

Table of Contents

Booklet 2

Item 9.7 - 2 - Quarterly Budget Review Statement 544

ATTACHMENT BOOKLET

ORDINARY COUNCIL MEETING

TUESDAY 22 FEBRUARY 2022

TABLE OF CONTENTS

Item No	Subject	
9.4	DRAFT COUNCILLOR EXPENSES AND FACILITIES POLICY FOR PUBLIC EXHIBITION	
	Attachment : Draft Councillor Expenses and Facilities Policy.....	3
9.5	REPORTING OF MINUTES - COMMITTEES OF PREVIOUS COUNCIL TERM	
	Attachment 1: ARIC - 8 June 2021	24
	Attachment 2: ARIC - 14 September 2021 (Ordinary Meeting)	41
	Attachment 3: ARIC - 14 September 2021 (Extraordinary Meeting).....	51
	Attachment 4: Partnership and Participation SRG - 4 August 2021	57
	Attachment 5: Partnership & Participation SRG - 3 November 2021.....	65
	Attachment 6: Places for People SRG - 5 August 2021	71
	Attachment 7: Places for People SRG - 4 November 2021	76
	Attachment 8: Community and Belonging SRG - 11 August 2021	82
	Attachment 9: Community & Belonging SRG - 10 November 2021.....	89
	Attachment 10: Transport & Travel SRG - 12 August 2021	94
	Attachment 11: Transport & Travel SRG - 11 November 2021	111
	Attachment 12: Economic and Smart Communities SRG - 18 August 2021	131
	Attachment 13: Economic and Smart Communities SRG -17 November 2021	152
	Attachment 14: Environment SRG - 19 August 2021	186
	Attachment 15: Environment SRG - 18 November 2021	193
	Attachment 16: Community Safety Committee - 7 October 2021	200
	Attachment 17: Community Safety Committee - 18 November 2021	210
	Attachment 18: Public Art Working Group - Minutes - 4 November 2021.....	218
	Attachment 19: Bushfire Management Committee - 7 September 2021	225
	Attachment 20: Bush Fire Management Committee - 2 March 2021	231
9.7	QUARTERLY REVIEW - DECEMBER 2021	
	Attachment 1: Quarterly Report on Service Performance – December 2021	237
	Attachment 2: Quarterly Budget Review Statement - December 2021.....	337
	Attachment 3: Quarterly Report on Stronger Communities Fund	339
12.3	SUBMISSION ON INFRASTRUCTURE CONTRIBUTIONS REFORMS	
	Attachment 1: Submissions on Infrastructure Contribution Reforms to the Department of Planning and Environment.....	342
	Attachment 2: Submission on the Review of Essential Works List and the Benchmark Cost Report to IPART	357
	Attachment 3: Joint Media Release by LGNSW and Minister for Planning - issued 24 November 2021	364
12.4	STATUTORY EXHIBITION FINDINGS FOR A PLANNING PROPOSAL FOR 1294-1300 PITTWATER ROAD NARRABEEN AND 2-4 ALBERT STREET, NARRABEEN	
	Attachment 1: Planning Proposal - 1294-1300 Pittwater Road, Narrabeen and 2-4 Albert Street, Narrabeen - September 2021	366
	Attachment 2: Referral Response - DPE - Environment, Energy and Sciences Group.....	399
	Attachment 3: Referral Response - NSW State Emergency Service.....	401
	Attachment 4: Referral Response - Transport for NSW.....	403
	Attachment 5: Gateway Determination	405

	Attachment 6:	DCP amendments - Warringah Development Control Plan 2011 - Part G8, Corner of Pittwater Road and Albert St Narrabeen.....	407
	Attachment 7:	Submissions Review - Statutory Exhibition - PEX2018/0009	418
	Attachment 8:	Applicant - response to submissions - submissions analysis	427
	Attachment 9:	Traffic Report - response to submissions	445
13.1	PUBLIC EXHIBITION OF THE DRAFT NORTHERN BEACHES PROPERTY STRATEGY		
	Attachment :	Draft Property Strategy	449
13.2	OUTCOME OF PUBLIC EXHIBITION TO RENAME WALWORTH COURT, NEWPORT		
	Attachment :	Community Engagement Report - Proposal to Rename Walworth Court, Newport.....	487
14.1	APPOINTMENT OF PERFORMANCE REVIEW PANEL - CHIEF EXECUTIVE OFFICER		
	Attachment :	Guidelines for the Appointment and Oversight of General Managers.....	496

(Draft)
Council Policy
Councillor Expenses and
Facilities

POLICY SUMMARY	4
PART A – INTRODUCTION	5
1. Introduction	5
2 Policy objectives	5
3 Principles	6
4 Private or political benefit	6
PART B – EXPENSES	7
5 General expenses	7
6 Specific expenses	7
Expenses related to civic duties including travel, attendance at events	7
Use of private vehicle	7
Interstate, overseas and long distance intrastate travel expenses	7
Travel expenses not paid by Council	8
Representing Council at non-Council functions/events	8
Professional development	9
Conferences and seminars	9
Accommodation and meals while attending conferences, seminars and training courses	10
Subscriptions	11
Technology, telecommunications and other related expenses	11
Special requirements and child care and/or family member care	12
Off-site office expenses	12
Health and wellbeing services	12
7 Insurances	12
8 Legal assistance	13
PART C – FACILITIES	14
9 General facilities for all Councillors	14
Facilities	14
Stationery	14
Administrative support	14
Glen Street Theatre Complimentary Tickets	15
10 Additional facilities and/or expenses for the Mayor	15
Provision and use of a mayoral vehicle	15

Accommodation and office support	16
Industry conferences.....	17
Expenses related to civic duties including travel, attendance at events.....	17

PART D – PROCESSES17

11 Approval, payment and reimbursement arrangements.....	17
Direct payment.....	17
Reimbursement.....	17
Advance payment	18
Notification	18
Reimbursement to Council	18
Timeframe for reimbursement	18
12 Disputes.....	18
13 Return or retention of facilities	19
14 Publication.....	19
15 Reporting	19
16 Auditing	19
17 Breaches.....	19

PART E – APPENDICES.....20

Appendix I: Related legislation, guidance and policies	20
Relevant legislation and guidance:.....	20
Related Council policies:	20
Appendix II: Definitions.....	20

Policy Summary

Council is required to adopt a policy concerning the payment of expenses incurred by, and the provision of facilities to, the mayor, deputy mayor and councillors. These supports assist the mayor and councillors to undertake their respective roles under the *Local Government Act 1993* (the Act) and provide reasonable recompense for expenses they incur in undertaking their civic duties.

The policy ensures accountability and transparency and seeks to align councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this policy.

The policy has been prepared in accordance with the [Local Government Act 1993](#) and [Local Government \(General\) Regulation 2021](#), and complies with the Office of Local Government's [Guidelines for the payment of expenses and provision of facilities to mayors and councillors in NSW](#).

The maximum amounts Council will provide for specific expenses and facilities is set out in the policy. Expenses not explicitly addressed in this policy will not be paid or reimbursed. The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

Clause	Expense or facility	Maximum amount (per councillor)	Frequency
6.2 6.16 6.17 6.19 6.34 10.23	Expenses relating to civic duties including attendance at non-Council functions and events and travel (excluding private use vehicle) – includes local, long distance and interstate	\$10,000 (councillor) \$15,000 (mayor)	Per financial year
6.3	Vehicle – private use (includes mileage claims for private vehicle use for official business)	Allowances for the use of a private vehicle will be reimbursed at the rate contained in the Local Government (State) Award	
6.23	Training, educational and professional body memberships as relevant to councillor duties and functions	\$2,000	Per financial year
6.28	Seminars and conferences, including registration costs and accommodation and other related out of pocket expenses (note: travel expenses and meals are excluded)	\$6,500	Per financial year
6.34.3 6.36	Meals and refreshments while attending council events, meetings and conferences	Of a standard and level as set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009 (adjusted annually)	Per Award
6.21	Professional development	\$10,000	Per term
6.21	Professional development – specific allocation to undertake directors course	\$10,000	Per term
6.38	Subscriptions, publications and access to resource material	\$1,200	Per year
6.54	Off-site or home office and stationery	\$1,500	Per year
6.51	Child care and/or family member care	\$6,000	Per year

Clause	Expense or facility	Maximum amount (per councillor)	Frequency
6.41	Technology and telecommunications equipment, including a mobile phone, tablet and/or laptop	\$6,500	Provided and maintained upon election for duration of term
6.43	Download applications (apps) to devices above	\$100	Per year
6.46	International data roaming	\$500	Maximum of 30 days per year
6.39	Home internet	\$80 per month – internet service	Total of \$960
6.39	Mobile phone (if mobile not supplied by Council – BYOD)	\$75 per month – standard mobile phone service	Total of \$900

Additional costs incurred by a councillor in excess of these limits are considered a personal expense and the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. The reimbursement of claims made after this time must be considered and approved by the Chief Executive Officer.

A report on the provision of expenses and facilities to councillors will be publicly tabled at a Council meeting every twelve months and published on Council's website. These reports will include expenditure summarised by individual councillor and as a total for all councillors.

Part A – Introduction

1. Introduction

- 1.1 The provision of expenses and facilities enables councillors to fulfil their civic duties as the elected representatives of Northern Beaches Council.
- 1.2 The community is entitled to know the extent of expenses paid to councillors, as well as the facilities provided.
- 1.3 The purpose of this policy is to clearly state the facilities and support that is available to councillors to assist them in fulfilling their civic duties.
- 1.4 Expenses and facilities provided by this policy are in addition to fees paid to councillors. The minimum and maximum fee range a council may pay each councillor is set by the Local Government Remuneration Tribunal in accordance with section 241 of the [Local Government Act 1993](#) and reviewed annually. Council must adopt its annual fees within this set range.
- 1.5 The Chief Executive Officer or their delegate is empowered to question or refuse a request for payment from a councillor when it does not accord with this policy.

2 Policy objectives

The objectives of this policy are to:

- 2.1 enable the reasonable and appropriate reimbursement of expenses incurred by councillors while undertaking their civic duties
- 2.2 enable facilities of a reasonable and appropriate standard to be provided to councillors to support them in undertaking their civic duties

- 2.3 ensure accountability and transparency in reimbursement of expenses and provision of facilities to councillors
- 2.4 ensure facilities and expenses provided to councillors meet community expectations
- 2.5 support a diversity of representation
- 2.6 fulfil Council's statutory responsibilities.

3 Principles

Council commits to the following principles:

- 3.1 **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
- 3.2 **Reasonable expenses:** Providing for councillors to be reimbursed for expenses reasonably incurred as part of their role as councillor
- 3.3 **Participation and access:** Enabling people from diverse backgrounds, under-represented groups, those in carer roles and those with special needs to serve as councillors
- 3.4 **Equity:** There must be equitable access to expenses and facilities for all councillors
- 3.5 **Appropriate use of resources:** Providing clear direction on the appropriate use of council resources in accordance with legal requirements and community expectations
- 3.6 **Accountability and transparency:** Clearly stating and reporting on the expenses and facilities provided to councillors.

4 Private or political benefit

- 4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this policy.
- 4.2 Private use of Council equipment and facilities by councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected is acceptable under the policy.
- 4.3 Such incidental private use does not require a compensatory payment back to Council.
- 4.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, councillors must reimburse Council.
- 4.5 Campaigns for re-election are considered to be a private interest. The following are examples of what is considered to be a private interest during a re-election campaign:
 - production of election material
 - use of Council resources for campaigning
 - use of official Council letterhead, publications, websites or services for political benefit
 - fundraising activities of political parties or individuals, including political fundraising events.

Part B – Expenses

5 General expenses

- 5.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office.
- 5.2 Expenses not explicitly addressed in this policy will not be paid or reimbursed.

6 Specific expenses**Expenses related to civic duties including travel, attendance at events**

- 6.1 All travel by councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.
- 6.2 Each councillor may be reimbursed up to a total of \$10,000 per year for expenses (excluding private use vehicle reimbursements which are outlined below) incurred in association with undertaking professional development, attending approved conferences and seminars within NSW and interstate, representing Council at official meetings, and attending to matters related to the fulfilment of a councillor's civic duties. This includes:
- public transport fares
 - parking costs for Council and other meetings
 - tolls incurred on private E-tags
 - documented ride-share programs, such as Uber
 - the provision of a Cabcharge card (or an equivalent) if required.

Use of private vehicle

- 6.3 In addition to the above clause 6.2, allowances for the use of a private vehicle to attend meetings on official business will be reimbursed at the rate contained in the [Local Government \(State\) Award](#). This rate shall be deemed to cover and include any claims for accidental damage or repairs to the councillor's own vehicle and any loss of no claim bonus and any excess not covered by any insurance.
- 6.4 Councillors seeking to be reimbursed for use of a private vehicle under clause 6.3 must keep a log book recording the date, distance and purpose of travel being claimed. The relevant Council claim form (*Councillor Private Vehicle for Official Events Claim*) must be completed and submitted for reimbursement to the Councillor Services Office.

Interstate, overseas and long distance intrastate travel expenses

- 6.5 This section includes reference to long distance intrastate travel. At Northern Beaches Council long distance intrastate travel is travel that is estimated to take more than two hours from the councillor's residence.
- 6.6 In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long distance intrastate trips unless direct and tangible benefits can be established for the Council and the local community. This includes travel to cities where diplomatic ties exist.
- 6.7 Councillors seeking approval for any interstate and long distance intrastate travel must submit a business case to, and obtain the approval of, the Chief Executive Officer prior to travel.

- 6.8 Councillors seeking approval for any overseas travel must submit a request to, and obtain the approval of, Council at a Council meeting prior to travel.
- 6.9 The request should include:
 - 6.9.1 objectives to be achieved in travel, including an explanation of how the travel aligns with current Council priorities and business, the community benefits which will accrue as a result and its relevance to the exercise of the councillor's civic duties
 - 6.9.2 who is to take part in the travel
 - 6.9.3 duration and itinerary of travel
 - 6.9.4 a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.10 For interstate and long distance intrastate journeys by air of less than two hours the class of air travel is to be economy class.
- 6.11 For interstate journeys by air of more than two hours, the class of air travel may be premium economy where it is available.
- 6.12 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.
- 6.13 Bookings for approved air travel are to be made by the Mayor's Office on behalf of the mayor or the Councillor Services team on behalf of a councillor.
- 6.14 Councillors shall not be entitled to claim frequent flyer or other loyalty points relating to air travel or other expenses incurred by them under this policy. In circumstances where the mayor or a councillor has no option but to incur any expenditure for which loyalty points accrue to his/her personal account, the mayor or councillor must surrender the points to the airline or service provider before reimbursement of the expense by the Council.

Travel expenses not paid by Council

- 6.15 Council will not pay any traffic or parking fines or administrative charges for toll road accounts.

Representing Council at non-Council functions/events

- 6.16 The reasonable cost for councillors who have been invited to officially attend events/functions to represent the Council may be met within the allocated expenses cap of \$10,000 for expenses related to civic duties.
- 6.17 Council will pay the entry fee/ticket cost associated with the attendance of a councillor for events and functions which may include lunches/dinners, non-council functions and community, corporate or industry events where councillor attendance would be expected, such as award nights.
- 6.18 The Chief Executive Officer or their delegate is to approve the cost of such an event/function where it exceeds \$500.
- 6.19 Where a mayor's/councillor's spouse, partner or accompanying person accompanies them to a non-Council function or event, the expenses of the spouse/partner/accompanying person shall be met by Council within the allocated expenses cap of \$10,000 for expenses related to civic duties in the following circumstances:
 - 6.19.1 The mayor's/councillor's spouse/partner/ accompanying person has been officially invited to and has accompanied the mayor/councillor to a function/event

6.19.2 The function/event relates to the discharge of the civic functions of the mayor/councillor

6.19.3 The attendance of the spouse/partner/accompanying person at the function is considered reasonably necessary or appropriate in order for the mayor/councillor to fulfil his/her statutory role.

6.20 This reimbursement does not extend to functions where the attendance of the councillor's spouse, partner or accompanying person may be convenient, but could not be properly seen as relating to the discharge of functions of civic office. Examples of the types of functions that could be reimbursed under this clause include charitable functions to which the mayor/councillors have been invited and award ceremonies and other functions to which the mayor/councillors are invited to represent the Council. The payment for spouses, partners and accompanying persons for attending appropriate functions will be confined specifically to the ticket, meal and/or the direct cost of attending the function. Peripheral expenses incurred by spouse, partners or accompanying persons such as grooming, special clothing and transport are not considered reimbursable expenses.

Professional development

- 6.21 Council will set aside \$10,000 per councillor per term in its budget to facilitate the relevant professional development of councillors, with an additional \$10,000 set aside for the term for councillors to specifically undertake a director's course.
- 6.22 Within the first 12 months of a new Council term, Council will provide a comprehensive induction program for all councillors which considers any guidelines issued by the Office of Local Government (OLG). Council will cover the cost of the induction program and it will be in addition to ongoing professional development funding allocated to councillors.
- 6.23 Annual membership of professional bodies will be covered to a maximum limit of \$2,000 per year where the membership is relevant to the exercise of the councillor's civic duties, the councillor actively participates in the body and the cost of membership is likely to be substantially offset by savings from attending events or the membership provides information of relevance and value to the role of councillors.
- 6.24 Approval for professional development activities is subject to a prior written request to the Chief Executive Officer outlining the:
- details of the proposed professional development
 - relevance to Council priorities and business
 - relevance to the exercise of the councillor's civic duties.
- 6.25 In assessing a councillor request for a professional development activity, the Chief Executive Officer must consider the factors set out in clauses 6.21 and 6.24 of this policy, as well as the cost of the professional development in relation to the councillor's remaining budget.
- 6.26 In-house program expenses, including a councillor induction program will be borne by Council outside of the allocated budget for councillors outlined in this Policy.
- 6.27 On occasion Council will engage external providers (as appropriate) to undertake specific training in-house as part of the ongoing professional development program for councillors. Councillors will be invited to attend and the cost of engaging the provider will be covered by Council outside of the allocated budget for councillors outlined in this policy.

Conferences and seminars

- 6.28 Council is committed to ensuring its councillors are up to date with contemporary issues facing Council, the community and local government in NSW and will

provide up to \$6,500 annually to facilitate councillor attendance at conferences and seminars.

- 6.29 Approval to attend a conference or seminar is subject to a written request to the Chief Executive Officer by way of the *Councillor Request to Attend Conference or Professional Development Form*. In assessing a councillor request, the Chief Executive Officer must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the councillor's civic duties
 - cost of the conference or seminar in relation to the total remaining budget.
- 6.30 Council will meet the reasonable cost of registration fees, transportation, out of pocket expenses and accommodation associated with attendance at conferences approved by the Chief Executive Officer or their delegate.
- 6.31 Where a councillor is accompanied at a conference all costs for, or incurred by, the accompanying person, including travel, any additional accommodation costs, breakfast, meals, registration and/or participation in any conference programs, are to be borne by the councillor/accompanying person and not by the Council. Council may by resolution, and in exceptional circumstances, pay the expenses of a spouse/partner/carer while travelling on Council business. Exceptional circumstances would only be where the councillor is prevented by health reasons from travelling alone.
- 6.32 The registration and program fees of the accompanying person are to be paid directly to the conference organiser and paid at time of registration. The Council is prepared to receive reimbursement for such registration and payments and to forward them on to the conference organiser, etc. with any Council delegates' registration.
- 6.33 Where the Council meets, on account, any expenditure or cost on behalf of an accompanying person attending a conference, such expenditure must be repaid to the Council by the councillor/accompanying person within seven (7) days of being invoiced for such expenditure following the conclusion of the conference.

Accommodation and meals while attending conferences, seminars and training courses

- 6.34 Reasonable out-of-pocket or incidental expenses incurred by councillors associated with attendance at a conference, seminars, training courses shall be reimbursed for the following:
- 6.34.1 any hotel/motel conference related charges associated with conferences/seminars, other than accommodation
 - 6.34.2 all telephone, internet or data related to Council business
 - 6.34.3 reasonable lunches, dinners and other meals incurred whilst travelling to or from the conferences, seminars, training courses and other lunches, dinners or meals occurring during the conference but not included in the conference registration fee, as set out in Part B *Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award, 2009*, as adjusted annually
 - 6.34.4 incidental expenses including taxi fares, parking fees, bridge tolls, refreshments, newspapers, laundry and dry cleaning
 - 6.34.5 any optional activity in a conference program, excluding any pre or post conference activities.
- 6.35 Where requested by a councillor, consideration will be given to the provision of an advance payment of up to \$200 to cover anticipated out-of-pocket expenses. Following attendance at a conference (and no more than one [1] month after the

conference concludes) the advance payment must be fully reconciled with receipts for costs associated as above.

Refreshments for Council related meetings

- 6.36 Appropriate refreshments will be available for Council meetings, Council committee meetings, councillor briefings, approved meetings and engagements, and official Council functions as approved by the Chief Executive Officer or their delegate.
- 6.37 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the Chief Executive Officer must be mindful of Part B Monetary Rates of the *NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009*, as adjusted annually.

Subscriptions

- 6.38 Councillors are entitled to subscriptions and publications and any resource material related to the exercise of civic duties for which a fee is required up to an amount of \$1,200 per year.

Technology, telecommunications and other related expenses

- 6.39 Council will provide or reimburse councillors for expenses associated with appropriate technology and telecommunications devices and services up to \$1,860 per financial year. This includes:
- \$75 per month –mobile service (provided by Council or reimbursed BYOD)
 - \$80 per month – internet service
- 6.40 In addition, Council will provide a mobile phone, tablet/iPad and/or a lap-top or equivalent which will be provided on a standard monthly plan as arranged by Council for the purposes of receiving communications and business papers from Council by electronic means and carrying out civic duties.
- 6.41 Council may provide appropriate technology equipment up to a limit of \$6,500 per councillor upon the commencement of the term of office (this is inclusive of tablets/iPads and accessories issued under 6.39/6.40. The determination as to what equipment will be provided will be made by the Chief Executive Officer or their delegate based upon Council's general technology and telecommunications program and identified business needs.
- 6.42 Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as receiving and reading Council business papers and relevant phone calls and correspondence.
- 6.43 Councillors may seek reimbursement for applications (apps) on their Council issued mobile or electronic devices that are directly related to their duties as a councillor, within the maximum limit of \$100 per year.
- 6.44 Council may from time to time provide councillors with upgraded equipment or new facilities, where doing so will result in efficiencies and aligns to Council's general technology and telecommunications program.
- 6.45 All equipment provided to councillors by Council shall remain in the possession of the councillor during their term of office and shall remain the property of Council and returned in good operational order and condition upon ceasing to be an elected member of Northern Beaches Council.
- 6.46 Council will provide international roaming packages on a Council provided mobile phone plan, to the maximum value of \$500 for data, voice and messaging for up to 30 days per year. This amount is in addition to the maximum monthly usage limits outlined in clause 6.39.

- 6.47 Where the councillor uses their own mobile phone plan, a reimbursement to the maximum value of \$500 for data, voice and messaging for up to 30 days per year will only be provided for international roaming where the reconciliation is supported by a detailed account itemising Council usage.

Special requirements and child care and/or family member care

- 6.48 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing impaired councillors and those with other disabilities.
- 6.49 Transportation provisions as outlined in this policy, such as access to Cabcharge and Uber will also assist councillors who may be unable or unwilling to drive a vehicle.
- 6.50 In addition to the provisions above, the Chief Executive Officer or their delegate may authorise the provision of reasonable additional facilities and expenses in order to allow a councillor with disability to perform their civic duties.
- 6.51 Councillors who are the principal carer of a child or other immediate family member who is an older adult, has disability and/or is sick will be entitled to re-imbursement of carer's expenses up to a maximum of \$6,000 per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.52 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not the children's parent.
- 6.53 In the event of caring for an adult person, councillors will need to provide suitable evidence to the Chief Executive Officer or their delegate that reimbursement is applicable. This may take the form of advice from a medical practitioner.

Off-site office expenses

- 6.54 Each councillor may be reimbursed up to \$1,500 per year for costs associated with the maintenance of a home or off-site office, such as minor items of consumable stationery and printer ink cartridges and furniture.

Health and wellbeing services

- 6.55 Council aims to provide a working environment that promotes and supports the health and wellbeing of both staff and councillors.
- 6.56 Councillors will have access to Council's relevant employee Assistance Program.
- 6.57 Councillors will have free entry to Council's Aquatic Centres.

7 Insurances

- 7.1 In accordance with section 382 of the [Local Government Act 1993](#), Council has in place public liability and professional indemnity insurance. Council also obtains Councillors and Officers insurance in the course of its annual insurance renewal program.
- 7.2 Insurance protection is only provided if a claim arises out of, or in connection with, the councillor's performance of their civic duties, or exercise of his or her functions as a councillor. All insurances are subject to any limitations or conditions set out in Council's policies of insurance.
- 7.3 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.
- 7.4 Appropriate travel insurances are to be included for any councillors travelling on approved interstate and overseas travel on Council business.

8 Legal assistance

- 8.1 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:
- 8.1.1 a councillor defending an action arising from the performance in good faith of a function under the [Local Government Act 1993](#);
 - 8.1.2 a councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act; and
 - 8.1.3 a councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the [Local Government Act 1993](#) and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the councillor.
- 8.2 In the case of a conduct complaint made against a councillor, legal costs will only be made available where the matter has been referred by the Chief Executive Officer or their delegate to a conduct reviewer or conduct review panel and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the councillor.
- 8.3 Legal expenses incurred in relation to proceedings arising out of the performance by a councillor of their functions under the [Local Government Act 1993](#) are distinguished from expenses incurred in relation to proceedings arising merely from something that a councillor has done during their term in office. For example, expenses arising from an investigation as to whether a councillor acted corruptly would not be covered by this section.
- 8.4 Council will not meet the legal costs:
- 8.4.1 of legal proceedings initiated by a councillor under any circumstances
 - 8.4.2 of a councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
 - 8.4.3 for legal proceedings that do not involve a councillor performing their role as a councillor.
- 8.5 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

Part C – Facilities

9 General facilities for all Councillors

Facilities

- 9.1 Council will provide the following facilities to councillors to assist them to effectively discharge their civic duties:
- 9.1.1 A councillor common room appropriately furnished which includes photocopier, printer, meeting space, letterboxes and appropriate refreshments
 - 9.1.2 Each councillor will receive a security card to access the three central administration offices of Mona Vale, Dee Why and Manly, allowing them appropriate access as determined by the Chief Executive Officer or their delegate
 - 9.1.3 Free parking access to shared car parking spaces while attending Council offices on official business at both the Manly and Dee Why administration offices
 - 9.1.4 A name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor
 - 9.1.5 Appropriate meeting spaces to allow councillors to meet with community members as determined by the Chief Executive Officer or their delegate. Meeting rooms can be booked through the Office of the Mayor or the Councillor Services team.
 - 9.1.6 Daily media reports and updates on media releases issued by Council by email.
- 9.2 The provision of facilities will be of a standard deemed by the Chief Executive Officer or their delegate as appropriate for the purpose.
- 9.3 Council may from time to time provide additional facilities for councillor use such as protective equipment for use during site visits.

Stationery

- 9.4 Council will provide the following to councillors:
- 9.4.1 Electronic letterhead template, to be used only for correspondence associated with civic duties
 - 9.4.2 Electronic Christmas or festive message (if requested)
 - 9.4.3 Business cards (printed in-house).
- 9.5 Council will also from time to time provide additional stationery or branded items for councillor use.
- 9.6 The provision of other stationery required to furnish an off-site or home office is outlined in clause 6.54 of this policy.

Administrative support

- 9.7 Council will provide administrative support to councillors to assist them with carrying out their civic duties. Administrative support is provided to councillors by the Councillor Services team and support for the mayor is provided by the Mayor's Office.

- 9.8 As outlined in section 4, Council staff are to assist councillors with civic duties only and must not assist with matters of personal or political interest, including campaigning.

Glen Street Theatre Complimentary Tickets

- 9.9 Tickets to productions at Glen Street Theatre will be issued to councillors in accordance with the Glen Street Theatre Complimentary Tickets Policy.

10 Additional facilities and/or expenses for the Mayor

Provision and use of a mayoral vehicle

- 10.1 The mayor has the option of using and maintaining a private vehicle in accordance with the provisions of clauses 6.3 and 6.4 of this policy or Council may provide the option to the mayor of a suitable and appropriate vehicle (excluding any vehicle subject to the Australian Taxation Office's luxury car tax) for use by the mayor for all official, executive and social duties connected with the office of mayor and for occasional or full private use.
- 10.2 The Council cannot make a motor vehicle, owned or leased by the Council, available for the exclusive or primary use or disposition of a particular councillor other than a mayor.
- 10.3 The Council will:
- 10.3.1 provide servicing, maintenance, registration and insurance of a suitable vehicle
 - 10.3.2 provide all fuel, which may be charged against a fuel card, whilst the vehicle is used for Council business.
- 10.4 The vehicle will be registered and comprehensively insured by the Northern Beaches Council.
- 10.5 Special accessories where required, shall be provided, fitted, installed and removed at Council's cost.
- 10.6 The vehicle shall be available for the exclusive use of the mayor, and where available by any councillor attending council business and as approved by the mayor subject to the conditions of this policy.
- 10.7 Where private or personal use is on an occasional basis, the mayoral allowance will be reduced on a per kilometre basis, by the rate set by the Local Government (State) Award, and in accordance with a log submitted by the mayor on a monthly basis. Where full private or personal use is chosen, the mayoral allowance will be reduced, in accordance with Council's *Management Standard for Provision of Private and Take Home Use Vehicles (amended)*.
- 10.8 The following restriction shall apply to the use of the mayoral vehicle:
- 10.8.1 The vehicle shall only be driven by a properly licensed person, being:
 - the mayor
 - Council employee
 - a councillor of the Northern Beaches Council, with the mayor's consent
 - a member of the mayor's immediate family or nominated person so long as the mayor is a passenger in the car.
 - 10.8.2 The mayor shall not use, or allow the vehicle to be used, to compete in any car rally or competition

- 10.8.3 The vehicle is not to be used for any trading undertaking or for any activity where remuneration is received which is not directly related to Council business or activities of the office of mayor.
- 10.9 The mayor, if they intend to drive the vehicle, must show evidence of a current New South Wales driver's licence of an appropriate class, or equivalent, and be the holder of a licence for the duration of their use of the vehicle. If the mayor loses his/her licence or is suspended from driving, they must immediately forfeit use of or access to the mayoral vehicle or provide evidence of a properly licensed person who will be the driver of the vehicle whenever used by the mayor during such period.
- 10.10 Whenever the mayor has the control of the vehicle, the mayor must ensure that it is driven only by a responsible properly licensed person.
- 10.11 If the mayor drives or allows another person to drive the vehicle without a current driver's licence, or whilst disqualified for any reason, the Council may withdraw the vehicle from access by the mayor.
- 10.12 All traffic fines and penalties incurred by the mayoral vehicle will be paid by the driver. The mayor must keep a record of any drivers of the vehicle, other than the mayor, whom the mayor permits to drive the vehicle.
- 10.13 If the mayor or a properly licensed person, by their action, negates any motor vehicle insurance, that person will be responsible for the payment of costs as a consequence thereof.
- 10.14 The mayor always remains responsible for ensuring proper and adequate care and usage of the vehicle at all times including garaging and vehicle maintenance
- 10.15 The mayor must ensure all accidents /maintenance/repair issues are reported to Council's Fleet Management without delay.
- 10.16 If the mayor or a properly licensed person, whilst driving the vehicle, is convicted of drink-driving or an offence leading to licence suspension or loss in association with an accident involving the mayoral vehicle, the mayor will be required to pay the cost of associated repairs in the event that Council's insurers disclaim responsibilities on the grounds of such conviction, suspension or loss.
- 10.17 A parking space at Council's offices will be reserved for the mayor for use on official business, professional development and attendance at the mayor's office.

Accommodation and office support

- 10.18 Council will provide the mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and a meeting room.
- 10.19 In performing their civic duties, the mayor will be assisted by a small number of staff providing administrative and secretarial support, as determined by the Chief Executive Officer or their delegate.
- 10.20 The number of exclusive staff provided to support the mayor and councillors will not exceed the number of full time equivalent staff identified in the adopted organisational structure and as provided in the adopted budget.
- 10.21 As outlined in section 4, staff who are appointed to the Mayor's Office or Councillor Services team are required to work on official business only, and not for matters of personal or political interest, including campaigns.

Industry conferences

- 10.22 The mayor has an allocation to attend and represent Council at the Local Government NSW Annual Conference (this entitlement is available to all councillors) and the Australian Local Government Association Annual Conference each year. The costs associated with attending both conferences will be in addition to the allocated councillor limits.

Expenses related to civic duties including travel, attendance at events

- 10.23 The mayor has an additional allocation of \$5000 for expenses incurred in association with undertaking professional development, attending approved conferences and seminars within NSW and interstate, representing Council at official meetings, and attending to matters related to the fulfilment of a councillor's civic duties. Refer to section 6.2.

Part D – Processes

11 Approval, payment and reimbursement arrangements

- 11.1 Expenses should only be incurred by councillors in accordance with the provisions of this policy.
- 11.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred where possible.
- 11.3 Up to the maximum limits specified in this policy, approval for the following may be sought after the expense is incurred for:
- 11.3.1 private vehicle use and local travel relating to civic duties and official business
 - 11.3.2 office expenses and out of pocket expenses
 - 11.3.3 carer costs
 - 11.3.4 technology and telecommunications expenditure.
- 11.4 Final approval for payments made under this policy will be granted by the Chief Executive Officer or their delegate.
- 11.5 All requests for reimbursement will be processed by a staff member and then reviewed and authorised by the Chief Executive Officer or their delegate.
- 11.6 The Chief Executive Officer or their delegate will provide a system for the request of reimbursements for councillors. This may include appropriate forms where councillors will be required to provide the relevant details required.

Direct payment

- 11.7 Council may approve and directly pay expenses. Requests for direct payment must be submitted through the appropriate system for assessment against this policy using the appropriate Council forms, with sufficient information and time to allow for the claim to be assessed and processed.

