Council. All agendas and meeting records will be published on Council's website.

Where the Advisory Group 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 Council note the meeting record of the Advisory Group. Reporting of Advisory Group recommendations to Council will be reported as Committee Recommendations without change. Staff will also provide professional commentary on the Advisory Group's recommendation where appropriate and provide a staff recommendation which may or may not align to that of the Group. The Council may, at its discretion, resolve to adopt some or all the Advisory Group's recommendations and advice.

Where the Advisory Group has not recommended an action, the meeting record will be reported to Council as an Information Report only.

### 6. Conduct

Members of the Advisory Group will be provided with Council's adopted Code of Conduct. The conduct of members is expected to be consistent with the principles outlined in the Code of Conduct.

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



**Item No:** 3.1  
**Title:** Terrigal and Coastal Lagoon Audit Update  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Reference: F2016/01071 - D13788007  
Author: Vanessa McCann, Ecologist  
Manager: Luke Sulkowski, Unit Manager, Environmental Management  
Executive: Scott Cox, Director Environment and Planning

## Summary

The purpose of the report is to provide a progress update on the water quality audit underway at Terrigal as part of the Terrigal and Coastal Lagoon Audit project.

## Recommendation

***That Council receive the report on Terrigal and Coastal Lagoon Audit Update.***

## Background

This report captures the period from January 2019 to December 2019 however the audit is ongoing. The report builds on the information published in the first water quality report which was released in July 2019. This update provides details on the audit process, investment to date, catchment investigations and works, communication and engagement and an update on water quality during different conditions.

The project is being undertaken in partnership with the NSW Government's Department of Planning, Industry and Environment (NSW Government).

A dedicated website has been established to keep the community up to date on the project – <https://www.yourvoiceourcoast.com/tcla/>

## Summary

Between 2011-12 and 2017-18 Terrigal Beach received a "Poor" rating in the *NSW State of the Beaches Report*. Beachwatch uses long-term environmental trends to highlight areas of concern, which may then trigger further investigation. Beachwatch is not comprehensive enough to determine the source or scale of the factors affecting water quality which is why the Terrigal Catchment Audit was initiated in January 2019. Terrigal Beach received a "Good" annual rating in the 2018-19 NSW State of the Beaches Report. Whilst this result is encouraging, it is likely a result of lower than average rainfall rather than improved catchment water quality. The audit is continuing as planned.

### **3.1 Terrigal and Coastal Lagoon Audit Update (contd)**

---

The Terrigal and Coastal Lagoons Audit is a comprehensive water quality monitoring project being undertaken in partnership between Central Coast Council and the NSW Government. The audit aims to investigate the cause and extent of microbial contamination at Terrigal Beach and Terrigal Haven, and address pollution risks to swim safety through a range of strategies. The attached report provides an update on the work underway at Terrigal to Council and the community. Future updates will include more detail on other locations.

The following is a summary of information provided in the report:

#### The process

The audit is comprised of three phases:

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

This is being rolled out across Terrigal Beach, Terrigal Lagoon, Avoca Lagoon, Wamberal Lagoon and Cockrone Lagoon. The Terrigal Catchment Audit has seen considerable progress with Phase 1 completed, and Phases 2 and 3 underway.

#### The investment

From January 2019 to December 2019, Central Coast Council contributed \$440,000 toward investigations and improvement works, and the NSW Government is managing \$500,000 for investigations in the 2019-2020 financial year. This funding is collectively delivering high quality information on catchment water quality, sediment characteristics and hydrodynamic processes. This improved knowledge of the system is assisting with prioritising on-ground actions, investigating public and private infrastructure through comprehensive inspections, ongoing repairs and upgrades as well as community engagement activities.

#### Catchment investigations and works

Through the Terrigal Central Business District (CBD), 2.3 km of stormwater pipe has been inspected via Closed Circuit Television (CCTV) as of 18 November 2019. Access is constrained at times, but contractors are working systematically through the catchment network as guided by the audit.

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.

These figures will increase as works continue and will be included in future reports.

#### Communication and engagement

A number of changes have been made to reporting, including a new web-based platform to share information with the community.

The website, which is part of Council's Your Voice Our Coast engagement platform, contains information about the project, fact sheets, frequently asked question responses, videos and tips on what people can do to help improve water quality in their local area.

In addition, an interactive map has been built 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 provide relevant local information directly to the project team. Individuals can drop a pin on the map to identify water quality or pollution issues. This information will be visible to the project team and followed up as part of the audit.

The website is available at <https://www.yourvoiceourcoast.com/tcla/>

The community engagement program for the Terrigal Catchment Audit has been rolled out through December 2019 and January 2020, where Council and the NSW Government hosted six informal 'pop-up' information stalls at Terrigal Beach and Terrigal Haven. These allowed the project team to speak directly with the local community, address any concerns, provide updated information about water quality results, answer specific questions and let people know where to find out more. The 'pop-up' events were well attended and have been an overall positive forum for engaging with the local community on this important project. These will be followed by a series of formally advertised 'drop-in' sessions in February 2020, will provide more detailed information to the community of the audit's progress.

#### Water quality update

Since this initial project report, Council and NSW Government has undertaken additional water quality surveys. An updated summary of water quality results is provided in this report, which has been derived from 56 sampling surveys from January to November 2019. Some key findings so far are summarised below. Refer to Table 1 for category definitions.

*During dry weather, Terrigal Beach is considered good for swimming 96% of the time. Directly in front of the Surf Life Saving Club, the water quality was 'Good' 100% of the time. Terrigal Haven was considered 'Good' for swim safety 89% of the time during dry weather.*

*Council does not recommend that people swim at Terrigal Beach within three days of rainfall. During wet weather Terrigal Beach, excluding the Lagoon and Terrigal Haven, was considered 'Good' 53%. The SLSC was 'Good' for swimming 73% of the time. Terrigal Haven had 'Good' water quality 50% of the time.*

### **3.1 Terrigal and Coastal Lagoon Audit Update (contd)**

---

#### Moving forward

The outcomes documented in the attached report give a snapshot of swim safety and the works undertaken to date throughout the catchment to reduce contamination and improve water quality.

Over the coming months, the audit will continue to progress as planned with work in Terrigal to include ocean and catchment water sampling, CCTV inspections in the sewer and stormwater networks, dye testing to identify cross contamination, smoke testing for illegal connections and the manhole reveal and seal program.

In addition, Council will be working with contractors to reline pipes, reseal and raise manholes, replace collapsed or damaged infrastructure and continue to collect data to measure improvements.

In the lagoon catchments, where phases 1 and 2 are underway, work will include catchment sampling of wet and dry weather flows, beach-based sampling, sediment sampling and identification of high-risk infrastructure. This information will build a picture of priority locations and allow the audit to move into phases 2 and 3 where the focus will shift towards identification of pollution sources and scheduling of remediation work.

The audit is an important project for Council and investigations are ongoing. The direction of this audit will adapt as the project progresses and more information becomes available.

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

Theme 3: Green

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

E2: Improve water quality for beaches, lakes and waterways by minimising pollutants and preventing litter entering our waterways.

#### **Attachments**

- 1 Terrigal and Coastal Lagoon Audit Report 2 D13788010



# Terrigal and Coastal Lagoon Audit: Terrigal Catchment Audit

Water quality investigation report 2



January 2020

## Contents

EXECUTIVE SUMMARY .....	3
<i>The process</i> .....	3
<i>The investment</i> .....	3
<i>Catchment investigations and works</i> .....	3
<i>Communication and engagement</i> .....	4
<i>Water quality update</i> .....	4
<i>Moving forward</i> .....	5
INTRODUCTION .....	5
INVESTIGATION AND WORKS PROGRAM.....	7
<i>Geographical extent of the Terrigal catchment audit</i> .....	7
<i>Project phases</i> .....	8
Phase 1.....	9
Phase 2.....	10
Phase 3.....	11
<i>Priority sub-catchments</i> .....	11
Terrigal Beach and Haven .....	11
Terrigal Lagoon priority sub-catchments .....	11
<i>Expected project timeframe</i> .....	13
BROAD OUTCOMES: INVESTIGATION AND WORKS PROGRESS .....	13
<i>Works</i> .....	13
<i>Community engagement</i> .....	18
PROJECT COSTS .....	19
Central Coast Council.....	19
NSW Government.....	20
Long-term costs .....	20
BEACH WATER QUALITY UPDATE .....	21
<i>Dry Weather</i> .....	21
<i>Wet Weather</i> .....	23
<i>Lagoon opening</i> .....	24
<i>Pollution event – June 2019</i> .....	25
PROJECT RISKS AND LIMITATIONS .....	26
<i>Rainfall</i> .....	26
<i>Low risk vs high risk infrastructure</i> .....	26
<i>Private property vs Council network</i> .....	27
SUMMARY .....	28
APPENDIX.....	30
<i>Photographs of investigation methods</i> .....	31
<i>Photographs of audit activity</i> .....	32

## **Executive Summary**

The Terrigal and Coastal Lagoons Audit is a comprehensive water quality monitoring project being undertaken in partnership between Central Coast Council and the NSW Government's Department of Planning, Industry and Environment (NSW Government). The Terrigal Catchment Audit is a subset of this broader project, which aims to investigate the cause and extent of microbial contamination at Terrigal Beach and Terrigal Haven, and address pollution risks to swim safety through a range of strategies. This report provides an update on the Terrigal Catchment Audit project.

### **The process**

The audit is comprised of three phases:

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

This is being rolled out across Terrigal Beach, Terrigal Lagoon, Avoca Lagoon, Wamberal Lagoon and Cockrone Lagoon. The Terrigal Catchment Audit has seen considerable progress with Phase 1 completed, and Phases 2 and 3 underway.

### **The investment**

From January 2019 to December 2019, Central Coast Council contributed \$440,000 toward investigations and improvement works, and the NSW Government is managing \$500,000 for investigations in the 2019-2020 financial year. This funding is collectively delivering high quality information on catchment water quality, sediment characteristics and hydrodynamic processes. This improved knowledge of the system is assisting with prioritising on-ground actions, investigating public and private infrastructure through comprehensive inspections, ongoing repairs and upgrades as well as community engagement activities.

### **Catchment investigations and works**

Through the Terrigal CBD, 2.3 km of stormwater pipe has been inspected via CCTV as of 18 November 2019. Access is constrained at times, but contractors are working systematically through the catchment network as guided by the audit.

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.

These figures will increase as works continue and will be included in future reports.



## Communication and engagement

A number of changes have been made to reporting, including a new web-based platform to share information with the community. The website, which is part of Council's Your Voice Our Coast engagement platform, contains information about the project, fact sheets, frequently asked question responses, videos and tips on what people can do to help improve water quality in their local area. In addition, an interactive map has been built 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 provide relevant local information directly to the project team. Individuals can drop a pin on the map to identify water quality or pollution issues. This information will be visible to the project team and followed up as part of the audit.

The website is available at [yourvoiceourcoast.com/tcla](http://yourvoiceourcoast.com/tcla)

The community engagement program for the Terrigal Catchment Audit has been rolled out through December 2019 and January 2020, where Council and the NSW Government hosted six informal 'pop-up' information stalls at Terrigal Beach and Terrigal Haven. These allowed the project team to speak directly with the local community, address any concerns, provide updated information about water quality results, answer specific questions and let people know where to find out more. The 'pop-up' events were well attended and have been an overall positive forum for engaging with the local community on this important project. These will be followed by a series of formally advertised 'drop-in' sessions in February 2020, will provide more detailed information to the community of the audit's progress.

## Water quality update

Since this initial project report, Council and NSW Government has undertaken additional water quality surveys. An updated summary of water quality results is provided in this report, which has been derived from 56 sampling surveys from January to November 2019. Some key findings so far are summarised below. Refer to Table 1 for category definitions.

*During dry weather, Terrigal Beach is considered good for swimming 96% of the time. Directly in front of the Surf Life Saving Club, the water quality was 'Good' 100% of the time. Terrigal Haven was considered 'Good' for swim safety 89% of the time during dry weather.*

*Council does not recommend that people swim at Terrigal Beach within three days of rainfall. During wet weather Terrigal Beach, excluding the Lagoon and Haven, was considered 'Good' 53%. The SLSC was 'Good' for swimming 73% of the time. Terrigal Haven had 'Good' water quality 50% of the time.*

## Moving forward

The outcomes documented in this report give a snapshot of swim safety and the works undertaken to date throughout the catchment to reduce contamination and improve water quality.

The audit is an important project for Council and investigations are ongoing. The direction of this audit will adapt as the project progresses and more information becomes available.

## Introduction

Recreational water quality is monitored by Central Coast Council (Council) across the Central Coast's swimming sites as part of the Beachwatch Partnership Program (Beachwatch). The results are used to inform the annual NSW State of the Beaches Report which is published by the NSW Government. Since 2011-12 reporting period, Terrigal Beach has received a "Poor" rating.

Beachwatch uses long-term data to derive an annual Beach Suitability Grade for each sampling site. The grades can be "Very Good", "Good", "Fair", "Poor" or "Very Poor" and are based on the National Health and Medical Research Council's *Guidelines for Managing Risks in Recreational Waters 2008* (Table 1). These categories are used throughout this report to describe water quality trends at each sampling site.

Table 1: Beach suitability grading in the Australian Government's National Health and Medical Research Council's *Guidelines for Managing Risks in Recreational Waters 2008*.

Rating	Enterococci category (colony forming units per 100ml)	Category	Description
****	<41	Good	Good: microbial levels are safe for bathing according to NHMRC guidelines.
***	41–200	Fair	Fair: microbial levels indicate an increased risk of illness to bathers, particularly those with lower immune function such as the elderly and young children.
**	201–500	Poor	Poor and Bad: microbial levels indicate a substantially increased risk of illness to bathers.
*	>500	Bad	

Beachwatch uses long-term environmental trends to highlight areas of concern, which may trigger further investigation. Beachwatch is not comprehensive enough to determine the source or scale of the factors affecting water quality which is why the Terrigal Catchment Audit was initiated.

In January 2019, Council commenced the Terrigal Catchment Audit. The aim of the audit is to assess microbial contamination as a risk to swim safety at Terrigal Beach and Terrigal Haven. Whilst the audit primarily addresses recreational water quality, it also includes other water quality, sediment chemistry and hydrodynamic processes to build a clearer picture of the conditions at Terrigal.

The audit extends the Beachwatch sampling program, quantifying ocean water quality along Terrigal Beach from the Lagoon to the Haven, and moving systematically up through the catchment to investigate sources of contamination. Catchment sampling involves testing and investigating both the sewer and stormwater networks to understand pollution sources and identify solutions. This rigorous sampling process helps to narrow down priority locations for further investigation and upgrade. It also establishes a baseline which will be compared to future water quality results.

The Terrigal Catchment Audit is a subset of the Terrigal and Coastal Lagoon Audit, which is a comprehensive water quality monitoring project being undertaken in partnership between Council and the NSW Government's Department of Planning, Industry and Environment (NSW Government). The Terrigal Catchment Audit covers Terrigal Beach, Terrigal Haven and Terrigal Lagoon, whilst the broader audit expands to include Avoca Lagoon, Wamberal Lagoon and Cockrone Lagoon.