Reimbursement

- 11.8 All claims for reimbursement of expenses incurred must be made on the system or forms prescribed, supported by relevant information, appropriate receipts and/or tax invoices and be submitted to the Mayor's Office (for mayoral expenses) or the Councillor Services team (for councillors) for processing. There are two payments runs per month for the reimbursements of expenses.

Advance payment

- 11.9 Council may pay a cash advance for councillors attending approved conferences, seminars or professional development.
- 11.10 The maximum daily value of a cash advance is \$200 for a conference, seminar or professional development undertaking, up to a maximum of \$600.
- 11.11 Requests for advance payment must be submitted to the Chief Executive Officer or their delegate for assessment against this policy with sufficient information and time to allow for the claim to be assessed and processed.
- 11.12 Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:
- 11.12.1 a full reconciliation against the provisions of this policy of all expenses including appropriate receipts and/or tax invoices; and
 - 11.12.2 reimbursement of any amount of the advance payment not spent in attending to official business or professional development.

Notification

- 11.13 If a claim is approved, Council will make payment directly or reimburse the councillor through accounts payable.
- 11.14 If a claim is refused, Council will inform the councillor in writing that the claim has been refused and the reason for the refusal.

Reimbursement to Council

- 11.15 If Council has incurred an expense on behalf of a councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this policy:
- Council may, with the approval of the Chief Executive Officer or their delegate, invoice the councillor for the expense; and
 - the councillor will be required to reimburse Council for that expense within 14 days of the invoice date.
- 11.16 If the councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the Chief Executive Officer or their delegate. The Chief Executive Officer or their delegate may elect to deduct the amount from the councillor's allowance (councillor fee).

Timeframe for reimbursement

- 11.17 Unless otherwise specified in this policy, councillors must provide all claims for reimbursement within three months of an expense being incurred. The acceptance of claims made after this time must be considered and approved by the Chief Executive Officer or their delegate.

12 Disputes

- 12.1 If the councillor disputes a determination under this policy, the councillor should discuss the matter with the Chief Executive Officer or their delegate.

- 12.2 If the councillor and the Chief Executive Officer (or their delegate) cannot resolve the dispute, the councillor may submit a notice of motion to Council seeking to have the dispute resolved.

13 Return or retention of facilities

- 13.1 All unexpended facilities or equipment supplied under this policy are to be relinquished immediately upon a councillor or the mayor ceasing to hold office.

14 Publication

- 14.1 This policy will be published on Council's website.

15 Reporting

- 15.1 Council will report on the provision of expenses and facilities to councillors as required in the [Local Government Act 1993](#) and [Local Government \(General\) Regulation 2021](#).
- 15.2 Detailed reports on the provision of expenses and facilities to councillors will be publicly tabled at a Council meeting every twelve months and published in full on Council's website.

16 Auditing

- 16.1 The operation of this policy, including claims made under the policy, will be included in Council's audit program with a regular audit to be scheduled within the Northern Beaches Council Strategic Internal Audit Plan.

17 Breaches

- 17.1 Suspected breaches of this policy are to be reported to the Chief Executive Officer or their delegate.
- 17.2 In accordance with the Northern Beaches Council Code of Conduct this Councillor Expenses and Facilities Policy is a policy of Council and must not be contravened.
- 17.3 Alleged breaches of this policy shall be dealt with by the processes outlined for breaches of the Northern Beaches Council Code of Conduct as detailed in the Code and in the Procedures for the Administration of the Code.

PART E – Appendices

Appendix I: Related legislation, guidance and policies

Relevant legislation and guidance:

- [Local Government Act 1993](#), sections 252 and 253
- [Local Government \(General\) Regulation 2021](#), Clauses 217 and 403
- Office of Local Government's [Guidelines for the payment of expenses and provision of facilities to Mayors and councillors in NSW](#)
- Office of Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Office of Local Government Circular 05-08 Legal Assistance for Councillors and Council Employees.

Related Council policies:

- Northern Beaches Council Code of Conduct
- Northern Beaches Council Management Standard for Provision of Private and Take Home Use Vehicles (amended)
- Northern Beaches Council Glen Street Theatre Complimentary Tickets Policy

Appendix II: Definitions

The following definitions apply throughout this policy.

Term	Definition
accompanying person	a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
appropriate refreshments	food and beverages, excluding alcohol, provided by Council to support councillors undertaking official business
Act	the Local Government Act 1993 (NSW)
Annual Conference	Local Government NSW Annual Conference
clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	the Code of Conduct adopted by Council or the Model Code if none is adopted
councillor	a person elected or appointed to civic office as a member of the governing body of Council who is not suspended, including the mayor
Chief Executive Officer	the person referred to in the <i>Local Government Act 1993</i> as the general manager of a council and, in the case of the Northern Beaches Council, means the person referred to as the Chief Executive Officer of the Northern Beaches Council and includes their delegate or authorised representative
incidental personal use	use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
long distance intrastate travel	travel to other parts of NSW of more than two hours duration by private vehicle
maximum limit	the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales

nominated person	the holder of a current NSW driver's licence who is nominated by the mayor, in writing to the Chief Executive Officer or their delegate, as a person who may regularly drive the mayoral vehicle whilst the mayor is a passenger in the vehicle.
official business	functions that the mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for Council or result in a direct benefit for Council and/or for the local government area, and includes: <ul style="list-style-type: none"> meetings of Council and committees of the whole meetings of committees facilitated by Council civic receptions hosted or sponsored by Council meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by Council.
professional development	a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the mayor
Regulation	the Local Government (General) Regulation 2021 (NSW)
term	the period from which a councillor or the mayor is in office – usually commencing from the councillor's inauguration and concluding on the day prior to the local government election – the term includes a caretaker period
year	the financial year, that is the 12 month period commencing on 1 July each year

Version Control

Version	Date	Version	Ref
1	22 November 2016	Northern Beaches Council Policy for Payment and Reimbursement of Expenses Incurred by, and the Provision of Facilities to the mayor, deputy mayor and Councillors - adopted	2016/358418
2	26 June 2018	Draft Councillor Expenses and Facilities Policy for Public Exhibition	2018/353965
3	28 August 2018	Councillor Expenses and Facilities Policy for adoption including minor amendment to include applications in ICT expenses	2018/534619
4	(TBC)	Draft revision of allocations based on review of comparable councils in large metropolitan category as determined through the Local Government Remuneration Tribunal, clarification and update of clause interpretations and some administrative formatting	



MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

held as a hybrid meeting in the Flannel Flower Room, Civic Centre
Dee Why and online via remote audio visual link

TUESDAY 8 JUNE 2021



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

Minutes of the Audit, Risk and Improvement Committee Meeting

Held on Tuesday 8 June 2021

**As a hybrid meeting in the Flannel Flower Room, Civic Centre Dee Why
and online via remote audio visual link**

Commencing at 2:04pm

ATTENDANCE – IN PERSON:

Voting Members of the Committee

Stephen Horne (Chair)
Julie Walton
Cr Sarah Grattan
Cr Sue Heins
Cr David Walton

Council Officers (non-voting)

Ray Brownlee PSM	Chief Executive Officer
Jeff Smith	Director Corporate and Legal
Karen Twitchett	Director Workforce and Technology
David Walsh	Chief Financial Officer
Caroline Foley	Executive Manager Financial Planning and Systems
Deirdre Cooper	Executive Manager Internal Audit and Complaints Resolution
Sarah Dunstan	Executive Manager Governance and Risk
Mark Jones	Executive Manager Strategy Performance and Improvement
Carel Bothma	Executive Manager Human Resources
Michael McDermid	Manager Corporate Strategy
Rob Koopman	Manager Insurance and Risk
Jasmine Evans	Governance Officer

ATTENDANCE – ONLINE:

Voting Members of the Committee

Mark McCoy
Sarah Richardson

Council Officers (non-voting)

Barbara Scott	Manager Complaints Resolution
Lesley Milbourne	Acting Manager Governance
Aline Fernandes	Internal Auditor

Council Auditors (non-voting)

Sarah Cain-Frost	Internal Audit, Partner, KPMG
Karen Taylor	Director of Financial Audit Services, Audit Office of NSW

Table Of Contents

1.0	APOLOGIES	4
2.0	DISCLOSURES OF INTEREST	4
3.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
4.0	ITEMS RESOLVED BY EXCEPTION	4
5.0	ACTION ITEMS FROM MINUTES	4
5.1	Action Items Update	4
6.0	STANDING ITEMS	5
6.1	Verbal Update by the Chief Executive Officer	5
6.2	Work Health & Safety and Injury Management Update for July 2020 to April 2021	6
6.3	Finance Update.....	7
7.0	IMPROVEMENT	8
7.1	Governance Structure - Projects, Programs and Strategies	8
7.2	Performance Reporting Update - March 2021	9
7.3	Australasian Performance Excellence Program - Benchmarking 2019/20	9
7.4	Northern Beaches Council Improvement Program Report	10
8.0	FRAUD AND RISK MANAGEMENT	11
8.1	Governance, Risk and Compliance Update	11
8.2	Fraud and Corruption Control Committee Minutes.....	12
9.0	SPECIAL AGENDA ITEMS	12
9.1	Annual Review of the Audit, Risk and Improvement Committee Charter	12
9.2	Audit, Risk and Improvement Committee Annual Report	13
10.0	EXTERNAL AUDIT	14
10.1	Local Government Sector Report	14
11.0	INTERNAL AUDIT	15
11.1	Internal Audit Update Report	15
11.2	Complaints Resolution Team Update Report.....	16
12.0	GENERAL BUSINESS	17
13.0	NEXT MEETING	17

ACKNOWLEDGEMENT OF COUNTRY:

The Chair acknowledged the traditional custodians of the lands on which meeting participants gathered and paid respects to Elders past and present.

1.0 APOLOGIES

Nil

2.0 DISCLOSURES OF INTEREST

Nil

3.0 CONFIRMATION OF MINUTES

3.1 MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 9 MARCH 2021

COMMITTEE RESOLUTION

That the Minutes of the Audit, Risk and Improvement Committee meeting held 9 March 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

4.0 ITEMS RESOLVED BY EXCEPTION

Nil

5.0 ACTION ITEMS FROM MINUTES

5.1 ACTION ITEMS UPDATE

PROCEEDINGS IN BRIEF

The Chair addressed the meeting on this item.

PURPOSE

To provide the Audit, Risk and Improvement Committee with a progress update on the actions arising from the minutes of previous meetings of the Committee.

PRECIS

Action items arising from Audit, Risk and Improvement Committee meetings are minuted and responsibility assigned. Progress is tracked and reported to the Committee at subsequent meetings.



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

DISCUSSION

The Committee acknowledged and thanked staff for the improvements made to the actions report and meeting papers and requested that comments against action items be short, clear and specific.

COMMITTEE RESOLUTION

The Audit, Risk and Improvement Committee noted the progress on actions arising from the minutes of previous meetings.

6.0 STANDING ITEMS**6.1 VERBAL UPDATE BY THE CHIEF EXECUTIVE OFFICER****PROCEEDINGS IN BRIEF**

The Chief Executive Officer addressed the meeting on this item.

PURPOSE

To advise the Committee with a brief update on current issues, particularly those relating to areas of potential risk for Council.

PRECIS

The Chief Executive Officer provided the Committee with an update on current issues under consideration by Council, particularly any issues which may present a potential risk of which the Audit, Risk and Improvement Committee members should be aware.

DISCUSSION

The CEO raised the following matters for discussion:

- Due to the Local Government elections being held on 4 September 2021, Council will be in caretaker mode for the extraordinary ARIC meeting of 3 September 2021 to review the Annual Financial Statements. It was noted that Councillor membership for the ARIC may not be confirmed before the next ordinary ARIC meeting on 14 September 2021. The Committee considered other options, such as changing the meeting dates, however no changes to the meeting schedule were made.
 - Service Reviews are progressing and are being reviewed by Councillors. Service Levels will be brought to the Committee for review later this year.
 - Staff are being directed to reduce leave loads. During the pandemic staff were not asked to take leave but Council's position has now changed given the easing of restrictions.
 - The appointment of the new Chief Executive to the Office of Local Government, Ms Kiersten Fishburn NSW. The Committee noted the role will be in addition to Ms Fishburn's current position as Coordinator General for the Planning Delivery Unit at the NSW Department of Planning, Industry and Environment.
 - The appointment of Sarah Dunstan to the Executive Manager Governance and Risk position.
-



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

ACTION ITEMS

That the Director Workforce and Technology provide further information on staff with excess leave.

COMMITTEE RESOLUTION

The Audit, Risk and Improvement Committee noted the verbal update by the Chief Executive Officer.

NOTE

Carel Bothma joined the meeting at 2:24pm.

6.2 WORK HEALTH & SAFETY AND INJURY MANAGEMENT UPDATE FOR JULY 2020 TO APRIL 2021**PROCEEDINGS IN BRIEF**

Carel Bothma, Executive Manager Human Resources, addressed the meeting on this item.

PURPOSE

To provide the Audit, Risk and Improvement Committee with a bi-annual update on Work Health & Safety (WHS) at Northern Beaches Council.

PRECIS

Council is committed to fostering the development of attitudes and beliefs that support a safety-first culture and enable our people to work safe.

This report related to the period July 2020 to April 2021. It included an update on the completion of actions to remediate the high risks identified by KPMG. It updates Council's support for employees during COVID-19, and outlined the outcome of a financial feasibility study on alternative insurance models available to Council within the NSW workers compensation regime.

DISCUSSION

The Committee noted the status update provided by the Executive Manager Human Resources including the further completion of six high risk procedures since the publication of the agenda. Low risk procedures will be prioritised in the second half of the year and risk assessment training has commenced.

The Committee noted the review of the workers compensation premiums has been completed and agreed.

The Government's COVID-19 vaccination program was discussed where it was advised that Council staff are eligible to take well-being leave to attend vaccine appointments during business hours.

ACTION ITEMS

That the Director Workforce and Technology consider issues relating to keeping a record of staff who have been vaccinated.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee noted the update as at May 2021.

NOTES

1. Mr Bothma left the meeting at 2:48pm.
2. Caroline Foley and David Walsh joined the meeting at 2:49pm.

6.3 FINANCE UPDATE**PROCEEDINGS IN BRIEF**

David Walsh, Chief Financial Officer and Caroline Foley, Executive Manager Financial Planning and Systems, addressed the meeting on this item.

PURPOSE

To provide an update on the financial performance of the Council as at 31 March 2021.

PRECIS

The COVID-19 pandemic continues to impact Council's budget, with further unfavourable variations to the budget proposed including Lakeside Holiday Park (-\$0.4 million), outdoor dining fees (-\$0.3million), Glen Street Theatre (-\$0.2 million) and Manly Visitor Information Centre (-\$0.1 million). The estimated cost of the pandemic to Council is now \$30 million (\$19 million in 2020/21). For the nine months to 31 March 2021 the operating result is \$5.9 million ahead of budget, primarily due to timing of operating expenditure.

The March Quarterly Budget Review recommended for the full financial year the forecast operating result before capital grants and contributions be reduced by a further \$0.3 million, from a deficit of \$18.2 million to a deficit of \$18.5 million, primarily due to the impacts of COVID-19 along with additional waste service costs.

With a deficit position forecast, the Council is unlikely to meet the Operating Performance ratio benchmark of 0% at this time. Council previously adjusted its capital expenditure to provide capacity to respond to the COVID-19 pandemic and retain our long term strong and sustainable position. Savings in program costs and funding adjustments to capital projects have provided sufficient funding to maintain the Council's working capital and balanced budget position.

DISCUSSION

The Committee commented that the report was of high quality and had a good level of detail.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee noted the finance update as at 31 March 2021.

NOTES

1. Ms Foley and Mr Walsh left the meeting at 2:53pm.
2. Mark Jones and Michael McDermid joined the meeting at 2:54pm.



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

7.0 IMPROVEMENT

7.1 GOVERNANCE STRUCTURE - PROJECTS, PROGRAMS AND STRATEGIES

PROCEEDINGS IN BRIEF

Jeff Smith, Director Corporate and Legal and Mark Jones, Executive Manager Strategy and Performance addressed the meeting on this item.

PURPOSE

To provide the Committee with an overview of the Northern Beaches Council's proposed Governance Structure for project/program delivery, strategy development and budget oversight.

PRECIS

Annually, Council operates a \$450 million budget (\$105 million capital and \$345 million operational). As a part of the Annual Budget and Operational Plan, Council facilitates some 188 projects (121 Capital projects and 67 Operational projects). Further to this, the organisation also undertakes other corporate projects, programs and develops strategies that are in addition to those that are already included within the Operational Plan.

While significant effort is undertaken to ensure rigor and efficiency is a part of the project management and the budget setting process, it is envisaged that the addition of a new Governance Structure that oversees practices associated with projects, program, strategy development and budget oversight will add further value to the process.

The proposed Governance Structure (projects, programs and strategies) and the functions of each of the 5 proposed Governance Panels that sit between the Chief Executive Team (CET) and the Project Co-ordination and Delivery Teams was reported to the Committee.

DISCUSSION

The Committee discussed some of the rationale behind the framework including why it has separate property and asset management panels. It was noted that Council owns over 500 properties and intends to ensure all decisions regarding its portfolio are well considered from all economic factors to maximise outcomes for ratepayers.

The Committee was advised the structure has been modelled on a City of Sydney framework and includes some of Council's pre-existing panels.

The Committee offered some suggestions for consideration regarding striking the right balance between complexity and rigour. It was noted the structure will be reviewed and revised as it is implemented and as any opportunities for improvement are identified.

ACTION ITEMS

That the Director Corporate and Legal provide an update to the ARIC in due course on how the structure is being implemented.

COMMITTEE RESOLUTION

That:

1. The Audit, Risk and Improvement Committee note the progress of Council's proposed Governance Structure for project, program delivery, strategy development and budget
-

oversight.

2. The Audit, Risk and Improvement Committee provide input into the proposed Governance Structure.
-

7.2 PERFORMANCE REPORTING UPDATE - MARCH 2021

PROCEEDINGS IN BRIEF

Mark Jones, Executive Manager Strategy and Performance, and Michael McDermid, Manager Corporate Strategy, addressed the meeting on this item.

PURPOSE

To report on performance as at March 2021 against measures in Council's Operational Plan 2020/21.

PRECIS

Quarterly performance and workload measures are monitored to track the implementation of the Operational Plan. Of the 36 performance measures, in March 86% were met or were within 5% of the target. The ongoing effects of COVID-19 continue to impact our community and the delivery of services. While Council is adjusting its service in response to the changing conditions, of the ten measures not achieving targets five were impacted by the pandemic.

DISCUSSION

The Committee provided positive feedback on the observations, narrative and trends included in the report.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee noted the report.

7.3 AUSTRALASIAN PERFORMANCE EXCELLENCE PROGRAM - BENCHMARKING 2019/20

PROCEEDINGS IN BRIEF

Mark Jones, Executive Manager Strategy and Performance, and Michael McDermid, Manager Corporate Strategy, addressed the meeting on this item.

PURPOSE

To review Northern Beaches Council performance in the Australasian Local Government Performance Excellence Program (ALGPEP) for financial year 2019/20 (FY20).

PRECIS

In December 2020, the results for the Australasian Local Government Performance Excellence Benchmarking Program for 2019/20 were released with 89 Council's participating, including seven



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

Sydney metropolitan councils.

The six categories benchmarked within the report are Workforce, Finance, Operations, Service Delivery, Corporate Leadership and Asset Management.

Based on this highlight report the Northern Beaches Council is performing well across the six benchmarked categories.

To date, the ALGPEP has demonstrated that Council is on par or better than the industry. This pattern has remained constant over the three year that Council has participated in the program. Over this time we have also seen a decline in the number of participating Councils and accordingly the value of the current program in driving efficiency and performance is to be considered.

DISCUSSION

The Committee discussed the future of Council's participation in continuing with the ALGPEP. The CEO confirmed that while a decision hadn't been made, Council is looking at benchmark alternatives as participation levels have reduced and many metropolitan councils are no longer participating.

The Committee discussed the benefits of benchmarking and challenges associated with obtaining a benchmarking framework that suits Council's needs while also ensuring best practice approaches and collaboration across the sector.

COMMITTEE RESOLUTION

The Audit, Risk and Improvement Committee noted the:

1. Performance results from the 2019/20 Australasian Local Government Performance Excellence Benchmarking Program.
 2. Review of Council's ongoing participation in the ALGPEP for the 2020/21 year, and alternative benchmarking considerations to be brought back to the Audit, Risk and Improvement Committee.
-

7.4 NORTHERN BEACHES COUNCIL IMPROVEMENT PROGRAM REPORT**PROCEEDINGS IN BRIEF**

Mark Jones, Executive Manager Strategy and Performance, and Michael McDermid, Manager Corporate Strategy, addressed the meeting on this item.

PURPOSE

To provide the Committee with an update on the Northern Beaches Council's continuous improvement program.

PRECIS

Council has continued to implement its Business Excellence Strategy through a wide range of continuous improvement programs collectively referred to as IGNITE – Inspiring Great New Ideas Towards Excellence.

This report provides an update on the IGNITE programs. It outlines the progress the education and awareness programs are making in building a culture of continuous improvement and how the

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**

8 JUNE 2021

improvements register continues to promote and capture small continuous improvements that are collectively moving the organisation through the Business Excellence scale.

Details of larger organisational improvement projects including project benefits released (time, cost and quality) are outlined for larger improvements in Attachment 1 and the Continuous Improvement Register is presented in Attachment 2.

An update on the Service Review Program is provided which outlines the next steps proposed to ensure implementation of the 546 improvement ideas (indicative subject to review by CET and Council) that have been identified throughout the Service Review process.

DISCUSSION

The Committee noted the significant work done to date for the Service Review project.

COMMITTEE RESOLUTION

The Audit, Risk and Improvement Committee noted the progress of Council's continuous improvement programs.

NOTES

1. Mr Jones and Mr McDermid left the meeting at 3:32pm.
2. The meeting adjourned at 3:32pm and resumed at 3:45pm.
3. Rob Koopman joined the meeting at 3:45pm.

8.0 FRAUD AND RISK MANAGEMENT**8.1 GOVERNANCE, RISK AND COMPLIANCE UPDATE****PROCEEDINGS IN BRIEF**

Sarah Dunstan, Executive Manager Governance and Risk, and Rob Koopman, Manager Insurance and Risk, addressed the meeting on this item.

PURPOSE

To provide the Audit Risk and Improvement Committee (ARIC) with an update on governance, risk management and compliance activities.

PRECIS

This report provides an update to the ARIC on governance, risk management and compliance activities over the reporting period from March to May 2021.

DISCUSSION

The Committee noted the status of enterprise wide risk registers and discussed levels of awareness of risk management practices and opportunities for staff to raise or escalate risks. It was noted the current status of risk ownership was most commonly at Executive Manager level or higher, however the ownership of many risk controls were also managed by staff at other levels of the organisation.

**MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING**

8 JUNE 2021

The Committee noted the next steps in the process will see risks above tolerance reviewed and a reporting regime commence for risks above tolerance.

The Committee also noted the compliance framework and further work ongoing and that legislative compliance was an area of interest for the Audit Office in its most recent report on the sector.

COMMITTEE RESOLUTION

The Audit, Risk and Improvement Committee noted the governance, risk management and compliance update.

8.2 FRAUD AND CORRUPTION CONTROL COMMITTEE MINUTES**PROCEEDINGS IN BRIEF**

Sarah Dunstan, Executive Manager Governance and Risk and Rob Koopman, Manager Insurance and Risk, addressed the meeting on this item.

PURPOSE

To report the minutes of the Fraud and Corruption Control Committee meetings held on:

- 22 November 2020
- 18 February 2021

PRECIS

The minutes for the Fraud and Corruption Control Committee were reported to the Audit Risk and Improvement Committee for noting in accordance with its Terms of Reference.

DISCUSSION

The Committee congratulated Council for being recognised as the Statewide Mutual Metropolitan Regional winner of the Risk Management Excellence Award.

COMMITTEE RESOLUTION

The Audit Risk and Improvement Committee noted the minutes of the Fraud and Corruption Control Committee meetings dated:

1. 22 November 2020
 2. 18 February 2021.
-

9.0 SPECIAL AGENDA ITEMS**9.1 ANNUAL REVIEW OF THE AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER****PROCEEDINGS IN BRIEF**



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

Sarah Dunstan, Executive Manager Governance and Risk, addressed the meeting on this item.

PURPOSE

To undertake the annual review of the Audit, Risk and Improvement Committee (ARIC) Charter.

PRECIS

As per the conditions of the ARIC Charter, the Committee is to review its Charter to ensure it remains current, relevant and accurately reflects the Committee's composition, role and responsibilities on an annual basis.

Following the release of its discussion paper in September 2019, the Office of Local Government is expected to publish a new Risk Management and Internal Audit Framework which will support and guide the operation of ARICs including Model Terms of Reference. The release of the new framework did not occur in 2020 as anticipated and is expected to be published in due course this year.

DISCUSSION

The Committee recommended the below updates to the Charter:

- The introduction should include information about the Committee's role in improvement, and that improvement needs to be proactive and future focused.
- Clause 3.1 to include "improvement expertise".
- Clause 5.1 be amended to remove the requirement that the annual report for the ARIC is provided to the first ARIC meeting of the calendar year, providing some flexibility to the ARIC in its consideration of this item.

ACTION ITEMS

That the Executive Manager Governance and Risk draft updates to the Charter incorporating the Committee's recommendations and circulate for out of session consideration.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee:

1. Note the Office of Local Government is anticipated to release updated guidance on the operations of ARICs as part of its new Risk Management and Internal Audit Framework including Model Terms of Reference for ARIC.
 2. Note that a revised version of the ARIC Charter will be circulated out of session for the ARIC's consideration.
-

9.2 AUDIT, RISK AND IMPROVEMENT COMMITTEE ANNUAL REPORT**PROCEEDINGS IN BRIEF**

Sarah Dunstan, Executive Manager Governance and Risk, addressed the meeting on this item.



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

PURPOSE

To present the draft Audit, Risk and Improvement Committee (ARIC) Annual Report for 2020.

PRECIS

The ARIC plays a pivotal role in the governance framework to provide Council with independent assurance and advice in the areas of internal audit, risk management, compliance and control, governance, organisational performance and improvement, along with external accountability responsibilities.

As per the conditions of the ARIC Charter, the Chair of the Committee will provide an Annual Report to Council on the Committee's operations following endorsement by the Committee.

Following the ARICs review, the report will tabled to Council.

DISCUSSION

The Committee accepted the Annual Report content as drafted, with an update to Cr Grattan's profile information.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee endorsed the ARIC Annual Report for 2020 for presentation to Council.

NOTES

1. Cr Heins joined the meeting in person at 4:03pm.
2. Mr Koopman left the meeting at 4:03pm.

10.0 EXTERNAL AUDIT**10.1 LOCAL GOVERNMENT SECTOR REPORT****PROCEEDINGS IN BRIEF**

Karen Taylor, Director of Financial Audit Services, Audit Office of NSW, addressed the meeting on this item.

PURPOSE

To provide an update to the Audit, Risk and Improvement Committee on the Local Government Sector Report.

PRECIS

This item provided an update on the Auditor-General's report on the local government sector in New South Wales, covering 2019-20 financial audits of councils and joint organisations.

DISCUSSION

The Committee noted the recommendation of the Auditor General that rural firefighting equipment



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

should be recorded in Council financial statements.

The Committee discussed advice from Ms Foley and Mr Walsh who recommended Council hold its position on this matter as it is Council's position that RFS assets do not meet the control test for Council to record them as Council assets. It would also be double counting as the Council already pays for these assets through the Emergency Service Levy. Adding the assets would create an additional depreciation expense, which would have an unfavourable impact on our operating result excluding capital grants and contributions.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee noted the report.

NOTES

Ms Foley and Mr Walsh re-joined the meeting at 4:10pm and left at 4:16pm.

11.0 INTERNAL AUDIT**11.1 INTERNAL AUDIT UPDATE REPORT****PROCEEDINGS IN BRIEF**

Deirdre Cooper, Executive Manager Internal Audit and Complaints Resolution, addressed the meeting on this item.

PURPOSE

To provide an update to the Audit, Risk and Improvement Committee on all aspects of Internal Audit work since the March meeting.

PRECIS

This report provides an update on all audit activity since the last ARIC meeting.

DISCUSSION

The Committee discussed the status of completion of audit recommendations including the drivers for some outstanding recommendations in relation to the Warringah Aquatic Centre noting the age of the asset as one reason.

The processes required for extensions to audit recommendation deadlines were noted.

The Committee noted the cash handling audit had since been completed with management recommendations noted. The Committee also discussed the work zones audit, noting this was the first audit of this kind provided to the Committee.

Issues regarding the Library internet access audit were discussed, in particular issues relating to the Child Safeguarding Policy recently adopted by Council.

Cr Walton raised concern that the further clarifications and information provided (at two ARIC meetings) subsequent to the internal audit report into the Mayoral travel expenses did not fully answer the intention of his questions in his initial request. Further clarification of Cr Walton's queries was elicited and in response information was verbally provided regarding the process



MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

8 JUNE 2021

followed for reporting Mayoral expenses, with formal advice to be confirmed to the next ARIC meeting.

ACTION ITEMS

The Director Workforce and Technology to investigate the feasibility of requiring an ID or library card to be scanned to access computers in libraries.

The Director Corporate and Legal to provide further information on the process for reporting expenses for the Mayor (with particular reference to confirming that expenses statements and declarations cover all expenses paid or refunded, including and processed through Council credit cards or by Council direct payments).

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee noted the report.

11.2 COMPLAINTS RESOLUTION TEAM UPDATE REPORT**PROCEEDINGS IN BRIEF**

Deirdre Cooper, Executive Manager Internal Audit and Complaints Resolution, addressed the meeting on this item.

PURPOSE

To present to the Audit Risk and Improvement Committee information relating to complaints received, including alleged breaches of the Code of Conduct, complaints made under the Public Interest Disclosures Act 1994 (PID), and referrals to or from the Independent Commission Against Corruption (ICAC) and the NSW Ombudsman.

PRECIS

The report presents information on complaints received by the Complaints Resolution Team, including alleged breaches of the Code of Conduct and matters referred by the ICAC and the NSW Ombudsman for the six-month period from 1 October 2020 – 31 March 2021. There was one complaint made under the Public Interest Disclosures Act 1994 for the period. The report also sets out key outcomes of complaints.

DISCUSSION

The Committee noted the rise in service related complaints and discussed drivers for the increase.

COMMITTEE RESOLUTION

That the Audit Risk and Improvement Committee note the report from the Executive Manager Internal Audit & Complaints Resolution.

NOTES

1. Barbara Scott joined the meeting (online) at 4:40pm.

12.0 GENERAL BUSINESS

The Chair addressed the meeting during General Business. Going forward:

- The agenda will include a list of items for the next meeting, as per the ARIC Workplan, and members will have the opportunity to discuss and make any changes at the end of the meeting.
- Regular in camera sessions will be held before each meeting.

13.0 NEXT MEETING

The next ordinary meeting of the Audit, Risk and Improvement Committee is scheduled to take place on 14 September 2021 commencing at 2pm in the Flannel Flower Room, Civic Centre Dee Why.

The meeting closed at 5:06pm.



MINUTES

AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

held via audio visual link on

TUESDAY 14 SEPTEMBER 2021

Minutes of the Audit, Risk and Improvement Committee Meeting
held on Tuesday 14 September 2021
in via audio visual link
Commencing at 2.05pm

ATTENDANCE:

Voting Members of the Committee

Mr Stephen Horne (Chair)
Mr Mark McCoy
Ms Sarah Richardson
Ms Julie Walton
Cr Sarah Grattan
Cr Sue Heins
Cr Rory Amon

Council Officers (non-voting)

Mr Ray Brownlee PSM	Chief Executive Officer
Mr Jeff Smith	Director Corporate and Legal
Mr David Walsh	Chief Financial Officer
Ms Caroline Foley	Executive Manager Financial Planning and Systems
Mr Terry Burrell	Deputy CFO Transactional Accounting
Ms Deirdre Cooper	Executive Manager Internal Audit and Complaints Resolution
Ms Sarah Dunstan	Executive Manager Governance and Risk
Ms Caroline Foley	Executive Manager Financial Planning & Systems
Mr Mark Jones	Executive Manager Strategy Performance and Improvement
Mr Naren Gangavarapu	Chief Information Officer
Mr Rob Koopman	Manager Insurance and Risk
Ms Aline Fernandes	Internal Auditor
Ms Lesley Milbourne	Acting Manager Governance
Ms Katie Kirwan	Senior Advisor Governance

Council Auditors (non-voting)

Ms Sarah Cain	Internal Audit, Partner, KPMG
Ms Aisling Kilgannon	Internal Audit, Senior Manager, KPMG

Table Of Contents

1.0	APOLOGIES	4
2.0	DISCLOSURES OF INTEREST	4
3.0	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
4.0	ITEMS RESOLVED BY EXCEPTION	4
5.0	ACTION ITEMS FROM MINUTES	4
5.1	Action Items Update	4
6.0	STANDING ITEMS	5
6.1	Verbal Update by the Chief Executive Officer	5
7.0	IMPROVEMENT	6
7.1	Performance Reporting Update	6
7.2	Northern Beaches Council Improvement Program.....	6
8.0	FRAUD AND RISK MANAGEMENT	7
8.1	Governance, Risk and Compliance Update	7
9.0	SPECIAL AGENDA ITEMS	8
9.1	Insurance Program 2021-22.....	8
9.2	Mayoral and Councillor Expenses Further Information	8
9.3	Unsolicited Proposals	8
9.4	Northern Beaches Council Cybersecurity Update.....	9
10.0	EXTERNAL AUDIT	10
11.0	INTERNAL AUDIT	10
11.1	Internal Audit Update Report	10
12.0	GENERAL BUSINESS	10
13.0	NEXT MEETING	10

Note: The Chair gave an Acknowledgement of Country.

1.0 APOLOGIES

Nil.

2.0 DISCLOSURES OF INTEREST

There were no disclosures of interest.

S Horne and M McCoy advised that they had both been appointed to the Audit Risk and Improvement Committee at Wingecarribee Council.

3.0 CONFIRMATION OF MINUTES

3.1 MINUTES OF AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING HELD 8 JUNE 2021

COMMITTEE RESOLUTION

That the Minutes of the Audit, Risk and Improvement Committee meeting held 8 June 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

4.0 ITEMS RESOLVED BY EXCEPTION

Nil.

5.0 ACTION ITEMS FROM MINUTES

5.1 ACTION ITEMS UPDATE

PURPOSE

To provide the committee with a progress update on the actions arising from the minutes of previous meetings of the committee.

The Chair addressed the meeting on this item.

DISCUSSION

The committee queried the status of action 8.1 *Strategic Internal Audit Plan - risk mapping (19 February 2019)* and were advised there was some work to conclude the action. It was noted that the reporting of risks above tolerance was becoming cyclical and will be reported back to the Committee as a business as usual matter. The Committee also confirmed two actions which had

been implemented by staff and were pending external responses and subsequently could also be closed.

COMMITTEE RESOLUTION

That the committee note the progress on actions arising from the minutes of previous meetings and noted the following actions on the log as complete:

1. Fraud and Corruption Risk Management (9 March 2021)
 2. Strategic Internal Audit Plan 2019 – 2021 (19 February 2021).
-

6.0 STANDING ITEMS

6.1 VERBAL UPDATE BY THE CHIEF EXECUTIVE OFFICER

PURPOSE

To provide the committee with a brief update on current issues, particularly those relating to areas of potential risk for Council.

The Chief Executive Officer addressed the meeting.

DISCUSSION

The CEO raised the following matters for discussion:

New Guidelines for Local Government on Risk Management and Internal Audit

The CEO provided members with an overview of the proposed new guidelines. A gap analysis between current ARIC practices and the guidelines was circulated. Council intends to make a submission on the proposed guidelines and invited members to provide any comment.

Staff Excess Leave

The executive team is expecting significant leave requests once COVID restrictions ease. Leave requests will be staggered to ensure service delivery standards are maintained and ensure the wellbeing of staff.

Vaccinations

Council has now signed on to the Splinter Award. The executive is having ongoing discussions regarding the organisational approach to a vaccination policy.

Welcome Cr Amon

The Chair welcomed Councillor Amon to the Committee.

Acknowledgement of Cr Walton

The Chair and CEO formally acknowledged Councillor Walton's contribution to the committee. The committee noted the valuable contributions Councillor Walton has made during his time on the ARIC.

ACTION ITEMS

Members wishing to provide comments to include in Council's submission on the proposed

Guidelines for Risk Management and Internal Audit for Local Councils in NSW provide those to Council staff before the submissions close end November.

COMMITTEE RESOLUTION

That the committee note the verbal update from the Chief Executive Officer.

7.0 IMPROVEMENT

7.1 PERFORMANCE REPORTING UPDATE

PURPOSE

To report on performance measures in the Annual Report 2020/21.

Mark Jones, Executive Manager Strategy and Performance addressed the meeting.

DISCUSSION

The Chair noted one of the responsibilities of the Committee is to monitor how the organisation is tracking on performance. Some types of performance data Council is monitoring (eg state of the beaches) are not yet audited at State level, and only starting to be audited at a Commonwealth level, but may soon become a requirement. Building systems to monitor and interrogate these metrics will be important.

The Committee noted the measure regarding the determination of development applications had reduced to 66 days and represented a significant improvement.

COMMITTEE RESOLUTION

That the committee note the report.

7.2 NORTHERN BEACHES COUNCIL IMPROVEMENT PROGRAM

PURPOSE

To provide the committee with an update on the Northern Beaches Council's continuous improvement program.

Mark Jones, Executive Manager Strategy and Performance addressed the meeting on this matter.

DISCUSSION

M Jones briefly outlined the Australian Business Excellence Framework and Council's service review process. The Committee asked questions on the implicit and explicit criteria for what constitutes an improvement and how to add value through different types of improvement (not solely dominated by efficiency and cost reduction).

M Jones advised that his team is looking at the larger or structural improvement items as well as minor items which come through via conversations between his team and the business and the IGNITE program. Financial and productivity improvements are only two elements in the broader

Page 6 of 10

scheme.

The CEO noted the service review link to the Community Strategic Plan and other council plans, such as resilience planning. A report on the latter is going to Council in the next couple of months.

In response to a question about documenting the historical background from which to benchmark and measure improvement, M Jones noted that Council records the current state and future state. The Corporate Strategy team is partnering across Council to capture sufficient detail, and to project manage and streamline for benefit capture and realisation.

COMMITTEE RESOLUTION

That the committee note the progress of Council's continuous improvement programs.

8.0 FRAUD AND RISK MANAGEMENT

8.1 GOVERNANCE, RISK AND COMPLIANCE UPDATE

PURPOSE

To provide the committee with an update on governance, risk management and compliance activities.

Sarah Dunstan Executive Manager Governance and Risk and Rob Koopman Manager Insurance and Risk addressed the meeting on this item.

DISCUSSION

The Committee noted the regular risk management reporting of KPIs is an indicator of Council's risk management processes maturing. The Committee queried and discussed the drivers of the results for the risk metric for work health and safety (WHS) reporting notifications to the CEO and noted the value in having risk appetite statement KPIs and reporting of this nature. K Twitchett confirmed the WHS KPIs reflect WHS legislation.

An update on the status of the implementation of the declaration/disclosure management system was requested and provided noting the deadline for implementation was imminent. S Dunstan confirmed the Disclosures App had been in place for some form types and is being expanded to accommodate other disclosures in gifts and benefits, general disclosures and related party declarations. The release was to occur the following week.

The Committee noted the vast quantity (over 1480) of compliance obligations being actively managed within Council's centralised system and received an update on Council's processes for reviewing, managing, reporting and signing off compliance obligations. The Committee observed that the automated nature of the workflow system was positive and acknowledged that many initiatives (across the spectrum of risk management, financial reporting and continuous improvement) are now coming to fruition.

The Chair noted that CCTV management posed a challenge for all councils. The Committee discussed the associated issues around CCTV management including balancing community expectations, privacy and the deterrence benefits and noted the status update provided with regard to the audit management actions for CCTV.

COMMITTEE RESOLUTION

That the committee note the governance, risk management and compliance update.

9.0 SPECIAL AGENDA ITEMS

9.1 INSURANCE PROGRAM 2021-22

PURPOSE

To provide the committee an update on insurance claims from 2020/21 and the insurance coverage program for 2021/22.

DISCUSSION

The committee discussed details of the decisions to adjust the property claims coverage (as it related to claims lodged) and increases to cyber-crime coverage. The CEO updated the Committee on Council's actions in developing a Resilience Strategy which will support ongoing access to insurance as the market seeks to minimise its exposure from major catastrophic incidents/natural disasters.

COMMITTEE RESOLUTION

That the committee note the insurance update.

9.2 MAYORAL AND COUNCILLOR EXPENSES FURTHER INFORMATION

PURPOSE

To provide the committee further advice regarding the processing and reporting of Mayoral expenses as per the action taken at the 8 June 2021 meeting.

DISCUSSION

Noted.

COMMITTEE RESOLUTION

That the committee note this information.

9.3 UNSOLICITED PROPOSALS

PURPOSE

To provide the committee with an understanding of this policy which was developed in consideration of guidance in publications such as the NSW Government's Unsolicited Proposals Guide and Direct Dealing Guidelines and ICAC's Guidelines for Managing Risks in Direct Negotiations. Lisa Neal, Manager Procurement joined the meeting for this item.

DISCUSSION

Discussion occurred around the levers for the right balance between red tape and innovation, how to balance opportunity with risk, potential issues with proposals that seek to use public land), and the recommended use of data to test the policy and inform decision making (including prior proposals as case studies).

J Smith confirmed the policy is being developed to get the balance right between managing risk and not stifling innovative business opportunities. Proposals which are not unique would not be subject to the Policy.

The Committee also queried what measures would be employed to reduce a subjective interpretation of the Policy and were advised proposals would be taken to the Chief Executive Team rather than being subject to a single Director's view.

COMMITTEE RESOLUTION

That the committee note the implementation of the Management of Unsolicited Proposals Operational Policy.

Note: The meeting adjourned at 3:32pm and resumed at 3:40pm

9.4 NORTHERN BEACHES COUNCIL CYBERSECURITY UPDATE

PURPOSE

The Chief Information Officer, Naren Gangavarapu presented an update on the actions and controls in place to achieve, monitor and maintain Council's cyber risk tolerance.

DISCUSSION

The Chair noted that the Audit Office of NSW had advised it was pleased with Council's actions to date at the extraordinary meeting held earlier this day. The committee raised questions and discussed issues including technology debt and the phasing out of old technology, legacy URLs, penetration testing and testing of new applications.

N Gangavarapu also advised the committee IT was working on network segmentation issues and educating staff on how to be cyber-safe when working from home.

The committee thanked the CIO for the excellent presentation and work to date.

COMMITTEE RESOLUTION

That the committee note:

1. the progress made to date in line with the cybersecurity roadmap
 2. the planned activities to achieve, monitor and maintain agreed risk tolerance
 3. the impact of technology debt on cybersecurity.
-

10.0 EXTERNAL AUDIT

Nil

11.0 INTERNAL AUDIT

11.1 INTERNAL AUDIT UPDATE REPORT

PURPOSE

To provide an update to the committee on all aspects of internal audit work since the June meeting.

Executive Manager Internal Audit and Complaints Deidre Cooper addressed the meeting for this item.

DISCUSSION

The Committee discussed the report and noted with concern a number of audit recommendations were marked as overdue or no action taken. D Cooper clarified the processes required of executive managers to update their audit recommendations and/or seek an extension.

The Committee noted and discussed the audits of Contract Management and the Pecuniary Interest Register review. Discussion on the Cyber Risk audit covered cyber hygiene and controls and considering where public infrastructure fits into the cyber risk roadmap. The process for disputes relating to audits of the CEO's expenses was also confirmed.

COMMITTEE RESOLUTION

That the committee note the report.

12.0 GENERAL BUSINESS

Nil

13.0 NEXT MEETING

Tuesday 14 December 2021

The meeting closed at 4:35pm



MINUTES

EXTRAORDINARY AUDIT, RISK AND IMPROVEMENT COMMITTEE MEETING

Held via Teams on:

TUESDAY 14 SEPTEMBER 2021

**Minutes of the Extraordinary Audit, Risk and Improvement Committee
Meeting held on Tuesday 14 September 2021****Via Teams****Commencing at 11:34am****ATTENDANCE:****Voting Members of the Committee**

Mr Stephen Horne (Chair)
Mr Mark McCoy
Ms Sarah Richardson
Ms Julie Walton
Cr Sarah Grattan
Cr Sue Heins
Cr Rory Amon

Council Officers (non-voting)

Mr Ray Brownlee PSM	Chief Executive Officer
Mr Jeff Smith	Director Corporate and Legal
Mr David Walsh	Chief Financial Officer
Ms Caroline Foley	Executive Manager Financial Planning and Systems
Ms Deirdre Cooper	Executive Manager Internal Audit and Complaints Resolution
Ms Sarah Dunstan	Executive Manager Governance and Risk
Ms Caroline Foley	Executive Manager Financial Planning & Systems
Ms Aline Fernandes	Internal Auditor
Ms Lesley Milbourne	Acting Manager Governance
Ms Katie Kirwan	Senior Advisor Governance
Ms Renae Wild	Team Leader, Financial Accounting
Richard Ji	Team Leader, Financial Planning & Assets

Council Auditors (non-voting)

Ms Sarah Cain	Internal Audit, Partner, KPMG
Ms Aisling Kilgannon	Internal Audit, Senior Manager, KPMG
Ms Karen Taylor	Director of Financial Audit Services, Audit Office of NSW

Table Of Contents

1.0	APOLOGIES.....	4
2.0	DISCLOSURES OF INTEREST	4
3.0	2020/21 FINANCIAL STATEMENTS	4

NOTES:

1. *The Chair acknowledged the traditional custodians of the lands on which meeting participants gathered and paid respect to Elders past and present.*
2. *The Chair welcomed new ARIC member Councillor Rory Amon.*
3. *Julie Walton joined the meeting at 11:41am.*

1.0 APOLOGIES

Nil

2.0 DISCLOSURES OF INTEREST

Nil

3.0 2020/21 FINANCIAL STATEMENTS**3.1 2020/21 FINANCIAL STATEMENTS**

PURPOSE

To provide the Audit, Risk and Improvement Committee with an overview of the process undertaken and significant judgements and assumptions used in preparing the 2020/21 Northern Beaches Council Financial Statements (draft) prior to their inclusion on the agenda for the Ordinary Council Meeting to be held on 28 September 2021.

PROCEEDINGS IN BRIEF

Karen Taylor, Director of Financial Audit Services, Audit Office of NSW confirmed the Audit Office has provided feedback on the 2020/21 Financial Statements (the statements) and noted that the closing report is with management to be finalised.

Caroline Foley, Executive Manager Financial Planning and Systems, addressed the meeting on this item.

DISCUSSION

Council's 2020/21 financial statements have been prepared in line with the new Local Government Code of Accounting Practice and Financial Reporting – 2020/21.

There was broad discussion around the statements and staff addressed questions and comments raised by the Committee. Key points discussed are as follows:

- Reduction in operational land value
 - Legal matters
 - Employee costs
 - Materials, expenses, contracts and other costs
-

-
- Mortgage backed securities
 - Receivables
 - Material budget variations
 - Employee leave entitlements
 - Key management personnel
 - Accounting policies
 - Workers compensation provision
 - Kimbriki landfill remediation provision
 - Rural Fire Service assets
 - COVID-19 impact and disclosures.

The Chair commended staff on the quality of the financial statements and noted that they were clear and easy to understand. He noted the next steps:

1. Report to Council seeking endorsement to certify and refer the Financial Statements to the Audit Office for audit, and following receipt of the Audit Report place the Statements on public exhibition
2. Audit Office Reports received
3. Public exhibition (once Auditor's Reports received)
4. Final statements to Council in October.

K Taylor highlighted the closing report from the Audit Office noting that the quality and timeliness is a key item in the report to Parliament, and Council has implemented effective processes to make sure it meets the timeframes and have quality work papers and statements. K Taylor commended Council.

ITEMS FOR CONSIDERATION

Note Reference	Note Item	Matter
ARIC trend graphs (standing report format)	Yearly trend graphs	Split out Materials and Services from Other Expenses
Financial Commentary	Assets analysis	Expand wording: against cash item "This is principally due ...the legal matter..." to refer the reader to more information on the settlement (which is available under Materials and Services commentary on page V and the Material Budget Variations note B5-1.)
Financial Commentary	Assets analysis	Expand on commentary to explain drop in operational land value assets
Financial Commentary	Liabilities analysis	Add a note explaining how the organisation plans to manage leave entitlements going forward
Note F1-1	Key management personnel	Disclose the number of roles and the role name within this note.
Note F1-2	Councillor and Mayoral fees	Disclose the number of councillors within this note.
Throughout	"Through the P&L"	Wording "Profit and Loss" is an old term and used throughout (including abbreviations within investments) - consider changing to Income Statement.

COMMITTEE RESOLUTION

That the Audit, Risk and Improvement Committee endorse the draft 2020/21 Financial Statements as presented as suitable for consideration by Council for referral to audit.

The meeting closed at 12:37pm



Partnerships & Participation
Strategic Reference Group

MINUTES

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

held via Microsoft Teams on

WEDNESDAY 4 AUGUST 2021

**Minutes of the Partnership and Participation
Strategic Reference Group
held on Wednesday 4 August 2021
via Teams
Commencing at 6:00pm**

ATTENDANCE:

Committee Members

Cr Sue Heins (Chair)	
Mayor Michael Regan	
Cr Kylie Ferguson	
Cr Penny Philpott	
Tony Hilliger	Surf Life Saving Sydney Northern Beaches Inc
Ina Vukic	Northside Enterprise
John Buggy	Belrose Open Space Corridor Association
Denice Smith	
Chris Fulton	
David Hope	North Sydney District Council of P&C Associations
Jane Meccelli	

Council Officer Contacts

Melanie Gurney	Executive Manager Library Services
Claudia Brodtke	Governance Officer
Katie Kirwan	Senior Advisor Governance
Natalie Watson	Coordinator, Volunteer Program Development
Robert van den Blink	Manager, Youth & Community Development
Andrew Grocott	Manager, Community Engagement

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these various lands on which we meet and pays respect to Elders past and present.

2.0 APOLOGIES

Nil

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

- Councillor Heins declared that she is involved with a community group who may be applying for a community grant.
- Ina Vukic declared that she is also involved with a community group, Bushlink, who may be applying for a community grant.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 5 MAY 2021

CONFIRMED

Cr Philpott / D Smith

That the Minutes of the Partnership and Participation Strategic Reference Group meeting held 5 May 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON MATTERS

DISCUSSION

Updates on the following matters were provided to members:

Item 6.1 – Northern Beaches Local Housing Strategy (May SRG meeting)

Mayor Regan advised that approval of the housing strategy is still outstanding. We expect to receive their comments in the next few weeks.

Item 6.3 - 34/7 Library Pilot (May SRG meeting)

Melanie Gurney, Executive Manager Library Services provided a brief update. Phase 1 of the 2 stage re-modelling of the Forestville Library towards a 24/7 library has been completed and very well received by customers. The libraries are closed at present due to COVID-19 restrictions however the building works for this financial year are still being progressed as planned for completion.

Ingleside Development

Cr Heins advised that Council rejected the draft Ingleside Place Strategy, citing environmental and fire safety concerns. A full copy of the resolution can be viewed [online](#).

6.0 AGENDA ITEMS

6.1 AUSTRALIA DAY AWARDS 2022 - ASSESSMENT PANEL SELECTION – NATALIE WATSON

DISCUSSION

Natalie Watson, Coordinator, Volunteer Program Development provided an overview of the Australia Day awards and invited members to nominate up to three community members to the judging panel for the 2022 Australia Day awards.

Tony Hilliger and Denice Smith provided some insight into the process and their experience on this panel last year.

T Hilliger and D Smith nominated to be on the panel again this year. D Hope nominated as a reserve.

6.2 COMMUNITY DEVELOPMENT GRANTS PROGRAM - ASSESSMENT PANEL SELECTION – JUSTIN BURKE

DISCUSSION

Rob Van den Blink, Manager Youth and Community Development provided an overview of the community development grants program and invited members to nominate to be part of the assessment panel.

David Hope, Chris Fulton, Jane Meccelli and Tony Hilliger nominated to be on the assessment panel, with Denice Smith nominating as a reserve.

D Hope noted a potential conflict of interest due to his position within the North Sydney District Council of P&C Associations.

T Hilliger also noted a potential conflict of interest due to his position with Surf Life Saving.

J Mecelli noted that the not-for-profit organisation she works for is not applying for a community development grant this year.

6.3 WAY FORWARD WITH COVID ON THE NORTHERN BEACHES – MELANIE GURNEY

NOTE: The meeting adjourned at 7:25pm to 7:35pm

DISCUSSION

Andrew Grocott, Manager, Community Engagement facilitated a workshop to understand what partnerships Council can explore and how the community can best participate in supporting the community operate in the current and post COVID environment. The workshop was centred on the following questions:



MINUTES OF PARTNERSHIP AND PARTICIPATION

4 AUGUST 2021

1. How do we maximise community consultation in this time with competing and demanding priorities?
2. What partnership opportunities exist, could be created, or leveraged to continue to support our community?
3. What other ways can the community be encouraged to participate in supporting each other?

The feedback provided is attached.

7.0 GENERAL BUSINESS

Nil

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
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Nil

The meeting concluded at 7.59pm

This is the final page of the Minutes comprising 5 pages
numbered 1 to 5 of the Partnership and Participation Strategic Reference Group meeting
held on Wednesday 4 August 2021 and confirmed on Wednesday 3 November 2021

1. How do we maximise community consultation in this time with competing and demanding priorities?

- Cr Ferguson - work through the associations to reach through their databases and Face book pages. Utilise a QR code to access notice boards.
- Jane M - Pen pals **postcard project** - Provided stamps and envelopes to provide feedback. **Lunch time sessions** on-line - chat type sessions. Postage paid for. FB for younger people. After 5pm is hard for working people. Social media post to younger people to get their grandparents involved and informed.
- Perhaps a social media post. Tell your grandparents/parents that NB Council will be calling to ask important questions. We want their voices heard?!
- Denice - FB is good. Ad in the local newspapers. Something really simple with links that connects them to the Council pages. Promoting on school newsletters
- David - Go where people gather - Woolies & Bunnings - Notice Board in the aisle. Maybe even a 2min video on the subject. Put a bit of technology behind it. Letter box arrangement for people to post ideas at these venues. White Board. Voice recognition software to capture ideas.
- John - a friendly face - Council people in an on-line environment or at shopping centres. Provide information about how people can use the on-line environment. Write to school Principals to get students to write essays about their family views on a subject
- Ina - Once a week/fortnight at Council have a dedicated feedback session
- Cr Heins - Criteria about who attends and how - prioritise people who are in need. You could have signs up with QR code and say what time someone would be there for further information "pop up" style.
- Text messages
- Chris - how about reaching out to adult learning or TAFE to get feedback?

- Telephone - not much love with scams and spam. May be well received by the older populations as was the experience with the Well Being calls conducted by Council.
- 2. **What partnership opportunities exist, could be created or leveraged to continue to support our community?**
- Denice - Bowling clubs and RSL's who are seeing themselves as community clubs
- Cr Ferguson - RSL's are seen as safe places by the older populations
- David - Clubs are obligated to participate in community activities. They know what works for them - consult with them.
- Tony - Put a circular out through the club for participation on opportunities. Flyer in the back of an Eazi Link bus that they can take away and fill in.
- Jane - RSLs - collaborate on grants. Huge amounts of networking groups, link into them and their localised meetings. Link with big medical centres like the hospital in relation to mental health - Health Scope to build confidence on health services

You can link with Sydney North Health Network as they commission millions in mental health services both in the community and in residential care. Link here:

<https://sydneynorthhealthnetwork.org.au/about-us/commissioning/commissioned-services/>

Commissioned Services - Sydney North Health Network
From July 1, 2016 Sydney North Health Network (SNHN) began commissioning local health services on behalf of the Australian Government.

- Cr Heins - Work with the RSLs individually to collaborate. Missing opportunity to partner with youth and businesses in relation to mental health. Leverage and collaborate with the services in those areas. Create events to enable people to talk about what is on their minds and to remind them the community is behind them
- Cr Ferguson - Liz Dwyer is collating all the agencies who are involved in mental health - now is a good time. Be careful of the added stress it may cause, reaching people when they do not want to be reached.

- Chris - 20=30 year olds pre Covid and post, sporting events, long walks, triathlons etc... quite often there are vendor booths.
- 3. **What other ways can the community be encouraged to participate in supporting each other?**
- John - a friendly face - Council people in an on-line environment or at shopping centres
- Tony Hilliger - I think the council could approach all the umbrella organisations on Northern Beaches and ask them to their clubs and people to get on the phones and ring their members. Push a phone a friend a day campaign. Say G'day everyday
- Denise - Are you Ok campaign - Local - Sept 9 - count down campaign underway
- David - Street activities. Talk to each other on walks - Community building. It is community driven. Signs put up in areas. People respond to silliness, smile and fun!
- Cr Philpott - signage to remind people to check in on neighbours and look out for others. Lot of people live alone, lot of anger and frustration. Think of stepping up the wellbeing calls
- Jane - levels of anger in the community are really high - heighten the awareness
- Cr Heins - Celebrate and look at ways to regain a sense of humour.

NOTES OF A MEETING

PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP

held via audio visual link on

WEDNESDAY 3 NOVEMBER 2021

Notes of a Meeting of the Partnership and Participation

Strategic Reference Group

held on Wednesday 3 November 2021

via audio visual link

Commencing at 6:06pm

ATTENDANCE:

Committee Members

Cr Sue Heins (Chair)

Tony Hilliger

John Buggy

Denice Smith

David Hope

Jane Meccelli

Surf Life Saving Sydney Northern Beaches Inc

Belrose Open Space Corridor Association

North Sydney District Council of P&C Associations

Council Officer Contacts

Melanie Gurney

Claudia Brodtke

Andrew Grocott

Michael Spikmans

Lea King

Katie Kirwan

Executive Manager Library Services

Governance Officer

Manager, Community Engagement

Digital Services Manager

Manager, Service Improvement

Senior Governance Advisor

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Mayor Michael Regan, Councillor Kylie Ferguson and Councillor Penny Philpott.

Ina Vukic has retired from the SRG.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF PARTNERSHIP AND PARTICIPATION STRATEGIC REFERENCE GROUP MEETING HELD 4 AUGUST 2021

RECOMMENDATION

That the Minutes of the Partnership and Participation Strategic Reference Group meeting held 4 August 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

NOTE: *This item was deferred due to a lack of quorum.*

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM - CR HEINS

DISCUSSION

Councillor Heins discussed the input the Strategic Reference Group (SRG) have contributed over their term and expressed appreciation for the members time and input. Cr Heins noted that this meeting was the last of the councillors and members tenure due to the postponement of the Local Government Elections. Cr Heins noted that it would be up to the incoming council to determine their committee framework.

Members provided some insight into their experience of being an SRG member and reflected on some of their accomplishments.

Some members noted that they felt they were unable to have any tangible input to decisions due to the timing of the meetings and where they sat within the broader engagement strategy for projects. Some members' noted that they felt the SRG was more of a 'tick box' exercise, rather than being a key part of the consultation.

Melanie Gurney, Executive Manager Library Services, noted that she would like to see a more agile committee structure that would allow for meetings to be convened at times when the SRG would be able to have more strategic input into specific projects.

Andrew Grocott, Manager Community Engagement, discussed the challenge of this and elaborated on the internal discussions taking place around the Community Engagement Strategy (Item 6.4).

Cr Heins discussed her experience of the SRG provided the members with some insights as to what she finds beneficial from the SRG (from a councillor perspective).

Katie Kirwan, Senior Advisor – Governance, stated that the feedback has been collated during this meeting (and during the SRG Review) will be provided to the incoming Council to assist them determine their committee framework.

6.2 LIBRARY STRATEGY WORKSHOP - MICHAEL SPIKMANS

DISCUSSION

Lea King, Manager, Service Improvement and Michael Spikmans, Digital Services Manager presented on the library strategy workshop.

Input was sought on the following questions;

- Imagine it is 2026. What are the top things our community values most about Northern Beaches Library Service?
- What should we be phasing out or stopping as we move towards 2026?
- Finish the statement – it would be awesome if the library could...

6.3 GUIDE TO EVENTS ON THE NORTHERN BEACHES - LISA DOWSETT

DISCUSSION

Lisa Dowsett, Head, Events & Partnerships presented on the Guide to Events on the Northern Beaches.

There was broad discussion around;

- The usefulness and high quality of the document
- The extensiveness of the document, and how all sections of the document do not apply to all event coordinators
- The importance of this guide in assisting grass roots community events
- Cr Heins encouraged everyone to share the document within the community
- That a check list may also be a beneficial addition to the document
- A question was raised about the accessibility of Councils documents and LD responded that Councils website aims to meet the Web Accessibility Initiative's Web Content Accessibility Guidelines which are available to view at this link - <https://www.w3.org/WAI/standards-guidelines/wcag/>.
- The following hyperlinks were discussed;
 - <https://www.northernbeaches.nsw.gov.au/things-to-do/planning-your-event>
 - <https://files.northernbeaches.nsw.gov.au/sites/default/files/documents/policies-register/social-strategies/events-strategy/guide-to-events-2021.pdf>

***NOTE:** Denise Smith made a comment around budgeting and where people get money from for their Events in this discussion. On Page 24 and Page 25 of the Guide there is a section discussing grants and well as people budgeting.*

6.4 COMMUNITY ENGAGEMENT POLICY AND STRATEGY - ANDREW GROCOTT

DISCUSSION

Andrew Grocott, Manager, Community Engagement presented the draft Community Engagement

Policy and Strategy to members.

There was discussion around the terminology and members noted that some definitions of 'consultation' could be added.

A Grocott invited members to send any further feedback to him via email at andrew.grocott@northernbeaches.nsw.gov.au.

7.0 GENERAL BUSINESS

Nil

The meeting concluded at 8.18pm

This is the final page of the Minutes comprising 6 pages numbered 1 to 6 of the Partnership and Participation Strategic Reference Group meeting held on Wednesday 3 November 2021 and confirmed on



Places for People
Strategic Reference Group

MINUTES

PLACES FOR PEOPLE STRATEGIC REFERENCE GROUP

held online via Teams on

THURSDAY 5 AUGUST 2021

Minutes of the Places for People**Strategic Reference Group****held online via TEAMS on Thursday 5 August 2021****Commencing at 6:03pm****ATTENDANCE:****Committee Members**

Cr Ian White (Chair)	Councillor
Mayor Michael Regan	Councillor
Cr Stuart Sprott	Councillor
Stephen Pearse	Community Representative – Pittwater Ward
Jim Koopman	Community Representative – Pittwater Ward
Mark Lowe	Community Representative – Pittwater Ward
Merinda Rose	Community Representative – Pittwater Ward
Les Irwig	Community Representative – Frenchs Forest Ward
Miranda Korzy	Community Representative – Pittwater Ward
Maryann Novakovic	Community Representative – Manly Ward
Kelvin Milsom	Northern Beaches Junior AFL Association, Manly Warringah Pittwater Sporting Union <i>(left the meeting due to internet connection issues)</i>

Council Officer Contacts

Louise Kerr	Director Planning & Place
Andrew Pigott	Executive Manager Strategic & Place Planning
Phil Jemison	Manager Strategic & Place Planning (<i>item 6.2</i>)
Liza Cordoba	Manager Strategic & Place Planning (<i>item 6.2</i>)
Ximena Von Oven	Governance Officer

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Cr White / Cr Regan

Apologies were received from Councillor Candy Bingham, Caroline Ghatt, Richard Michelle and Suzanne Cairns.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF PLACES FOR PEOPLE STRATEGIC REFERENCE GROUP MEETING HELD 6 MAY 2021

S Pearse / Cr White

That the Minutes of the Places for People Strategic Reference Group meeting held 6 May 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 INGLESIDE PRECINCT UPDATE

OVERVIEW OF UPDATE

Andrew Pigott, Executive Manager Strategic & Place Planning briefed the group on this topic.

The Department of Planning, Industry and Environment (DPIE) commenced Public Exhibition of the draft Ingleside Place Strategy and associated technical reports on 25 May 2021 to 6 July 2021 with an extension to 23 July 2021. Submissions were received via the NSW Planning Portal.

At the meeting held on 27 July 2021, Council considered the exhibited draft Ingleside Place Strategy and technical reports and resolved to reject the draft Ingleside Place Strategy in its current form and support the submission to the NSW Department of Planning Industry and Environment outlining Council's concerns in relation to it.

Council's concerns were related to bush fire risk, lack of traffic and transport planning, significant cost to ratepayers to provide necessary local infrastructure, impacts on biodiversity, heritage

impact and ability to deliver affordable housing in line with council's policy.

A presentation on this topic was provided to the group.

ITEMS DISCUSSED

- Strategic context
- Background
- Reasons for not pursuing change to north Ingleside precinct
- Emergency bushfire evacuation for Ingleside precinct
- Sustainability and resilience of the Ingleside precinct
- Affordable housing in the Ingleside precinct
- Timeline

6.2 FRENCHS FOREST HOSPITAL PRECINCT UPDATE

OVERVIEW OF UPDATE

A Pigott, Executive Manager Strategic & Place Planning briefed the group on this topic.

Council adopted the Northern Beaches Hospital Precinct Structure Plan (the Strategy) in 2017. Council has been working with NSW Government to implement Phase 1 of the strategy.

The draft Frenchs Forest 2041 Place Strategy rezoning package is currently on public exhibition. The Strategy includes a vibrant new town centre for Frenchs Forest and will help implement phase one of the Northern Beaches Hospital Precinct Structure Plan

The Strategy proposed the delivery of 2,000 new dwellings, 2000 new jobs, new public open space, new green spaces, medium scale apartments, high standard in architectural and urban design, commercial and retail uses, easier walking and cycling connections, a new bus interchange amongst other things.

The draft Frenchs Forest Place Strategy is on public exhibition until 3 September 2021.

<https://www.planning.nsw.gov.au/frenchsforest>

Council is also exhibiting the supporting planning documents which include the draft amendments to Warringah Development Control Plan 2011 and the draft Northern Beaches Affordable Housing Contributions Scheme and Tenancy Guidelines.

A draft Development Contributions Plan (Section 7.11) – (the Plan) is being prepared by Council for the precinct to ensure that local infrastructure is funded. Exhibition of the plan is scheduled for the end of the year.

A presentation on this topic was provided to the group.

ITEMS DISCUSSED

- Vision of the Strategy
- Objectives:
 - Relocate and construct a new high school

- Create a revitalised mixed use town centre
- Strengthen the emerging health and education precinct
- Establish a vibrant and safe High Street
- Build on the established character of Frenchs Forest to create a place for people
- Local Park Upgrades
 - Brick Pit Reserve, Akora Reserve, Nandi Reserve and Rabbett Reserve

7.0 GENERAL BUSINESS

Nil

The meeting concluded at 7:39pm

This is the final page of the Minutes comprising 5 pages
numbered 1 to 5 of the Places for People Strategic Reference Group meeting
held on Thursday 5 August 2021 and confirmed on Thursday 4 November 2021



Places for People
Strategic Reference Group

NOTES OF THE MEETING

PLACES FOR PEOPLE STRATEGIC REFERENCE GROUP

held online via remote audio visual link on

THURSDAY 4 NOVEMBER 2021

Notes of the Meeting Places for People**Strategic Reference Group****held online via remote audio visual link on Thursday 4 November 2021****Commencing at 6:06pm****ATTENDANCE:****Committee Members**

Cr Ian White (Chair)	Councillor
Jim Koopman	Community Representative – Pittwater Ward
Merinda Rose	Community Representative – Pittwater Ward
Les Irwig	Community Representative – Frenchs Forest Ward
Miranda Korzy	Community Representative – Pittwater Ward
Maryann Novakovic	Community Representative – Manly Ward
Richard Michell	Manly, Warringah and Pittwater Historical Society

Council Officer Contacts

Louise Kerr	Director Place and Planning
Andrew Pigott	Executive Manager Strategic and Place Planning
Steven Lawler	Executive Manager Parks and Recreation
Ximena Von Oven	Governance Officer
Lea King	Manager Service Improvement (<i>item 6.2</i>)
Michael Spikmans	Digital Service Manager (<i>item 6.2</i>)
Damian Ham	Manager Open Space and Recreation Planning (<i>item 6.3</i>)
Jessica Currie	Coordinator Recreation Planning (<i>item 6.3</i>)
Phil Jemison	Manager Strategic and Place Planning (<i>item 6.4</i>)

NOTE: The Chair advised that the meeting would proceed as an informal meeting due to a lack of quorum. as per the Strategic Reference Group Terms of Reference.