## Investigation and works program

### Geographical extent of the Terrigal catchment audit

The Terrigal Catchment Audit spans the catchments which may impact on recreational water quality at Terrigal Beach. These areas include Terrigal Haven, Terrigal Beach and Terrigal Lagoon catchments (Figure 1).

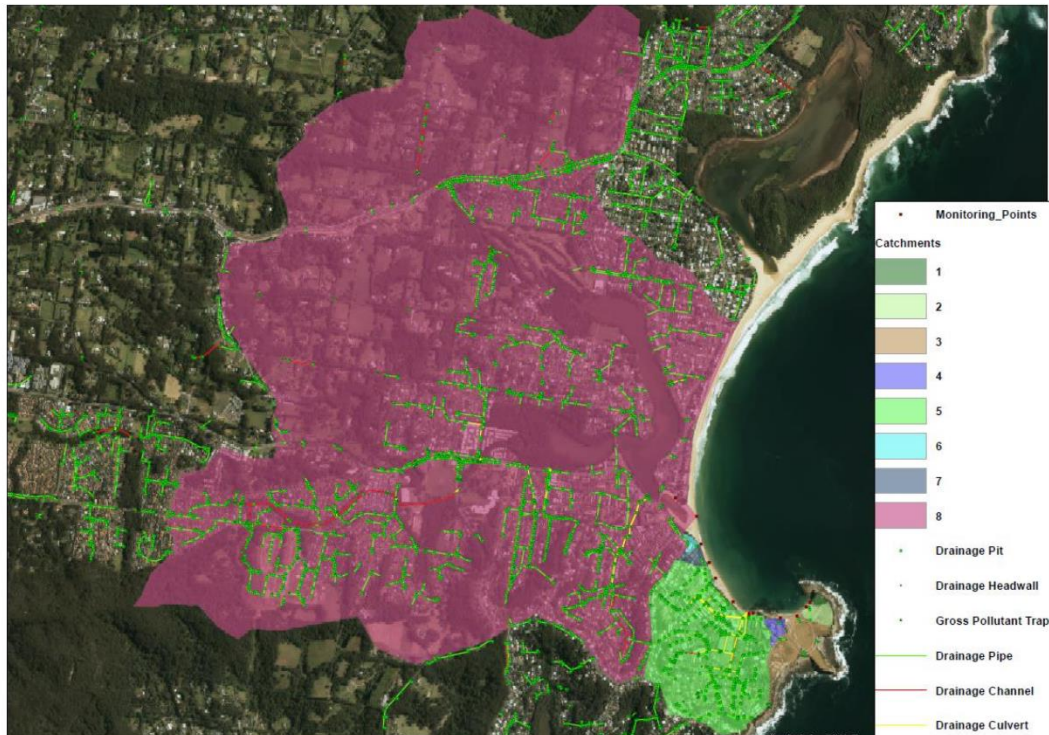


Figure 1: Geographical area covered by the Terrigal Catchment Audit.

### Project phases

There are three (3) main phases in the Terrigal Catchment Audit, with several activities undertaken per phase (Figure 2):

- Phase 1 – Initial investigation aims to develop an understanding of the water quality at each site.
- Phase 2 – Major investigation aims to undertake detailed catchment investigations to track down microbial contamination sources.
- Phase 3 – Works and monitoring aims to undertake a works program to improve water quality and monitor water quality after works are completed.

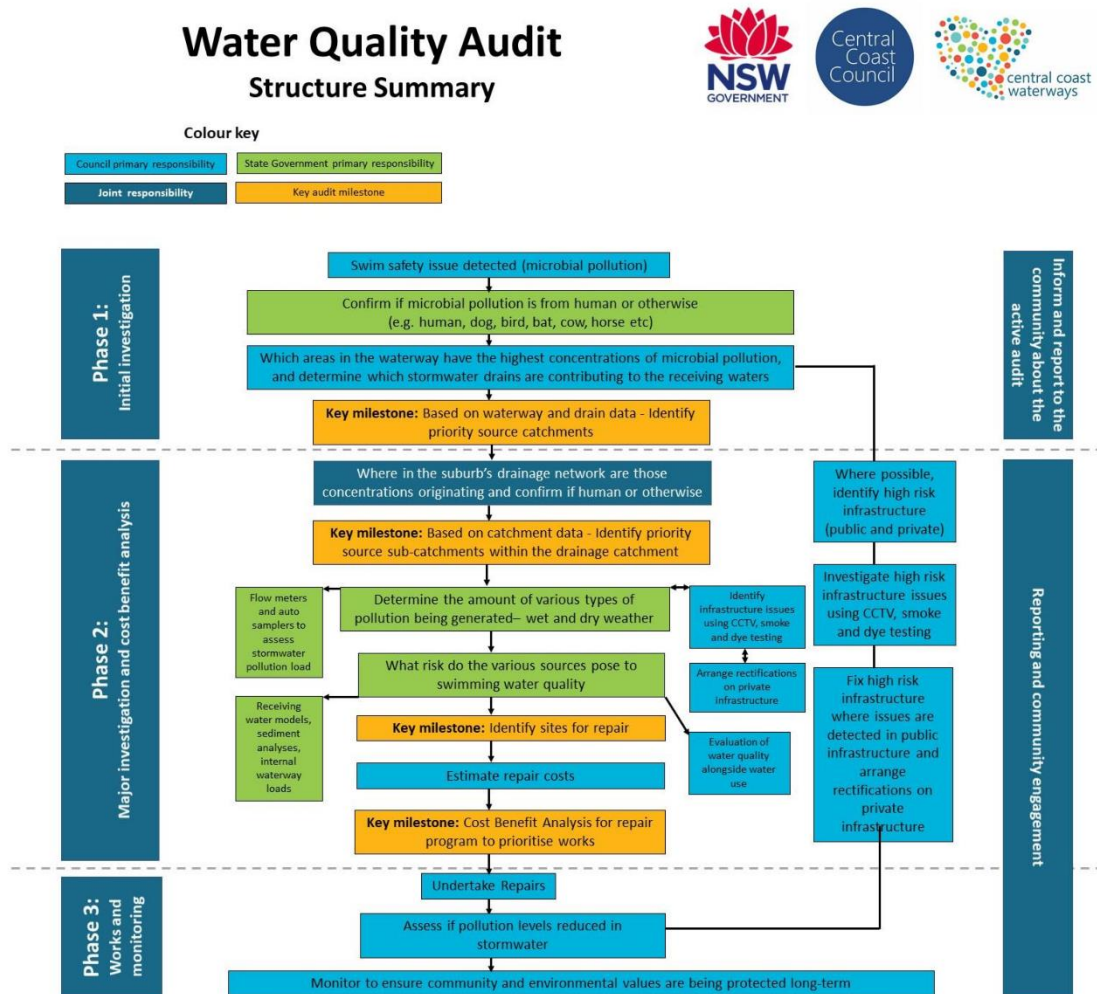


Figure 2: The structure of water quality investigation and improvement program for the Terrigal and Coastal Lagoons Audit, including 3 phases, engagement and reporting.

### **Phase 1**

The following activities form part of the initial phase of audit process:

- **Confirm if source from human or other animals** – To determine the cause of poor water quality at Terrigal Beach (human or otherwise), an analysis of stormwater drains and seawater is undertaken using a suite of assays targeting microbial indicators of human, bird and dog faecal material as well as microbial markers for urban waste-water.
- **Beach based water sampling in Terrigal** – To assess the impact of stormwater on the surf zone in Terrigal Beach, the initial audit establishes a monitoring program at 12 locations – one in Terrigal Lagoon, six along Terrigal Beach stretching from the lagoon to the “7 drains”, one in the rockpool and four along Terrigal Haven. In addition to sampling at Terrigal Beach, Council samples scientific controls (reference sites). These controls enable us to compare the variability in water quality in Terrigal to prevailing conditions experienced along the coastline, such as tide, rainfall and wave conditions.
- **Coastal lagoon water sampling** – To identify pollution hotspots and establish priority sub-catchments for investigation within each lagoon catchment, water sampling is being undertaken in four coastal lagoons, Terrigal, Avoca, Wamberal and Cockrone lagoons. Sampling is being undertaken in different areas of each lagoon to establish patterns throughout each waterbody.
- **Stormwater outlet water sampling** - To assess the impact of stormwater on water quality, samples taken from the stormwater pipes that discharge to the beach or lagoon are paired with adjacent ocean/lagoon sample sites.
- **Ocean sampling in Terrigal** - Recreational use of Terrigal bay is wide ranging throughout the bay thus knowledge of water movement patterns and residence times within the bay is required for managing the bay and ensuring the safety of the bay’s users. The main objective of this sub-program is to provide data for hydrodynamic model calibration and verification for the Terrigal bay area to allow accurate assessment of dominant circulation patterns, major drivers and residence times for any contaminants entering the bay area.
- **Sediment sampling** – To assess if sediment acts as a reservoir for bacteria and whether broader environmental impacts from other possible pollution sources require further investigation, sediment sampling includes tests for nutrients, TOC (total organic carbon), Enterococci counts, microplastics, pesticides and herbicides and metals.
- **Identify high risk infrastructure** – To identify priority areas for investigation, pump station performance data and overflow points are assessed and high risk infrastructure is identified such as vitreous clay pipe and asbestos cement pipe which are more vulnerable to breaks.

## **Phase 2**

The second phase of the audit comprises the following detailed investigations:

- **Catchment water sampling** - Catchment water sampling involves sampling in stormwater pipes to capture rainwater and dry weather water flow, lifting pit lids to access the underground network. Catchment sampling is undertaken systematically, sampling in a logical pattern, moving throughout an investigation area over time to establish a clear understanding of the patterns observed in the variables being measured. To prioritise areas in the catchment which pose the largest risk for water quality, flow gauges and water samplers are installed at key locations in the catchment and the volume of rainwater measured alongside concentrations of microbial contamination to determine microbial load. This helps to guide a priority sub-catchment works program.
- **CCTV camera down sewer network** - a camera mounted on a wheeled buggy that fits down pipes takes video and photos of pipe condition, to see cracks/breaks, groundwater infiltration. Detected breaks and displacements are assessed on a risk basis, and fixed where required. CCTV can be done in the stormwater to assess the condition of the stormwater network, however, this is done in dry weather only.
- **Dye testing** – Dye testing tells Council if cracks and displacements in pipes are exfiltrating to stormwater, beach or lagoon. Dye testing involves placing dye into the sewer network where a break is suspected. If the sewer network is intact, the dye travels to the Kincumber Treatment Plant via the sewer network. If there is a break in the sewer pipes, dye may leave the sewer network and leach into the stormwater network. After the dye is placed in the sewer network, staff monitor the nearby stormwater to detect if dye ends up in the stormwater, this indicates leaching of sewage into stormwater.
- **Manhole reveal and seal program** – The reveal and seal program inspects the condition of sewer network manholes looking for cracks or tree root intrusion. Infiltration of rainwater into broken manholes and groundwater infiltration into cracked or displaced pipes, increases the volume of water in the sewer network. In rainfall events, this can cause sewage overflows. The manhole may also be raised and repaired where required to prevent infiltration to the sewer network.
- **Smoke testing for illegal connections** – Smoke testing tells Council if houses or businesses have their stormwater (gutters and drainage) connected illegally to the sewer network. Smoke testing involves pumping artificial smoke into the sewer network. Smoke testing methods are only used when sewer pump station sensors indicate that rainwater or groundwater is infiltrating into the sewer network. Infiltration of water into the sewer network can cause manhole overflows in wet weather, discharging untreated sewage.

### **Phase 3**

Phase 3 of the audit is focussed on addressing identified sources of pollution, in addition to ongoing monitoring. The following activities form part of the final phase:

- **Relining pipes** - Old or damaged sewer pipes can be relined to renew them and increase the life of the asset (~50 years).
- **Resealing and raising manholes** - Manholes are resealed or replaced to fix holes and gaps. The level of manholes may also be raised to reduce the exposure of the lid to pooling water in wet weather.
- **Dig and replace** - Where the pipe has collapsed or cannot be relined, the pipe is dug up and replaced with a new pipe.
- **Monitoring** - Monitor to ensure community and environmental values are being protected long-term; methods are yet to be determined.

### **Priority sub-catchments**

#### ***Terrigal Beach and Haven***

The direction of the Terrigal Catchment Audit is being driven by scientifically accurate water quality information. Water quality results have shown that the Terrigal catchment has dispersed sources of microbial contamination, which affect the beach in wet weather. Using the concentrations of dispersed contamination, the catchment priority list in Figure 3 has been developed to direct CCTV investigations for both stormwater and sewer networks in the Terrigal and Haven catchments. Later stages of the audit with the NSW Government will reassess the priority sub-catchment map based on microbial load.

#### ***Terrigal Lagoon priority sub-catchments***

The Terrigal Lagoon catchment is currently being investigated and microbial concentration data is being collected to develop a priority sub-catchment map. It is expected that the sub-catchment maps will be reported in subsequent reports.





Figure 3: Priority sub-catchment zones scheduled for works in the 2018-2019 and 2019-2020 financial years based on stormwater quality. Phase 2 of the audit will reassess the priority sub-catchment map based on microbial load.

## Expected project timeframe

There is no absolute timeframe for the completion of the audits, as there is no way to predict how many pipes might be broken in Council or private infrastructure, or how many illegal connections there may be. Having said that, the program does have a series of 'deadlines' Council and the NSW Government are striving to meet (Table 2).

Table 2: Expected timeframe for the Terrigal and Coastal Lagoons Audits by Central Coast Council and the NSW Government. The audit is an adaptively managed project, and results may change timeframes, outcomes and future project direction.

Location	2018-19 FY	2019-20 FY	2020-21 FY	2021-22 FY	2022-23 FY	2023-24 FY	2024-25 FY
Terrigal Beach and Haven	P1	P1, 2 and 3	P2 and 3	Monitoring ***			
Terrigal Lagoon*	**	P1, 2 and 3	P2 and 3	P2 and 3**	P3**	Monitoring ***	

\* Lagoon catchments are considerably larger than the Terrigal Beach and Haven catchment and will take longer to complete.

\*\* Initial sampling only

\*\*\* Monitoring periods may provide recommendations to revisit phases 2 and 3 depending on water quality results.

## Broad outcomes: Investigation and works progress

Field investigation and maintenance works associated with the Terrigal Catchment Audit are ongoing as shown in Table 2.

The below provides an update of the works to date, with a focus on the key outcomes.

### Works

2.3 km of stormwater pipe had been inspected via CCTV throughout the Terrigal CBD catchment as of 18 November 2019. Access is constrained at times, but contractors are working systematically through the catchment network as guided by the audit.

Across the Terrigal and Terrigal Lagoon catchments, more than 15.7 km of CCTV sewer pipe inspections have been undertaken, as of 1 November 2019. Throughout these inspections, 3.61 km of sewer pipes were identified as needing upgrade, of which 1.15 km had been relined. These figures will increase as works continue and will be included in future updates.