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Cr Bingham, Cr Regan, S Cairns, C Ghatt and S Pearson.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF PLACES FOR PEOPLE STRATEGIC REFERENCE GROUP MEETING HELD 5 AUGUST 2021

As no quorum was achieved the Minutes of the Places for People Strategic Reference Group meeting held 5 August 2021 were not confirmed.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM - ANDREW PIGOTT

OVERVIEW OF UPDATE

Andrew Pigott, Executive Manager Strategic and Place Planning briefed the group on this topic.

SRG members were thanked for their valuable contribution, expertise and enthusiasm at the SRG meetings.

The following points were discussed:

- SRG members were appointed in February 2018. The term is for 4 years which was due to expire in February 2022. However, due to the Local Government Elections, November meeting will be the last meeting of the current SRG members and councillors.
- There will be no SRG meeting in February due to Councillors induction being held in February.

- An SRG review was undertaken in 2019. SRG members provided feedback and the outcome of the review will be forwarded to the new Councillors. This will provide an opportunity for Councillors to consider the feedback received and determine the committee framework.
- The Places for People SRG aligns to goals 7,8, 9 and 12 of the Community Strategic Plan.
- Key projects that SRG members participated in include the Local Strategic Planning Statement workshop, Frenchs Forest Structure Plan, Housing Strategy, Open Space Strategy amongst others.

SRG members thanked Council staff for their contribution and effort in organising the meetings, preparing reports and presentations for the Places for People SRG. Members also acknowledged that it has been great working with people who are passionate and bring a great amount of expertise to the group.

6.2 LIBRARY STRATEGY WORKSHOP

OVERVIEW OF UPDATE

Lea King, Manager Service Improvement and Michael Spikmans Digital Services Manager, briefed the group on this topic. Northern Beaches Council is developing a five year Library Strategy to guide decision making and ensure library services continue to be enhanced in line with community needs and expectations.

SRG members were requested to participate in a workshop to provide input for the Library Strategy currently being developed.

A presentation on this topic was provided to the group.

ITEMS DISCUSSED

The following questions were workshopped:

It is 2026 what are the top things that our community values most about Northern Beaches Library Service?

- High school certificate programs (HSC lock ins)
- Audio books
- Use of the study corner in the library
- Canteen in the library
- Individual and study groups spaces
- E-books
- Reading of children's book (story time for preschool children)
- Book club kits
- Professional librarian at Avalon Library
- Reading lists, readers advisory and professional library staff available at libraries
- Story time (rhyme time)



NOTES OF THE MEETING OF PLACES FOR PEOPLE

4 NOVEMBER 2021

- Access safe space environment
- Make libraries an enjoyable space
- Teaching to parents how to read to their kids
- Access to technology

What should we be facing out or stopping as we move out towards 2026?

- Newspapers

It would be awesome if the library could

- Be rebuilt (Manly Library)
- Turn the library into a media centre where people can learn podcasting, how to make movies. Transform it into a centre where people can go to acquire skills in video technology, podcasting etc.
- Workshop spaces for different types of activities (like video technology, podcasting etc.)
- Have spaces where kids can rest, sleep, and just feel safe.
- Stay up to date with emerging technologies
- Have a sustainable space (gardens)

6.3 DRAFT OPEN SPACE AND RECREATION STRATEGY**OVERVIEW OF UPDATE**

Damian Ham, Manager Open Space and Recreation Planning and Jessica Currie, Coordinator Recreation Planning briefed the group on this topic.

Play spaces are an important element of the Northern Beaches open space network that provide essential spaces for children, families and carers to socialise and be active.

A detailed analysis of the distribution and condition of Council's 217 public playground was undertaken. The result of the analysis found that Northern Beaches Council is well supplied when compared to other metropolitan Sydney Councils.

A presentation on this topic was provided to the group.

ITEMS DISCUSSED

- Playground benchmarks
- Gap analysis
- Playground distribution
- Playground diversity and condition
- Recreation facilities used by children and youth
- Potential new playgrounds (by 2036)
- Next Steps

6.4 FRENCHS FOREST HOSPITAL PRECINCT UPDATE

OVERVIEW OF UPDATE

Phil Jemison, Manager Strategic and Place Planning provide an update to the SRG group on this topic.

NSW Department of Planning, Industry and Environment (the Department) exhibited the draft Frenchs Forest 2041 Place Strategy, draft Planning Controls and associated technical studies.

The draft Frenchs Forest 2041 Place Strategy outlines how the NSW Government would deliver the first phase of the town centre which includes 2000 new homes, approximately 250 affordable dwellings, 2000 new jobs, public open spaces and easier walking and cycling connections.

Council staff prepared a submission in response to the Department's draft documents and this was presented at the 28 September Council meeting for endorsement.

A presentation on this topic was provided to the group.

ITEMS DISCUSSED

While the proposed development is supported in principle, Council's Submission identifies nine matters requiring resolution, prior to the finalisation of the rezoning. These issues are:

1. Transport infrastructure provision
2. Cost and funding of infrastructure
3. Town centre open space and Police Station site dedication
4. Delivery of the community hub
5. Elevating the role of sustainability as a key feature to create a flagship precinct
6. Statutory planning framework
7. State Government coordination
8. Support for affordable rental housing contribution
9. Development feasibility

7.0 GENERAL BUSINESS

Nil

The meeting concluded at 8:14pm

This is the final page of the Minutes comprising 6 pages
numbered 1 to 6 of the Places for People Strategic Reference Group meeting
held on Thursday 4 November 2021.



Community & Belonging
Strategic Reference Group

MINUTES

COMMUNITY AND BELONGING STRATEGIC REFERENCE GROUP

held online via Zoom on

WEDNESDAY 11 AUGUST 2021

Minutes of the Community and Belonging**Strategic Reference Group****held online via Zoom on Wednesday 11 August 2021****Commencing at 6:06pm****ATTENDANCE:****Committee Members**

Cr Kylie Ferguson (Chair)	Councillor
Cr Candy Bingham	Councillor
Tamzin Lee	Community Representative, Arts, Culture & Youth
Michelle Povah	Northern Beaches Child & Family Interagency
Julie Williams	Community Representative - Narrabeen Ward
Samuel Wilkins	Community Representative - Forest Ward, Youth, Arts & Culture
Maria-Elena Chidzey	Community Northern Beaches Inc. (CNB), Multi-Cultural
Cathy Hockey	Community Representative, Disability
Dan Giles	Easylink
Justene Gordon	Burdekin Association
Evelyn Shervington	Community Representative with experience in volunteering, social services, charitable and strategic marketing

Council Officer Contacts

Claudia Brodtke	Governance Officer
Ximena Von Oven	Governance Officer
Russell Peake	Manager, Social Planning and Services
Briana Davis	Social Planning & Strategy Coordinator

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these varied lands on which we meet and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Councillor Sarah Grattan, Councillor Penny Philpott, Simon Moriarty, and Kylie Walshe, Executive Manager Community, Arts and Culture.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF COMMUNITY AND BELONGING STRATEGIC REFERENCE GROUP MEETING HELD 12 MAY 2021

CONFIRMED

J Williams /E Shervington

That the minutes of the Community and Belonging Strategic Reference Group meeting held 12 May 2021, copies of which were previously circulated to all members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 AUSTRALIA DAY AWARDS 2022 - ASSESSMENT PANEL SELECTION – RUSSELL PEAKE

OVERVIEW OF UPDATE

Russell Peake, Manager Social Planning & Services provided an overview of the Australia Day awards and invited members to nominate up to three community members for the judging panel for the 2022 Australia Day awards.

ITEMS DISCUSSED

- Samuel Wilkins, Justene Gordon, Maria-Elena Chidzey and Cathy Hockey provided some insight into the process and their experience on this panel in previous years.
- M Chidzey asked if there was a minimum age limit for the Young Citizen Award. The answer provided was that there is no minimum age limit, Council has ensured that this is the case.
- J Gordon asked if employees of Council were eligible to be nominated. The answer provided

Page 3 of 5

was that as long as the nominee is for the volunteering/community focused work they are doing they are eligible.

- Dan Giles, Julie Williams, Tamzin Lee and Evelyn Shervington nominated to be on the judging panel for this forthcoming year. Council's Volunteer Coordinator will contact nominees to confirm involvement.

6.2 WELLBEING PROJECT UPDATE – RUSSELL PEAKE

DISCUSSION

R Peake briefed the group on the Wellbeing Outcomes Framework project and workshopped what wellbeing and liveability means for the members.

ITEMS DISCUSSED

- Project background
- Measuring wellbeing
- Defining wellbeing and liveability from an individual and Northern Beaches perspective
- Key framework comparison

Please see the attached workshop notes at Attachment 1.

7.0 GENERAL BUSINESS

7.1 FUTURE USE OF MANLY TOWN HALL

The members requested to be updated on planning for the future use of Manly Town Hall.

7.2 POSSIBILITY OF ROUNDABOUT NEAR MANLY ANDREW “BOY” CHARLTON SWIMMING CENTRE

The SRG raised a question – would it be possible to install a roundabout near the Manly Andrew “Boy” Charlton Swimming Centre?

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
7.1	Provide an update on future planning for the use of Manly Town Hall.	Russell Peake	ASAP
7.2	Enquire with Council's Traffic team regarding the potential of installing a roundabout near the Manly Andrew "Boy Charlton Swimming Centre.	Russell Peake	ASAP

The meeting concluded at 7:17pm

This is the final page of the Minutes comprising 5 pages numbered 1 to 5 of the Community and Belonging Strategic Reference Group meeting held on Wednesday 11 August 2021 and confirmed on Wednesday 10 November 2021

[illegible]

A word cloud visualization of the data from the survey. The words are arranged in a circular pattern, with 'social', 'want', 'physical', 'connection', and 'safety' being the most prominent. Other words include 'health', 'mental', 'difference', 'enough', 'pandemic', 'collective', 'sharing', 'well', 'make', 'inclusive', 'work', 'responsibility', 'support', 'community', 'group', 'space', 'walking', 'doing', 'safe', 'healthy', 'general', 'balance', 'secure', 'part', 'right', 'focus', 'people', 'fit', 'like-minded', 'climate', 'able', 'eating', 'good', and 'going'.

MINUTES

COMMUNITY AND BELONGING STRATEGIC REFERENCE GROUP

Via audio visual link

WEDNESDAY 10 NOVEMBER 2021

**Minutes of the Community and Belonging
Strategic Reference Group
held on Wednesday 10 November 2021
via audio visual link
Commencing at 6:09pm**

ATTENDANCE:

Committee Members

Cr Kylie Ferguson (Chair)	Councillor
Simon Moriarty	Community Representative, Curl Curl Ward
Michelle Povah	Northern Beaches Child & Family Interagency
Julie Williams	Community Representative - Narrabeen Ward
Maria-Elena Chidzey	Community Northern Beaches Inc. (CNB), Multi-Cultural
Dan Giles	Easylink

Council Officer Contacts

Kylie Walshe	Executive Manager Community, Arts & Culture
Claudia Brodtke	Governance Officer
Michael Spikmans	Digital Services Manager
Lea King	Manager Service Improvement
Melanie Gurney	Executive Manager Library Services
Lesley Milbourne	Manager Governance

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Councillor Sarah Grattan, Councillor Penny Philpott, Samuel Wilkins and Cathy Hockey.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF COMMUNITY AND BELONGING STRATEGIC REFERENCE GROUP MEETING HELD 11 AUGUST 2021

RECOMMENDATION

That the Minutes of the Community and Belonging Strategic Reference Group meeting held 11 August 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

NOTE: *This item was deferred due to a lack of quorum.*

5.0 UPDATE ON ACTIONS FROM LAST MEETING

5.1 ACTION LOG UPDATE - KYLIE WALSH

DISCUSSION

Kylie Walshe, Executive Manager Community Arts & Culture provided an update on actions from the last meeting as follows:

- Manly Town Hall will be included in and discussed in the deliberations regarding the Manly Place Plan, which is currently under development.
- The query regarding the possibility of a roundabout near the Manly Boy Charlton Swimming Pool has been passed onto Council's traffic team and no further update is available at this point.

6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM - KYLIE WALSH

DISCUSSION

There was discussion around the broad range of categories and projects which the SRG had contributed to throughout their term, as well as acknowledgement of the panels which they had sat on.

Staff stated that it has been of great benefit to hear from a range of stakeholders with different backgrounds to understand how communities perceive the work that Council is undertaking.

A question was raised regarding the Volunteer Policy. Kylie Walshe, Executive Manager Community, Arts & Culture, responded that the internal Volunteer Operational Policy and Guidelines are currently rolling out regarding Council volunteers. The next step is a project to support volunteers across the Northern Beaches, due to commence in 2022.

A SRG member expressed that attending the SRG meetings was a fulfilling process which he hopes is continued, stating that it is uplifting to come out of these meetings hearing the insights and points of view which people have.

6.2 LIBRARY STRATEGY WORKSHOP - MICHAEL SPIKMANS & LEA KING

DISCUSSION

Lea King, Manager Service Improvement and Michael Spikmans, Digital Services Manager coordinated a workshop on the draft Library Strategy.

Input was sought on the following questions;

- Imagine it is 2026. What are the top things our community values most about Northern Beaches Library Service?
- What should we be phasing out or stopping as we move towards 2026?
- Finish the statement – it would be awesome if the library could...

Valuable input was received from SRG members during the workshop that will be considered in the development of the draft Library Strategy.

7.0 GENERAL BUSINESS

A question was asked about whether there would be a Council hosted Christmas function this year. No function is being organised for 2021.

An SRG member thanked Council for providing community members the opportunity to be on the SRG and to provide input.

K Walshe thanked the group for their work over the term of the SRG and invited them to contact her over the next few months while the new Council determines the future format of the Strategic

Reference Groups.

Cr Ferguson also thanked the group for their work and input over the term of the SRG.

The meeting concluded at 6.55 pm

This is the final page of the Minutes comprising 5 pages
numbered 1 to 5 of the Community and Belonging Strategic Reference Group meeting
held on Wednesday 10 November 2021 and confirmed on

MINUTES

TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP

Held remotely via Zoom on

THURSDAY 12 AUGUST 2021

**Minutes of the Transport and Travel
Strategic Reference Group
held on Thursday 12 August 2021
remotely via Zoom
Commencing at 6:00pm**

ATTENDANCE:

Committee Members

Cr Sarah Grattan (Chair)	
Mayor Michael Regan	
Cr Kylie Ferguson	
Graeme Laughton	
Andrew Chivers	
Wendy Dunnet	Newport Residents Association
Victor Konijn	
Dan Giles	Easylink

Council Officer Contacts

Craig Sawyer	Executive Manager Transport & Civil Infrastructure
Phil Devon	Manager, Transport Network
Michelle Carter	Strategic Transport Coordinator
Tamara Lukic	Governance

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Keith Povah and Colin Langford.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP MEETING HELD 13 MAY 2021

Cr Ferguson/ W Dunnet

That the Minutes of the Transport and Travel Strategic Reference Group meeting held 11 February 2021 are hereby confirmed as a true and correct record of the proceedings of that meeting.

4.1 MINUTES OF TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP MEETING HELD 13 MAY 2021

That the Notes of a Meeting - Transport and Travel Strategic Reference Group held 13 May 2021 are hereby noted.

Noted

6.0 AGENDA ITEMS

6.1 STAY SAFE COMMITTEE REPORT - REDUCING TRAUMA ON LOCAL ROADS IN NSW - PHILLIP DEVON - 20MIN

OVERVIEW OF UPDATE

Phil Devon, Manager Transport Network provided an update on the Stay Safe Committee Report into 'Reducing Trauma on Local Roads. A copy of the presentation is at Attachment 1.

The following six key issues were identified in the Northern Beaches Council submission:

1. Reducing Speed Limits
2. Pedestrian Protection at Traffic Signals
3. Road User Behavioural Change
4. Enforcement
5. Putting People First
6. Warrants and Technical Directions

DISCUSSION

The following was discussed:

- A need to further and increase focus on the safety on the local/residential roads.
- Council working close with Transport for NSW, having monthly meetings to allow for mutual support and for Transport for NSW to understand Council's ways of trying to meet the needs of the local community
- Complex and bureaucratic process involved in imposing speed limits similar to Manly 30km/h and a question if decisions on speed limits on local streets should come back to Council.
- Driver behaviour and reiterating the importance of education.
- Council's intent to use the 'Stay Safe Committee Report as a tool to advocate to Transport for NSW on how to implement safer road environment for all.
- Changing speed limits; a need and a benefit of having the continuity across the board.
- P Devon noted that some North European countries have removed signs and that has created more user friendly road environment and there is not this multitude of signs telling people how to behave on the roads.

6.2 LOCAL BUS SERVICES - CHANGES MADE AND NEXT STEPS TO IMPROVED PUBLIC TRANSPORT - PHILLIP DEVON - 15MIN**OVERVIEW OF UPDATE**

P Devon updated the group on this item and sought feedback on the bus service changes, expectations from the community and the next steps on how to improve the provision of public transport on the Northern Beaches. A copy of the presentation is at Attachment 2.

P Devon presented on the following:

- Network 2020 changes
- Impacts on residents
- Making services work for the community
- Next steps
 - Region 8 Contract awarded to new provider Keoride commencing end of October 2021
 - Council working with the providers to improve the services
 - Council develops Public Transport Plan 2022 to support innovation and community expectation.

DISCUSSION

The group was asked to provide their views and feedback on:

1. Current service.
2. How to make public transport more attractive?

The group shared the following views on current services:

- Changes to Manly bus service encourage people to use bicycles more to get to and from major bus stops.
- The importance of thinking of and keeping in mind the impact current complex bus services have on the more vulnerable community members.
- A success of Keoride services in the northern part of the LGA with the potential to expand to other areas and the benefit of having an alternative to Hop Skip & Jump service.
- A cost effective service by Keoride and benefit to having a service to smaller local roads and available to be booked for specific times.
- The challenge of bringing Keoride as a heavily subsidised service and the reluctance to bring it to the peninsula due to direct competition with private operators such as Uber and taxis.

The group shared the following thoughts on how to make public transport more attractive?

- The inclusion of Wi-Fi and charging option on the buses as a method to attract people to use public transport.
- A higher level of cleanliness using the example of B-line busses.
- A change of the bus fleet over to electric vehicles.
- Accessibility to public transport for people with disabilities.
- Major bus stops to be more attractive, close to public toilets, coffee shops and bike racks.

6.3 STRATEGIC CHALLENGES 2022 AND BEYOND - PHILLIP DEVON

OVERVIEW OF UPDATE

Phil Devon provided an update on this item and asked the group to start a conversation/discussion on what the Transport and Travel Strategic Reference Group members see as the main strategic challenges for the Transport Network on the Northern Beaches from 2022 and beyond. A copy of the presentation is at Attachment 3.

The following were identified as the key challenges:

- Beaches Link project delivery
- Frenchs Forest Precinct
- Implementation of Safe Speed limits
- Meeting our goals on Public Transport Modal shift post COVID-19
- Managing technology in transport
- Community expectations around movement and place
- Repurposing the road corridor

DISCUSSION

The group discussed the following in relation to Strategic Challenges :

- Changes in how people move during the pandemic.
- Making the most of the increased momentum seen towards active travel.
- Changing working patterns that might affect the transport patterns.
- Parking implications of local pop up offices as people are not travelling to the city for meetings.
- A potential for smart vehicles that don't require parking space but keep moving from one job to another.
- A potential impact of technological changes both medium and long term.
- A mismatch seen with a decrease in petrol stations in comparison to a number of cars on the roads.
- Increase in the electric cars and reconfiguration of service stations.
- The safety aspect and the availability of public transport, particularly in late hours.
- A need for more communication to provide education on the benefits of public transport.
- Changes in the gig economy and potential shifts.
- A more personalised transport and a need for growth in shared paths across the beaches.
- People still being stuck on cars and parking missing the point and the benefit of public transport in reducing the issue of congestion

P Devon shared pictures of Dee Why Strand Shared Spaces trial project. The group agreed on a need for bolder movements to push for changes, using the examples of Pitt Street Mall and Manly Corso as examples that have faced resistance and proved at the end to be great shared places for people and the community to meet.

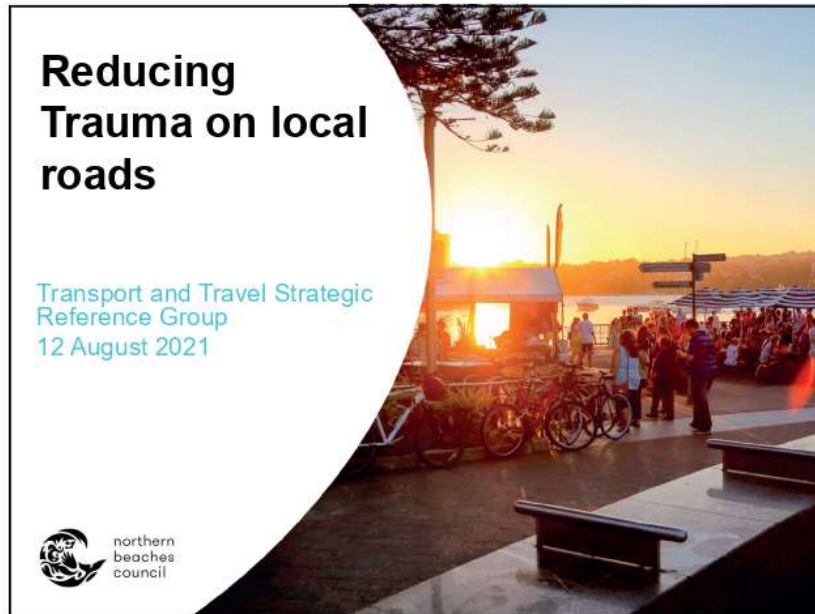
7.0 GENERAL BUSINESS

1. Victor Konijn enquired about the pedestrian path submissions to Council, a selection and decision process. He suggested to have a discretionary funding outside of the plan for submissions that are outside the plan. C Sawyer noted that small sections do get included quite regularly here and there but every time a new section is included it pushes something else further out. M Carter noted that there are approximately 500 footpath submission to Council every year and that they are prioritised. She also added that no submission is completely rejected but stored and reviewed for inclusion in the future plan, which is a set 5 year plan to ensure the consistency.
2. V Konijn also noted that many 'no through road' have a walking or cycling path and many people don't know about them. He noted that it would encourage people to walk there and use those paths if they were aware of them and suggested that Council might consider having some signage.

The meeting concluded at 7:50pm

This is the final page of the Minutes comprising 7 pages
numbered 1 to 7 of the Transport and Travel Strategic Reference Group meeting
held on Thursday 12 August 2021 and confirmed on Thursday 11 November 2021

Attachment 1



1



2

Reducing speed limits

- Develop a framework for implementing safe speed limits
- Movement and Place theory needs to be put into practice
- Process to impose speed limits not easy to navigate.



3

Pedestrian Protection at traffic signals

- Green on Green issues
- Smart controls to improve safety
- Countdown timers to be used more often in high pedestrian areas
- Review the priority placed on traffic over pedestrians in some locations



4

Road User Behaviour Change

- Definition of a Cyclist – “lycra” versus bike user
- Road ownership issue
- Share the road is not working in some demographics
- Road Rule Ignorance



5

Enforcement

- Random targeted patrols of local roads
- Council ability to request and partner in programs
- Traffic data can provide an insight into adverse driver behaviour
- Drivers taking calculated risk



6

Putting People First

- Protecting vulnerable road users through design
- Infrastructure to be reviewed to cater for people
- Repurpose road space for Active Transport safely



7

Warrants and Technical Directions

- Review of specification and guidance from Transport for NSW not keeping up with policy direction and technology
- “anti-innovation” attitude needs to allow Councils to trial different approaches to safe road environments
- Lagging behind changing thoughts on the “car is king” 20th Century thinking



8

Thoughts and Questions

- Have you read the report?
- Have you read the Council Submission?
- Where do we go now?



9

10

Attachment 2



1

Network 2020 changes

- New timetable implemented second half 2020
- Hub and Spoke model
- High frequency services with shorter local services
- Multiple services to get to destinations
- Limited consultation – not meeting customer needs



2

Impacts on residents

- More buses on narrow local roads in the south
- Significant access changes affecting older less mobile residents
- Not considering interchange points
- No assessment on route safety or selection



3

Making services work for the community

- Will never be cost neutral
- Expand the on demand local services – Keoride
- Need to change to express services in appropriate locations
- Time of day services matched to passengers and destinations
- One size does not fit all



4

Next steps

- Region 8 Contract awarded to new provider commencing end of October 2021
- Council working with the providers to improve the services
- Council develops Public Transport Plan 2022 to support innovation and community expectation



5

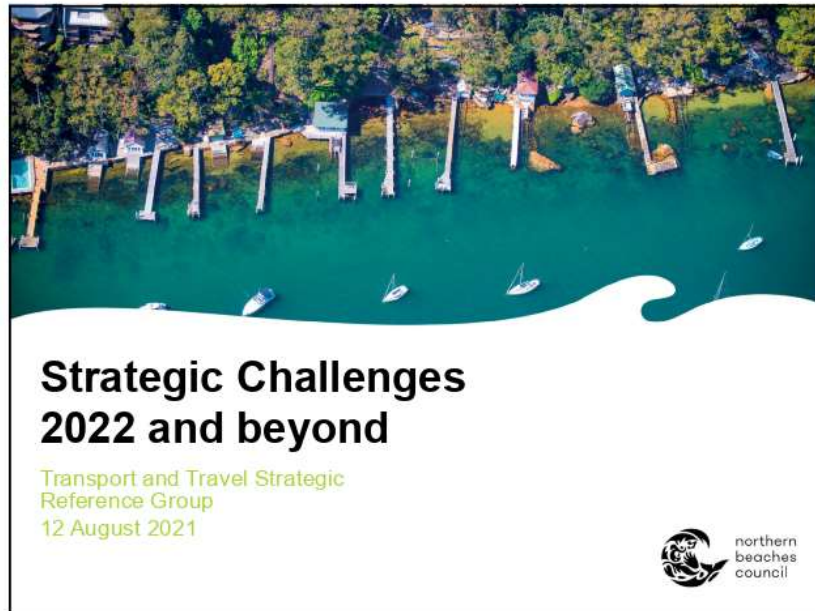
Questions

- Thoughts on the current service?
- How can we make Public Transport more attractive?



6

Attachment 3



1

What are the challenges as we see them

- Beaches Link project delivery
- Frenchs Forest Precinct
- Implementation of Safe Speed limits
- Meeting our goals on Public Transport Modal shift post COVID-19
- Managing technology in transport
- Community expectations around movement and place
- Repurposing the road corridor



2

What have we missed

- Our list is not exhaustive we need to hear from you and your networks
- The pandemic is change motivating – how do we capitalise on it to continue to drive (pardon the pun) modal shift, behaviour change, and the implementation of our Transport Vision - **“enable freedom of movement to, from and within the Northern Beaches using a safe, smart, efficient, integrated and sustainable transport network”**.



3

Round table discussion

- The only silly question is to one not asked!
- Be polite – every view and comment is valuable
- Your opinion is valued !



4

NOTES OF A MEETING

TRANSPORT AND TRAVEL STRATEGIC REFERENCE GROUP

held online via remote audio visual link on

THURSDAY 11 NOVEMBER 2021

**Notes of a Meeting of the Transport and Travel
Strategic Reference Group
held on Thursday 11 November 2021
online via remote audio visual link
commencing at 6:03pm.**

ATTENDANCE:

Committee Members

Cr Sarah Grattan (Chair)	
Andrew Chivers	
Wendy Dunnet	Newport Residents Association
Keith Povah	
Dan Giles	Easylink

Council Officer Contacts

Emily Carson	Acting Executive Manager Transport & Civil Infrastructure
Phil Devon	Manager, Transport Network
Michelle Carter	Strategic Transport Coordinator
Tamara Lukic	Governance Officer

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Mayor Regan, Councillor Ferguson and Victor Konijn.

Note: Due to a lack of quorum the order of business was changes to allow informal discussions on items 6.1, 6.2, 6.3 and 6.4. No formal business was undertaken.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF TRANSPORT & TRAVEL STRATEGIC REFERENCE GROUP MEETING HELD 12 AUGUST 2021

As no quorum was achieved the Minutes of the Transport & Travel Strategic Reference Group meeting held 12 August 2021 were not confirmed.

6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM - COUNCILLOR GRATTAN

Councillor Grattan discussed the input from the Strategic Reference Group (SRG) over their term and expressed appreciation for members' time and contribution. She noted that this meeting was the last of the councillors and members tenure due to the postponement of the Local Government Elections, and it will be up to the incoming council will determine their committee framework.

Phil Devon thanked the group for their participation and noted that the group had been instrumental in providing Council with a strategic direction.

6.2 LOCAL SPEED LIMITS - HOW WE CAN IMPROVE SAFETY

DISCUSSION

P Devon updated the group on the future of speed limits on Local Roads across the Northern Beaches in line with the guiding principles of the Transport Strategy and Road Safety Plan and as a flow on action from the 30km/h trial in Manly. P Devon informed the group on the following:

- Current Speed Limits.
- Process to implement Speed Limits
- The Movement and Place Framework
- Proposed Speed Limits Neighbourhood Speed Limits
- Neighbourhood Speed Limits
- Issues for Consideration

P Devon concluded that the next steps are to trial the 20km/h Local Safe Street concept and continue to work with TfNSW to establish safe places for people across the Northern Beaches.

6.3 UPDATE ON BEACHES LINK EIS RESPONSE

DISCUSSION

P Devon provided an update on the progress of the Beaches Link project, including the Public Works Committee inquiry and the next steps from Council's perspective. A copy of the presentation is at Attachment 1.

He advised the group of the following:

- Response to Council's Submissions
- Upper House Inquiry
- Issues that are being worked through
- Next Steps

The group acknowledged the sheer size of the project. They discussed the proposed change to the access and getting rid of the traffic lights at the Burnt Bridge deviation and commitment to public transport rather than just a private car toll road.

6.4 SAFER SCHOOLS - PROGRAM UPDATE

DISCUSSION

P Devon provided an update on successful grant funding through the NSW Government Federal Stimulus - School Zone Infrastructure Program. A copy of the presentation is at Attachment 2. He updated the group on the following:

- That as part of the program, Council has secured funding for pedestrian improvement around 32 local schools.
- Work will be carried out in three key stages over the 18 months.
- Program Progress and already completed 16 Projects across the LGA
- Projects Underway and Planned
- Access to Schools Active Transport
- Something Different – a project to raise the road in Carawa Road in Cromer around Cromer Public School, one of the two crossing paths that are being installed.

Members queried how this is being shared amongst the school community, which will be done via the Road Safety Authority.

7.0 GENERAL BUSINESS

M Carter and P Devon provided updates on the following:

EV Charging Station – Mona Vale

First onstreet public charging station installed in Mona Vale as part of the group Ausgrid/JOLT Electric Vehicle Charging Infrastructure Initiative. 100% green power through Snowy Hydro, it is the highest utilised charging station in Australia, Two more charging stations are planned for Mona Vale and three new sites are out on public exhibition at the moment, in Forestville, Dee Why and Freshwater.

Manly Parking Sensors

The tender documentation is being prepared

Wakehurst Parkway:

Based on the environment requirements it is going to be a program that works in three separate projects for three different sections of work.

Infrastructure Australia

Council working with Infrastructure Australia on a corridor assessment as part of Pittwater Road, Condamine Road and Barrenjoey Road, 5th most constraint corridor in Australia; and trying to work out what the locations for solution.

The meeting concluded at 7:50pm.

This is the final page of the Minutes comprising 6 pages
numbered 1 to 6 of the Transport and Travel Strategic Reference Group meeting
held on Thursday 11 November 2021 and confirmed on

Beaches Link EIS Update



Where is the project up to:

- Response to Submissions and Preferred Infrastructure report released this week.
- The Department of Planning, Industry and Environment will, on behalf of the NSW Minister for Planning and Public Spaces, review the environmental impact statement, the preferred infrastructure report and this submissions report for the project.
- Department of Planning, Industry and Environment upon completion of the assessment will prepare a draft Environmental Assessment Report for the Secretary of the Department of Planning, Industry and Environment.
- The assessment report will be provided to the NSW Minister for Planning and Public Spaces, who will then make a determination on the project.
- If the determination is to approve the project, the determination is anticipated to include conditions of approval considered appropriate.
- The determination will be in first quarter 2022.
- The project will need to be approved for funding by the government prior to proceeding to construction.

Response to Council's Submission

- The response to Council's submission attempts to address the issues raised in over 180 pages.
- Additional meetings have been held between staff and the project team to assist in this process.
- Ongoing dialogue and review is underway

Upper House Inquiry

- Staff appeared via video link to answer questions from the Public Works Committee
- Additional questions were answered via written statement.
- Report for the committee is pending

Issues that we working through

- Construction staff and worker parking
- Construction intersection performance
- Operational traffic metrics for tunnel and non-tunnel users
- Operational impact on local roads
- Wakehurst Parkway shared user path barrier
- Noise Insulation Program and Construction Noise Strategy
- Aboriginal cultural heritage sites mapping
- Clarification on groundwater baseflow
- Effect of COVID-19 on traffic modelling

Our next steps

- Based on the review of the responses council staff (transport and natural environment teams) will need to resolve several outstanding matters.
- Impact on the local road network is an outstanding matter that will be an ongoing discussion to resolve without undue stress on the community.
- Several outstanding items also need to be resolve relating to bio-diversity and stormwater management.
- These discussions as well as the future use of the open space at Balgowlah will be the subject of detailed discussion with both the project team and the local communities during detailed design, construction, and operational phases of the project.

Questions?

Thank you

Safer Schools Program delivery



Program Outline

- As part of the Federal Stimulus - School Infrastructure Program, we have secured funding for pedestrian improvements around 32 local schools.
- This important work to improve safety for school children and their families will be carried out in three key stages over the 18 months.
- Program includes crossing upgrades, footpath construction, shared user paths, kerb ramps, and raised pedestrian crossings.

Program progress - Pedestrians

Projects completed

- Telopea Street Collaroy Plateau
- Plateau Road Bilgola
- Ryrie Avenue and Alfred Street Cromer
- **Waratah Street Narraweena (upgrade)**
- South Creek Road Dee Why
- Pitt Road North Curl Curl
- **Playfair Avenue Curl Curl (additional)**
- Hill Street Balgowlah
- Griffiths Street Balgowlah
- Raglan Street Manly
- Victoria Parade Manly
- Darley Road Manly
- Violet Lane Forestville
- Garden Street North Narrabeen
- Loquat Valley Road Bayview
- Pittwater Road Bayview

Projects underway and planned

- Benelong Street Seaforth
- Tristram Road Beacon Hill
- Blackbutts Road Frenchs Forest
- Lillihina Avenue Cromer
- White Street Balgowlah
- Brook Road Seaforth
- Oliver Street Freshwater
- Alfred Road Brookvale
- Elanora Road Elanora Heights
- Anana Road Elanora Heights
- Namona Street North Narrabeen
- Beaconsfield Street Newport
- Keenan Street Mona Vale
- Old Barrenjoey Road Avalon Beach

Examples of upgrades



Access to Schools

Active Transport

- Addiscombe Road – Shared User Path
- Playfair Avenue – Shared User Path
- Glen Street – Shared User Path
- Pound Avenue – Missing Footpath
- Prahan Avenue – Missing Footpath
- Abbott Road – Shared User Path
- Oliver Street – Active Transport Corridor
- Forest Way – Shared User Path
- Kerb Ramp upgrades
- Missing footpath links

Active Transport Example



[illegible]

Questions ?

Thank you



Economic & Smart Communities
Strategic Reference Group

MINUTES

ECONOMIC AND SMART COMMUNITIES STRATEGIC REFERENCE GROUP

held via Zoom on

WEDNESDAY 18 AUGUST 2021

**Minutes of the Economic and Smart Communities
Strategic Reference Group
held on Wednesday 18 August 2021
via Zoom commencing at 6:00pm**

ATTENDANCE:

Committee Members

Cr Sue Heins

Saul Carroll

Andy West

Stuart White

Microsoft Australia

Drew Johnson

Manly Business Chamber

Peter Middleton

Newport Residents Association

Ngaire Young

Northern Beaches Campus, TAFE NSW

Vacant

Geri Moorman

Gordon Lang

Alexander Coxon

Matthew Aderton

Chris Wilcocks

Council Officer Contacts

Nikki Griffith

Manager, Place & Economic Development

Deb Kempe

Team Leader, Economic Development & Tourism

Tamara Lukic

Governance

Visitors

Cr Sarah Grattan

Nathan Pratt

NDP Economic Development

Rob Hall

ID The Population Experts

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Note: Cr Walton resigned from the SRG.

Note: Cr Grattan attended the meeting as a visitor.

Apologies were received from Mayor Regan and Kath McKenzie.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

Adderton declared his candidacy in the upcoming local government elections. He noted that whilst there is no real pecuniary or conflict of interest, he wished to make this declaration in the interests of transparency.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF ECONOMIC AND SMART COMMUNITIES STRATEGIC REFERENCE GROUP MEETING HELD 19 MAY 2021

CONFIRMED

That the Minutes of the Economic and Smart Communities Strategic Reference Group meeting held 19 May 2021 are hereby confirmed as a true and correct record of the proceedings of that meeting.

G Lang / S Coxon

6.0 AGENDA ITEMS

6.1 NORTHERN BEACHES - ECONOMIC HEALTH CHECK – ROB HALL

UPDATE ON THE ITEM

Rob Hall from ID The Population Experts presented on the draft Economic Health Check report on Northern Beaches (NB). A copy of the presentation is at Attachment 1.

R Hall discussed the main findings of the report:

1. Economy in a good position prior to COVID-19
2. Population and tourism growth
3. But not enough to address degreed jobs shortage
4. Highly skilled and creative specialisations
5. Strategic Centres
6. COVID-19 and Future Potential

Opportunity & Challenges

- Remote work
- Commercial opportunities
- Slower population and tourism growth
- Online shopping
- Risks or possible blockers

DISCUSSION

Following the presentation by R-Hall on the Economic Health Check report on Northern Beaches (NB), the group was asked to consider and provide their input to four questions. A copy of the SRG's group input is at Attachment 2.

6.2 COUNCIL'S BUSINESS SUPPORT SERVICE UPDATE – DEB KEMPE

UPDATE ON THE ITEM

Deb Kempe, Team Leader Economic Development updated the group on this item and sought their input on current business support service and what could be a more sustainable way in supporting businesses in relation to Council processes?

DISCUSSION

The group shared the following:

- A need for a separate tab only for business section on the Council website
- Confusion and a need for clearer promotions and if it comes from Council or Service NSW
- People are not aware of the support offered by Council, a need to get this information out and for catchy names that actually relate to the particular area "*no matter what you want to do we are here for you, we will do our best*"
- A need for FAQ's.

- Lack of understanding and a need for a consistency in grant application closing times.
- Leveraging business networks, and social media should be tagging with networks.
- To be a supportive business hub Council's website needs to be more user friendly with separate sections to website.
- Opportunity to link businesses and Council and what the NB Council can offer to businesses and create opportunities out of that.
- Council needs to be a leader and promote itself as a place to go to get the business help.
- Council to make the best use of local businesses and link it to local procurements .
- Business support service and when people Google it then this is linked to Council and local business chambers.
- Business Support Network providing free training, a new/updated version of Chambers of Commerce.

Nathan Platt director of NDP Economic Development noted three categories business enquire about from Council – **brand new business** open for advice, council running program, **business that are looking to expand** - in relation to town planning, **larger institutional investors** – is it suitable for my business.

The meeting concluded at 8:09pm

This is the final page of the Minutes comprising 5 pages
numbered 1 to 5 of the Economic and Smart Communities Strategic Reference Group meeting
held on Wednesday 18 August 2021 and confirmed on Wednesday 17 November 2021

Northern Beaches

Presentation of Economic Health Check

18/08/21




1

Economic Health Check

Northern Beaches

Economic analysis of the Northern Beaches Council Area focusing on the period 2016-2019. Forecasts are also presented to understand future opportunities and challenges.

#01 Economy in a good position prior to COVID-19

#02 Population and tourism was driving growth

#03 But not enough to address degree job shortage

#04 Highly Skilled and Creative Specialisations

#05 Strategic Centres

#06 COVID-19 and Future Potential



2

01 Economy in a good position prior to COVID-19

Analysis of headline economic indicators



3

A period of solid growth...
Just not as fast as
elsewhere

Jobs grew by 2,340 p.a. between
2016-2019

- Greater than 10-year historical rate of 1,682 p.a.
- But growth was much slower than Greater Sydney average (2.2% vs 3.4%)



4

Annual Change in Jobs



Source: NIEIR, 2021

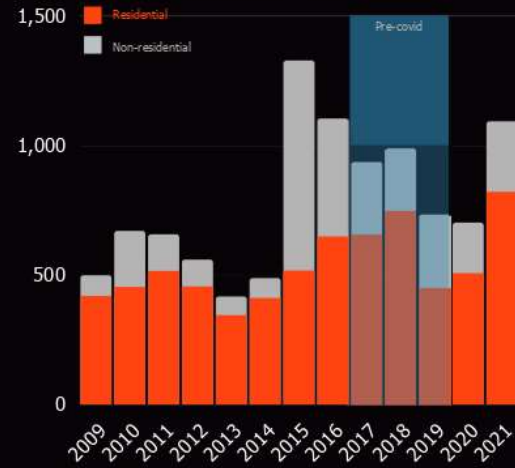
Building approvals strong in recent years

Non-residential approvals typically support ongoing jobs

- Northern Beaches Hospital \$500m in 2014/15
- Education and Retail/Wholesale buildings were the main drivers of non-residential approvals in the 3 years prior to COVID-19

id informed decisions

Value of Building Approvals, Northern Beaches \$m



Source: ABS Building Approvals

Unemployment rate remains below the Greater Sydney Average

Highly skilled resident base leading to higher incomes and better labour force outcomes

- High participation and low unemployment
- Affluent community - household incomes +25% greater than Greater Sydney average
- Education attainment and skills higher than Greater Sydney

id informed decisions

Unemployment Rate %



Source: Department of Employment, Small Area Labour Markets

02 Population and tourism driving growth

Drivers of recent growth (2016-2019)



7

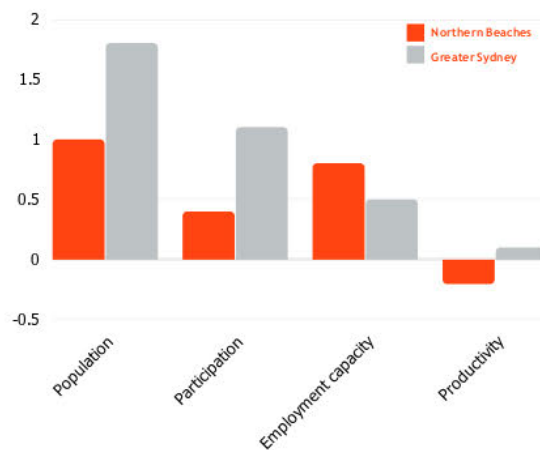
Creating more jobs than growth in employed residents

But job creation appears to be in less productive industries

- Population a major driver of economic growth
- Net overseas migration is the major contributor to population growth
- Jobs growing faster than employed residents is good news
- Productivity relatively weak

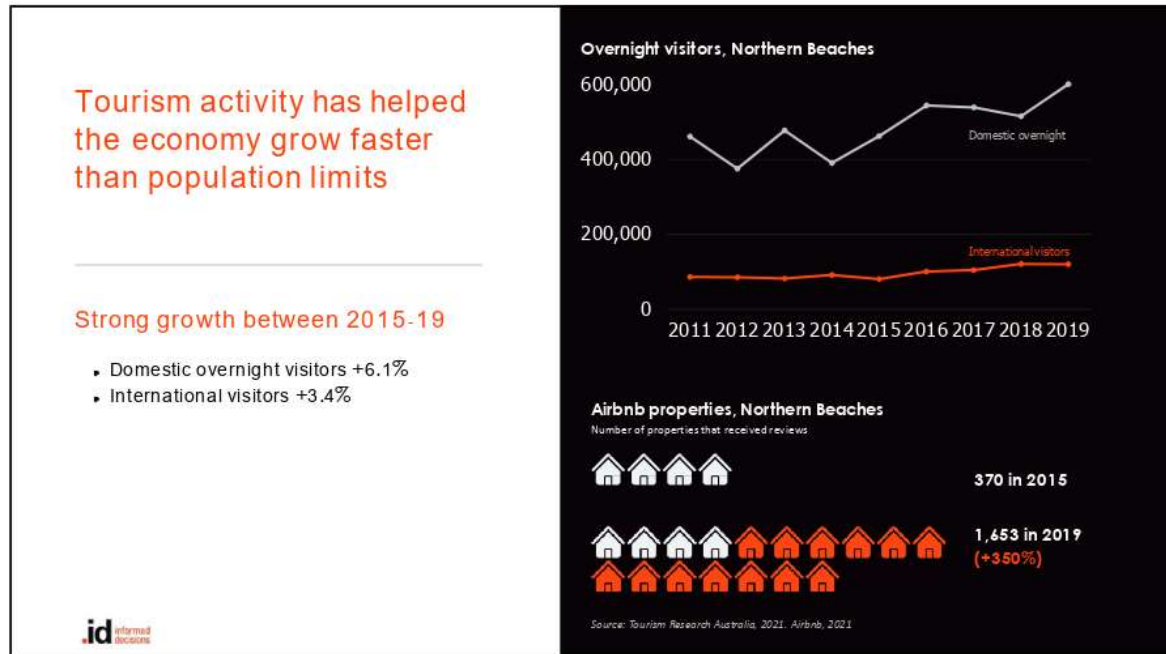


Components of economic growth, 2016-2019
Average annual growth %



Source: NIEIR, 2021

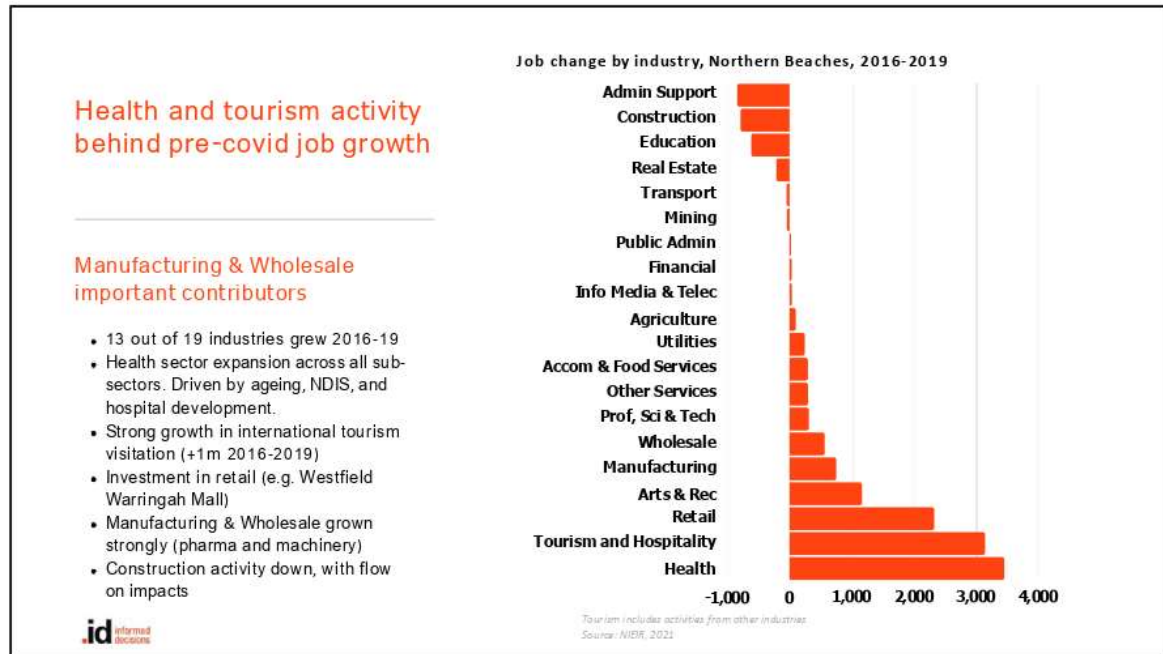
8



9



10



11

03 But not enough to address degreed jobs shortage

Employed Residents vs Local Jobs Available

12

Moderate improvement in jobs available for locals...

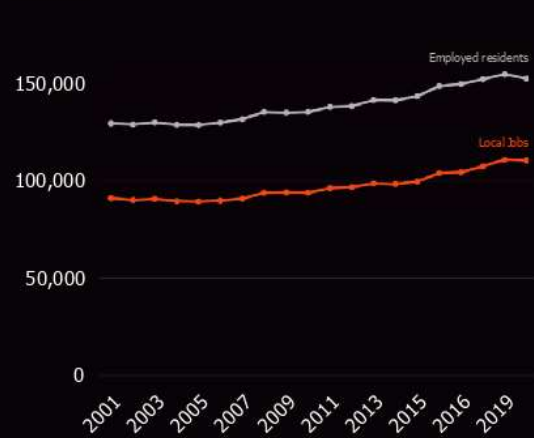
But a large number still need to travel elsewhere for work

- 52% of residents work locally, 43% work elsewhere, 5% no fixed address
- Around 1 in 4 travel to Sydney / North Sydney LGAs

(ABS Census, 2016)

id informed
decisions

Jobs vs Employed Residents, Northern Beaches



Employed residents - live in Northern Beaches. Local jobs - jobs located in Northern Beaches
Source: NIEIR, 2021

13

Need for more degreed jobs in Northern Beaches

Is there a major opportunity to change this due to COVID-19?

Living in Northern Beaches (2016)

- 3,800 Advertising Managers
- 3,100 Business Admin Managers
- 3,000 Chief Execs live in Northern Beaches
- 1,700 ICT Managers

(ABS Census, 2016)

id informed
decisions

Jobs vs Employed Residents, Northern Beaches, 2016



-23,000
Degreed Job Deficit



-27,000
Professional &
Management Occupation
Deficit

Source: ABS Census of Population and Housing, 2016

14

04 Highly skilled and creative specialisations

Competitive industry analysis



15

Specialisations across a range of industries. Clusters of related activity include Creative/Cultural, Health, Tourism/Households and Manufacturing/Wholesale

Level of specialisation - Northern Beaches

Compared to Greater Sydney (in LQ terms)



Source: MBSA, 2021. * Includes activities from other industries

Specialisation by detailed industry - Northern Beaches

Compared to Greater Sydney (in LQ terms)



Source: MBSA, 2021



16

Admin HQ for Manufacturing Companies

Manufacturing industry has a
higher share of white collar
workers

- Blackmores in Warriewood (+400 staff)
- Dow Chemical Company, French's Forest
- Kirsch Pharma, French's Forest
- CONMED Linvatec (med equipment mfg), French's Forest
- Schaeffler (auto & industrial mfg), Belrose
- Galderma (skincare), Belrose

id informed
decisions

Managers and Professionals, % of total jobs by industry, Northern Beaches

Basic Chemical and Chemical Product Manufacturing

Machinery and Equipment Manufacturing

Manufacturing Total

Greater Sydney Manufacturing



Source: ABS Census of Population and Housing, 2016

17

Creative Sector

Industry Concentrations

In 2018/19, the most over-represented industries* in the Northern Beaches were Book and Magazine Wholesaling (4.1x the Greater Sydney average share of Cultural and Creative jobs) and Professional Photographic Services (2.5x).

The most over-represented occupations were Landscape Architects, Photographers and Authors.

* Over-represented means a higher share of Northern Beaches Cultural and Creative workers are in this industry compared to the Greater Sydney average.



18

05 Strategic Centres

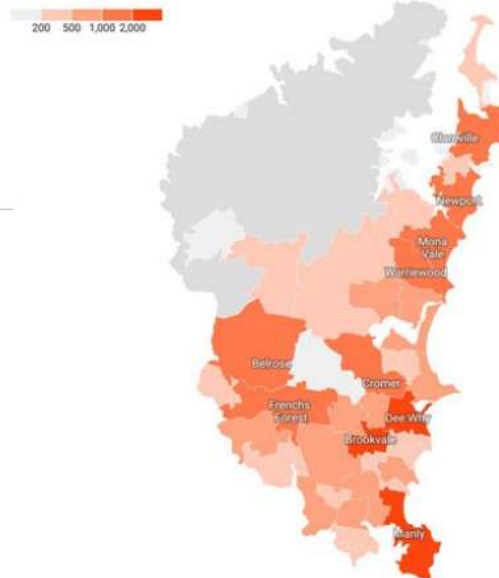
Analysis of spatial economy



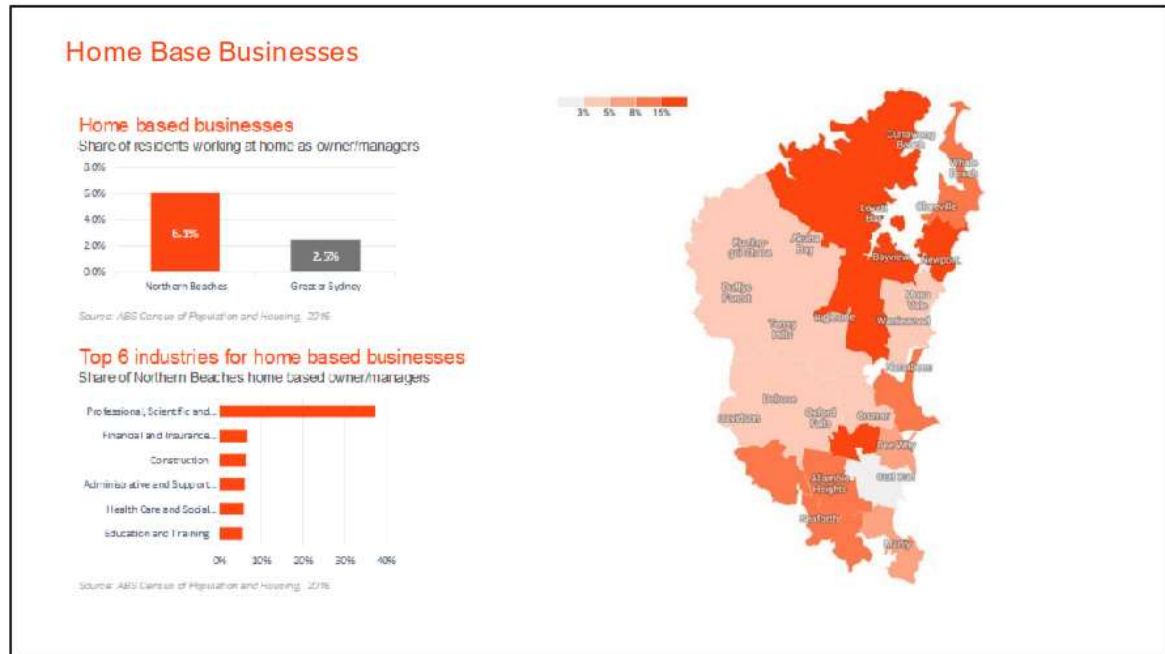
19

Business Locations in Northern Beaches

- Brookvale is the main commercial and retail centre
- Frenchs Forest houses the hospital and innovation/business park precincts. Identified as Strategic Centre by NSW Government
- Manly includes Manly Hospital



20



21

06 COVID-19 and Future Potential

Forecasts, Macro forces and Conclusions

22

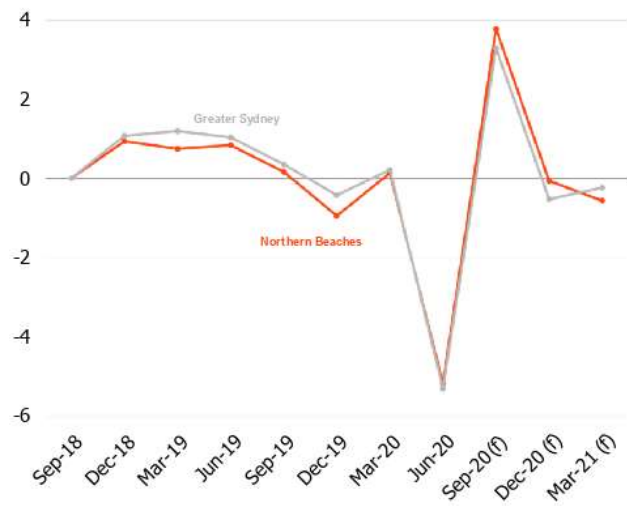
Substantial fall in the June Quarter 2020

Followed by a bounce back in September 2020

- Jobs in Northern Beaches fell 5.2% in June Quarter (5,800 jobs).
- Government stimulus 'saved' many jobs and supported the rebound in September.
- In March 2021, Jobs were 2.3% below pre-covid levels
- Latest lockdown will impact the recovery that was underway...

id informed decisions

Quarterly Change in Jobs %



Source: NBR, 2021

23

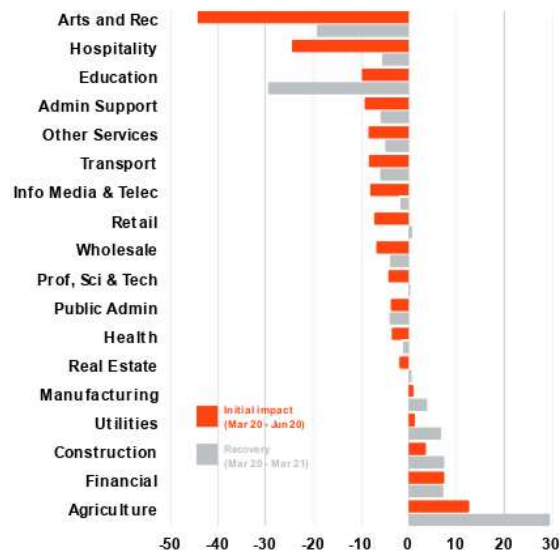
Hospitality and tourism related industries most impacted

Impacted by Social distancing policies and reduced tourism visitation

- By March 2021, jobs had recovered to pre-covid levels in 8 out of 19 industries

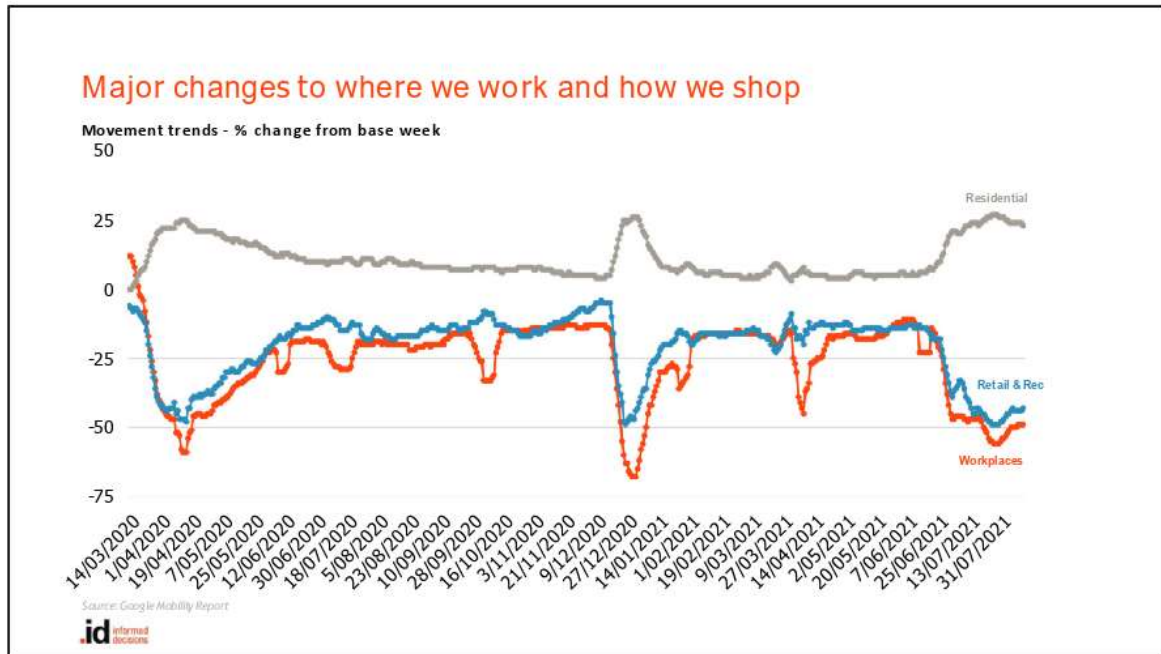
id informed decisions

Quarterly Change in Jobs %

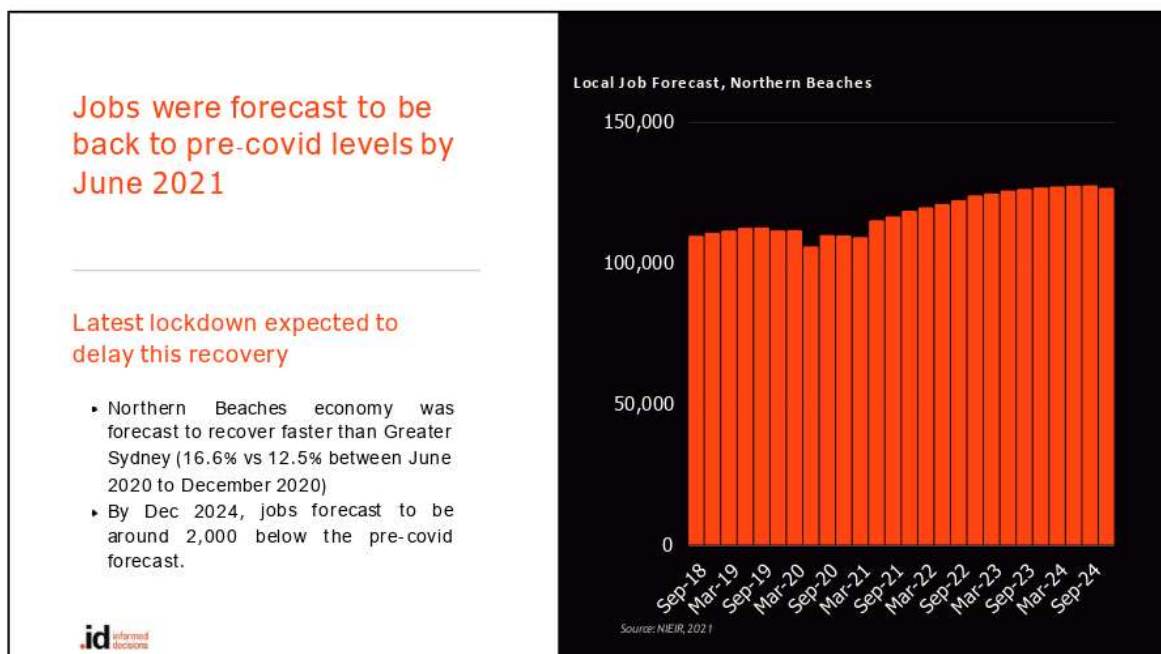


Source: NBR, 2021

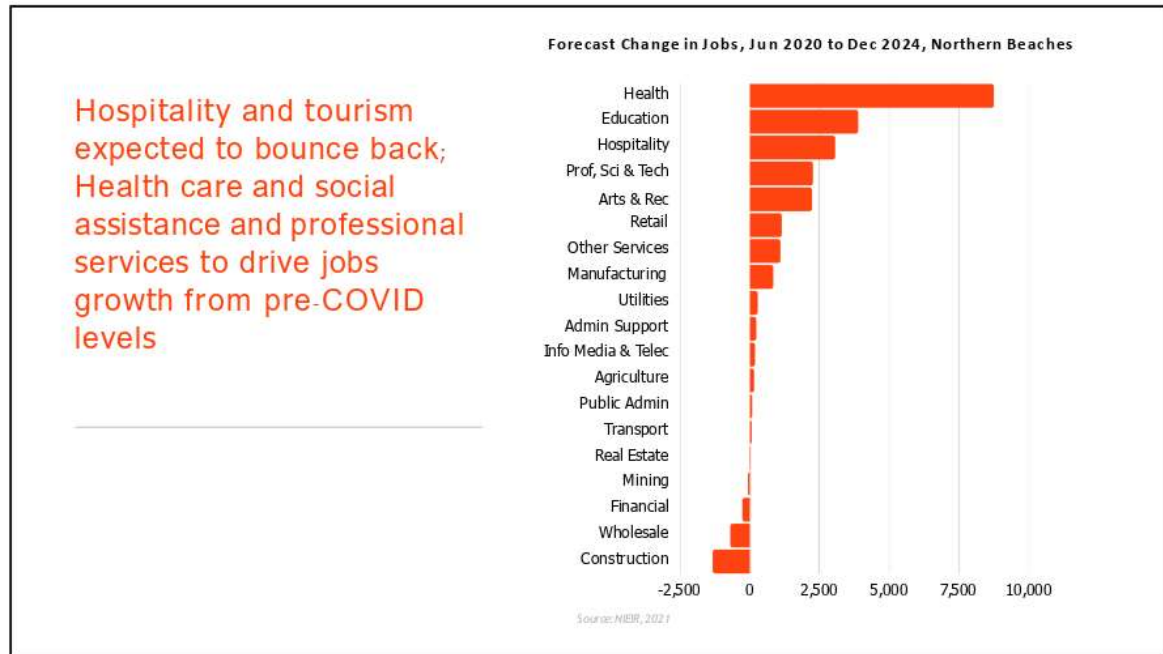
24



25



26



27

Opportunity & Challenges

Remote work	Commercial opportunities	Slower population & tourism growth	Online Shopping	Risks or Possible Blockers
60-75% of business services could be done remotely	Co-working, incubators, accelerators, creative design clusters	600,000 less people living in Greater Sydney by 2040	Impact on Retail businesses in strategic centres	Strategic public transport connections
Opportunity to encourage CEOs to move business closer to home.	Lead firms & institutions	Impact on international tourism market	Need to diversify - health, co-working, commercial	Visitation levels
	Commercial health science			Land use (commercial vs residential)
	Strategic Centres			Competition from other strategic centres
	Home based business market			COVID-19 outbreaks

28

Attachment 2

Economic & Smart Communities SRG group input to the Economic Health Check Report on
Northern Beaches Presentation

Following the presentation by Rob Hall on the Economic Health Check report on Northern Beaches (NB), the group was asked to consider and provide their input to the following four questions:

1. To what extent have these statistics resonated with what you are observing in the community? What surprises you with the results that are coming in?
2. Building from the stats and the trends from the analysis what are some of the key elements to focus for the coming Economic Development Strategy, opportunities and also challenges; and what should be the focus area?
3. What are some of the KPIs and measures of success that should be included the economic development strategy?
4. What are some of the things that should be assessed going forward and achieved with the document?

To question 1. What are the key take out form the presentation and things that jumped out and surprised the group shared the following:

- A broad spectrum of manufacturing industry/businesses not only driven by industrial but also household demand.
- Approaching senior executives that live on the NB to have a conversation about potentials on the Norther Beaches and bringing their business to NB.
- New hospital and changing demographics impact on job growth in allied health, health at home and residential age care and a potential spin off might be the wellness and health together given the aging demographic profile.
- Review of other areas/Councils across the country, their marketing strategies, campaigns what are they doing that has worked well and that NB could be doing or doing better putting aside the current COVID-19 situation to bring back people or to get people out and spending money again.
- Scepticism about the recovery this time around, concern about cash flow positions of businesses and small business will be hurting the most.
- The current strong residential property market will have increased real estate agency and construction/trade employment - different to presentation.