During extreme rainfall events in Terrigal, the Pine Tree Lane pump station sensors indicate no significant impact from infiltration (no stress on pump performance). Therefore there is no indication of overflows from the pump station. However, high

bacteria results indicate a source of pollution is located further up in the catchment and further investigation is required (method discussed later). This indicates that illegal connections in the Terrigal basin/CBD are unlikely.

During extreme rainfall events in Terrigal Lagoon, a number of pump stations show stress on pump performance, which indicates impact from infiltration. Rainwater infiltration into the sewer network, either via groundwater, rainwater or illegal connections from stormwater to sewer are possible causes for this. Water infiltration into the sewer network may cause sewage overflows in wet weather.

Currently, two sub-catchment investigations are complete with smoke testing showing ten (10) properties with illegal connections from stormwater to sewer, which contributes to overflows within the Terrigal Lagoon catchment. Four (4) properties have been rectified and six (6) properties are pending final inspection to confirm that the required rectification work has been completed. Investigations and works are continuing.

A further sewer sub-catchment adjoining Terrigal Lagoon has been identified for wet weather inflows investigation and planning is underway to initiate a detailed assessment (Table 3). Pending the available resources, the expected completion date for the additional sewer sub-catchment is the end of the 2019-2020 financial year.

Table 3: Terrigal Catchment Audit investigation and works action plan as of 30 December 2019 Dark blue: Joint responsibility, Light blue: Council responsibility, Green: NSW Government responsibility (Figure 2). Works as zoned in Priority catchment map (Figure 3), and in reference to expected timeframes (Table 2). Locations of works available at: [yourvoiceourcoast.com/tcla](http://yourvoiceourcoast.com/tcla)

Zone	Location	Task	Activity completed - Council stormwater network (2019)	Activity completed - Council sewer network (2019)	Status	Further works to be done	Approximate timeframe (month) (See Table 2)
1	Terrigal Haven	Investigation	Ocean, stormwater outlet and catchment monitoring		Ongoing	Further catchment sampling in rainfall	July-August 2020
1-4	Terrigal	Investigation	Investigate genomics sampling to assess microbial sources		Completed	Not applicable	Completed October 2019
1	Terrigal Haven	Investigation	CCTV assessment of Council stormwater in Terrigal Haven Catchment 100% complete	CCTV assessment* of Council sewer mains in Terrigal Haven Catchment 100% complete	Completed in Council infrastructure	Investigations ongoing	Investigations ongoing and expected to be completed by the end of the 2019-2020 financial year
1	Terrigal Haven	Works	Stormwater relined where required (H2)	Sewer pipes relined across Terrigal Haven	Completed in Council infrastructure	Not applicable	Not applicable
2-4	Terrigal Haven	Investigation	Ocean, stormwater outlet and catchment monitoring		Ongoing	Further catchment sampling in rainfall	July-August 2020
2-4	Terrigal Beach	Investigation	CCTV assessment of Council stormwater in Terrigal Beach Catchment 75% complete	CCTV assessment* of Council high risk sewer network in Terrigal Catchment 60% complete	Underway	Remaining CCTV investigations to be completed in the stormwater and sewer* network	Approximate timeframe for the sewer network* is the end of 2019-20 financial year. Where CCTV and water quality results implicate broken private infrastructure** Council will include a new component of the audit to investigate.
2-4	Terrigal Beach	Works	Stormwater pipe cleaning and repairs scheduled for second and third quarter of 2019-2020 financial year	Relined pipes in the first and second quarters of 2019-2020 financial year	Underway and ongoing in response to investigations	Reline stormwater pipes/easements/pits	Improvement works underway, completion of audit and works expected at the end of the 2020-21 financial year

Zone	Location	Task	Activity completed - Council stormwater network (2019)	Activity completed - Council sewer network (2019)	Status	Further works to be done	Approximate timeframe (month) (See Table 2)
Ocean	Terrigal Bay	Investigate offshore water quality	Not applicable	Not applicable	Sampling completed	Genomics analysis to be completed and final report to be submitted	September 2020
Ocean	Terrigal Bay	Investigate other forms of pollution	Not applicable	Not applicable	Sampling completed	Sediment sampling reporting	September 2020
Ocean	Terrigal Bay	Hydrodynamic modelling of offshore water quality	Not applicable	Not applicable	Sampling completed	Ocean modelling to be completed and final report to be submitted	September 2020
TL	Terrigal Lagoon	Investigation	Ocean, stormwater outlet and catchment monitoring		Ongoing	Further catchment sampling in rainfall	September 2020
TL	Terrigal Lagoon	Investigation	Water sampling in stormwater underway	CCTV assessment* of Council high risk sewer network and manhole reveal and seal program underway in 3 sub-catchments***. Smoke testing complete in 1 sub-catchment	Underway	Investigations ongoing	Approximate timeframe for the Terrigal Lagoon sewer network investigations* is the end of 2021-22 financial year. Smoke testing is assessing illegal connections. Where CCTV and water quality results implicate private infrastructure is damaged** Council will include a new component of the audit to investigate private infrastructure
TL	Terrigal Lagoon	Works	Not applicable. Sewer network is currently the priority within the lagoon catchments	Underway in 2 sub-catchments***	Underway	Investigations ongoing	Improvement works underway, completion of audit and works expected at the end of the 2022-2023 financial year
TL	Terrigal Lagoon	Investigate genomics sampling to assess microbial sources	Not applicable	Not applicable	Underway. Sampling is reliant on wet weather. Sampling 40% completed	Genomics analysis to be completed and final report to be submitted	September 2020

Zone	Location	Task	Activity completed - Council stormwater network (2019)	Activity completed - Council sewer network (2019)	Status	Further works to be done	Approximate timeframe (month) (See Table 2)
TL	Terrigal lagoon	Investigate benthic metabolism – assess if sediment is a contributing factor to poor water quality	Not applicable	Not applicable		Benthic metabolism analysis to be completed and final report to be submitted	September 2020

\* Investigations are focusing on vitreous clay pipe and asbestos cement pipe. These pipe types are known for deterioration with displaced joints and cracking type failures. Lower risk infrastructure may also need assessment as a part of the audit, as well as private infrastructure.

\*\* Within Terrigal catchment CCTV and water quality investigations are operating together to detect possible deterioration. Where CCTV indicates that Council infrastructure is in good condition, but water quality remains poor in wet weather sampling, investigations on private infrastructure is needed to detect deterioration or damage.

\*\*\* Terrigal lagoon is seen as a key component of the Terrigal Catchment Audit, however due to the size of the catchment and the different conditions expected within a coastal lagoon, investigation methods are different, and investigations will progress at a different rate compared to Terrigal Beach catchment. Care needs to be taken to prioritise Terrigal Beach catchment.

## Community engagement

As this project has been progressing, Council and the NSW Government have been engaging with the community to provide a meaningful exchange of information.

Council have developed a **new website**, that provides a platform for information sharing and progress updates on the audit - [yourvoiceourcoast.com/tcla](http://yourvoiceourcoast.com/tcla) (Figure 4).

At present, the website contains:

- A range of project information, including progress reports, frequently asked questions, fact sheets, committee presentations and ocean water quality data.
- Information on what Council does to maintain water quality and how the community can help to improve water quality across the Central Coast.
- An interactive pinpoint map showing stormwater and sewer issues and upgrades, and information about catchment-based smoke testing and other investigations Where Council infrastructure is identified as a source of pollution, these locations are immediately scheduled for refurbishment, with outcomes reported on the website (Figure 5).
- Reporting options for community to notify Council of issues in the catchment that may influence water quality. This option will be available during the engagement program and will be investigated by the project team.

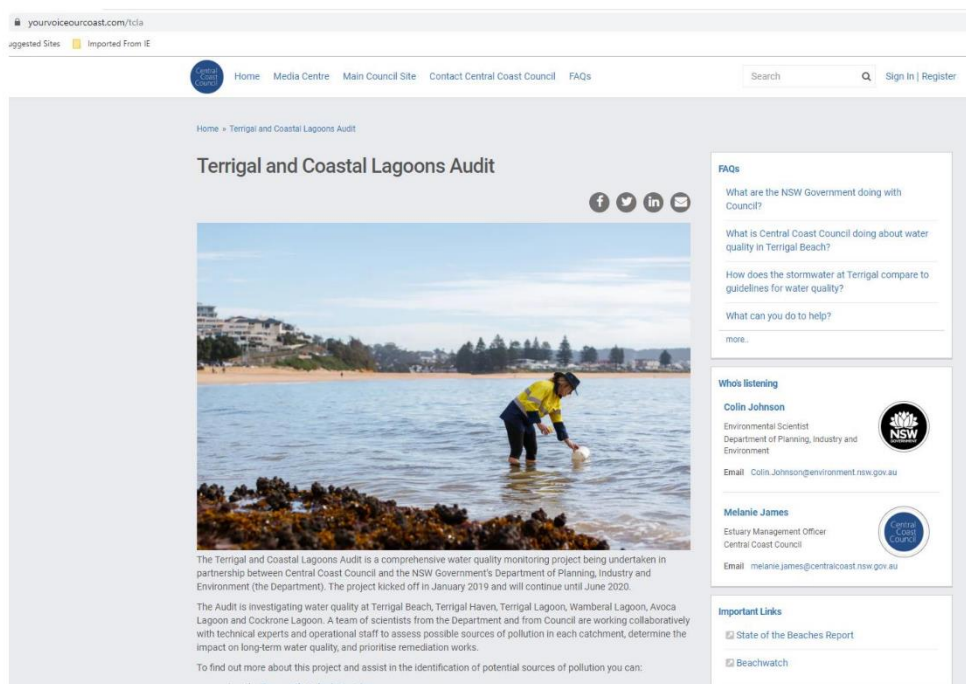


Figure 4: Screenshot of new website – [yourvoiceourcoast.com/tcla](http://yourvoiceourcoast.com/tcla)

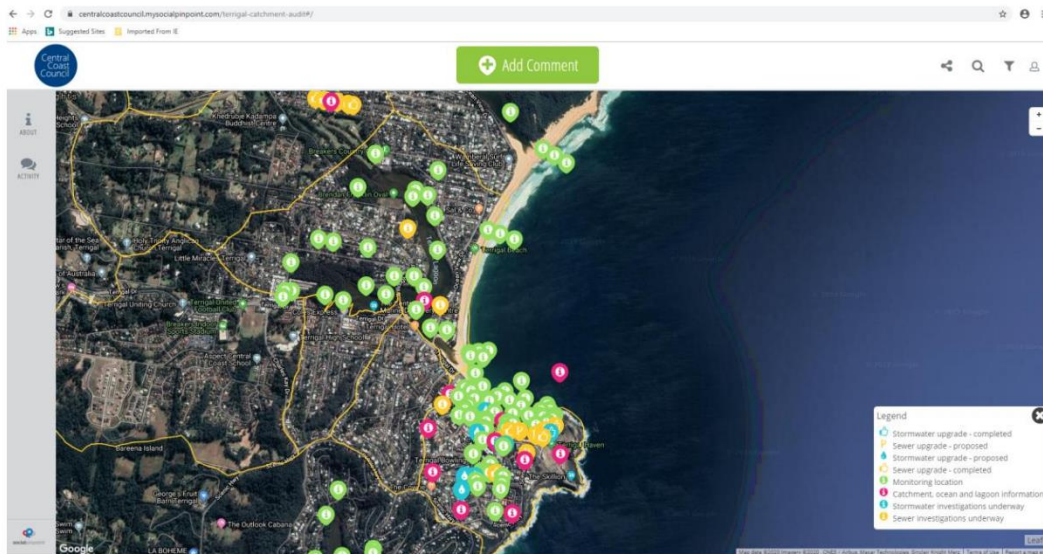


Figure 5: Screenshot of interactive pinpoint map – click through from [yourvoiceourcoast.com/tcla](http://yourvoiceourcoast.com/tcla)

The **community engagement program** for the Terrigal Catchment Audit commenced in December 2019. As part of this program, Council and the NSW Government hosted several informal 'pop-up' information stalls for the community through December 2019 to January 2020. The stalls aimed to increase community awareness of the audit program and allow member of the public to speak directly with the Council and NSW Government scientists taking part in the audit. Fact sheets were handed out, the new website and interactive map were advertised, and community concerns were listened to and addressed where possible. Overall, the 'pop-up' events were a success, with many community members engaged in the project.

In February 2020, the project team will formally advertise four (4) 'drop-in' sessions, that will provide a further engagement opportunity for community, with technical staff available to answer specific community enquiries.

## Project costs

The audit is a joint program funded by both Council and the NSW Government.

### **Central Coast Council**

From January to December 2019, Council has invested \$390,000 toward investigations and improvement works including; water sampling, CCTV, smoke testing, dye testing, and relining or replacement of broken pipes in the Terrigal Beach, Haven and Lagoon catchments. Works are ongoing. Council has also provided \$50,000 to the NSW Government to assess the microbial contamination in Terrigal Bay and the hydrodynamics of the bay and ocean.



In addition to this funding, Council has two full time staff dedicated directly to the audit, whilst indirectly drawing on the skills of 48 staff who provide specialist input where required. This team range in expertise from environmental scientists, stormwater and sewer engineers, maintenance staff, compliance officers, administrative and managerial support. This diverse team provide the wide variety of expertise required to assess the water quality issue, to find solutions and to fix the problem.

**NSW Government**

The NSW Government has invested \$500,000 to assist with the project. This funding is administered by the Department of Planning, Industry and Environment's Estuary Catchment Science Division who have a long-standing partnership with Council. The expert scientists from the Department are familiar with the challenges of reducing environmental risk in Central Coast waterways through their work on Council's existing estuary ecological health program.

**Long-term costs**

Currently, no final dollar figure has been assigned to the audit, as there is no way to predict how many pipes might be broken, or how many illegal connections there may be. Improvements to the infrastructure at these sites are considered important and will be funded and reported in subsequent project updates.