To question 2. What are some of the key factors and opportunities that should be looking at the economic strategies the group shared the following:

- Education as a growing industry and a need for people to reskill and upskill.
- Availability of state funding, education with focus on job trainer, reskilling and upskilling mapped and targeted to employability opportunities.
- Mismatch on what is on offer and what the demand is for on at the Northern Beaches TAFE.
- The importance of focusing on the high value jobs, which benefit the community and focus on the right type of businesses.
- An opportunity for Council to market and promote the NB, what we are good at before COVID-19 ends and there are massive campaigns to draw people back into the city.

To question 3. What is something that NB does really well and can be done to attract attention and promote itself to others the group shared the following:

- From a tourism point, abundance and diversity in accommodation and a potential to build high-end tourism.
- Large creative industry and further opportunities to build on in this space.
- Natural health as a great potential for tourist attraction due to the NB natural beauty.
- A need for more strategic marketing campaigns.
- Enable companies and business to grow and make it affordable.
- Education not in terms of building universities but using the skillset of people on NB to create online NB university; and the knowledge NB can sell.
- Following a trend of people not wanting to go back to working full time in the city, gives an opportunity to promote NB as an all-inclusive/better alternative to working in the city.

To question 4. What sort of the problem are we trying to solve and how do we measure if the problem has been solved or not? What are we trying to achieve and how do we track it the group shared the following:

- Affordability, creative use of spaces and flexible regulations for people to try business opportunities and other measures for economic plan.
- The issue of people opening businesses with no prior education or training.
- A need for business hubs to support businesses and lobby for state support.
- Increasing NB Gross Regional Product (GRP).
- There will be more of an element of home base work than before COVID-19 – but there are employees that will prefer homes. With that there is opportunity for business that can service that. And how do we economically service that and benefit.
- The importance of promoting and marketing Northern Beaches.



Economic & Smart Communities
Strategic Reference Group

MINUTES

ECONOMIC AND SMART COMMUNITIES STRATEGIC REFERENCE GROUP

held online via remote audio visual link on

WEDNESDAY 17 NOVEMBER 2021

**Minutes of the Economic and Smart Communities
Strategic Reference Group
held on Wednesday 17 November 2021
held online via remote audio visual link
Commencing at 6:05pm**

ATTENDANCE:

Committee Members

Mayor Michael Regan

Cr Sarah Grattan (Chair)

Cr Sue Heins

Saul Carroll

Andy West

Stuart White Microsoft Australia

Drew Johnson Manly Business Chamber

Peter Middleton Newport Residents Association

Geri Moorman

Gordon Lang

Alexander Coxon

Council Officer Contacts

Lisa Dowsett Acting Executive Manager, Community Engagement & Communications

Deb Kempe Acting Manager, Place & Economic Development

Tamara Lukic Governance Officer

Visitors

Nathan Pratt NDP Economic Development

Klaudia Brown Manly Business Chamber

NOTE: *The meeting was Chaired by Councillor Sue Heins*

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Chris Wilcocks, Ngaire Young and Matthew Adderton.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF ECONOMIC AND SMART COMMUNITIES STRATEGIC REFERENCE GROUP MEETING HELD 18 AUGUST 2021

CONFIRMED

That the Minutes of the Economic and Smart Communities Strategic Reference Group meeting held 18 August 2021 are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

5.1 ACTION LOG UPDATE - LISA DOWSETT

DISCUSSION

Lisa Dowsett, Acting Executive Manager Community Engagement & Communications updated the group on the completed actions.

MEETING DATE	ITEM NO	REPORT	ACTION	UPDATE
19/5/2021	6.2	Destination Management Plan (DMP)	<p>K McKenzie will share Destination NSW videos with members.</p> <p>Love Sydney/Love Northern Beaches campaign</p> <p>K McKenzie will collate feedback and advise SRG members of amendments to</p>	<p>Destination NSW videos with members. Love Sydney/Love Northern Beaches campaign</p> <p>The Northern Beaches Day trip</p> <p>Rip Curl Classic digital campaign featuring pro surfers Tatiana Weston-Webb and Kanoa Igarashi.</p>

			the plan prior to submission to Council	Feedback from the group incorporated and it was noted that the recommendations came from this SRG group
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6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM - CR SUE HEINS

DISCUSSION

Councillor Heins expressed her appreciation for the members time and input. She noted that this meeting was the last of the councillors and members tenure due to the postponement of the Local Government Elections and that it would be up to the incoming Council to determine their committee framework.

Mayor Regan also expressed his gratitude to the members for their contribution.

6.2 DESTINATION MANAGEMENT PLAN (DESTINATION NORTHERN BEACHES; CREATING A SUSTAINABLE VISITOR ECONOMY) UPDATE – DEB KEMPE

DISCUSSION

Deb Kempe, Acting Manager, Place & Economic Development thanked everyone for their contribution and instrumental role in the development of the Northern Beaches Destination Management Plan.

D Kempe provided members with an update on the current status of the Plan. Members discussed:

- The quality of the Destination Management Plan document and a potential for the implementation to be fully maximised and leveraged.
- Events such as Sun Run and Aqua rugby to change people's behaviours from visiting for a day, to an extended stay.
- Making the most of sites/locations such as the North Head and the Barracks for live events and potential New Year position.
- The shortage of suitable accommodation outside of Manly and Council's plans to explore other accommodation options such as glamping.
- A potential for the new Council to expand focus on environment too.

6.3 ECONOMIC DEVELOPMENT STRATEGY EMERGING THEMES AND OBJECTIVES WORKSHOP - DEB KEMPE

DISCUSSION

Nathan Pratt from the NDP Economic Development provided an updated on the Business Consultation Strategic Analysis & Draft Themes (*Attachment 1*) and sought group's feedback through a workshop on the following questions:

1. What do you think is missing and should be in the plan and isn't so far, and has anything

been missed under the four Strategic Themes?

2. What should be the priority actions under each key theme? What do we think are some of the key projects we want to see Council get behind as the way to help business to start and grow on the Northern Beaches? What do you want to see happen?

(See workshop notes at Attachment 2)

Councillor Heins whether the final report will go straight to Council for decision or come back via the SRG. L Dowsett advised that the term of this SRG concludes in February so it will be a matter for the new Council to determine in line with policy.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
5.1	Deb Kempe to reach out to Karen Twitchett for an update on Smart Beaches and Smart Parking	D Kempe	TBA

The meeting concluded at 8:06pm.

This is the final page of the Minutes comprising 5 pages numbered 1 to 5 of the Economic and Smart Communities Strategic Reference Group meeting held on Wednesday 17 November 2021 and confirmed on Thursday 18 November 2021

NDP ECONOMIC DEVELOPMENT



northern
beaches
council

BUSINESS CONSULTATION, STRATEGIC ANALYSIS & DRAFT THEMES

NOVEMBER 2021 Update



Purpose of Today

- Provide a progress update
- Present draft strategic themes and objectives
- Get your input into priority actions



BUSINESS INTERVIEWS



OVERVIEW

The primary themes that have emerged include:

- High level of diversity across the LGA, hard to define.
- Start-up, entrepreneurial drive & culture of home-based business
- Tough for traditional businesses esp. retail in local centres
- Residents support local business and quality high-end products
- Property unaffordability (housing and business)
- Transport and parking challenges



“

DIVERSITY ACROSS THE LGA

... extremely diverse. Pockets of large industry. Thriving smaller businesses ... thriving hospitality & tourism sector based on geography. Large sector of construction industry.

RESPONDENT

“

START-UPS & HOME BUSINESSES

High percentage of owner operated businesses. Cottage industries and high entrepreneurship.

RESPONDENT

“

TRADITIONAL BUSINESS & RETAIL

What the beaches is offering business owners is ‘not much’. No ‘like’ businesses to support you ... e.g. dress shops have shoes and accessories shops nearby. Characteristic of many beaches hubs.

RESPONDENT

“

STRONG Local community

Number one is the people. It's a relatively healthy community that self supports. The insular peninsula comes from people looking after each other and want to do business locally.

RESPONDENT

“

TRANSPORT FLOW & PARKING

**The traffic is crazy, even during
the pandemic.**

RESPONDENT

“

PROPERTY PRICES

**Kids who finish uni here won't be able
to buy here.**

Entry level jobs (e.g. service roles) trying to
attract staff is hard when it's not cheap to
live here.

TWO RESPONDENTS

Discussion

*Did you agree with what we
heard from the business
community?*



Strategic Review



LSPS Considerations



Peak
Parking



Skills
Matching



Sustainable
Tourism



Green
Travel



Protecting
Employment
Lands



Diverse
Night-
time
Economy

Roles of Different Centres



Frenchs
Forest



Manly



Dee
Why



Brookvale



Mona
Vale



Other
Centres

Move (Transport) Themes



Accessible
& Liveable
Places



Public
Transport



Smart
Parking
Management



Active
Travel



Efficient
Road
Network

Climate Change Strategy



Protect



Create



Live

Economic Health Check



Slow
Growth



Home-
Based
Business



Creative
Industries



Health
Sector
Growth



International
Arrivals



High Incomes
& Education

Meetings with Departments

- Place Managers
- Affordable Housing
- Climate Change & Environment
- Resilience & Emergency
- Waste Management
- Transport
- Economic Land Use
- Development Assessment
- Social Strategy

EDS Structure



4 Strategic Themes



Diversity is our competitive advantage



Vibrant centres for locals and visitors



Creative and entrepreneurial self-starters



Ongoing adaption and resilience

Diversity is our Competitive Advantage

Objectives

- Protect, retain and enhance our existing employment lands
- Each precinct will have a distinct role, character and identity
- There is support for innovation and adaptability in economic land uses
- Our economic heritage and diversity is recognised and promoted to attract further investment

Creative and Entrepreneurial Self-Starters

Objectives

- Residents are encouraged to start home-based businesses
- Creative industries are supported and promoted
- We have strong business networks and a culture of mentoring
- Residents are encouraged to support 'home grown' businesses

Vibrant Centres for Locals and Visitors

Objectives

- Our local centres are activated and pedestrian-friendly
- Businesses participate in night-time economy
- Live music and events are encouraged
- International tourism is leveraged for investment attraction

Ongoing Adaption and Resilience

Objectives

- Businesses are assisted in their recovery from COVID-19
- Businesses are encouraged to adopt circular economy principles
- Businesses are encouraged to allow workers to work-from-home and adopt sustainable transport options
- Key workers can find affordable housing options

Workshop Exercise



Questions

Q1. Do you think we are missing anything?



Questions

Q2. What should be the priority actions under each key theme?



Diversity is our
competitive advantage



Vibrant centres for locals
and visitors



Creative and
entrepreneurial self-
starters



Ongoing adaption and
resilience

Where to from here?

- Conduct a business survey and review the results
- Fill in the rest of the EDS with priority actions and KPIs
- Discuss with key delivery partners
- Present the draft EDS to the new Council in 2022

Workshop Notes

Attachment 2

The group was asked to provide their views and answers to the following questions:

1. *What do you think is missing and should be in the plan and isn't so far, and has anything been missed under the four Strategic Themes?*

The group provided the following comments:

- A need for medium sized businesses to be included too as diversity doesn't only apply to the nature of the business but also the size of the business.
- Not seeing where the NB differentiator is as these themes are applicable to all other LGA
- Noting that aspirations are quite similar to all communities, it is the approach that is different, and NB has some unique business precincts and use as the attraction
- Need to focus on the competitive element, how does NB compete with other LGA and attract business and money.
- Promote what Council can effectively do, such as affordable housing
- Emphasis on the lifestyle factor, NB lifestyle is the differentiator and the need to strongly increase the justification for this.
- Increase in potential for co-working hubs; where people can work locally, closer to home rather than head to the city.
- Promote the message and emphasise the importance of the environment and the opportunity to educate those who come to NB, that our environment is special to us and keeping green and sustainable to any kind of plastic.
- NB still a white-collar dormitory area, noting that years ago construction had plenty local workers but with COVID lockdown it was shown that the Fairfield LGA was a huge chunk of total Sydney workforce

A question was asked about the construction section and where it sits within these themes, the logistics and how the freight gets moved in and out. N Pratt noted that a particular industry sector hasn't been highlighted and that sectors sit under each of the themes (i.e. self-starters)

Cr Grattan suggested that the Creative and Entrepreneurial Self Starters to change to Creative or Entrepreneurial self starters. N Pratt took that feedback on board.

2. *What should be the priority actions under each key theme? What do we think are some of the key projects we want to see Council get behind as the way to help business to start and grow on the Northern Beaches? What do you want to see happen?*

- Cr Grattan provide suggestion to reword theme 4 to "Ongoing adaption, **sustainability** and resilience"
- There is a strong link between diversity and resilience - the more diverse your Industry base is the more resilient you can be ...you can deal with the natural cycles better by being diverse
- Need for better understanding of the roles for each of the centres and what they are for and what is their primary target use.
- P Middleton – Highlighted in northern end of peninsular where process to merge the local chambers of commerce did not succeed as it could not find the common formula between 3 local centres. Cr Heins noted that the priority should be zoning in what is the difference between those areas.
- Need for better target centres and what they are for and what is their primary target use.
- Expanding the eco-tourism, including opportunities for North Head
- On entrepreneurial - reducing red tape and streamlining forms to help businesses get started and understand what they need to do

Workshop Notes

Attachment 2

- Develop and promote/market to outside of NB a Creative & entrepreneurial self-starters - connect and promote the creative business map
- Affordable housing is key
- Internet and Communications Infrastructure is fundamental to participating in the Digital Economy
- A need to build a deliberate strategy to be diverse, where do we start, what business do we want to attract that we don't have
- A need for more central hubs for people to come together to network and this could be included and fit under the Vibrant Centres and not only in Manly but across the NB.
- Council should focus on programs that enable the community to make their own decisions.
- Promotion of the diverse businesses to the locals and the wider community, celebrate each new and different business
- A need for Council priority action in supporting new business that are just getting started.

It was noted that the 'coworking space' industry has suffered through COVID-19 and as much as this could be a good starting point it is going to take time due to restrictions and doesn't make sense financially. Also increase in industrial leasing is booming and in demand and more zoning and spacing for industrial businesses should be allocated, emphasising a large number of creative and entrepreneurial business that require office space, such as robotics, health and wellness.

Where to from here – Nathan will collate and review the information -further discussions with key businesses (especially larger employers).

MINUTES

ENVIRONMENT STRATEGIC REFERENCE GROUP

held online via Zoom on

THURSDAY 19 AUGUST 2021

**Minutes of the Environment
Strategic Reference Group
held online via Zoom on Thursday 19 August 2021
Commencing at 6:00pm**

ATTENDANCE:

Committee Members

Cr Natalie Warren (Chair)	Councillor
Cr Stuart Sprott	Councillor
Sophie Scott	Community Representative – Manly Ward
Roberta Conroy	Community Representative – Pittwater Ward
Alan Jones	Community Representative – Curl Curl Ward
Tom Hazell	Community Representative – Curl Curl Ward
Nigel Howard	Community Representative – Frenchs Forest Ward
Marita Macrae	Pittwater Natural Heritage Association
Jacqueline Marlow	Friends of Narrabeen Lagoon Catchment
Scott Markich	Community Representative – Narrabeen Ward

Council Officer Contacts

Todd Dickinson	Director Environment and Sustainability
Yianni Mentis	Executive Manager Environment and Climate Change
Andrew Ward-Harvey	Executive Manager Waste Management and Cleansing (<i>item 6.3</i>)
Chris Munro	Manager Bushland and Biodiversity (<i>item 6.1</i>)
Jacqueline Grove	Manager Environment Resilience and Climate Change (<i>item 6.4</i>)
Brendan Smith	Team Leader Biodiversity and Planning (<i>item 6.2</i>)
Pamela Bateman	Weed Management Officer (<i>item 6.1</i>)
Ximena Von Oven	Governance Officer

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from Cr Daley.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF ENVIRONMENT STRATEGIC REFERENCE GROUP MEETING HELD 20 MAY 2021

S Markich / A Jones

That the Minutes of the Environment Strategic Reference Group meeting held 20 May 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 PRIORITY WEED MANAGEMENT ON THE NORTHERN BEACHES

OVERVIEW OF UPDATE

Chris Munro, Manager Bushland and Biodiversity and Pamela Bateman, Weed Management Officer provided an update to the group on this topic.

The NSW Biosecurity Act 2015 (the Act) and the Biosecurity Regulations 2017 (the regulations) provides the legal framework for priority weed management on the Northern Beaches.

The Act provides the prevention, elimination and minimisation of biosecurity risks. It embeds the principle of shared responsibility for biosecurity risk across government, industry and community stakeholders.

Northern Beaches Council's Local Priority Weed Management Plan 2021-2026 (the Plan) was developed to identify weed species that pose a biosecurity risk within the Northern Beaches Local Government Area (LGA). The Plan aims to assist Council to meet their General Biosecurity Duty (GBD) obligations by identifying the biosecurity risk posed by specific weeds and actions that can be taken to prevent, eliminate and manage their risks. It provides a framework for the development and implementation for weed control programs across the Northern Beaches LGA.

A presentation on this topic was provided.

ITEMS DISCUSSED

- Weed Management reforms in NSW
- Biosecurity Act 2015
- General Biosecurity Duty
- NSW Weed Risk Management
- Management of Priority Weed Species
- Local Priority Weed Management
- Northern Beaches Council Weed Program

SRG members raised questions about the process for reporting weeds in public areas, algae blooms being regarded as part of the weeds management program, local priority weeds and conflict between weeds and soil stability.

6.2 BIODIVERSITY OFFSETTING

OVERVIEW OF UPDATE

Brendan Smith, Team Leader Biodiversity and Planning briefed the group on this item.

The Biodiversity Conservation Reforms commenced in 2017 introducing a new approach to land management and biodiversity conservation in New South Wales. A Biodiversity Offset Scheme (BOS) was introduced. The BOS aims to balance biodiversity loss from development with gains resulting from conservation and management of land. Landholders who develop or clear vegetation on their land are required to offset biodiversity losses. Under the BOS the biodiversity impacts of a development of vegetation clearing is measured with biodiversity credits and land that is proposed to be conserved for the future.

A presentation on this topic was provided.

ITEMS DISCUSSED

- New South Wales Biodiversity Offset Scheme (BOS)
- Biodiversity Stewardship Agreements
- Strategic Opportunities
- Biodiversity Credits
- Offsetting council Reserves

6.3 NSW WASTE AND SUSTAINABLE MATERIALS STRATEGY AND PLASTICS ACTION PLAN - UPDATE

OVERVIEW OF UPDATE

Andrew Ward-Harvey, Executive Manager of Waste Management and Cleansing updated the group on this topic.

The New South Wales (NSW) government released the NSW Waste and Sustainable Materials Strategy 2041 (the Strategy) and NSW Plastics Action Plan (the Plan) in June 2021. The Plan aims to transition NSW to a circular economy in order that resources are used efficiently and productively. The Plan also aims to reduce plastic waste and leakage and improve the understanding of the future of plastics.

Three focus areas of the Strategy are to meet future infrastructure and service needs, reduce carbon emissions through better waste and materials management and protect the environment and human health from waste pollution.

NSW government has requested the separate collection of food and garden organics from NSW households by 2030 and the separate collection of food waste from targeted businesses. Councils, businesses and services providers across NSW will be consulted with regards to transitioning to these future arrangements.

A presentation on this item was provided.

ITEMS DISCUSSED

- Waste Strategy focus areas
- Targets of the Waste Strategy and Plastics Action Plan
- Plastics Action Plan Outcomes
- Council initiatives with regards to waste reduction and single use plastics

6.4 ENVIRONMENT AND CLIMATE CHANGE STRATEGY ACTION PLANS - UPDATE

OVERVIEW OF UPDATE

Yianni Mentis, Executive Manager Environment and Climate Change and Jacqueline Grove, Manager Environment Resilience and Climate Change updated the group on this item.

Draft actions for the Action Plans regarding Coast, Waterways and Catchments, Bushland and Biodiversity and Environmental and Sustainable Behaviours were presented to the Environment SRG members at the May meeting.

Feedback was received and incorporated into the draft Action Plans which will be available on Council's website in the following weeks.

SRG members suggested that a dedicated section referencing the Climate Change Strategy Action Plans is provided on Council's website.

SRG members raised concerns about widespread damage to bushland reserves by bike riders in recent months. Need to implement more signs in bushland reserves to avoid damage was also discussed.

6.5 STAFF UPDATE

OVERVIEW OF UPDATE

Y Mentis, updated the SRG members on the following topics:

Marine Parade Warning System

Northern Beaches Council received the "Highly Commended" Local Government Excellence Award for Manly Beach (Marine Parade) Wave Overtopping Early Warning System and Response – Disaster Recovery Emergency Response Management Category

The project has been implemented at the Shelly Beach promenade.

This project has been undertaken in collaboration with University of NSW Water Research Laboratory, Sydney Water, cross Council teams, community groups, local businesses and members of the coastal engineering and insurance community.

Careel Creek

In May 2021, Council engaged a contractor to undertake sediment and vegetation removal works at Careel Creek in Avalon. The works were the first stage of remediation works to improve environment flows and enhance the condition of the creek and surrounds. First stage of the project has been undertaken. Second stage of the project will be undertaken in the coming months

Preparation for bush fire season

The Asset Protection Zone (APZ) maintenance program is underway in preparation for the bush fire season. Extreme risk sites have been identified and being maintained quarterly. Back burning will commence in the following weeks.

Bush fire prevention brochure will be distributed with the October Northern Beaches Council rates.

Draft Northern Beaches Environment Study (the draft Study)

The draft Study is being prepared to support and inform the development of the Northern Beaches Local Environment Plan (LEP) and the subsequent Development Control Plan (DCP).

The Study describes the natural environment of the Northern Beaches including the bushland, biodiversity, coasts catchments and waterways. It provides environmental planning actions linked to the Environment Climate Change Strategies.

The draft Study will be presented to the September Council Meeting.

Waste Strategy

Results of the red bin audit were received in July.

The following initiatives will be released in August by Council's Waste and Cleansing team will release the soft plastics "whole of supply chain" request for proposal, red bin study request for tender and the waste community dashboard.

7.0 GENERAL BUSINESS

Nil

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.4	Implementation of a section referencing the Climate Change Strategy Action Plans on Council's website.	Yianni Mentis	As soon as possible

The meeting concluded at 8:13pm

This is the final page of the Minutes comprising 7 pages numbered 1 to 7 of the Environment Strategic Reference Group meeting held on Thursday 19 August 2021 and confirmed on Thursday 18 November 2021

NOTES OF THE MEETING

ENVIRONMENT STRATEGIC REFERENCE GROUP

held online via remote audio visual link on

MONDAY 15 NOVEMBER 2021

**Notes of the Meeting of the Environment Strategic Reference Group
held online via remote audio visual link on Monday 15 November 2021
Commencing at 6:05pm**

ATTENDANCE:

Committee Members

Cr Natalie Warren (Chair)	Councillor
Cr Alex McTaggart	Councillor
Roberta Conroy	Community Representative – Pittwater Ward
Alan Jones	Community Representative – Curl Curl Ward
Nigel Howard	Community Representative – Frenchs Forest Ward
Jacqueline Marlow	Friends of Narrabeen Lagoon Catchment
Billy Bragg	Community Representative – Pittwater Ward

Council Officer Contacts

Todd Dickinson	Director Environment and Sustainability
Yianni Mentis	Executive Manager Environment and Climate Change (<i>items 6.1, and 6.3</i>)
Andrew Ward-Harvey	Executive Manager Waste Management and Cleansing (<i>item 6.2</i>)
Jacqueline Grove	Manager Environment Resilience and Climate Change (<i>item 6.4</i>)
Ximena Von Oven	Governance Officer

NOTE: The Chair advised that the meeting would proceed as an informal meeting due to a lack of quorum. as per the Strategic Reference Group Terms of Reference.

1.0 ACKNOWLEDGEMENT OF COUNTRY

As a sign of respect, Northern Beaches Council acknowledges the traditional custodians of these lands on which we gather and pays respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from T Hazell, M McRae, S Scott

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

There were no declarations of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF ENVIRONMENT STRATEGIC REFERENCE GROUP MEETING HELD 19 AUGUST 2021

As no quorum was not achieved the Minutes of the Environment Strategic Reference Group meeting held 19 August 2021 were not confirmed.

5.0 UPDATE ON ACTIONS FROM LAST MEETING

Nil

6.0 AGENDA ITEMS

6.1 SRG SUMMARY OF TERM

OVERVIEW OF UPDATE

Yianni Mentis, Executive Manager Environment and Climate Change briefed the group on this topic.

SRG members were thanked for their valuable contribution, expertise and enthusiasm at the SRG meetings.

The following points were discussed:

- SRG members were appointed in February 2018. The term is for 4 years which was due to expire in February 2022. However, due to the Local Government Elections, November meeting will be the last meeting of the current SRG members and councillors.
- An SRG review was undertaken in 2019. SRG members provided feedback and the outcome of the review will be forwarded to the new Councillors. This will provide an opportunity for Councillors to consider the feedback received and determine the committee framework.

- The Environment SRG aligns to goals 1, 2, 3, 4, 5 and 6 of the Community Strategic Plan.
- Key projects that SRG members participated in include the Bushland and Biodiversity Policy, Climate Change Action Plan, Northern Beaches Environment Study, Red Bin Strategy, Zero Waste to Ocean Charter, Beaches Link Tunnel Environmental Update, Community Battery, Environment and Climate Change Strategy 2040 amongst others.
- Next Steps

A presentation on this topic was provided to the group.

NOTES:

- SRG members thanked Council staff for their contribution and effort in organising the meetings, preparing reports and presentations for the Environment SRG. Members also acknowledged that it has been great working with people who are passionate and bring a great amount of expertise to the group.

6.2 WASTE - SUMMARY AND STATUS REPORT

OVERVIEW OF UPDATE

Andrew Ward-Harvey, Executive Manager Waste Management And Cleansing updated the group on Council's progress about initiatives raised in previous waste service briefings to the Environment SRG.

A presentation on this topic was provided.

The following points were discussed:

- Overview of the Northern Beaches Waste and Circular Economy Strategy
- Circular Economy
- Recovery of Problem Waste
- Swap for Good Program
- Network of Recycling Centres
- Waste Community Dashboard
- Next steps

It was suggested that a website that in order to protect the environment, Council could develop a website that highlights which brands of products are causing more litter in order to protect the environment.

6.3 ENVIRONMENT AND CLIMATE CHANGE

OVERVIEW OF UPDATE

Y Mentis, Executive Manager Environment and Climate Change presented an update on the progress against key initiatives currently being undertaken by the Environment and Climate Change Business Unit.

A presentation on this topic was provided.

The following points were discussed:

Wakehurst Parkway Flood Mitigation Project

Council received fund granting through the Stronger Communities Fund from the Office of Local Government, which was used to investigate options to address the frequent flooding. Several investigations were undertaken and the Flood Mitigation Feasibility Study was completed in 2021. The result of the study was that mitigation from frequent flooding is achievable through a combination of culverts, levees and sediment removal. Public exhibition of the Study was undertaken between May and July. Engagement results are currently being analysed and Council is working with Transport for New South Wales with regards to additional funding. Results from the engagement will be presented to Council in February 2022.

Narrabeen Lagoon Entrance Management Strategy

The Strategy is being developed in response to the Narrabeen Lagoon Floodplain Risk Management Study and Plan (2019). This Strategy will investigate all aspects of entrance management which include sediment transport, flood benefits, entrance efficiency and dynamics, long term costs and sustainability of entrance options. Community engagement was undertaken and 96 submissions were received. Short, medium and long term approaches were prepared following consultation and currently the consultants are finalising the Strategy after which staff and panel will review it and present it to Councillors and the Northern Beaches Flood Management Committee to further present to Council to be placed on public exhibition.

Narrabeen Lagoon Entrance Clearance Works

This project occurs every 3-4 years based on existing conditions in the Eastern Shoal of Narrabeen Lagoon. Works are undertaken in order to mitigate flooding risk, improve the water quality of the lagoon, conserve and enhance the biological diversity of the lagoon system and maintain beach amenity of Collaroy – Narrabeen. Works have begun in September 2021 and will run for 12 weeks.

Draft Environment Study for Public Exhibition

This Study aims to provide direction for the Northern Beaches Local Environmental Plan (LEP) and the Development Control Plan (DCP) through recommendations. The draft Study describes the natural environment of the Northern Beaches Local Government area including bushland, biodiversity, coasts, catchments and waterways. It also describes the importance of open space and the connections between the natural and urban environment and recommends environmental planning actions to help deliver five planning priorities adopted in the Local Strategic Planning Statement (LSPS) – Towards 2040.

The draft study will be placed on public exhibition early next year.

Other Key projects

SRG members were also updated on other important projects like the Collaroy-Narrabeen protection works, bushland condition mapping, creek rehabilitation strategy, stormwater works and online dashboards for waste and enviro conditions.

6.4 ENVIRONMENTAL TRUSTS

OVERVIEW OF UPDATE

Todd Dickinson, Director Environmental Sustainability and Jacqueline Grove Manager Environment Resilience and Climate Change briefed the group on this topic.

Northern Beaches Council supports two charitable trusts: Pittwater Environmental Trust and Warringah (Northern Beaches) Council Trust for the Acquisition of Environmentally Sensitive Land.

These trusts provide opportunities for funding environmental projects in the former Pittwater Council area and the purchase of environmentally sensitive lands in the former Warringah Council area. Both trusts were established by former Pittwater and Warringah Council and have different purposes.

Warringah Trust was established in 2011 and is administered by the Trust Authority which has requested feedback from the Environment SRG members.

A presentation on this topic was provided to the group.

DISCUSSION

SRG members were requested to participate in a workshop to provide input with regards to the following questions:

Does the trust need a new name?

- Northern Beaches Eco Fund
- Habitata
- Bushland Fund
- Citizens for Natural Habitat
- Citizens for Habitat Fund
- Community Fund for the Protection and Enhancement of the Natural Environment of the Northern Beaches
- Community Fund for the Expansion and Conservation of Sensitive Ecosystems on the Northern Beaches

What would encourage you to donate to the trust?

- Link to school fundraisers, corporate
- Pyramid of what a donation will buy (with regards to land)
- Engage with the young community
- Good website, social media presence
- Review rainforest, rescue, canopy keepers

How could we better market the trust?

- Use existing networks for promotion (i.e. newsletters)

Do you have any suggestions to encourage those who wouldn't normally donate?

7.0 GENERAL BUSINESS

Nil

The meeting concluded at 8:16pm

This is the final page of the Minutes comprising 7 pages
numbered 1 to 7 of the Environment Strategic Reference Group meeting
held on Thursday 18 November 2021.



MINUTES

COMMUNITY SAFETY COMMITTEE

held in the online via TEAMS on

THURSDAY 7 OCTOBER 2021

Minutes of the Community Safety Committee
held on Thursday 7 October 2021
online via TEAMS
Commencing at 8am - 10am

ATTENDANCE:

Committee Members

Cr Michael Regan	Mayor – Chairperson
Cr Candy Bingham	Deputy Mayor
Cr Sue Heins	
Cr Kylie Ferguson	
Cr Stuart Sprott	
Jason Falinski MP	Federal Member for Mackellar
Zali Steggall OAM MP	Federal Member for Warringah represented by Bronwen Regan
Brad Hazzard MP	State Member for Wakehurst represented by Toby Williams
James Griffin MP	State Member for Manly represented by Kim Preston-Hiney
Rob Stokes MP	State Member for Pittwater represented by Andrew Johnston
Supt Patrick Sharkey	Northern Beaches Police Area Command
Angela Whitby	Catholic Care
John Kelly	Community Northern Beaches
Roberta Conroy	Community Representative
Stephen Pirovic	Community Representative
Michelle Erofeeff	Department of Communities and Justice (DCJ)
Trish Bramble	Manly Warringah Women's Resource Centre
Doug Brooker	Northern Beaches Liquor Accord
Tony Hilliger	Surf Lifesaving Sydney Northern Beaches
Belinda Volkov	Sydney Drug Education & Counselling Centre (SDECC)

Council Officer Contacts

Kylie Walshe	Executive Manager Community, Arts and Culture
Azmeena Kelly	Executive Manager Environmental Compliance
Will Wrathall	A/Manager Youth and Community Development
Kath Young	Community Safety Coordinator

Visitors

Cr Vincent De Luca	Attended as an observer
Dr Gary Jacobson	CEO, CCNB
Lynelle Hales	CEO, Sydney North Health Network (SNHN)
Vicki Blaskett	Parks and Recreation, Business Operations

1.0 ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the traditional custodians of the land on which the meeting gathered, and paid respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from:

James Griffin MP	State Member for Manly
Melissa Palermo	NSLHD Health Promotion

The following members were not in attendance:

Jonathan O'Dea MP	State Member for Davidson
Luisa de Bont	Community Representative
Michelle Povah	Community Representative
Ray Mathieson	Community Representative
Christina Franze	Manly Chamber of Commerce
Drew Johnson	Manly Chamber of Commerce
Kamal Krishan	State Transit Authority Northern Region

3.0 DISCLOSURES OF INTEREST

There were no disclosures of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF COMMUNITY SAFETY COMMITTEE MEETING HELD 5 AUGUST 2021

The Minutes of the Community Safety Committee meeting held 5 August 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.



MINUTES OF COMMUNITY SAFETY COMMITTEE

7 OCTOBER 2021

5.0 ACTIONS UPDATE

ITEM NO.	ACTION	RESPONSIBLE OFFICER	ACTION UPDATE
6.2.1	A program of safety audits to be scheduled for priority areas.	Kath Young	Audits will recommence when Public Health Orders allow
6.2	Provide a briefing on the joint Council and RSPCA nuisance cats initiative	Azmeena Kelly	Completed at today's meeting
6.5.1	Sydney North Health Network and Community Northern Beaches to discuss opportunities to work together and provide an update on actions taken.	Lynelle Hales/ John Kelly	Committee updated at today's meeting
6.5.2	Sydney North Health Network to share generic vaccine information with the Committee	Lynelle Hales	Completed at today's meeting
6.6.1	Update Council's website with Women and Children First (formerly Manly Warringah Women's Resource Centre)	Rob van den Blink	Completed
6.6.3	Share with Zali Steggall and Belinda Volkov the Men's Choice and Change links	Kath Young	Completed

6.0 AGENDA ITEMS

6.1 SENIORS

Dr Gary Jacobson CEO CCNB provided a presentation on seniors in the Northern Beaches. The presentation will be circulated to the Committee.