## Beach water quality update

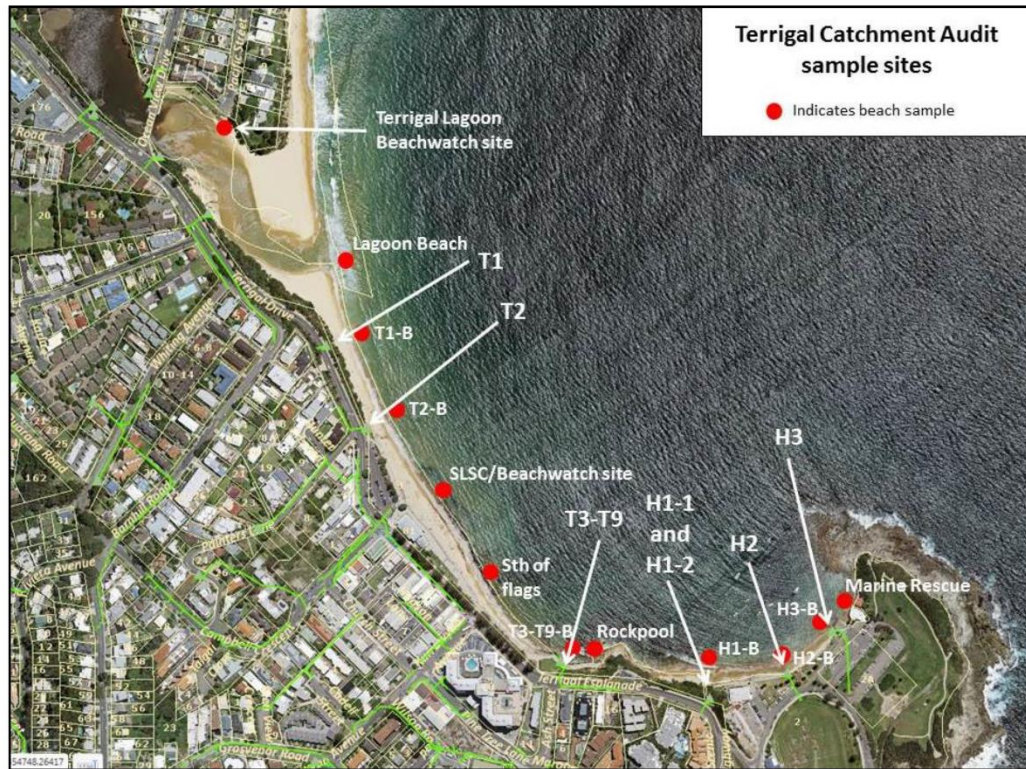


Figure 6: Sample sites for the Terrigal Catchment Audit.

### Dry Weather

Throughout the first 56 sampling surveys, 30 days were considered dry weather. Terrigal as a whole (including Beach and Haven) was considered “Good” for swimming 94% of the time during dry weather\* (Table 1 shows definitions for “Good”, “Fair”, “Poor” and “Bad”; rounded to nearest whole number).

Terrigal Beach was considered “Good” for swimming 96% of the time, when assessed separately from the Haven (calculated by combining all seven (7) ocean sample sites; outliers included)\*. During dry weather, Terrigal Haven was considered “Good” for swimming 89% of the time (calculated by combining all four (4) ocean sample sites outliers included)\*.

Terrigal Lagoon was considered good to swim 74% of the time in dry weather\*.

During dry weather, the water quality was considered “Good” 100% of the time directly in front of the Surf Lifesaving Club (SLSC) and at the rockpool at the southern end of Terrigal Beach.

At the sample location on Terrigal Beach directly outside the T3-T9 drains (also known as the "7 drains"), the drains were often flowing in dry weather. Here, 90% of the ocean samples were considered "Good" for swimming. Despite this, the location is not a suitable place to swim due to the presence of exposed rocks.

The low average levels of Enterococci bacteria at all locations indicate that during dry weather, any contamination is quickly diluted and does not affect the swim safety of the beach. Further testing has been undertaken in the offshore zone where swimmers cross to Terrigal Haven. These tests are investigating if the embayment is being affected by minor levels seen at T3-9B and will be included in subsequent reports.

A single outlier from Sth of Flags on 20 May 2019 and Marine Rescue on 9 May 2019 were excluded from the map below. These anomalies were not consistent with results from surrounding locations collected on the same days and were not explained by the existing conditions. The outliers were included in swim safety percentage calculations above.



\*These values are derived from 56 samples 17 January to 31 October 2019. The audit is an ongoing investigation and values will change as the audit progresses.

Figure 7: Average water quality 55 sampling days 17 January – 31 October 2019 (average excludes a single outlier at Sth of Flags and Marine Rescue which is discussed in the text).

## Wet Weather

Council and the NSW Government do not recommend that people swim at Terrigal Beach within three days of rainfall. Wet weather is defined as  $\geq 5\text{mm}$  of rainfall within the preceding three days.

Throughout the first 56 sampling surveys, 26 surveys were considered wet weather. Terrigal as a whole was considered "Good" for swimming 52% of the time\* during wet weather (Table 1 shows definitions for "Good", "Fair", "Poor" and "Bad").

Assessing Terrigal Beach separately from Terrigal Haven, Terrigal Beach was considered "Good" for swimming 53% of the time in wet weather, and Terrigal Haven was considered "Good" for swimming 50% of the time\*.

Terrigal Lagoon was considered good to swim 12% of the time in wet weather\*.

During rainfall, elevated levels of Enterococci bacteria occurred at multiple locations between Terrigal Lagoon and Terrigal Haven. On Terrigal Beach directly outside the T3-T9 drains, 20% of the ocean samples were considered "Good" in wet weather, Sth of Flags was considered "Good" to swim 55% of the time and the Rockpool was considered "Good" to swim 54% of the time\*.

\*These values are derived from 56 samples from January to end of October 2019. The audit is an ongoing investigation and values will change as the audit progresses.



Figure 8: Average water quality of wet weather sampling days from 17 January – 31 October 2019, excluding the pollution event from 24 June- 28 June 2019.

### Lagoon opening

The entrance to Terrigal Lagoon opens to the ocean on occasions through natural and manual (mechanical) processes. During the lagoon opening on 2 April 2019, the Terrigal Catchment Audit took samples before (1 April 2019) and after (3 April 2019) the lagoon was manually opened. A rainfall total of 44.5mm was recorded over three days period prior to lagoon opening. Ocean conditions resulted in the lagoon water moving south, in front of the SLSC and evidence of turbid water was seen at the sample site known as Sth of Flags. Enterococci sampling indicated that beach sites were not suitable for swimming.

In the week or so following the lagoon opening and rainfall event, water samples from 9 April 2019 showed the beach was "Good" for swimming at 100% of Terrigal Beach and 75% of Terrigal Haven (Table 1 shows definitions for "Good", "Fair", "Poor" and "Bad").



Figure 9: Water quality (single day sample 3/4/2019).

### **Pollution event – June 2019**

Between 24 and 27 June 2019, a large storm event resulted in significant stormwater runoff from the catchment and the opening of Terrigal Lagoon. As a result of this storm event, high bacterial counts were recorded at multiple sampling points at Terrigal Lagoon, Terrigal Beach and Terrigal Haven. The control sites at Forresters, North Avoca and Avoca beaches did not see a significant rise in bacteria levels, indicating this pollution event was associated with Terrigal only. As a result, Council closed Terrigal Beach, Haven and Lagoon on 25 June until bacterial levels returned to a safe level on 1 July 2019.

Analysis of results show the lagoon opening caused minimal impact on the beach water quality initially, indicated by the low levels of bacteria at the Lagoon Beach, T1-B and T2-B sites on the first sample day (24 June 2019). This indicates that the lagoon water plume had not yet reached the SLSC or the south of the beach.

At the same time the bacterial counts at the stormwater pipes known as the "7 drains" (T3-T9) were extremely high. The initial pulse of rain affected nearby sites as well indicating that microbial contamination of the stormwater was the major source of pollution at the southern end of the beach on the first day. Samples from Terrigal Haven also showed high concentrations at the beach and stormwater pipes.

Results after the initial rainfall event from 25 to 28 June show a decrease in Enterococci over time for all ocean sites and stormwater pipes, with a return to safe swimming conditions at all ocean locations by the 28 June 2019. Terrigal Beach, Terrigal Haven were not opened until 1 July as the testing takes 24-48 hours to complete.

Investigation of the impacts of large wet weather events is ongoing. With more information, it may become clearer that the triggers for elevated bacterial loads under high rainfall conditions are different from those experienced under dry weather and light-moderate rain events. Council, in partnership with the NSW Government, will continue to investigate the impacts of large events and lagoon openings and report back in future project updates.



Figure 10: Water quality after large rainfall event and lagoon opening (Enterococci sampling from 24 June - 28 June 2019).

## Project risks and limitations

### Rainfall

A major limiting factor to stormwater sampling is the current lack of rainfall. The best time to identify contaminant pollution sources is during wet weather events which have been limited in recent months. Regardless of the lack of rainfall, the audit is progressing using various methods which can be done in dry weather, such as CCTV, smoke testing and dye testing.

### Low risk vs high risk infrastructure

Council has an ongoing sewer network inspection and repair program across the Local Government Area to manage the 2490 km of sewer pipe, 324 pumping stations and eight treatment plants. The Terrigal Catchment Audit has brought greater focus to the Terrigal area with works to date including pump station monitoring, an expansion of the CCTV inspection program to assess cracked or displaced infrastructure, the 'Reveal and Seal' program which inspects manholes for tree root intrusion or other issues as well as smoke and dye testing throughout the catchments.

General sewer CCTV inspections throughout the Terrigal catchment have detected structural issues in a number of sewer pipes. Sewer network structural issues can vary in severity from minor fractures and displacements which may not cause exfiltration, to cracks, displacements and collapses which likely or directly show evidence of exfiltration. Third party damage to Council's sewer infrastructure that is not reported to Council, may also cause exfiltration of sewage to the stormwater network.

Accessing and evaluating infrastructure below the ground is challenging. Due to access constraints, it is not always possible to directly pinpoint a damaged pipe for water quality analysis, and as such there is not always direct evidence that a structural issue is influencing water quality. With this in mind, Council adopts a risk-based approach, whereby each pipe is assessed on the likelihood it could be affecting water quality.

Factors that contribute to a higher risk rating can include:

- Interaction between the sewer network and the stormwater network, e.g. sewer mains located above or crossing stormwater drains or culverts
- Age and pipe material of the adjacent sewerage network when located in close proximity to stormwater network or natural waterway
- Failure history of the sewerage network in proximity to the stormwater network or a natural waterway
- Consideration of historical surcharges from sewerage assets to the environment for particular locations and the proximity of the surcharge to the stormwater network or natural waterway. Any related weather events were also included
- Location of any designed overflow points from the sewerage network to the stormwater network or natural waterway.

Current investigations are focussed on vitreous clay pipe and asbestos cement pipe. These pipe types are known for deterioration with displaced joints and cracking type failures. Lower risk infrastructure may also need assessment as a part of the audit, as well as private infrastructure and this work will be scheduled after high risk infrastructure has been thoroughly assessed and as required.

### **Private property vs Council network**

Where structural or other issues are identified, they will be scheduled for remediation based on the risk category. This applies to both public and private assets. Council will work with landholders to rectify any issues identified on private land through existing compliance processes. In the interest of privacy, these will not be reported by location however a total number of private repairs will be included. If water quality remains a concern beyond these initial repairs, future investigations may expand into private land and lower risk infrastructure.



## Summary

- Since January 2019, the NSW Government and Central Coast Council have been working in partnership to deliver an integrated and holistic water quality monitoring program which covers Terrigal Beach, Terrigal Lagoon, Avoca Lagoon, Wamberal Lagoon and Cockrone Lagoon. The program is funded by both organisations, and is one of the most comprehensive recreational water quality investigations in NSW. Outcomes of the audit will be reported via the interactive pinpoint map and in future written reports.
- The Audit has three clear phases – Phase 1 is complete for Terrigal Beach and the audit has moved into phases 2 and 3 here. Phase 1, 2 and 3 are underway in the Terrigal Lagoon catchment which is a larger and more complex system.
- As the data set has increased, the impacts of extreme rainfall have become evident, both from the main catchment and the lagoon outflow. Pending significant rainfall, the Audit will continue to have a major future focus on extreme wet weather events with a view to understanding the drivers of water quality decline during these events. A team of staff from both organisations have been trained to sample and inspect the catchment safely during these conditions.
- Whilst Council has an ongoing sewer network inspection and repair program across the Local Government Area, the Terrigal Catchment Audit has brought more focus to the Terrigal area, including pump station monitoring, an expansion of the CCTV inspection program to assess cracked or displaced infrastructure, the 'Reveal and Seal' program which inspects manholes for tree root intrusion or other issues as well as smoke and dye testing throughout the catchments.
- As at 1 November 2019, Council had invested \$440,000 on investigations and repairs, with more expected as the audit continues. This investment is considered important to improve asset condition, increase asset life and address the water quality issues identified through routine monitoring programs.
- The NSW Government has invested an additional \$500,000 to the project.
- As problems are identified, infrastructure is immediately scheduled for repair with timing based on the scale of the problem and the risk of water quality impacts.

- More than 2.3 km of stormwater pipe had been inspected via CCTV as at November 2019. This will increase as the audit continues.
- More than 15.7 km of CCTV sewer pipe inspections had been undertaken as at November 2019. Through these inspections, 3.61 km of sewer pipes were identified as needing upgrades, of which 1.15 km has been relined.
- CCC 48 staff providing specialist expertise such as scientists and engineers 2 full time staff.
- The audit is progressing as planned, with significant focus from both organisations on resourcing the investigation.
- Reporting on progress will be via the Council website on a regular basis, and a report on the major findings will be prepared in October 2020 for the next Council meeting.
- Council has ongoing recreational and ecological water quality programs across the Central Coast. These allow Council to benchmark water quality, identify areas requiring further investigation and target investment in improvement works. For further information on water quality across the Central Coast, please visit [centralcoast.nsw.gov.au/waterwayhealth](http://centralcoast.nsw.gov.au/waterwayhealth).

## **APPENDIX**

Photographs of investigation methods

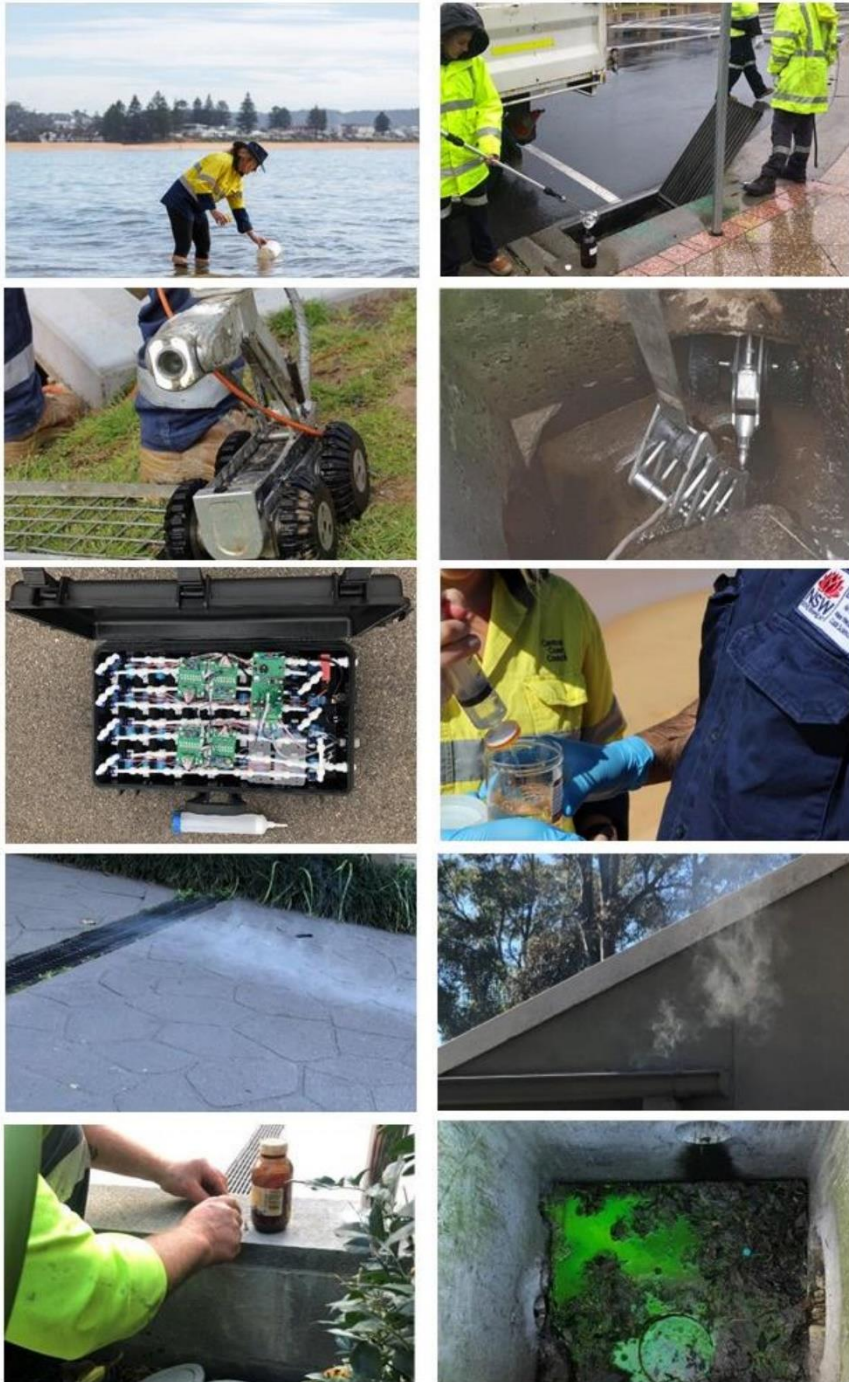


Photo line: 1 Water sampling in ocean and catchment, 2 CCTV camera and camera going down a pipe, 3 flow sampler and filtering for sediment sampling, 4 smoke testing showing smoke from driveway drainage and gutters, line 5 dye testing in a pipe.