[CCNB](#) is a local independent community services organisation that provides impartial information, advice and guidance to the community with the purpose to support people to navigate the social and care systems.

CCNB supports more than 2,000 people and their families at any one time, working with older people, people with disabilities, people with mental health issues, carers, young people and families.

The presentation looked at the impacts of COVID-19 lockdowns on seniors including:

- health (both mental and physical), especially for those with chronic health conditions who are reluctant to seek services
- community disconnection
- an observed increase in elder abuse during COVID-19 lockdowns
- a need for increased digital awareness in relation to scams and fraud.

Key drivers of safety for the elderly include access to clear and impartial information that enables older people to take action, supported navigation of social and care systems, access to good public services such as health care and public transport, positive mental health and community compassion.

It was noted that not all elderly residents have the tools to manage the negative consequences of the pandemic. Positive community contribution and service collaboration during pandemic have assisted. There is a need to ensure the interface between health and community services is built on to effectively support the community over the long term.

Dr Jacobson outlined CCNBs [Stay Well Stay Connected](#) campaign which has engaged and trained over 300 volunteers to support vulnerable members of the community during the pandemic. CCNB has also initiated: the [Belong Club](#) which provides a wide range of connection, education and social engagement opportunities for the community; a Community Capital Foundation to support small agencies; and has increased advocacy through a Community Council and an Elder Council.

Discussion

The process for referral to CCNB was discussed. CCNB has an open door policy and is happy to receive referrals through any communication pathway.

The connection between financial stress of young adults/carers and elder abuse was raised.

The Committee noted that a decrease in face to face service provision during lockdowns means it has been more difficult to detect elder abuse.

6.2 POLICE REPORT

Superintendent Sharkey provided an update on local police matters.

It was noted that crime has reduced in all crime categories over the last quarter.

Domestic violence

From July-September 2021 the number of domestic violence offences reported to police was lower than previous years however there was an increase of persons charged (up 6%). There was also an increase of 5% in the legal action rate for charges of Domestic Violence assault, compared to the last quarter. Police increased compliance checks for domestic violence offenders and welfare checks on their victims.

Online fraud

There has been a noticeable number of reports of online fraud involving direct purchasing or telephone contact and the involvement of interstate and international offenders was noted.

Police have published safety tips for the community on Police [social media](#) and [website](#).

It is recommended that the community not give personal details to people not known to them. The community should be wary of websites that ask for the direct transfer of funds and those who do not accept PayPal.

Unlocked homes and cars

The community is advised to lock houses and cars, secure valuables and not leave valuable items in cars.

Reported incidents of Steal Motor Vehicle and Break and Enter have decreased but remain a regular occurrence across the Northern Beaches. Police have arrested and charged an increased number of Break and Enter offenders, with the Legal Action Rate having increased by 10%.

COVID-19

The community should consult the NSW Health website for official advice on COVID updates and [Public Health Order restrictions](#).

Police continue to work closely with Council on Public Health Order compliance and to develop and implement local solutions to identified issues. Beachfront patrols are being conducted, mostly in Manly and Dee Why.

Police have been supporting businesses to set up check-in processes and have been conducting business inspections of retail/hospitality venues and using Public Health Orders to enforce wearing masks and use of QR codes.

Officers are conducting welfare checks on COVID-19 positive cases and have increased Apprehended Violence Order compliance checks.

Emergency operations

Police have conducted multiple rescue operations recently which is resource and time intensive and impacts police response times. A small number of evacuations, mostly in Manly, were responded to during recent earth tremors associated with the Victorian earthquake.

Police are undertaking ongoing bushfire planning with the Rural Fire Service and Council. The COVID-19 Summer Safe Plan is also being reviewed and will evolve to reflect any future changes to NSW Public Health Orders.

Police have been out interacting with and supporting the community, as well as enforcing Public Health Orders. Street offence detections (i.e. move along orders) are high for the July-September quarter (not including COVID-19 actions).

Discussion

The Mayor thanked Police for their services, noting they have been very visible and well received.

6.3 COMPLIANCE REPORT

The Executive Manager Environmental Compliance gave a presentation on compliance matters. The presentation, which includes statistics, will be circulated to the Committee.

Matters raised included statistics on dog attacks, the management of companion animals and Ranger Patrols.

Keeping Cats Safe at Home

Northern Beaches Council is one of 10 Councils working with the RSPCA on the 'Keeping Cats Safe at Home' program over the next 3-4 years. This is a behaviour change program to encourage responsible pet ownership and reduce the impact of domestic cats on wildlife. The RSPCA will provide funding to participating councils for the implementation of this program and Northern Beaches Council will make a \$10,000 contribution.

The RSPCA is currently seeking input from the community via a [survey](#) on their website.

Rangers

Council Rangers are continuing to support NSW Police in monitoring public spaces and popular places within the LGA to discourage public gatherings and to ensure social distancing is being maintained.

Nightly Ranger patrols have resumed following the easing of COVID-19 restrictions.

Discussion:

Ranger patrols of Manly were discussed. It was confirmed that Rangers and Police have been conducting regular physical patrols in Manly and throughout the peninsula, particularly over the weekends and mornings. Rosters are adjusted in response to any overcrowding issues and changes in community activities.

It was requested that the next report to the Committee include longitudinal data and be presented in a line graph so the Committee can see the trends over time.

Anecdotal reports of an increase in the detection of unregistered dogs were raised. The Committee was advised that when Council becomes involved with a dog it is scanned and the majority of the time they are registered. The Northern Beaches has a very high rate of registration and Council is working with vets to ensure people know their dogs need to be registered.

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.3	The next Compliance Report to the Committee include longitudinal data and be presented in a line graph.	Azmeena Kelly	18 November 2021

6.4 ALCOHOL PROHIBITED AREAS

Vicki Blaskett, Business Operations, Parks and Recreation gave a presentation on Alcohol Prohibited Areas (APAs). The presentation will be circulated to the Committee.

The Committee was advised that Council is about to start a full review of APAs. The Committee was provided with a briefing on how APAs are established, the location of [current APAs](#) in the LGA, how they differ from Alcohol Free Zones (AFZ), and how they operate.

Council Officers will be meeting with Police to discuss APAs throughout the LGA and to develop a consistent approach across the Northern Beaches. It is intended to present a report to Council in early 2022 seeking to proceed to public exhibition and seek community feedback.

6.5 COMMUNITY SAFETY COORDINATOR UPDATE

The Committee received an update from the Community Safety Coordinator.

Community Safety Plan

The Community Safety Plan was endorsed at the September Council meeting. Council is already active under the Plan and will work to achieve Year 1 actions. A monitoring and evaluation framework is being developed.

Alcohol Free Zones

Stage 1 of Council's review of Alcohol Free Zones (AFZs) was completed in July 2021 at which time the existing AFZs in Belrose, Brookvale, Cromer, Collaroy, Forestville and Narrabeen were re-established for a period of up to 4 years.

Stage 2 of the review is currently in process and addresses the areas of Avalon, Church Point, Dee Why, Freshwater, Mona Vale Newport and Palm Beach which are all due to expire on 9 Dec 2021. A report will be submitted to the October Council meeting.

In summary, community sentiment has been mixed across all AFZs:

- Community feedback in favour of the proposals noted that AFZs address alcohol related antisocial behaviour and offer increased feeling of safety.
- From those not supporting the proposals there was strong feedback that respondents are not receptive to having their social interactions limited, particularly in light of recent COVID-19 restrictions.
- Feedback was received from some residents on the impact of high density housing and a desire for socialising in public spaces.

Stage 3 (Manly) will be conducted in early 2022. Requests that were received for extensions to boundaries during Stages 1 and 2 will be reviewed with Police and reported to Council. It is intended that any supported extensions will be included in the Stage 3 public exhibition period.

Committee Survey

As the Committee is coming to the end of term a survey of Committee members will be conducted. The survey which will be distributed in coming weeks will reflect against the Terms of Reference and on the achievements of the current term. Responses will be anonymous.

Discussion

Requests that have been received for the establishment of new AFZs during the AFZ review process will also be discussed with Police and included in the report to Council if appropriate.

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.5	Survey to be distributed to Committee members for completion and discussion of results at next meeting.	Kath Young	ASAP

7.0 GENERAL BUSINESS

- Vaccination update

Lynelle Hales provided a Sydney North Health Network (SNHN) Emergency Operations update to the Committee. The presentation will be circulated to the Committee.

Vaccination rates in the Northern Beaches have increased markedly since the last report with 92.5% of residents now having received their first dose and 76.3% being fully vaccinated. It is anticipated that the Northern Beaches will reach 80% next week. SNHN is currently supporting vulnerable members of the community with the provision of vaccinations through GPs, popup clinics and Streetside Medics Clinics.

John Kelly thanked SNHN and staff for conducting a popup clinic at CNB. The clinic vaccinated 83 people with a first dose and scheduled a clinic for second doses. The clinic assisted a number of young people under 18 with many from the local Tibetan community.

Belinda Volkov thanked SNHN for the guidance provided to young people with parents who are anti-vaccination and noted the impact of vaccination status on return to face to face support services. SNHN advised they are also looking at supports/[resources](#) for the community about living with COVID and how to keep safe and noted the older population is also very anxious. SNHN psychologists are providing webinars about looking after yourself.

- The Committee noted Ms Volkov's concerns regarding a lack of frontline mental health staff and the sustainability of the sector. A need for backup for frontline Mental Health workers, debriefing of front line staff, and greater reform rather than short term responses to crises were raised. The pressure on services and frontline workers and that a lack of information, obstacles to information sharing, and under-resourcing compounding stress was discussed.
- Discussed the COVID-19 related issues at Manly Waves temporary accommodation.
- Superintendent Sharkey congratulated Ben Fallowfield who has been formally appointed the Local Emergency Management Officer for Council, and recognised his hard work to date.
- The next meeting has been rescheduled to 18 November 2021 due to the Council elections and it is hoped the Committee can return to a face-to-face meeting. Further advice will be forwarded to Committee members on the location of the meeting closer to the date.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.3	The next Compliance Report to the Committee include longitudinal data and be presented in a line graph.	Azmeena Kelly	18 November 2021
6.5	Survey to be distributed to Committee members for completion and discussion of results at next meeting.	Kath Young	ASAP
7.0	Committee members to note the next meeting has been rescheduled.	All Committee members	18 November 2021

The meeting concluded at 9.35am.

This is the final page of the minutes comprising 9 pages
numbered 1 to 9 of the Community Safety Committee meeting
held on Thursday 7 October 2021



MINUTES

COMMUNITY SAFETY COMMITTEE

held online via TEAMS on

THURSDAY 18 NOVEMBER 2021

Minutes of the Community Safety Committee**held online via TEAMS****8am, Thursday 18 November 2021****ATTENDANCE:****Committee Members**

Cr Michael Regan	Mayor – Chairperson
Cr Kylie Ferguson	
Cr Sue Heins	
Cr Stuart Sprott	
Zali Steggall OAM MP	Federal Member for Warringah represented by Bronwen Regan
James Griffin MP	State Member for Manly represented by Kim Preston-Hiney
Rob Stokes MP	State Member for Pittwater represented by Andrew Johnston
Supt Patrick Sharkey	Northern Beaches Police Area Command
David Gbogbo	CatholicCare
Roberta Conroy	Community Representative
Ray Mathieson	Community Representative
Michelle Povah	Community Representative
Michelle Erofeyeff	Department of Communities and Justice
Ashling O'Brien	Manly Chamber of Commerce
Tony Hilliger	Surf Lifesaving Sydney Northern Beaches

Council Officer Contacts

David Kerr	Director Community and Belonging
Kylie Walshe	Executive Manager Community, Arts and Culture
Azmeena Kelly	Executive Manager Environmental Compliance
Kath Young	Community Safety Coordinator
Helen Askew	Program Support Officer, Youth and Community Development

Visitors

Liza Cordoba	Manager Strategic Place and Planning
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1.0 ACKNOWLEDGEMENT OF COUNTRY

The Mayor acknowledged the traditional custodians of the land on which the meeting gathered, and paid respect to Elders past and present.

2.0 APOLOGIES

Apologies were received from

Cr Candy Bingham	Deputy Mayor
Angela Whitby	CatholicCare
Doug Brooker	Northern Beaches Liquor Accord
Lynelle Hales	Chief Executive Officer Sydney North Health Network

The following members were not in attendance:

Cr Stuart Sprott	
Jason Falinski MP	Federal Member for Mackellar
Brad Hazzard MP	State Member for Wakehurst
Jonathan O'Dea MP	State Member for Davidson
John Kelly	Community Northern Beaches
Luisa de Bont	Community Representative
Stephen Pirovic	Community Representative
Drew Johnson	Manly Chamber of Commerce
Trish Bramble	Manly Warringah Women's Resource Centre
Melissa Palermo	NSLHD Health Promotion
Belinda Volkov	Sydney Drug Education & Counselling Centre (SDECC)
Kamal Krishan	State Transit Authority Northern Region

Christina Franze has stepped down from the Committee. Ashling O'Brien was welcomed as a new Manly Chamber of Commerce representative.

3.0 DISCLOSURES OF INTEREST

There were no disclosures of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF COMMUNITY SAFETY COMMITTEE MEETING HELD 7 OCTOBER 2021

Minutes of the Community Safety Committee meeting held 7 October 2021, copies of which were previously circulated to all Members, were hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 ACTIONS UPDATE

5.1 ACTIONS UPDATE

1. MEETING OF 7 OCTOBER 2021

ITEM NO.	ACTION	RESPONSIBLE OFFICER	ACTION UPDATE
6.3	The next Compliance Report to the Committee include longitudinal data and be presented in a line graph.	Azmeena Kelly	Completed
6.5	Survey to be distributed to Committee members for completion and discussion of results at next meeting.	Kath Young	Completed

2. NORTHERN BEACHES POLICE AND COUNCIL OPERATIONAL MEETING

The Committee noted the matters discussed in the Police and Council Operational meeting held on 1 November 2021.

Highlighted matters included: the management of locations experiencing alcohol related antisocial behaviour; Council's re-establishment of Alcohol Free Zones in Avalon, Church Point, Dee Why, Freshwater, Mona Vale, Newport (2 zones) and Palm Beach for a period of up to 4 years from 1 December 2021; the associated signage installation program beginning on 19 November 2021; and an overview of upcoming events.

DISCUSSION

Australia Day Big Breakfast celebrations are not planned for 2022 due to ongoing public health restrictions however smaller scale events and ceremonies are planned in the lead up to Australia Day.

East Esplanade fencing is still in place to allow new turf to establish. Date for removal of fencing is still to be determined.

6.0 AGENDA ITEMS

6.1 MANLY PLACE PLAN AND NIGHT TIME ECONOMY PROJECTS

Liza Cordoba, Manager Strategic and Place Planning provided a presentation on the:

- Manly Place Plan project
- Manly Night Time Economy project.

The projects commenced in July 2021 with the establishment of the study area and engagement of consultants. The objectives of the work being undertaken are to:

- Work with the community to create a vision and subsequent plan for the Manly town centre
- Align any changes to ensure Manly town centre is vibrant, safe, inclusive and sustainable now and into the future

- Respond to the actions and recommendations of existing strategic documents of Council and the State Government
- Deliver a Night Time Economy Study for Manly centre and principles to adopt across the Northern Beaches.

The Manly Night Time Economy Strategy consultants have engaged with key stakeholders. Acoustic assessments will be undertaken during the December/January summer peak period to provide a baseline. The Community Safety Committee will have the opportunity to submit feedback on the draft Night Time Economy study and acoustic study before the report is submitted to Council.

The Manly Place Plan Project Working Group will meet again in early 2022. The Community Safety Committee will have the opportunity to consider the draft Place Plan. It is anticipated the report will be presented to Council in mid-June 2022.

DISCUSSION

The Committee acknowledged the importance of maintaining a Night Time Economy and supporting local businesses. New major residential developments in central Manly and the resulting increase in residents and impact on the project was discussed. It was noted that increased residents make a Night Time Economy more viable.

Conflicts around land use will be considered within the Night Time Economy Strategy and consultants will consider what controls need to be in place to mitigate future acoustic issues.

Discussed international practice of strengthening acoustic controls on new builds in Night Time Economy areas. Strengthening of acoustic controls will also be incorporated into the new Environmental Control Plan.

6.2 POLICE REPORT - SUPERINTENDENT PATRICK SHARKEY

Superintendent Patrick Sharkey provided an update on local policing matters.

It was noted that, despite a slight rise after lockdown, crime has decreased in all crime categories.

High visibility patrols are being conducted to prevent and address anti-social behaviour. Stationary random breath testing is now being re-introduced and Police are supporting community compliance with Public Health Orders and enforcing Orders, if required.

Domestic Violence

Reported domestic and family violence incidents are lower than in previous years. It was noted that this trend was not evidenced by local services. Legal action rates relating to Apprehended Violence Orders and Domestic Violence Related Assault have increased.

Electronic Fraud

A high number of reports are being received for electronic based fraud. To assist the community, the [NSW Police fraud](#) webpage and [Northern Beaches Police Area Command social media](#) include safety tips, videos and related posts.

Theft

Incidence of break and enter, theft, stealing from houses and cars have decreased. In many cases, houses or cars had been left unattended and unlocked. To prevent opportunistic theft, the community is reminded to lock windows and doors in cars and houses and to not leave valuables in cars.

Police have executed a number of search warrants for offences relating to break enter and steal, and have made arrests in relation to street offences, robbery and affray.

COVID19

Continue to check [NSW Public Health Orders and restrictions](#) for updates. Home checks by Police are ongoing. Police advise the community to look after yourself and set a good example for others.

Emergency Operations

Police have participated in search and rescue operations for a number of persons in lost or in distress at bushland and cliff locations.

In conjunction with Council and other services, planning is underway for the bush fire season, Christmas/New Year and Australia Day.

Drugs and Alcohol

Drug detection operations are in place throughout the Northern Beaches local government area. The Northern Beaches Liquor Accord is meeting next week.

DISCUSSION

The potential to establish a separate Manly Liquor Accord was raised and discussed given the high number of venues in a concentrated area and the large size of the local government area. It was noted that this is able to be considered but that Liquor Accord Agreements are voluntary.

Discussed the enforcement of take away liquor sales in line with the [Statement of Regulatory Intent - Liquor Act 2007](#) in regards to COVID19. This statement is intended to support small business during COVID19 and recommends a reasonable approach to compliance with regulations for take away liquor and home deliveries. Police monitor this situation and address any issues. Government will be reviewing outdoor licensing and supply of alcohol by unlicensed establishments in April 2022.

Police are continuing to enforce alcohol related compliance issues across the Northern Beaches, e.g. businesses, public space offences, compliance with alcohol restrictions. As a diversionary tool, Police frequently act on underage drinking by issuing Young Offender Act warnings and referrals to the [Your Choice](#) program.

Recent incidents at Freshwater were discussed, including damage to Freshwater Surf Lifesaving Club. Strategies have been implemented to increase security and are having an impact. Noted that several areas experienced issues at the same time as Sydney came out of a long lockdown. Also noted that public drinking and hoodlum behaviour are a long term and ongoing cultural issue for the Northern Beaches and offenders are locals.

Appreciation was extended to local Police for attendance and management of an incident at Freshwater Surf Life Saving Club. Additional measures are being taken to increase security and securely store equipment.

6.3 COMPLIANCE REPORT

The Executive Manager Environmental Compliance gave a presentation on compliance matters. The presentation, which includes longitudinal data in line graphs as previously requested, will be circulated to the Committee.

Matters raised included statistics on dog attacks, companion animal management, proactive patrols of off leash areas and Ranger patrols of the Alcohol Prohibited Areas around Manly.

Proactive Compliance included trolley management, liquor licensing, erosion and sediment control on building sites and arbovirus surveillance program in Warriewood wetlands, Middle Creek around Narrabeen Lagoon and Scotland Island.

The Executive Manager Environmental Compliance thanked the Committee for their interest in Council's compliance response over the Term.

DISCUSSION

Supermarket trolley management and related legislation was discussed.

Dog management signage at Narrabeen Pool has been effective.

Discussed the presence of horses at beaches and noted the access point can be crowded at Narrabeen. A policy review in 2022 may consider this matter.

6.4 COMMUNITY SAFETY COMMITTEE - ISSUES ADDRESSED DURING COUNCIL TERM

A summary of matters considered by the Committee during the current Council Term were noted and highlights were discussed.

Appreciation was extended to Committee members for their contribution to community safety on the Northern Beaches.

6.5 SURVEY OF COMMUNITY SAFETY COMMITTEE MEMBERS

A summary of the feedback from the Community Safety Committee Survey was noted. Members who have not submitted a survey, are encouraged to do so by Thursday, 2 December. Information collected will assist in a review of the Committee's Terms of Reference and processes.

The Committee's draft Terms of Reference will be presented to the new Council early in 2022. Following Council's consideration, 2022 Community Safety Committee meeting dates will be set.

DISCUSSION

Committee members raised additional suggestions including:

- Increasing the number of youth representatives on the Committee
- Including community education and preparedness for bush fire, flooding and environmental concerns with guest speakers
- Safety Audits as a key to identifying site issues across the Northern Beaches.

7.0 GENERAL BUSINESS

7.1 Appreciation was extended to all Committee members for their contribution to safety on the Northern Beaches. Councillor Kylie Ferguson, who is not standing for re-election, was particularly acknowledged for her commitment. Thank you also to Superintendent Sharkey and Northern Beaches Police.

7.2 Manly Uniting Church's 'Neighbourhood meals – emergency relief' information was shared with the Committee.



MINUTES OF COMMUNITY SAFETY COMMITTEE

18 NOVEMBER 2021

- 7.3 2021/22 Christmas/New Year services information is currently being reviewed and when finalised, will be available on Council's Food Services webpage. The information will be ordered by days available for ease of access.

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
7.2	Distribute to the Committee the Manly Uniting Church's 'Neighbourhood meals – emergency relief information and upload to Council's Food Services webpage.	Kath Young	ASAP
7.3	Upload 2021/22 Christmas/New Year services information to Council's Food Services webpage, including listings in chronological day order.	Helen Askew	ASAP

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
7.2	Distribute to the Committee the Manly Uniting Church's 'Neighbourhood meals – emergency relief information and upload to Council's Food Services webpage.	Kath Young	ASAP
7.3	Upload 2021/22 Christmas/New Year services information to Council's Food Services webpage, including listings in chronological day order.	Helen Askew	ASAP

The meeting concluded at 9.36am.

This is the final page of the minutes comprising 8 pages numbered 1 to 8 of the Community Safety Committee meeting held on Thursday 18 November 2021 and confirmed in 2022



MINUTES

PUBLIC ART WORKING GROUP

held online via Teams on

THURSDAY 4 NOVEMBER 2021

Minutes of the Public Art Working Group
held on Thursday 4 November 2021
online via Teams
Commencing at 6:00pm

ATTENDANCE:

Committee Members

Cr Penny Philpott	Chairperson & Councillor
Cr Sue Heins	Councillor
Cr Kylie Ferguson	Councillor
Ashley McDonald	Community member
Billie Routledge	Community member
John Pearson	Community member
Auntie Clair Jackson	Community member
Marissa Bateman	Community member
Penny Polkinghorne	Community member
Simon Barrett	Community member

Council Officer Contacts

Kylie Walshe	Executive Manager Community, Arts & Culture
Josephine Bennett	Manager Arts & Culture
Christiane Statham	Public Art Coordinator

1.0 ACKNOWLEDGEMENT OF COUNTRY

The Chair acknowledged the traditional custodians of the land on which the meeting gathered, and paid respect to Elders past and present.

2.0 APOLOGIES

Aunty Clair Jackson had given her apologies and nominated Eliza Pross to be her representative on the Public Art Working Group for meetings in 2021.

Apologies were also received from John Pearson and Billie Routledge.

3.0 DISCLOSURES OF INTEREST

There were no disclosures of pecuniary or non-pecuniary conflicts of interest.

4.0 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

4.1 MINUTES OF PUBLIC ART WORKING GROUP MEETING HELD 2 SEPTEMBER 2021

RECOMMENDATION

That the Minutes of the Public Art Working Group meeting held 2 September 2021, copies of which were previously circulated to all Members, are hereby confirmed as a true and correct record of the proceedings of that meeting.

5.0 ACTIONS UPDATE

ITEM NO.	ACTION	ACTION UPDATE
5.1	Staff to investigate potential budgets for a series of short films of Coast Walk Public Art projects.	Action taken.
5.2	Staff follow up with relevant department on a launch event for St David Avenue Park.	Action taken.

RECOMMENDATION OF PUBLIC ART WORKING GROUP

That the information be received and noted.

6.0 AGENDA ITEMS

6.1 COAST WALK PUBLIC ART - PROJECT UPDATES

DISCUSSION

Amanda Jane Reynolds of Stella Stories, attended the meeting and presented to the Working Group her plans for community engagement for the Robert Dunn Reserve project.

Eliza Pross, local Aboriginal community member, offered to assist the artist in forthcoming engagement with the local Aboriginal community, which will be undertaken before broader community engagement for this project.

Staff updated the Public Art Working Group on progress with Coast Walk Public Art projects, including Robert Dunn Reserve, the Aboriginal Art & Storytelling Project, McKillop Park Freshwater, and Mona Vale and Long Reef Surf Life Saving Clubs.

The Public Art Working Group requested that QR codes be placed on all artwork plaques, linking to further information via artwork webpages on Council's website.

RECOMMENDATION OF PUBLIC ART COORDINATOR

That the information be received and noted.

6.2 OTHER PUBLIC ART PROJECTS - UPDATE

DISCUSSION

Staff provided an update on other public art projects, including;

St David Avenue Park

Staff presented an update on this project that has been impacted by Covid lockdowns in Melbourne and Sydney. The LED lighting system for the work has been impacted by international delivery delays on components, and in order to minimise delays, the lighting system will now be installed in Sydney.

Manly Art Gallery & Museum Rooftop Commission

Staff presented an update on this project. Project documentation is currently being reviewed and improved for the development application.

Herminie's Landing

Staff presented an update on this project, which will be installed on 6 December.

Midget Farrelly Recognition

A draft Artist Brief has been approved by the Midget Farrelly Recognition Committee, with final approval from Beverlie Farrelly currently being sought. The process for accepting donations has been set up and communicated to the Recognition Committee.

RECOMMENDATION OF PUBLIC ART COORDINATOR

That the information be received and noted.

6.3 PUBLIC ART COMMISSIONING PROCESS - REVIEW

DISCUSSION

Staff updated the Working Group on the process of the review of Council's public art commissioning process.

Council's public art process has been developed to guide the commissioning and donations processes for all public art projects across the LGA, including on the Coast Walk.

The Public Art Selection Panel and Public Art Working Group were invited to respond to questions provided by staff on potential improvements to the public art commissioning process.

The Working Group discussed the combined feedback, and gave further feedback, including a suggestion to broaden the reach of tender advertising by sharing on Council's social media platforms.

RECOMMENDATION OF PUBLIC ART COORDINATOR

That the information be received and noted.

7.0 GENERAL BUSINESS

There was no other business.

SUMMARY OF ACTIONS

ITEM NO.	ACTION	RESPONSIBLE OFFICER	DUE DATE
6.1	QR codes are placed on all artwork attribution plaques, linking to further information via artwork webpages on Council's website.	Christiane Statham	END OF EACH PROJECT

The meeting concluded at 7.30pm

This is the final page of the minutes comprising 7 pages numbered 1 to 7 of the Public Art Working Group meeting held on Thursday 4 November 2021

Minutes

Northern Beaches

BUSH FIRE MANAGEMENT COMMITTEE MINUTES

Meeting:	003/2021
Convened by:	A/Executive Officer – Insp Guy Baddock (RFS)
Location:	Online – Teams Meeting
Date and time:	Tuesday, 7 September 2021 1000hrs
Minutes by:	Jodi Cree - RFS

Table 1: Attendance Record

Members (alternate)	Organisation	Present	Apology	Absent
Chris Munro	Northern Beaches Council	X		
Nick Skelton (chair)	Nature Conservation Council	X		
Guy Baddock (XO)	NSW Rural Fire Service	X		
Dave Richards	NSW Police	X		
Patrick Sharkey	NSW Police		X	
Peter Jensen	Sydney Harbour Federation Trust	X		
Scott Crosweiler	NSW Rural Fire Service	X		
Kel McNamara	Fire & Rescue NSW	X		
Jonathan Mallin	Ausgrid	X		
Archie Broadley	Crown Lands	X		
Luke Freeman	Sydney Water	X		
Ian White	Northern Beaches Council	X		
Warren Cree	NSW Rural Fire Service	X		

Observers / Support	Organisation	Present	Apology	Absent
Claire Higgins	Northern Beaches Council		X	
Gary Hansen	NSW Rural Fire Service	X		
Adam Perry	Fire & Rescue NSW	X		
Guy Munro	Ausgrid	X		

Bryan Germain	NSW Rural Fire Service	X		
Ben Albers	NSW Rural Fire Service	X		
Matt Horwood	Northern Beaches Council	X		
Ben Fallowfield	Northern Beaches Council	X		
Chris Buckley	Northern Beaches Council	X		
Steve Chapple	National Parks & Wildlife	X		
Shayne O'Sullivan	National Parks & Wildlife	X		
Rod Clarke	National Parks & Wildlife	X		
Yianni Mentis	Northern Beaches Council	X		
Leigh Nolan	National Parks & Wildlife	X		
Scott Molenaar	NSW Rural Fire Service	X		
Judy Lambert	Nature Conservation Council	X		

Table 2: Documents Referred to in the Meeting

Document title	Author	Date
NB BFMC Hazard Reduction Program 2021/2022	Scott Molenaar	6/9/2021

Minutes

Item 1	Welcome/Acknowledgement to Country	Chair
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Nick Skelton – NCC – offered to Chair the meeting in the absence of the Chairperson.

Item 2	Apologies	Chair
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As outlined above

Item 3	Disclosure of Interests	Chair
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Item 4	Confirmation of Notes of NB BFMC 002/2021 meeting held 1 June 2021	Chair
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(notes only as no quorum)

	Confirmation of Minutes from BFRMP Workshop #1 held 29 March 2021	Chair
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Moved: Judy Lambert – NCC (alt) Seconded: Scott Crosweller – RFS Carried

Item 5	Action Items from Last Meeting	Chair
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Nil

Item 6	Correspondence	Chair
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Correspondence In

- 26/5 – Apologies and Update from Scott Short – Ausgrid
- 23/6 – Confirmed Dates BFRMP Workshop #2
- 7/7 – 2021/22 Bush Fire Risk Mitigation & Resilience Grants Program – Round 1 – BFMC Review – Northern Beaches
- 19/7 – Memo – Pre-season Briefing
- 21/7 – Crown Lands – Grant funding priority updates
- 23/7 – Northern Beaches Council support for Grant Funding – minor changes to be reviewed
- 26/7 – NPWS – APZ works to be included in Grant Funding
- 23/8 – Bushfire Risk Management Plan – Northern Beaches Update

Correspondence Out

- 16/6 – Guardian Training Dates
- 6/7 – Draft Notes from BFMC Meeting held 1 June 2021
- 6/7 – BFRMP – Workshop #2 - Postponed
- 12/7 – 2021/22 Bush Fire Risk Mitigation & Resilience Grants Program – Round 1 – BFMC Review – Northern Beaches
- 21/7 – Memo – Pre-season Briefing
- 2/8 – Pre-season Briefing postponed
- 19/8 – Notification of Hazard Reductions being conducted
- 23/8 – BFRMP – Update & Schedule
- 23/8 – Invitation – Northern Beaches BFMC 7 September

Item 7	Outlook for the 2021-22 Bush Fire Season	NSW RFS
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Pre-season briefing link – [recording can be viewed here](#)

- Above average rain is predicted across the state. Growth in grassland areas in the West and North West of the state
- Local fires will be heat and wind driven
- Comparable to the 2020 Fire Season
- Expecting a couple of hot days, nothing dramatic
- Normal level of bushfire threat according to AFAC

Item 8	2021-22 Hazard Reduction Program	Each Agency
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RFS distributed the program via Goggle Link

We have had a good run recently. 12 Hr's completed to date covering 467.5ha and directly protecting 985 homes, 5 youth hostels/accommodation and 6 schools and special needs facilities.

Planning is moving ahead with additional burns in the next couple of weeks.

NPWS had some good results recently with the Slippery Dip and Chesterman HR's. Both burnt very well and managed to comply with Covid restraints.

NPWS are looking at Grotto Point HR for later this week. Taking advantage of the current weather. Conditions are still quite dry following the rain event.

- There are a couple of HR's missing from the Program – Salvation Creek and Slades Lookout
- Will be looking for assistance at Grotto Point from RFS & FRNSW on Friday, 10/9/21

NCC – are there any private contractor burns this year? No

NBC – have had good success with HR's covering approx 28ha. Have a large host of HR's ready to go

SHFT – nothing planned for North Head this year

Item 9 Mitigation Strategies for Fire Season

Get Ready Weekend – 11/12 September

- Online format due to Covid
- Look at incorporating more Brigade, community and face to face meetings (when health orders allow)
 - o Community meetings in Ingleside
- Number of presentations are available online
 - o Strategies link back to the BFRMP
 - o RFS to draft an outline and distribute

NBC – it would be good to include Schools and Aged Care Facilities

RFS – there are lots of different programs available on the RFS website. Will definitely look at targeting at risk and vulnerable communities

NBC – happy to partner with Community Education

Item 10 2021/22 Manual (APZ) Hazard Reductions

NBC – Underway. Looking at quarterly maintenance rounds via the at risk APZ's. A number of them are extreme risk. Looking forward to some grant funding to be approved.

Crown – Proposing work on 7 fire trails through the FAFT plan. APZ's have been completed via funding from Crown. No funding from RFS as yet.

SHFT – APZ works are underway. Fire trail widening is occurring prior to the fire season.

Manly Dam – Successful HR's recently with 2 more ready to go if the weather holds. Stoney Range HR went very well. Unfortunately, the 60 year celebrations for Stoney Range have been put on hold due to Covid.

Agencies are all waiting on funding from RFS.