**Photographs of audit activity**



Photo line: 1 broken man hole and repaired and raised manhole from the reveal and seal program, 2 cracked and collapsed sewer pipes which have been fixed, 3 root intrusion, 4 pipe relining.



**Item No:** 3.2  
**Title:** Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-003 - D13770281

Author: Michelle Ritchie, Section Manager, Business Performance and Integration

Executive: Scott Cox, Director Environment and Planning

### **Report Purpose**

This report includes information and statistics regarding the operations of the Development Assessment and Environment and Certification Units which covers the submission and determination of development, construction and subdivision applications. This report provides a summary of applications for the October to December 2019 Quarter.

### **Recommendation**

***That Council receive and note the report on Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2.***

### **Background**

As the Central Coast community continues to grow, Council is committed to assessing development applications, which respond to the need to providing for a variety of housing choice to suit the needs and lifestyles of the community, support local jobs and services while appreciating and protecting our environmental assets.

The Central Coast Regional Plan (CCRP) provides that the population of the Central Coast will increase by approximately 75,500 people (to 415,050) by 2036. Resultantly there is an increased need for local housing and employment options. The CCRP establishes that the region is expected to have 36,350 more households, setting a target of 41,500 new homes by 2036. To meet this target, this is the equivalent of approximately 2,075 homes per year for the 20 year life of the plan.

Since the commencement of the CCRP in 2016, 10,243 additional dwellings have been approved, and Council is tracking well against future housing requirements outlined in the Central Coast Regional Plan.

**3.2 Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2 (contd)**

**Housing approvals**

During the October to December 2019 quarter, **763** development applications were determined including the approval of **482** new dwellings (including secondary dwellings, detached dwellings, dual-occupancies, senior living, multi-dwelling housing and units within residential flat buildings).

**Development Applications Determined**

<b>Type:</b>	<b>Number Determined</b>	<b>Number Approved</b>	<b>Estimated Value of Approved Development \$</b>
Residential – Single new dwelling, Residential – New Second Occupancy, Residential – Alterations and Additions Residential New Multi-Unit	413	409	\$97,294,143
Residential - Seniors Living, Residential Other	11	11	\$22,372,607
Commercial / Retail / Office / Tourist/ Community Facility	39	39	\$32,817,412
Industrial and Infrastructure	19	19	\$14,502,290
Subdivision only	15	13	\$55,000
Mixed	3	3	\$4,198,000
Other	35	35	\$1,530,417
Section 4.55	144	142	\$2,034,849
<b>Total</b>	<b>679</b>	<b>671</b>	<b>\$174,804,718</b>

**Number of outstanding Development Applications**

The total number of Development Applications outstanding at the end of the quarter was 550 with 490 applications under assessment.

### 3.2 Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2 (contd)

#### Net Median Turnaround Times

The net median turnaround time for development applications determined (including s.455) within the Development Assessment Unit during the October to December 2019 Quarter was 48 calendar days.

The net median turnaround time for development applications determined (including s.455) within the Environment and Certification Unit during the October to December 2019 Quarter was 28 calendar days.

The net median turnaround time for all development applications (including s.455) determined by the Development Assessment Unit and the Environment and Certification Unit during the October to December 2019 Quarter was 32 calendar days.

#### Subdivision Lots Released

Type	Number of Lots Released
Commercial/Industrial	79
Residential	100
<b>Total</b>	<b>179</b>

\*There were 7 lots effected by boundary realignments/consolidations

#### Other Approvals and Certificates

Type	Number Determined	Number Approved
Building Information Certificates	53	52
Construction Certificates issued by Council	133	133
Complying Development Certificates issued by Council	28	28

#### Variations to Development Standards

Each quarter all Councils are required to report to the Department of Planning and Environment the development applications that have been granted consent involving variation to relevant development standards.

*Gosford Local Environmental Plan 2014 (GLEP)* and *Wyong Local Environmental Plan 2013 (WLEP)* permit variations to some development standards, as long as the development is considered to meet the following objectives:

- (a) To provide an appropriate degree of flexibility in applying certain development standards to particular development.
- (b) To achieve better outcomes for and from development by allowing flexibility in particular circumstances.



### **3.2 Activities of the Development Assessment and Environment and Certification Units - October to December 2019 - Quarter 2 (contd)**

---

In each case, the relevant development application must also address the objectives of the development standard being varied.

*State Environmental Planning Policy No 1 (SEPP 1)* also permits variations to the development standards within *Interim Development Order Number 122 (IDO122)*, which applies to some land within the former Gosford local government area.

Council requires that a written request to vary a development standard be considered in each case, which must address the following matters:

- Why compliance with the development standard is unreasonable or unnecessary in the circumstances of the case, and
- That there are sufficient environmental planning grounds to justify contravening the development standard.

A review of Council records has identified that consent was granted to 12 development applications from October to December 2019 Quarter that included a variation to a development standard within WLEP, GLEP or IDO122. A copy of the variation to development standard register for the October to December 2019 Quarter is attached.

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

Theme 4: Responsible

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

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

#### **Attachments**

- |          |  |           |
|----------|--|-----------|
| <b>1</b> | Development Standard Variations 01 October 2019 - 31 December 2019 | D13792596 |
|----------|--|-----------|

Council DA reference number	Street number	Street name	Suburb/Town	Category of development	Environmental planning instrument	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date Determined
011.2018.00055544.001	5961	Wisemans Ferry RD	GUNDERMAN	Residential - Single new dwelling	GLEP 2014	E2 ENVIRONMENTAL CONSERVATION	4.3 - Height	Flood constraints require minimum FFL to be 2.65m above existing natural ground level.	4.70%	COUNCIL	07/11/2019
011.2019.00056523.001	125	Greenhaven DR	UMINA BEACH	Residential - Single new dwelling	GLEP 2014	R2 LOW DENSITY RESIDENTIAL	Height of Buildings	Due to the extreme steepness of the site 32 & 35 deg slope directly below the non-compliance area. As the variation does not detract from the steep scape or affect adjoining properties. The variation is consisted accepted.	32% & 5.8%	COUNCIL	08/10/2019
011.2019.00056986.001	22	Ogilvie ST	TERRIGAL	Residential - Alterations & Additions	GLEP 2014	R2 LOW DENSITY RESIDENTIAL/E2 ENVIRONMENTAL CONSER	Clause 4.3 Height of Buildings	The reason for the variation is that the site is burdened by sloping topography that makes it more difficult to achieve a complying design within the current controls. The variation occurs at the rear of the dwelling house where the fall of the land is at its steepest and is located in the centre of the site. The encroachment is for a small section of the upper most roof area and consists mainly of eaves protruding beyond the height plan. The proposed variation will have limited impact on the adjoining properties and streetscape as it will not block any views from properties directly to the west. The proposed non-compliance will not be seen from the street nor impact the street character in any way.	8.20%	COUNCIL	04/10/2019
011.2019.00057047.001	75	Caroline ST	EAST GOSFORD	Subdivision Only		R2 LOW DENSITY RESIDENTIAL	4.1 Minimum subdivision lot size	<p>The reasons why the strict compliance is unreasonable and justification for the development provided in the cl. 4.6 written application received by Council are summarised below;</p> <ul style="list-style-type: none"> <li>Both proposed allotments have sufficient site area, width and depth to accommodate the future construction of a dwelling house and associated ancillary structures given the existing land characteristics of the site and as demonstrated by the proposed plan of subdivision.</li> <li>The variation that is proposed amounting to approximately 7.8% respectively, is considered relatively minor in numerical terms.</li> <li>The proposal provides for an allotment of a satisfactory shape, size, configuration and utility</li> <li>The proposal is consistent with the objectives of Clause 4.1 of GLEP 2014. The proposal is consistent with the objectives of the applicable land use zone R2 Low Density Residential.</li> <li>The proposal is consistent with the established pattern of subdivision in the street.</li> <li>The proposed new allotment will have sufficient land area and topography to accommodate any future dwelling</li> </ul>	Both resultant allotment 31 and allotment 32 result in a 7.8% or 43m2 variation to minimum lot size	COUNCIL	16/12/2019

Council DA reference number	Street number	Street name	Suburb/Town	Category of development	Environmental planning instrument	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date Determined
011.2019.00057121.001	7	Melbourne ST	EAST GOSFORD	Residential - New Multi-Unit		R1 GENERAL RESIDENTIAL	Clause 4.4(2A) (b) (2A) Despite subclause (2), the maximum floor space ratio for a building on land in Zone R1 General Residential for which the maximum floor space ratio on the Floor Space Ratio Map is 0.7:1 or 0.85:1 is to be: (b) if the building is on a site area of less than 1,000 square metres and is used for the purpose of a residential flat building or multi dwelling housing with all onsite car parking located in the basement— 0.6:1 or 0.7:1, respectively	The proposal is a minor departure from the development standard and the additional gross floor area as a result of being a site of less than 1000m2 will not be readily perceptible externally and will not unreasonably contribute to building bulk or result in adverse impacts on the streetscape or surrounding properties. The proposal meets the development standards in Gosford Local Environmental Plan 2014 (GLEP 2014) for height and minimum lot size for the type of development proposed. The proposal is consistent with the objectives of the floor space ratio development standard in GLEP 2014 and the zone notwithstanding the variation sought to the floor space ratio development standard. The request seeks flexibility in applying the standard because of the limited environmental impacts, and the variation to the standard is minor and will not adversely impact on the bulk and scale of the development, on the character of the surrounding area or on the amenity of surrounding properties. The request seeks flexibility in applying the standard given the public benefit of providing good design and amenity by providing units that are well dimensioned and maximises the amenity for future residents without adversely amenity impacts on surrounding development.	5.4% The proposal has an FSR of 0.63:1, which meets the mapped FSR allowed for	COUNCIL	19/12/2019
011.2019.00057144.001	15	Lumeah AVE	WAMBERAL	Residential - Single new dwelling	GLEP 2014	R2 LOW DENSITY RESIDENTIAL	The proposal seeks a variation to the mapped height limit under Clause 4.3 of Gosford Local Environmental Plan 2014.	Slope of land, minimisation of earthworks; in keeping with style of existing development.	The proposal seeks a maximum building height of 8.635 metres in lieu of the permitted 8.5 metres, resulting in a variation of 0.135 metres or 1.6%	COUNCIL	29/10/2019
011.2019.00057367.001	65	Ocean View DR	WAMBERAL	Residential - Alterations & Additions	GLEP 2014	R2 LOW DENSITY RESIDENTIAL	The proposal seeks a variation to the mapped Floor Space Ratio limit under Clause 4.4 of Gosford Local Environmental Plan 2014	Improved amenity and functionality. Consistency with character and scale of existing dwellings. No perceptible increase in bulk or scale when viewed from the street or beach front.	The proposal seeks a maximum Floor Space Ratio of 0.52:1 in lieu of the permitted 0.5:1, resulting in a variation of 0.02:1 or 4%	COUNCIL	15/11/2019
011.2019.00057416.001	7	Sunland PL	WYOMING	Residential - Alterations & Additions	GLEP 2014	R2 LOW DENSITY RESIDENTIAL	Clause 4.3 Height of Buildings	The key justification for the proposed variation is the topography of the site. Due to the steep slope of the site and the existing ground level of the garage the proposed addition which will sit above the garage will exceed the height limit for a small proportion of the proposed development. There are no additional impacts on the adjoining neighbours from this variation.	9.88%	COUNCIL	05/12/2019

Council DA reference number	Street number	Street name	Suburb/Town	Category of development	Environmental planning instrument	Zoning of land	Development standard to be varied	Justification of variation	Extent of variation	Concurring authority	Date Determined
011.2019.00057466.001	44	Wycombe RD	TERRIGAL	Residential - Single new dwelling		R2 LOW DENSITY RESIDENTIAL	The proposal seeks a variation to the mapped height limit under Clause 4.3 of Gosford Local Environmental Plan 2014	Slope of land; Minimise site excavation; and Driveway access design.	The proposal seeks a maximum building height of 8.88 metres in lieu of the permitted 8.5 metres, resulting in a variation of 4.5%	COUNCIL	04/12/2019
DA/851/2018	60A	Ocean PDE	THE ENTRANCE	Residential - Alterations & Additions	WLEP 2013	R1 GENERAL RESIDENTIAL	4.1 Max Height 9.5m	10.939m approved	10.939m proposed. Lot 2 (Unit 65 Denning St) the variation equates to 15.15% or 1.439m. Variation sought under Clause 4.6 of WLEP 2013.	COUNCIL	5/06/2019
DA/836/2018	17-19	Warner AVE	WYONG	Residential - New Multi-Unit	WLEP 2013	R3 MEDIUM DENSITY RESIDENTIAL	4.3 Max building height - 13m	Under the provisions of Clause 4.3 of WLEP 2013, the subject site is mapped as having a maximum permitted building height of 13 metres. The maximum proposed height is 13.9 metres, representing a variation of 6.92% to the control. The applicant has submitted a Clause 4.6 variation request.	Under the provisions of Clause 4.3 of WLEP 2013, the subject site is mapped as having a maximum permitted building height of 13 metres. The maximum proposed height is 13.9 metres, representing a variation of 6.92% to the control. The applicant has submitted a Clause 4.6 variation request.	COUNCIL	14/05/2019



**Item No:** 3.3  
**Title:** Investment Report for January 2020  
**Department:** Finance

---

24 February 2020 Ordinary Council Meeting

Trim Reference: F2004/06604 - D13749439

Author: Carlton Oldfield, Unit Manager, Financial Services

Executive: Craig Norman, Chief Financial Officer

### **Report Purpose**

To present the monthly report on the investment portfolio as required in accordance with cl. 212 of the *Local Government (General) Regulation 2005*.

### **Summary**

This report details Council's investments as at 31 January 2020.

### **Recommendation**

***That Council receive the Investment Report for January 2020.***

### **Context**

Council's investments are made in accordance with the Local Government Act 1993, Local Government (General) Regulation 2005, the investment policy adopted at the Ordinary Council Meeting on 28 October 2019, Ministerial Investment Order issued February 2011 and Division of Local Government (as it was then known) Investment Policy Guidelines published in May 2010.

### **Current Status**

Council's current cash and investment portfolio totals \$402.55 million at 31 January 2020.

<b>Source of Funds</b>	<b>Value (\$'000)</b>
Investment Portfolio	\$391,059
Transactional accounts and cash in hand	\$11,493
<b>Total</b>	<b>\$402,552</b>

Council has a net outflow of \$3.76 million in January 2020, with a reduction in cash of \$0.32 million and \$3.44 million in Investments.

This investment report will focus on the investment portfolio of \$391.06 million. Investment of funds is restricted primarily to term deposit and floating rate note.

### 3.3 Investment Report for January 2020 (contd)

Total net return on the portfolio for Council, in January was \$684K, comprising entirely of interest earnings. The total value of the Council's investment portfolio as at 31 January 2020 is outlined in Table 1 below.

**Table 1 – Portfolio Movement**

Description	2018-19 Financial Year \$'000	Sep-19 Qtr 2019/20 \$'000	Dec -19 Qtr 2019/20 \$'000	Jan -20 2019/20 \$'000	FYTD 2019/20 \$'000
<b>Opening Balance</b>	<b>467,254</b>	<b>445,661</b>	<b>433,160</b>	<b>394,500</b>	<b>445,661</b>
Movement for the period	-21,593	-12,501	-38,659	-3,441	-54,601
<b>Closing Balance</b>	<b>445,661</b>	<b>433,160</b>	<b>394,500</b>	<b>391,059</b>	<b>391,059</b>
Interest earnings	13,017	2,724	2,565	684	5,951

Council's investments are evaluated and monitored against a benchmark appropriate to the risk (Standard and Poor's BBB long term or above) and time horizon of the investment concerned. Council's investment portfolio includes rolling maturity dates to ensure that Council has sufficient funds at all times to meet its obligations. A summary of the term deposit and floating rate notes maturities are listed in Table 2 below.

**Table 2 - Investment Maturities**

Time Horizon	Percentage Holdings	Maturity on or before	Value \$'000
<b>At Call</b>	6.64%	Immediate	25,961
<b>Investments</b>			
0 - 3 months	24.55%	Apr-2020	96,000
4 - 6 months	21.25%	Jul-2020	83,098
7 - 12 months	25.32%	Jan-2021	99,000
1 - 2 years	11.51%	Jan-2022	45,000
2 - 3 years	2.56%	Jan-2023	10,000
3 - 4 years	1.28%	Jan-2024	5,000
4 - 5 years	6.90%	Jan-2025	27,000
<b>Total Investments</b>	<b>93.36%</b>		<b>365,098</b>
<b>Total Portfolio</b>	<b>100.00%</b>		<b>391,059</b>

The investment portfolio is concentrated in AA above (52.2%), A (25.57%) and BBB (17.64%). The investments in AA are of a higher credit rating and BBB represented the best returns at the time of investment within Policy guidelines. Financial institutions issuing fixed income investments and bonds are considered investment grade (IG) if its Long-Term credit rating is BBB or higher by Standard and Poor (S and P).

### 3.3 Investment Report for January 2020 (contd)

---

Council monitors and manage the portfolio taking into consideration credit ratings of financial institutions, interest rates offered for the maturity dates required and counterparty exposure.

The current spread of investments is listed in Graph 1 and counterparty exposure is listed in Graph 2. View Graph 1 and 2 in Attachment 3.

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

Council continues to look for 'ESG' investment opportunities subject to prevailing investment guidelines. A list of current ESG investments held is contained on the investment listing, highlight in green. For the month of January, there have been no new green investments undertaken. Council currently holds 6.90% or \$27 million in ESG investments.

#### **Portfolio Return**

Interest rates on investments in the month, ranged from 1.25% to 3.50%, all of which exceeded the monthly Bank Bill Swap Rate (BBSW) benchmark of 0.84%.

The annualised financial year to date return for January of 2.10% for Central Coast Council is favourable compared to benchmark bank bill swap (BBSW) *financial year to date* Calculated Bank Bill Index of 1.50% as shown in Graph 3 - Portfolio Returns. View Graph 3 in Attachment 3.

#### **Council's Portfolio by Source of Funds**

Council is required to restrict funds received for specific purposes. Restricted funds consist of funds in the investment portfolio and in transactional accounts as follows:

<b>Source of Funds</b>	<b>Value (\$'000)</b>
Investment Portfolio	\$391,059
Transactional accounts and cash in hand	\$11,493
<b>Total</b>	<b>\$402,552</b>
Draft Cash Restrictions	\$434,857

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

Theme 4: Responsible

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

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

**Attachments**

- |          |   |           |
|----------|---|-----------|
| <b>1</b> | Summary of Investments by Type at 31 January 2020     | D13808460 |
| <b>2</b> | Summary of Draft Restrictions as at 31 December 2019  | D13808461 |
| <b>3</b> | Investment Report for January 2020 - Graph 1, 2 and 3 | D13816228 |



Central Coast Council Summary of Investments as at 31-January-2020							
Financial Institution	Type of Investment	Short Term Rating	Long Term Rating	Maturity Date	Portfolio Balance \$	As a % of the total Portfolio	Interest Rate %
<b>CASH AT CALL:</b>							
Westpac Banking Corporation	Corporate Investment Account	A1	AA	Daily	10,061,219	2.57%	1.10%
Bankwest	At Call Deposit	A1	AA	Daily	-	0.00%	1.25%
Commonwealth Bank of Australia	Business On-line Saver	A1	AA	Daily	15,900,000	4.07%	0.90%
<b>Total Cash At Call</b>					<b>25,961,219</b>	<b>6.64%</b>	
<b>TERM DEPOSITS, FLOATING RATE NOTES &amp; BONDS:</b>							
Central Coast Credit Union	Term Deposit	Unrated	Unrated	15-Feb-2020	1,000,000	0.26%	2.75%
ING	Term Deposit	A2	A	26-Feb-2020	5,000,000	1.28%	2.89%
Australia New Zealand Banking Group	Term Deposit	A1	AA	02-Mar-2020	10,000,000	2.56%	2.50%
Westpac Banking Corporation	Floating Rate Note	A1	AA	05-Mar-2020	10,000,000	2.56%	BBSW + 0.77%
ING	Term Deposit	A2	A	12-Mar-2020	10,000,000	2.56%	2.55%
Westpac Banking Corporation	Term Deposit	A1	AA	17-Mar-2020	10,000,000	2.56%	3.10%
Australia New Zealand Banking Group	Term Deposit	A1	AA	18-Mar-2020	10,000,000	2.56%	2.55%
AMP limited	Term Deposit	A1	A	18-Mar-2020	5,000,000	1.28%	1.75%
Members Equity Bank	Floating Rate Note	A2	BBB	06-Apr-2020	10,000,000	2.56%	BBSW + 1.25%
National Australia Bank	Term Deposit	A1	AA	14-Apr-2020	10,000,000	2.56%	2.58%
SIRA / Workcover / NSW Treasury	Term Deposit	A1	AA	02-May-2020	8,098,000	2.07%	2.40%
Westpac Banking Corporation	Term Deposit	A1	AA	07-May-2020	10,000,000	2.56%	2.65%
ING	Term Deposit	A2	A	21-May-2020	10,000,000	2.56%	2.70%
Rural Bank	Term Deposit	A2	BBB	03-Jun-2020	10,000,000	2.56%	1.94%
Macquarie Bank	Term Deposit	A1	A	17-Jun-2020	10,000,000	2.56%	1.85%
Suncorp-Metway Limited	Term Deposit	A1	A	17-Jun-2020	5,000,000	1.28%	1.65%
Macquarie Bank	Term Deposit	A1	A	13-Jul-2020	10,000,000	2.56%	1.85%
Macquarie Bank	Term Deposit	A1	A	07-Aug-2020	10,000,000	2.56%	1.55%
Bendigo and Adelaide Bank	Floating Rate Note	A2	BBB	18-Aug-2020	4,000,000	1.02%	BBSW + 1.10%
Rabo Bank	Term Deposit	A1	AA	07-Sep-2020	5,000,000	1.28%	3.50%
National Australia Bank	Term Deposit	A1	AA	15-Sep-2020	10,000,000	2.56%	1.55%
Bendigo and Adelaide Bank	Term Deposit	A2	BBB	21-Sep-2020	10,000,000	2.56%	1.62%
National Australia Bank	Term Deposit	A1	AA	28-Sep-2020	10,000,000	2.56%	1.50%
National Australia Bank	Term Deposit	A1	AA	06-Oct-2020	10,000,000	2.56%	1.48%
National Australia Bank	Term Deposit	A1	AA	12-Oct-2020	10,000,000	2.56%	1.48%
Suncorp-Metway Limited	Floating Rate Note	A1	A	20-Oct-2020	4,500,000	1.15%	BBSW + 1.25%
Suncorp-Metway Limited	Floating Rate Note	A1	A	20-Oct-2020	500,000	0.13%	BBSW + 1.25%
National Australia Bank	Term Deposit	A1	AA	10-Dec-2020	5,000,000	1.28%	2.80%
Westpac Banking Corporation	Term Deposit	A1	AA	10-Dec-2020	10,000,000	2.56%	2.90%
Westpac Banking Corporation	Term Deposit	A1	AA	21-Jun-2021	10,000,000	2.56%	3.06%
Rabo Bank	Term Deposit	A1	AA	05-Jul-2021	10,000,000	2.56%	2.92%
Bank of Queensland	Term Deposit	A2	BBB	26-Aug-2021	10,000,000	2.56%	1.75%
Westpac Banking Corporation	Floating Rate Note	A1	AA	26-Nov-2021	5,000,000	1.28%	BBSW + 0.93%
Newcastle Permanent Building Society	Floating Rate Note	A2	BBB	24-Jan-2022	10,000,000	2.56%	BBSW + 1.65%
Rabo Bank	Term Deposit	A1	AA	12-Dec-2022	10,000,000	2.56%	3.18%
Westpac Banking Corporation	Floating Rate Note	A1	AA	27-Nov-2023	5,000,000	1.28%	BBSW + 0.93%
Bank of Queensland	Term Deposit	A2	BBB	26-Sep-2024	10,000,000	2.56%	2.00%
NSW Treasury Corporation	Bonds	A1	AAA	20-Mar-2025	2,000,000	0.51%	1.25%
NSW Treasury Corporation	Bonds	A1	AAA	15-Nov-2028	15,000,000	3.84%	3.00%
Auswide Bank	Term Deposit	A3	BBB	04-Feb-2020	5,000,000	1.28%	1.70%
Macquarie Bank	Term Deposit	A1	A	11-May-2020	10,000,000	2.56%	1.55%
Macquarie Bank	Term Deposit	A1	A	27-Apr-2020	10,000,000	2.56%	1.60%
ING	Term Deposit	A2	A	20-Jul-2020	5,000,000	1.28%	1.60%
ING	Term Deposit	A2	A	21-Jul-2020	5,000,000	1.28%	1.60%
National Australia Bank	Term Deposit	A1	AA	17-Aug-2020	10,000,000	2.56%	1.55%
<b>Total Term Deposit &amp; Bonds:</b>					<b>365,098,000</b>	<b>93.36%</b>	

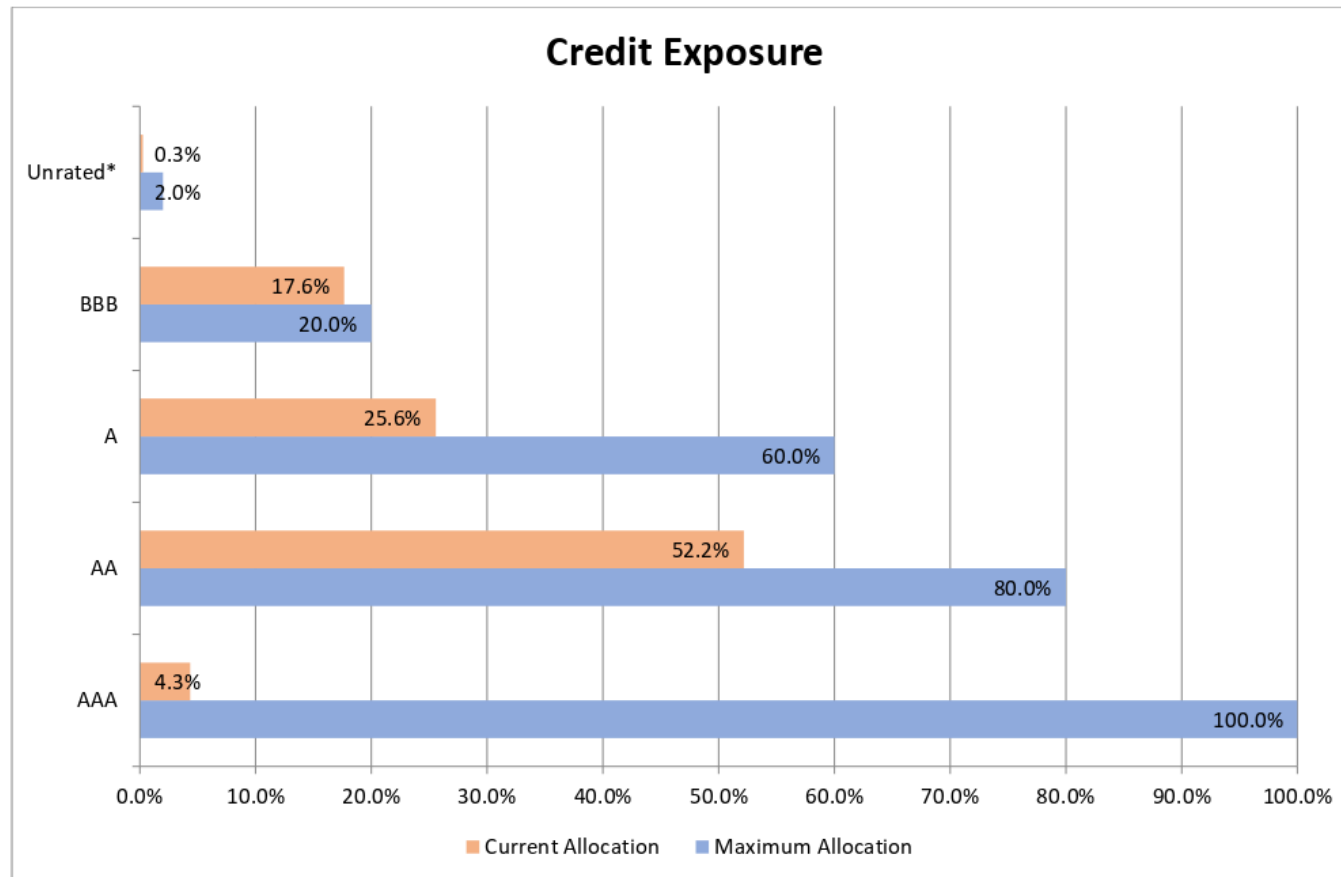
Central Coast Council Summary of Investments as at 31-January-2020							
Financial Institution	Type of Investment	Short Term Rating	Long Term Rating	Maturity Date	Portfolio Balance \$	As a % of the total Portfolio	Interest Rate %
TOTAL PORTFOLIO					391,059,219	100.00%	
Current					304,059,219	77.75%	
Non-Current					87,000,000	22.25%	
TOTAL PORTFOLIO					391,059,219	100.00%	

Green Investments

**SUMMARY OF RESTRICTIONS as at 31 December 2019**

<b>FUND</b>	<b>SOURCE</b>	<b>Principal Amount \$'000</b>
<b>GENERAL FUND</b>	Developer contributions	84,935
	Developer contributions – bonus provisions	5,029
	Developer Contributions – Sec 94A Levy	15,203
	Developer contributions – VPA	2,631
	Specific purpose unexpended grants	12,223
	Self insurance claims	5,976
	Stormwater Levy	790
	Holiday Parks	9,952
	Cemeteries	748
	Coastal Open Space	6,396
	Bio Banking	301
	Crown Land Business Enterprises	757
	Crown Land Patonga Camping Ground	847
	Other External	469
	Terrigal Tourism Special Rate Levy	1,497
	Tourism Special Rate	2,838
	Gosford CBD Special Rate Levy	520
	Gosford Parking Station Special Rate Levy	1,334
	<b>TOTAL GENERAL FUND RESTRICTIONS</b>	<b>152,446</b>
	<b>Water FUND</b>	Developer contributions
Developer contributions – VPA		1,034
Specific purpose unexpended grants		2,599
Self insurance claims		798
Other External		49
<b>TOTAL WATER FUND RESTRICTIONS</b>		<b>43,723</b>
<b>SEWER FUND</b>	Developer contributions	22,002
	Developer contributions – VPA	485
	Self insurance claims	2,131
	<b>TOTAL SEWER FUND RESTRICTIONS</b>	<b>24,618</b>
<b>DRAINAGE FUND</b>	Developer contributions	32,893
	Developer contributions – VPA	1,344
	Specific purpose unexpended grants	91
	Other External	100
	<b>TOTAL DRAINAGE FUND RESTRICTIONS</b>	<b>34,428</b>
<b>DOMESTIC WASTE FUND</b>	Specific purpose unexpended grants	1,362
	Domestic Waste Management	71,133
	<b>TOTAL WASTE FUND RESTRICTIONS</b>	<b>72,495</b>
<b>TOTAL EXTERNALLY RESTRICTED FUNDS</b>		<b>327,711</b>
<b>GENERAL FUND</b>		105,252
<b>Water FUND</b>		873
<b>SEWER FUND</b>		955
<b>DRAINAGE FUND</b>		66
<b>DOMESTIC WASTE FUND</b>		0
<b>INTERNALLY RESTRICTED FUNDS</b>		<b>107,146</b>

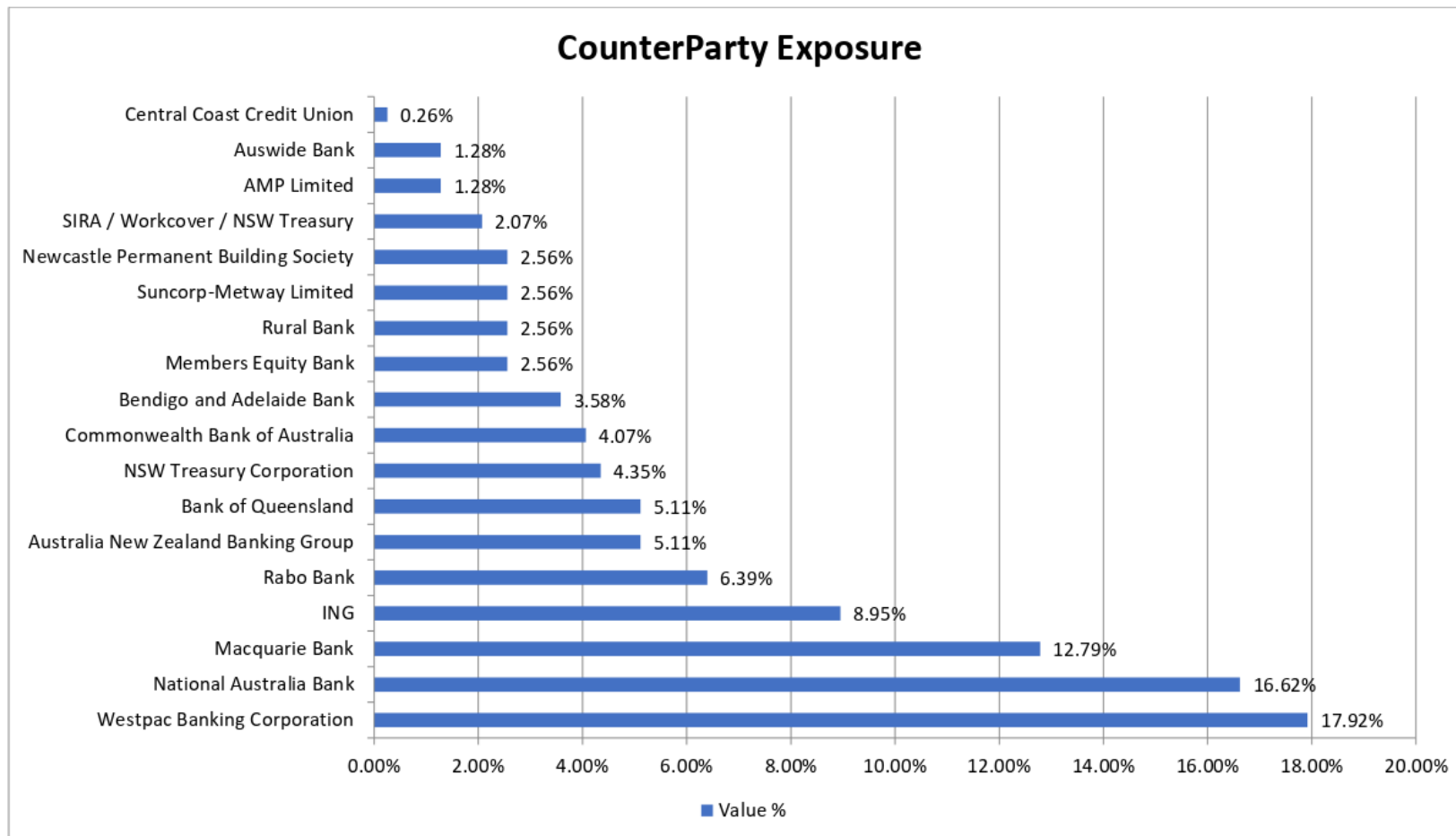
Graph 1 – Credit Exposure



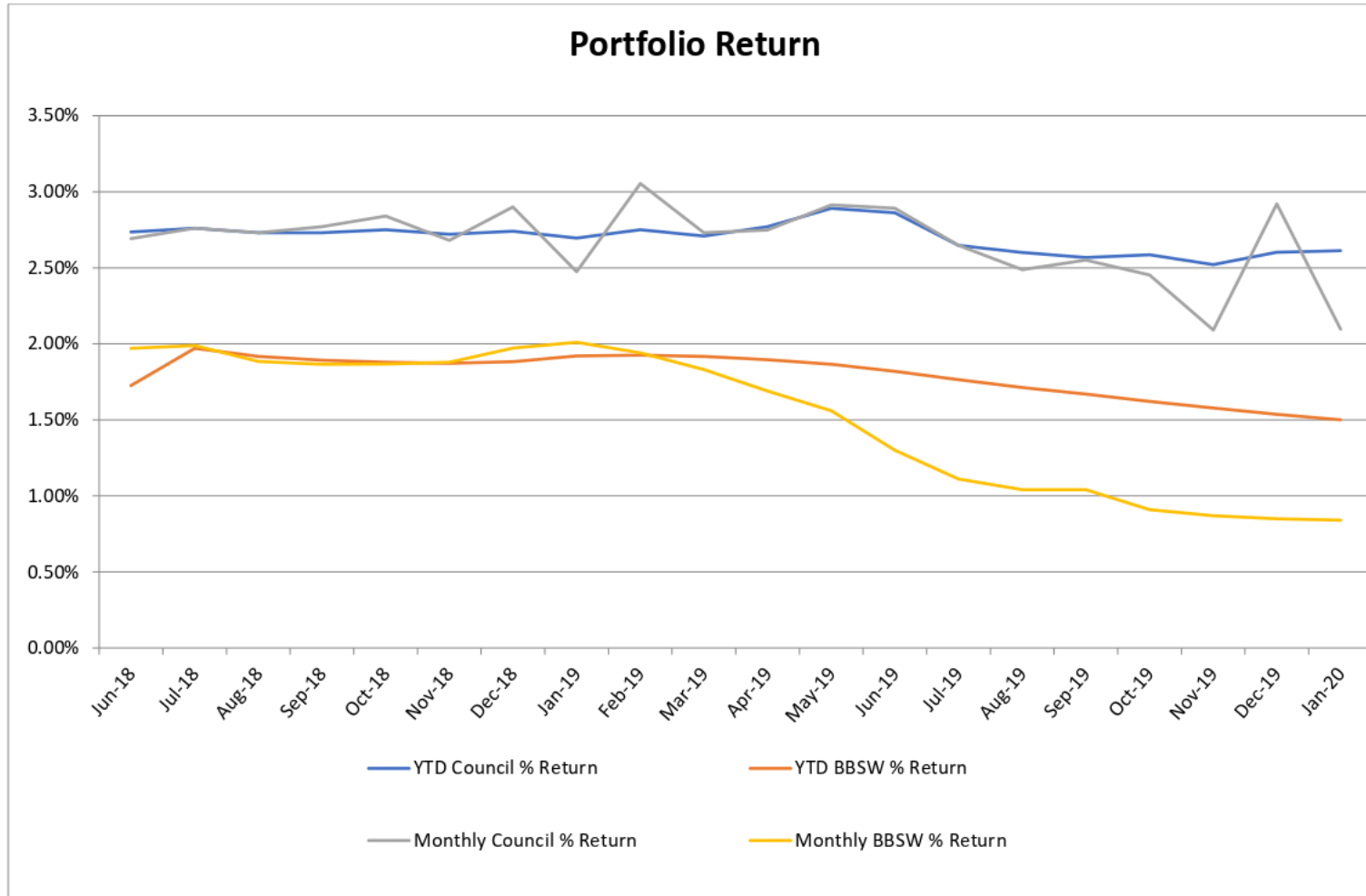
\* **AA:** Council has provided security for self-insurance by way of a term deposit invested in an ADI through State Insurance Regulatory Authority (formerly WorkCover NSW). This security has been included as part of the investment portfolio.

\*\* **Unrated:** Unrated investment comprises of a term deposit with Central Coast Credit Union

Graph 2 - Counterparty Exposure



Graph 3 – Portfolio Return





**Item No:** 4.1  
**Title:** QON - Q40/19 - Local Strategic Planning Statement  
**Department:** Environment and Planning

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-003 - D13753301  
Author: Gary Hamer, Section Manager, Strategic Planning  
Manager: Karen Tucker, Acting Unit Manager, Strategic Planning Unit  
Executive: Scott Cox, Director Environment and Planning

#### **4.1 QON - Q40/19 - Local Strategic Planning Statement**

The following question was asked by Councillor Mehrstens at the Ordinary Meeting on 11 March 2019:

*What is the status of the now State Government mandated Local Strategic Planning Statement for the Central Coast, and what community consultation will the statement require?*

This Question on Notice was asked under the former Code of Meeting Practice

At the Ordinary Council Meeting on 24 June 2019, Council reported on the Draft Urban Spatial Plan (USP) – A Framework for the LSPS. At this meeting, Council resolved the following:

560/19 *That Council adopt the following items en-masse and in accordance with the report recommendations:*

*Item 2.1 – Draft Urban Spatial Plan – A Framework for the Local Strategic Planning Statement*

The draft Urban Spatial Plan was placed on public exhibition from 29 August 2019 until 24 of October 2019. The draft Urban Spatial Plan is listed for consideration of Council on 24 February 2020 outlining the outcomes of the public exhibition.

Information gathered from the public exhibition of the Urban Spatial Plan will be utilised to inform the finalisation of the draft Local Strategic Planning Statement (LSPS). A time frame for delivery of the critical stages is contained within the report on the Spatial Plan.

The public consultation stage will consist of five (5) Ward Based consultations, Councillor Briefing and online consultation that enable the community and external stakeholders the ability to obtain further information or seek clarification on the contents of the statement.

- Councillor Briefing that will outline the contexts of the LSPS including additional work developed since the completion of the draft Urban Spatial Plan (USP).
- Community Consultation Sessions will be conducted as an opportunity for the community to discuss and provide input into the LSPS from a regional perspective. These will be conducted during the exhibition period.
- Central Coast Council Webpage (Pinpoint) allowing an online forum for the community to provide comment on particular focal points including more place-based matters. This is located on Council's community engagement webpage.
- Frequently Asked Questions (FAQ's) located on Council's webpage that will provide information similar to the draft Urban Spatial Plan FAQ.

**Attachments**

*Nil.*



**Item No:** 5.1  
**Title:** Questions with Notice  
**Department:** Governance

---



24 February 2020 Ordinary Council Meeting

Trim Reference: F2019/00041-003 - D13790238

## 5.1 Questions with Notice

The following question was submitted by Councillor Jane Smith:

### **Minimum Lot sizes in Zones of Council LEPS**

Could staff please advise if they are aware of any Council LEPS that allow more than one minimum lot size in a residential zoning.

If so, can they please list the Councils and any residential zones where this occurs.

A response will be provided by the Director Environment and Planning on or before the meeting of Monday, 24 February 2020.

---

The following question was submitted by Councillor Kyle MacGregor:

### **Speed mitigation in Kanwal and surrounding suburbs**

How has council responded to residents' concerns about speeding vehicles in Kanwal and surrounding suburbs and what progress has been made on the resolution passed by council last year to respond to local residents concerns?

A response will be provided by the Director Roads, Transport, Drainage and Waste on or before the meeting of Monday, 24 February 2020.

---

The following question was submitted by Councillor Kyle MacGregor:

### **Local procurement policy resolution implementation**

How is Council progressing with the implementation of the resolution on the 'local procurement policy and buy local campaign' moved by Councillor MacGregor and seconded by Councillor Mehrstens as endorsed unanimously by Councillors on the 24th of September 2018?

A response will be provided by the Director Governance on or before the meeting of Monday, 24 February 2020.

[Click here to enter text.](#)



**Item No:** 6.1  
**Title:** Deferred Item - Notice of Motion - Ward's equitable expenditure and \$20 Million Dollar Loss  
**Department:** Councillor

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13816951  
Author: Greg Best, Councillor  
Bruce McLachlan, Councillor

### Summary

At its meeting held 12 February 2020, the Council resolved as follows;

*9/20 Council deferred the consideration of item 3.3 to the Ordinary Meeting to be held on 24 February 2020.*

### Recommendation

- 1 That further to the Council's recent 20/21 budget workshop Council now formally directs the Chief Executive Officer to deliver a draft 20/21 budget for Council's consideration that clearly demonstrates equitable expenditure across the five wards of this Council.**
- 2 That Council requests the Chief Executive Officer to update council on when the 2018/19 year end accounts will be tabled (now 6 months late) also the report should address the emerging concerns around the current 2019/2020 accounts that reveal a significant bottom line loss of some \$20M, that will likely escalate by year's end.**

### Attachments

- 1 Notice of Motion - Ward's equitable expenditure and \$20 Million Dollar Loss D13792088**

**Item No:** 7.2  
**Title:** Notice of Motion - Ward's equitable expenditure and \$20 Million Dollar Loss  
**Department:** Councillor



10 February 2020 Ordinary Council Meeting

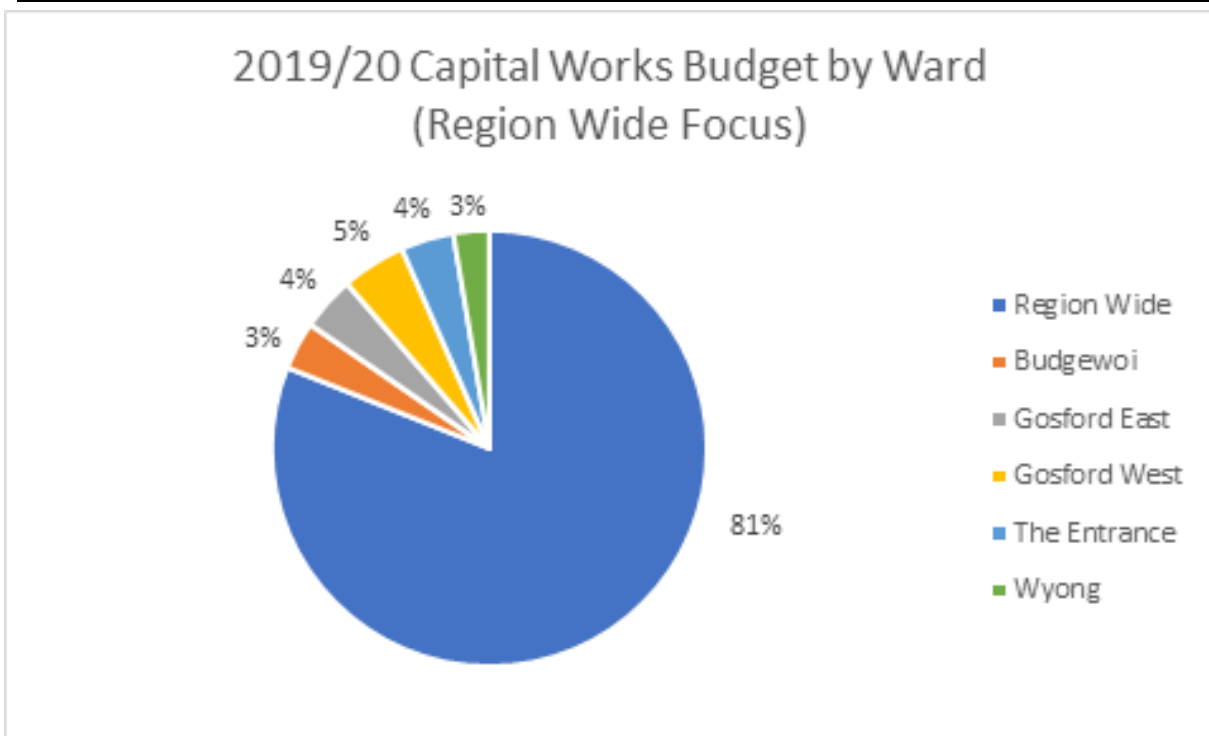
Reference: F2019/00041-003 - D13792088  
 Author: Greg Best, Councillor  
 Bruce McLachlan, Councillor

Councillors Best and McLachlan have given notice that at the Ordinary Council Meeting to be held on 10 February 2020 they will move the following motion:

- 1 That further to the Council's recent 20/21 budget workshop Council now formally directs the Chief Executive Officer to deliver a draft 20/21 budget for Council's consideration that clearly demonstrates equitable expenditure across the five wards of this Council.**
- 2 That Council requests the Chief Executive Officer to update council on when the 2018/19 year end accounts will be tabled (now 6 months late) also the report should address the emerging concerns around the current 2019/2020 accounts that reveal a significant bottom line loss of some \$20M, that will likely escalate by year's end.**

#### Councillors Note

Capital Works Program Summary by Ward/Region	2019-20 Budget \$	% of Capital Works Program	% of Local Ward Based Projects
<b>Region Wide</b>	<b>\$ 190,946,933</b>	<b>81.0%</b>	
<b>Local/Ward Based Projects</b>			
Budgewoi	\$ 8,426,169	3.6%	18.9%
Gosford East	\$ 9,482,739	4.0%	21.2%
Gosford West	\$ 11,215,069	4.8%	25.1%
The Entrance	\$ 9,271,066	3.9%	20.8%
Wyong	\$ 6,279,389	2.7%	14.1%
<b>Sub-total Local Ward Based Projects</b>	<b>\$ 44,674,432</b>	<b>19.0%</b>	<b>100.0%</b>
<b>Total</b>	<b>\$ 235,621,365</b>	<b>100.00%</b>	



**Attachments**

*Nil.*



**Item No:** 6.2  
**Title:** Deferred Item - Notice of Motion - Black summer fuel load reduction initiatives  
**Department:** Councillor

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13816960  
Author: Greg Best, Councillor  
Troy Marquart, Councillor

### **Summary**

At its meeting held 12 February 2020, the Council resolved as follows;

*9/20 Council deferred the consideration of item 3.3 to the Ordinary Meeting to be held on 24 February 2020.*

### **Recommendation**

- 1 That it is noted and supported that various other Motions on the current Council Agenda reflect Council's acknowledgement around these extraordinary events whilst this Motion seeks to deal with prevention.**
- 2 That Council recognises the catastrophic extent of the recent Australia wide bushfires that burned millions of hectares, millions of animals, with the loss of more than 2,500 properties and resulting in the death of more than 20 individuals, and Council is committed to carrying out all necessary mitigation and Vegetation Policy reviews to spare this Region from a similar fate.**
- 3 That Council notes our Region is now still extremely vulnerable to the potential of major wild fires particularly due to ground fuel loads and that Council's Vegetation Policies have contributed to this build up.**
- 4 That Council applauds Staff's initiative to provide free vegetation waste tipping arrangements for those west of the M1 Motorway and seeks advice around expanding the Program to include those particularly at the Urban / Forest interface.**
- 5 That Council notes with concern that many of our well intended Vegetation Corridors along with Council's 'Urban Forest' approach may now need to be significantly reconsidered if we are to protect homes and indeed whole suburbs.**
- 6 That Council now request the CEO to provide a Report on Local Fuel Load Reduction Options in preparation for submissions to the Federal Government's Fuel Load Reduction initiative.**

**6.2 Deferred Item - Notice of Motion - Black summer fuel load reduction initiatives (contd)**

---

**Attachments**

- 1 Notice of Motion - Black summer fuel load reduction initiatives D13794730

**Item No:** 7.6  
**Title:** Notice of Motion - Black summer fuel load reduction initiatives  
**Department:** Councillor

---



10 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13794730

Author: Greg Best, Councillor  
Troy Marquart, Councillor

Councillors Best and Marquart have given notice that at the Ordinary Council Meeting to be held on 10 February 2020 they will move the following motion:

- 1 That it is noted and supported that various other Motions on the current Council Agenda reflect Council's acknowledgement around these extraordinary events whilst this Motion seeks to deal with prevention.**
- 2 That Council recognises the catastrophic extent of the recent Australia wide bushfires that burned millions of hectares, millions of animals, with the loss of more than 2,500 properties and resulting in the death of more than 20 individuals, and Council is committed to carrying out all necessary mitigation and Vegetation Policy reviews to spare this Region from a similar fate.**
- 3 That Council notes our Region is now still extremely vulnerable to the potential of major wild fires particularly due to ground fuel loads and that Council's Vegetation Policies have contributed to this build up.**
- 4 That Council applauds Staff's initiative to provide free vegetation waste tipping arrangements for those west of the M1 Motorway and seeks advice around expanding the Program to include those particularly at the Urban / Forest interface.**
- 5 That Council notes with concern that many of our well intended Vegetation Corridors along with Council's 'Urban Forest' approach may now need to be significantly reconsidered if we are to protect homes and indeed whole suburbs.**
- 6 That Council now request the CEO to provide a Report on Local Fuel Load Reduction Options in preparation for submissions to the Federal Government's Fuel Load Reduction initiative.**

**Councillors Note**

Councillors, as I have often said, 'Hands up those who hate tree?' I thought so!

Obviously nobody hates trees. However, when those among us who wish to turn our Residential Areas into Urban Forests, running green corridors through suburbs as fire wicks need now in the wake of these catastrophic fires to rethink their mantra.

In my view, the fuel loads that this Council has generated through its Vegetation Policy settings will with the right weather conditions create a conflagration. We were extremely fortunate on New Year's Eve not to lose more homes as the fires lapped back fences. The old thinking of a lane buffer down the back of these properties will no longer be sufficient to defend them. Indeed, our entire Vegetation Policy I believe, must be reviewed.

The number of people approaching me utterly frustrated at what is often an inappropriate planting of trees that are digging up driveways, smashing up footpaths, filling gutters and cracking pools must be heard. The loss of wildlife in the recent fires has also been devastating and again, whilst well intended, our green corridors through residential areas are not only a significant threat to life and property, all ground dwelling animals are extremely vulnerable to entrapment and incineration during any fire.

I do not advocate clearing large swages of our scenic Central Coast. However, what I believe the Community is calling for is a more common sense approach to plantings, particularly when you appreciate the vast majority of our corridors and urban bush interface are nowhere near mature trees.

I find it also fascinating that we seem to have such an extraordinarily and in my opinion overzealous, approach to trees in people's backyards yet when I drive through our western forests, I see practices that more than concern me yet this Council in its entire term has never raised these vegetation issues. I appreciate I have repeatedly raised concerns on behalf of our Community around Council's Vegetation and Fuel Load Policies.

The most recent pile burn debacle is an excellent example of poor management that has now resulted in the extraordinary fuel load build up being left behind after last Winter. This adhoc and knee-jerk approach that was taken during the consideration of this Policy must end. We need to engage the whole Community not just the noisy minority if we are to craft a Policy that truly reflects the needs of our broader Community.

**Attachments**

*Nil.*





**Item No:** 6.3  
**Title:** Notice of Motion - Activity Report of the Ombudsman Office  
**Department:** Councillor

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13816999  
Author: Bruce McLachlan, Councillor  
Jilly Pilon, Councillor

Councillors McLachlan and Pilon have given notice that at the Ordinary Council Meeting to be held on 24 February 2020 they will move the following motion:

***That Council requests the Chief Executive Officer provide Councillors with a report around activity of the Internal Ombudsman's office, noting that some of the content may have to be reported in confidential.***

#### **Councillors Note**

The previous Wyong Shire Council was often criticised for perceived lack of public disclosure, and alleged secretive dealings, with many Councillors campaigning on increased transparency. In the interest of this transparency, and to gain an understanding of the role, Councillors should now be provided with a report of workings of their Internal Ombudsman's office.

#### **Attachments**

*Nil.*



**Item No:** 6.4  
**Title:** Notice of Motion - Council to Support Community Calls for Mayor's Resignation  
**Department:** Councillor

---

24 February 2020 Ordinary Council Meeting

Reference: F2019/00041-004 - D13818456  
Author: Greg Best, Councillor  
Bruce McLachlan, Councillor

Councillors Best and McLachlan have given notice that at the Ordinary Council Meeting to be held on 24 February 2020 they will move the following motion:

- 1 That Council notes with grave concern the extraordinary devastation and hardship now felt across our Local Government area as a consequence of the recent flooding events and that Council extends its heartfelt sympathy to all those affected.**
- 2 That Council now notes the unprecedented collapse in Community confidence in Council, resulting in widespread calls for the Mayor's resignation.**
- 3 That Council notes the recent unfortunate criticisms of both Council and Staff by the Member for The Entrance Mr David Mehan, quote:**  
  
***"It is very clear The Entrance Channel has been mismanaged by this Council."  
"Council has no plan, it's appalling."  
"I can't believe we have got to this."  
(Source: ABC Interview 12th February 2020)***
- 4 That Council recognises the difficulty going forward around Community confidence and indeed credibility of the Office of the Mayor.**
- 5 That it is with this understanding and in the spirit of acknowledging the Community's outrage that Council supports their call for the Mayor's resignation.**
- 6 That Council as a display of good faith now immediately review all financial options in the Draft 2020-2021 Budget and the recurring Five Year Business Plan with a view to a permanent solution and prioritising flood mitigation works in and around The Entrance Channel including immediate and ongoing dredging.**

#### **Councillors Note**

(To assist Colleagues in gaining background around this issue I have attached below a Publicly available Facebook Post)

#### **6.4 Notice of Motion - Council to Support Community Calls for Mayor's Resignation (contd)**

---

Councillors, as a former Mayor I fully appreciate the challenges that the Office of the Mayor presents.

It is an honour and a privilege to serve our Community at such a high level and underpins the Civic Structure of our Community. It is of critical importance that the Community respects and has confidence in this Office.

Circumstances and events have conspired to create an unprecedented storm within the Community around confidence in our Mayoral Office. After witnessing the simply extraordinary events of our Council Meeting 12<sup>th</sup> February, where some 200 Residents and Ratepayers left their flooded homes to rail their anger and rage at how this Council has managed the flooding events. Many in the Community believe this lack of leadership permeates Council with widespread criticism around the lack of Council's advocacy on making urgent Mayoral representations to the various Energy Providers in demanding immediate reconnections to the many thousands of stranded homes and businesses; the silence is staggering. Unfortunately, this anger is so indelibly etched that it is doubtful that this Council under its current leadership can move forward over the remainder of this Term.

[www.facebook.com/161191673896350/posts/3305068939508592/?vh=e&d=n](http://www.facebook.com/161191673896350/posts/3305068939508592/?vh=e&d=n)

#### **Attachments**

*Nil.*