RFS – closing date for funding applications was pushed back a month to the end of July. This will affect the release date of funding. Area Command will follow up.

Item 11 Fire Trails / FAFT Plan

RFS AC – FAFT plan was submitted earlier this year. Reviews are currently underway. Northern Beaches review dates has not been advised as yet.

NBC – Two applications were submitted some time ago, no answer as yet. Can this funding be allocated now?

RFS logging some concerns regarding the Bare Creek and Heath Trails in Belrose/Davidson. These trails are in poor shape and access is very difficult. These trails have seen a number of rescue incidents lately.

Item 12	Bush Fire Risk Management Plan (BFRMP)
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Link to maps has been distributed.

BFRMP Workshop #2 scheduled for Tuesday, 14 September 2021 1000-1300hrs

Senior RFS Volunteers are meeting to review on Monday, 13 September 2021

The workshop will be to review maps, identify focus areas and discuss the 5-year fuel management plan.

Item 13	Section 52 Operations Plan
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Review of the Section 52 Operations Plan has been undertaken and updated. Currently sitting with FRNSW, NPWS and C/r Ian White (chairman) for review and sign off.

Item 14	EOC & FCC
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Draft document is currently with Dept of Planning and Council for review. Discussions regarding funding are also being held.

EOC upgrade – trying to purchase items that can be re-used when the FCC is upgraded.

LEMO - \$70k grant was received from Resilience NSW.

- Items purchased include Satellite phones, desks, storage, computers, technology improvements. These have all come from an EOC audit conducted.
- NBN and WiFi have been upgraded to the EOC
- Update to the Kitchenette will also be undertaken.
- Covid has slowed the progress at this stage.

Item 15	General Business
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NBC – Bushfire Prevention Flyer will be included with the October rates notice to 70,000 residents.

RFS AC –

- Guardian is rolling out. Training is being undertaken by RFS staff and BFMC Members. Guardian includes:
 - o Burn notifications
 - o Hazard complaints
 - o Community education/engagement
 - o Funding is not available via Guardian as yet however it is still available as per previous years
- Mitigation crews are available if required
- Acknowledge the good work in undertaking the HR's

Item 16	Next Meeting
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The next meetings of the BFMC are as follows:

- 14 September 2021 – BFRMP Workshop #2 at 1000hrs
- 7 December 2021 – BFMC Meeting followed by lunch (Covid allowing) at 1100hrs

Meeting Closed: 1050hrs



NSW RURAL FIRE SERVICE



MEETING MINUTES

Meeting:	Northern Beaches BFMC
Convened by:	A/Executive Officer – Angelo Baldo
Attendees:	Cr Sue Heins – Northern Beaches Council - Chairperson Shahan Rizwi – Sydney Water (online) Heath Langdon – FRNSW Judy Lambert – NCC/North Head Sanctuary Patrick Sharkey – NSW Police (online) Kel McNamara – FRNSW (online) Scott Crosweller – RFS Ross McIntosh – Ausgrid (online) Matt Horwood – NBC Gary Hansen – RFS – Area Command Chris Munro – NBC Jock Creer – NBC Peter Bergman – NPWS Angelo Baldo – RFS Guy Baddock – RFS George Sheppard – RFS
Location:	Northern Beaches FCC/EOC Gate 4, Thompson Drive (off Kamber Rd) Terrey Hills
Date and time:	Tuesday, 2 March 2021 Commencing at 1000hrs Todd Dickinson – NBC
Apologies:	Jonathan Mallin – Ausgrid Russell Peake – NBC Archie Broadley – Crown Lands Ben Fallowfield – NBC – LEMO Nathan Moran – Metro LALC Scott Short – Ausgrid Michael Hudson – REMO Chad Weston – NPWS Rodney Clark – NPWS Warren Cree – RFS Peter Jensen – SHFT
Minutes by:	DAC – Jodi Cree

Minutes

Meeting Opened: 10:00

1 Welcome

Chairperson, Councillor Sue Heins, welcomed all.

2 Apologies

As tabled above

3 Minutes of the Last Meeting

- 16 General Business – should be neighbour not resident of Spring Cove Development
- Minor Changes from Northern Beaches Council
- Date – should be December
- Update to NORTHERN BEACHES COUNCIL comments on Manual APZ Hazard Reductions

Motion: Minutes from the Northern Beaches BFMC meeting held 1 December 2020, with amendments as tabled are accepted.

Moved: Chris Munro - NORTHERN BEACHES COUNCIL
Carried

Seconded: Scott Crosweller (RFS)

4 Matters Arising

Nil – covered in Agenda

5 Election of Chairperson for 2021

Clr Sue Heins is elected as Chairperson for 2021 with Clr Ian White as the alternate chair.

All in favour

6 Correspondence In

Nil

7 Correspondence Out

- 2 Dec 2020 - Minutes BFMC - 1 September 2020
- 3 Dec 2020 – Draft Northern Beaches Bush Fire Management Policy
- 10 Dec 2020 – Draft Minutes – BFMC – 1 December 2020
- 19 Feb 2021 – Agenda – BFMC – 2 March 2021
- 22 Feb 2021 – Letter – BFCC re Risk Management Plan

8 Update on the 2020/21 Bush Fire Season

We have had a very quiet bush fire season. While the fire-fighting side was very quiet, we took the opportunity to attend to HR preparations.

9 Update on 2020-2021 Hazard Reduction Program

No change since the last meeting. 19 HR's have been completed covering 432ha. Report is attached to the minutes.

Outlook – there has been a slight change in the weather forecast for the next month, possibly some drier weather in early April. Large number of HR's are ready to go from all agencies however it is still too wet at the moment. Looking at a possible start to the HR season in late July.

10 2021-2022 Hazard Reduction Program

Sub Committee to meet over the next 2 months to prepare a program for the June BFMC.

11 2020-2021 Manual (APZ) Hazard Reductions

NORTHERN BEACHES COUNCIL – Progressing full steam ahead with \$920k of grant funding. Works are well and truly underway with 66km over 370 sites.

Contractors are working and maintaining APZ's

RFS – reminder to NORTHERN BEACHES COUNCIL to submit claims as soon as possible. RFFF funding needs to be signed off by the Executive Officer.

NORTHERN BEACHES COUNCIL – Thanks to RFS. Funding has been received for some sites that have never received funding before. Next year we hope the funding is approved and available earlier so invoicing and works can occur earlier. All works have been scheduled.

RFFF funding needs to be claimed by the end of April.

Grant funding can be carried forward however we need to push to spend it by the end of the financial year.

Executive Officers have discussed concerns regarding the timing of funding and raised it at Area level.

RFS have completed HRC and environmental assessments for APZ's on behalf of Office of Strategic Planning in the Ingleside area. Contractors are being engaged.

Please start entering your HR's into BRIMS. Guardian should become available after April/May. George and Scott will be providing training once they have been trained.

12 Fire Trails / FAFT Plan

NPWS have submitted some minor changes. These will need to go through the full process once the plan has been adopted by the BFCC. The FAFT plan was approved by the BFMC last September.

We can start to apply for funding under the approved FAFT plan.

Where trails have multiple land owners, we are trying to get approval for RFS to do the work with an agency sponsor

- Sandy Trail
- Douglass Estate
 - o Will be looking at council to sponsor this trail as the residents do not use it.

NORTHERN BEACHES COUNCIL – Gibbs Trail - Gibbs Trail is identified under the FAFT as Strategic Cat 1 and requires maintenance/upgrades to achieve the Fire Trail Standard, the trail is currently degraded/eroded. The trail is partly NBC and Department of Education, NBC propose to sponsor works on Department of Education land with funding support from NSW RFS. Can funding for this or more immediate works to make the trail trafficable be supported? Also number of other trails in Manly Dam that need to be upgraded.

RFS – apply for each section independently, arrange a quote then apply for funding.

Area – the Executive Officer can apply for expedited funding where work is urgently needed. If the BFMC ranking changes, put it forward with reasons why.

Use the same funding portal

- Fire Trails is the old segment portal
- Others is the FAFT Plan

Area – NPWS have internal funding as well.

13 Bush Fire Risk Management Plan (BFRMP)

Gary Hansen from Area addressed the meeting. Gary's role is to provide support for the BFRMP, FAFT etc.

New Risk Management Plan (RMP) is due to be delivered in its entirety this year. Believe it can be completed in 3-4 months.

Intent is to make a RMP that is used regularly by the BFMC and is clear and understood by the community. Maps will be available for the community to drill into as far as they wish.

In order to ease the burden on the BFMC to develop the plan, Area will assist with analysis and prep work to then present back to the BFMC.

A basic risk rating of each asset will be produced.

Simulation occurs with thousands of fires to show the impact of a fire and outcomes of any works/treatments completed.

University of Melbourne conduct these simulations over 3-4 weeks.

Timeline is as follows:

- Initial 3-hour workshop
- 1 week later – a full 1-day workshop to review data
- While data is being processed, review any proposed HR works to address risks
- Workshop held with an overlay of fire risk and proposed HRs – mechanical and burning
- Approximately a 4-6 week process

Once this is complete, and everyone is happy, the Draft BFRMP is released for public comment.

The process is expected to start mid-April. Hope to be ready for public comment by the end of June for a 6-week review.

RFS – it is important for Captains and Group Officers to be involved.

NORTHERN BEACHES COUNCIL – We have some existing Fire Management Plans for reserves, and looking at renewing where dated and appropriate., should we wait?

Area – can be used as a treatment. Suggest holding off finalising until the RMP is complete.

Area will provide a spatial file to be distributed to all land managers to start using. Data can also be drawn from BRIMS.

NCC – will areas that are environmentally significant but have no statutory standing be considerations?

Yes – BFMC can consider them as environmental assets.

The Bush Fire Prone Land and Risk Management Plan will be more closely aligned moving forward however not all bush fire prone land will receive a risk rating.

The University of Melbourne work with RFS's prediction modelling team. Local knowledge is also used.

BFMC is the final consensus on treatments required.

The public will see an online web portal showing risk ratings and treatments.

14 Update on the Section 52 Operations Plan

A reminder to all agencies to ensure their details are updated, particularly with changes in staff.

15 Update on EOC & FCC Upgrades

RFS & Northern Beaches Council are redeveloping the FCC site and a project team has been established. A fee proposal is being prepared and council have allocated some funding to commence the project.

16 General Business

RFS District Manager

Supt Angelo Baldo is leaving Northern Beaches. Insp Guy Baddock is commencing on 8 March 2021. Angelo will still be involved in the FCC project.

Angelo thanked all members of the BFMC advising this committee consists of a great bunch of people with the community at heart.

The committee thanked Angelo and wished him all the best.

Public Education

BFMC to look at public education prior to the next fire season. NPWS, FRNSW, RFS and Northern Beaches Council to come up with a strategy.

NCC Biennial Conference

Biennial Bushfire Conference was postponed last year. Details of the new dates will be out soon and the event will be held totally online with a follow up Field Day – possibly on the Northern Beaches.

Ausgrid – Helicopters

Helicopters are currently conducting intensive defect inspections. Heavily focused in bushfire areas with a fairly high amount of work on Scotland Island and Western Pittwater.

Drones will be used in the next couple of weeks as well. Helicopters conduct two fly overs one for infrastructure and one for vegetation.

Thank you to NPWS for supporting Ausgrid with rectifying the sub cable to Coasters Retreat. Working with them to repair the Basin Trail.

Northern Beaches Council

The Bush Fire Management Policy and the Bush Fire Diversity Policy have been endorsed by Council.

Meeting closed: 11.28

Table 1: Action items

Ref.	Item description	Owner	Due date	Status
11	FAFT Plan	BFMC	March 2021	Awaiting BFCC approval
13	Bush Fire Risk Management Plan	BFMC	June 2021	Review to begin Mid-April
14	Update of Section 52 Operations Plan	BFMC	Ongoing	Review & Update

Table 2: Documents referred to in the meeting

Document title	Author	Version	Date
2020-2021 Hazard Reduction Program	RFS		2 March 2021

Table 3: Next meeting

Date	Start time	Finish time	Location
1 June 2021	1000hrs	TBA	Northern Beaches EOC/FCC



December 2021

Quarterly Report on Service

Performance -

Implementing the

Operational Plan 2021/22

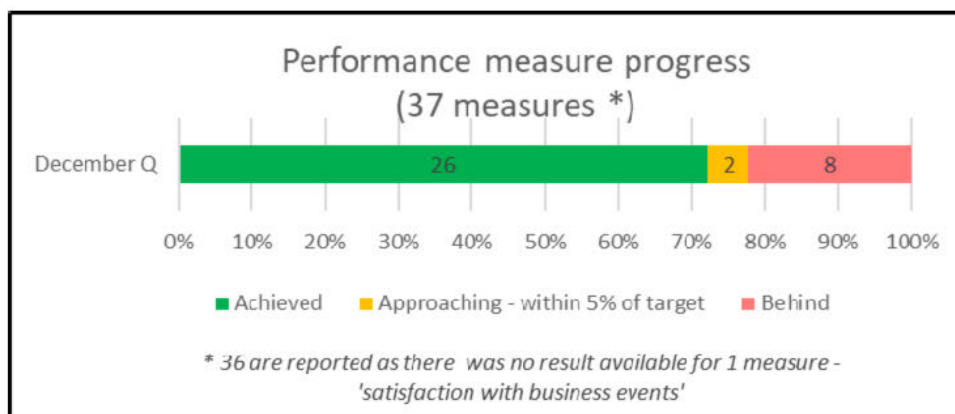
Introduction

This is a report on progress in implementing the Operational Plan 2021/22 for the quarter ending 31 December 2021. It is structured by 16 key services, with detail on service highlights, progress of projects, and the performance of services and finances. An overview of performance is below with further detail on the accompanying service pages.

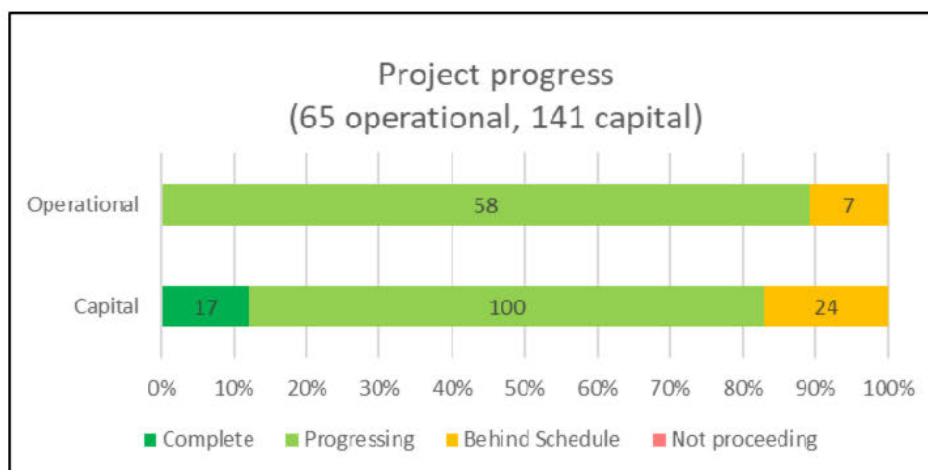
Of the 206 projects, 85% were either progressing or completed (comprised of 89% of operational and 83% of capital projects). In total, 17 projects are completed. Council's target is for 80% of all projects to be completed or progressing on schedule by 30 June 2022.

Results for 36 performance measures are included. Overall 72% of targets were achieved and 6% approached their target. Most of the results with missed targets have been impacted by COVID-19.

Performance at a glance



Project status: overall 85% completed or progressing on schedule



11 Awards and Recognition

(N = National)

Council was recognised with 11 awards and commendations for achievements across events, sustainability, community services, arts, customer service, library and Currawong Cottages works:

Australian Event Awards 2021

- ❖ State Winner & National Finalist – Best Community Event - Taste of the Beaches (N)
- ❖ State Winner & National Finalist – Best Live Public Event - Sun Run 2021 (N)

Building Designers Association of Australia (BDAA) Awards 2021

- ❖ Winner – Heritage Buildings Adaptive Reuse Currawong Cottages Refurbishment Project (N)

Local Government Week Awards 2021

- ❖ Winner – Youth Week Awards - Most Innovative Youth Program 2021
- ❖ Finalist – Leo Kelly Arts & Culture Awards – Daryung: Collaboration between North Side Aboriginal Artists and Council

Cities Power Partnership Climate Awards 2021

- ❖ Winner – Renewable Energy Achievement Award - Northern Beaches Goes Renewable
- ❖ Finalist – Energy Efficiency Achievement Award - Energy Audit and Implementation

LGNSW Excellence in the Environment Awards 2021

- ❖ Highly Commended – Silver Local Sustainability Award - Towards Net Zero Northern Beaches

National Local Government Customer Service Network (NLGCSN) Awards 2021

- ❖ Winner – Team of the Year Award - Customer Service Team of the Year (N)

National Awards for Local Government 2021

- ❖ Winner – Creativity and Culture Award – Library 2U : Creating vibrant and cohesive communities through the Arts

NSW Public Libraries Association Awards 2021

- ❖ Highly Commended – Innovation in Outreach Services Award – Library 2U

In this report each service summary includes a short update on projects for the quarter:

Key:  Complete  Progressing  Behind schedule  Not proceeding

CONTENTS

Environment and sustainability	5
Waste and cleansing.....	14
Kimbriki resource recovery centre	19
Strategic land use planning.....	23
Development assessment.....	28
Environmental compliance.....	31
Parks and recreation.....	35
Children's services.....	46
Community arts and culture	52
Library services.....	60
Transport traffic and active travel.....	65
Economic development, events and engagement	73
Property and facilities.....	79
Governance and assurance services.....	87
Customer service.....	91
Corporate support services.....	95

Environment and sustainability

HIGHLIGHTS

Coast and catchments

Planning for coastal protection works at Wetherill Street, Narrabeen Beach, has progressed and Council continues to work with residents regarding their development applications for permanent protection works. Private construction works are nearing completion between Wetherill Street and Stuart Street.

Staff monitored coastal and creek locations after a localised storm caused extensive damage to trees and infrastructure in a various suburbs on 19 December 2021. We also progress bush regeneration works across a number of coast and waterway sites, and commenced the Summer Lagoon Monitoring Program on water quality.

Stormwater and floodplains

Clearance of the Narrabeen Lagoon entrance was completed, with over 2,800 truck movements of the marine sand being undertaken.

Following public exhibition of the Wakehurst Flood Mitigation Study earlier in the year, the community feedback has been analysed and will be presented to Council in early 2022, to inform a decision on whether to proceed to the next stages of the project.

Construction works have also been completed at Fairy Bower Pool stormwater outlet upgrades with the installation of artificial tiles to transform the outlet into a living seawall. These tiles provide an ecologically friendly structure providing habitat for sea-life such as shellfish, seaweeds, oysters and marine snails.

Bushland and biodiversity

Council completed the roll-out of the Flying-fox Residents Assistance program and has assisted numerous residents with the management of aggressive or 'nuisance' wildlife, typically nesting birds. Feral animals were also controlled, including 10 foxes and 237 rabbits.

Bushland regeneration works on 125 different sites continued to improve native habitat, restoring Endangered Ecological Communities and reducing invasive weeds. A total of 834 native plants were planted, with 89 new trees now in the ground. Extensive bushland inspections were done after a severe localised storm on 19 December 2021, and a large number of emergency works were undertaken regarding fallen trees and damaged infrastructure. Over 200 related customer requests were responded to.

The team has continued to assist strategic planning with the development of planning controls for a new Local Environment Plan and Development Control Plan for the Northern Beaches. Supporting technical studies have been completed, including the draft Biodiversity Planning Review and Deferred Lands Biodiversity Survey. Advice was also provided on the Wakehurst Parkway flood mitigation works and the Beaches Link Tunnel.

Preparing for bushfires

The preparation for the new Bush Fire Risk Management Plan has continued, with a draft plan approved for public exhibition in the 2022 by the Northern Beaches Bush Fire Management Committee.

Favourable weather conditions allowed fire agencies to undertake one hazard reduction burn on Council land during this period, at Frenchs Forest. This burn resulted in fuels being reduced across 2.6 hectares to protect the community and environment. Another 26 sites are prepared and awaiting fire agencies to undertake the hazard reduction burns.

The Asset Protection Zone network has had active maintenance during the fire season at 372 sites, including 255 extreme risk ones. We also completed inspections of all fire trails, highlighting the need for works on three of the 30 trails.

Recognition on sustainability and climate change response

Council was recognised for achievements in sustainability at the National Cities Power Partnership (CPP) Climate Awards:

- Won the Renewable Energy Achievement Award for transitioning Council and the community to renewable energy, as well as meeting our corporate renewable energy and emission reduction targets early
- Finalist in the Energy Efficiency Achievement Award for the delivery of 19 broad ranging projects to reduce energy use across Council's highest using sites.

We were also highly commended for the Silver Local Sustainability Award at the Local Government NSW Excellence in the Environment Awards. This recognises our significant achievements in delivering various initiatives to help reduce Council and the community's emissions, save water and reduce waste to landfill. Our progress towards net zero emissions was also promoted through two industry conferences.

Northern Beaches Council recently completed environmental disclosure reporting through the global disclosure rating agency, CDP, for the first time in 2021 and was awarded an overall score in the highest band possible for a city or region, the 'Leadership Band'.

Council co-authored a professional industry guide on responding to climate change, to help local government extend the useful life of assets, reduce maintenance costs and encourage the switch to low carbon infrastructure. 'Climate Resilient Materials for Infrastructure Assets (Practice Note 12.2)' was publicly launched in November and also presented at the Engineers Australia Climate Smart Engineering Conference. We developed this together with Dubbo Regional Council and the Institute of Public Works Engineering Australasia (IPWEA).

Education and Volunteering

The successful Ocean Festival included events across the Northern Beaches with a mix of face-to-face and online events including film screenings, stand up paddle boarding, rock pool rambles and Science at the Steyne. The 'Life Below Water' video series is also available on our website, depicting our underwater biodiversity, especially at Cabbage Tree Bay. The Friends of Cabbage Tree Bay have also been updating their website to cover six Aquatic Reserves and regular virtual catchups have been held, including guest marine experts.

At our Environment Centres over 3,600 people of all ages participated in over 30 fun and educational workshops, held online due to COVID restrictions. Solar Conversations with residents continued, with over 80 completed to date. The Sustainable Business Network was also relaunched in December incorporating an interactive map of local businesses already embarking on their sustainability journey.

Performance measures – Environment and Sustainability	Target	September quarter	December quarter
Scheduled active bushland management completed	80%	25%*	40%*

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

- * Much of the planned works were put on hold, as bushfire hazard reduction works took precedence during the September and December quarters

Workload measures – Environment and Sustainability	September quarter	December quarter
No. sustainability education events	43	39
No. people attending sustainability education events	4,594	3,600
Gross pollutants removed from stormwater networks (tonnes)	137	136
No. DA referrals for assessment of environmental controls [†]	847	888

Notes on results:

[†] DA referrals for assessment of environmental controls include those for coastal protection works, development engineering, stormwater/floodplain/ creek works and other works affecting the natural environment or its biodiversity. This is a subset of all applications that Council receives and assesses.

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Undertake environment studies and investigations to support strategic planning of the Northern Beaches - Executive Manager Environment & Climate Change

The draft Northern Beaches Environment Study was approved by Council for public exhibition at the October meeting. The document will be exhibited until mid-February 2022.

The following technical studies are also being prepared to support the new strategic planning framework: Estuarine Planning Levels, Review of Waterways, Wetlands and Riparian Lands, Water Cycle Management, Geotechnical Review, Deferred Lands - Review of Existing Information, Biodiversity Survey and the Biodiversity Planning Review.



Expand and improve volunteer, sustainability and environment centre programs in response to community priorities - Executive Manager Environment & Climate Change

Bushcare and Community Nurseries: We are starting a new corporate Bushcare site to help rehabilitate the Avon drain leading into Dee Why Lagoon. A new Nursery database is being developed, and a new soil bay being constructed at the Curl Curl Community Nursery.

Environment Centres: Community events included four Ocean Festival rock platform walks in December; a stall at the Surf Lifesaving event at Rat Park on December 12; and nine community webinars. High school excursions and online lectures were conducted; and our summer Kids on the Coast program commenced. Eco School's Grants have been launched for 2022, and all local schools invited to apply.

Community Sustainability: The Simplifying Solar program released a video on Five Steps to Solar; and some 80 Solar Conversations have been completed to date. A webinar was held for residents in December on Solar and Batteries.

We also launched the new interactive Sustainability Business Network (SBN) map, which is now LIVE for both businesses and the general public to use – this is supported by toolkits, a webinar and a calendar of events. Water saving assessments were also provided to two restaurants and two childcare centres.



Investigate and implement viable options to reduce minor flooding on Wakehurst Parkway - Executive Manager Environment & Climate Change

These investigations are focused on identifying and, if feasible, implementing options to reduce very frequent flooding of the Wakehurst Parkway roadway. A report on options has been exhibited earlier in the year, and a community engagement report is being prepared on the feedback received. This will be presented to Council in coming months, to inform a decision on whether to proceed to the next stage of the project.

Further investigations are commencing for improvement works at Oxford Falls, while environmental investigation options at The Bends are being undertaken.



Develop and implement action plans and reporting to support the Environment and Climate Change Strategy - Executive Manager Environment & Climate Change

Action plans are being prepared as required following adoption of the Environment and Climate Change Strategy. The Climate Change Action Plan has been completed and is available on Council's website.

The Biodiversity and Bushland, Waterways and Catchments, Coast and the Education and Engagement Plans are in final stages of preparation and will be published on Council's website in the near future. The draft documents underwent review by the Environment Strategic Reference Group as well as internal stakeholders.



Develop and implement a Narrabeen Lagoon Entrance Management Strategy - Executive Manager Environment & Climate Change

The Narrabeen Lagoon Entrance Management Strategy will investigate and develop long term options for the management of Narrabeen Lagoon in addition to optimising Council's existing emergency response arrangements.

During December, Council staff have reviewed the consultant's latest changes to the strategy, which incorporated recommendations of the external peer-review workshop. The peer reviewers have provided additional comments, which Council is working with the consultant to incorporate.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Coastal Protection



Collaroy-Narrabeen Coastal Protection Works - Executive Manager Environment & Climate Change

The next stage of the Collaroy-Narrabeen Coastal Protection Works are planned to be constructed at Wetherill Street, to tie in with private protection seawall works that are currently under construction to the North and to the South.

The Tender Drawings and Environmental Assessment are now complete and a private Request for Quotations (RFQ) has been issued and responded to on Tenderlink. However, additional design works are now required to produce the hybrid sea wall with rock revetment at the base and an L-wall in the upper half.

Tender drawings and specifications have been finalised by Haskoning and will be issued to Soil Conservation for re-pricing.

Council aims to commence construction on the next stage of public works in mid-2022.

Stormwater program



Planned Stormwater New - Executive Manager Environment & Climate Change

Dee Why GPT Design: Community consultation on the design is currently underway, and detailed design will commence following feedback.

Asset Inspection Program: Works have commenced in Manly and Narrabeen.

Collaroy Water Quality Strategy: a consultant is investigating concept options for works to improve water quality at Collaroy Beach.

Drainage Improvements: Council is currently undertaking design investigations for several drainage projects. Detailed design has been completed and works will commence in the new year on Scotland Island. Concept design stage is underway and expected to be complete in February for works at Lindley and Walker Avenue, Narrabeen. The detailed design is currently being finalised for Brookvale stormwater outlet near Ankali Road, works are expected to commence next year. For Park Street, Mona Vale, detailed design and construction drawings for the flood mitigation works are being finalised.

The program is currently behind schedule due to contractor/consultant availability and inclement weather.



Warriewood Valley creekline works - Executive Manager Environment & Climate Change

Fern Creek Bridge Construction: The Contract with Total Earth Care for bridge construction has been completed and the bridge is open.

Works as Executed drawings and Engineering Certification to be completed prior to handing the asset over to Parks and Recreation.

Prosperity Wetland Design: The concept design for the new wetlands is in progress.



Collaroy ocean pool outlet stormwater investigation: Detailed design and stakeholder consultation are underway for urgent works to stabilise the seawall and the drainage system near the Ocean Pool.

Pipe remediation works: Works have been completed at Powderworks Road, North Narrabeen, Cutler Place, Cromer and Creer Place, Narrabeena. Quotes are being sought for works at Willandra Road.

Drainage works: Design investigations are underway for several drainage projects, including Balgowlah Road Manly, and King to Bishop Street in Newport. Detailed design is in progress for Darley Road, Manly and Pozieres Parade in Allambie Heights. Drainage renewal works at Foxall Street, Elanora Heights will commence shortly, once a contractor is appointed.

Freshwater catchment flood study and concept options: The flood study has commenced and expected to be complete by January 2022. Concept options will then be developed to mitigate flooding.



Reactive stormwater renewal works - Executive Manager Environment & Climate Change

The 'Reactive Stormwater Renewal' Works Program provides for investigation into stormwater issues and minor renewal works, to be carried out on the existing stormwater network. This ensures that the assets are maintained in good condition and local flooding issues are addressed.

Current Number of CRMs: 274.



Gross Pollutant Trap renewal works - Executive Manager Environment & Climate Change

Council operates, repairs and upgrades as needed, our Stormwater Quality Improvement Devices (SQIDs), including Gross Pollutant Traps (GPTs), to protect and enhance the natural environment. Due to COVID, the audits of devices within Manly Ward have been delayed. Audits of all devices within the former Manly Ward are planned for March following the Manly GPT comprehensive cleans.

The GPT cleaning program has removed over 360 tonnes of material so far this year. This includes litter and organic material (leaves, branches etc) which have been prevented from entering our lagoons and beaches.

Water and Energy Saving initiatives



Energy saving Initiatives works program - special rate variation - Executive Manager Environment & Climate Change

This project is delivering the works required to apply for designation of the Palm Beach Headland as an Urban Night Sky Place (UNSP). The UNSP working group met to progress the project on 9 December.

Council staff have been preparing documentation to upgrade the outdoor lighting including street lighting and on public buildings. Quotes received for lighting upgrades at Council amenities are being reviewed and an application has been submitted with Ausgrid to upgrade the street lights.



Energy saving initiatives works program - revolving energy fund - Executive Manager Environment & Climate Change

This project delivers renewable energy and energy efficiency projects across Council's assets and facilities. Design work has progressed for energy efficiency lighting upgrades at Dee Why Civic Centre and Cromer Administration. Preliminary design options have been reviewed and the next stage of design is underway.



Water saving and re-use initiatives - special rate variation - Executive Manager Environment & Climate Change

This project delivers water saving and re-use initiatives across Council's assets and facilities.

The preliminary design work has commenced for better water controls at Cromer Park. Funding has been allocated to rainwater harvesting at Mona Vale Surf Club as part of the reconstruction of the club. Installation of the underground rainwater tanks has been completed.

FINANCIALS - Environment and Sustainability

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	879,157	826,056	53,101	1,763,058	1,585,948	1,612,688
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	3,200	-	3,200	-	-	-
Grants and Contributions - Operating Purposes	637,022	734,324	(97,301)	1,334,811	3,103,590	3,636,931
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	1,519,379	1,560,380	(41,001)	3,097,869	4,689,538	5,249,618
Expenses from Operations						
Employee Benefits and Oncosts	(4,034,765)	(3,839,024)	(195,741)	(7,900,683)	(7,973,222)	(8,113,222)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(3,885,854)	(4,843,899)	958,045	(8,295,269)	(8,853,175)	(9,953,538)
Depreciation and Amortisation	(3,825,808)	(3,825,808)	-	(7,545,485)	(7,654,634)	(7,654,634)
Other Expenses	(3,664,560)	(3,965,349)	300,789	(6,465,697)	(7,190,697)	(7,190,697)
Internal Charges	(1,221,842)	(1,221,842)	-	(2,464,891)	(2,465,292)	(2,465,292)
Overhead Allocation	(1,575,335)	(1,575,335)	-	(3,150,669)	(3,150,669)	(3,150,669)
Total Expenses from Operations	(18,208,163)	(19,271,256)	1,063,093	(35,822,695)	(37,287,690)	(38,528,052)
Surplus / (Deficit) from Operations	(16,688,784)	(17,710,877)	1,022,092	(32,724,825)	(32,598,152)	(33,278,434)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	23,103	-	23,103	1,565,673	1,565,673	1,565,673
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(16,665,681)	(17,710,877)	1,045,195	(31,159,152)	(31,032,479)	(31,712,761)
Rates and Annual Charges						
Rates and Annual Charges	16,675,059	16,675,059	-	32,724,825	32,724,825	32,724,825

Budget commentary - year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$16,688,784) is lower than forecast by \$1,022,092 at the end of the quarter.

Total Income from Operations of \$1,519,379 is lower than forecast by (\$41,001). User Charges and Fees are higher by \$53,101 as a result of higher Development Engineering and Floodplain Risk revenues offsetting lower Environmental Education fees reduced due to the impact of Covid on operations in the first half of the year. Grants and Contributions for Operating Purposes are lower by (\$97,301) as a result of timing differences associated with the receipt of monies for Coast and Catchment, Stormwater, Bushland and Greener Communities projects.

Total Expenses from Operations of (\$18,208,163) are lower than forecast by \$1,063,093. Employee Benefits and Oncosts are higher by (\$195,741) as a result of a newly funded Resilience position, increased Stormwater staff expenditure offset by vacancies in Coast and Catchments. Materials and Services are lower by \$958,045 largely as a result of timing differences associated with the payment of Stormwater and Floodplain Engineering and Bushland and Biodiversity costs. Other Expenses are lower by \$300,789 largely as a result of timing differences associated with the payment of grants and subsidies related to the Collaroy-Narrabeen Coastal Protection works on private property.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$680,282) to (\$33,278,434) principally due to funding additional Covid response initiatives such as Rapid Antigen tests kits, additional cleaning, security and monitoring expenditure, funding of new Resilience staff, reforecast of Environmental Education fees revenue and increased part-grant funded Stormwater and Floodplain Engineering and Bushland and Biodiversity works.

Waste and cleansing

HIGHLIGHTS

Making progress on waste

We commenced development of a long-term waste and circular economy strategy. Initial research underway includes an options and feasibility analysis of organics and resource recovery from the red-lid bin. We're also exploring ways to recover more from bulky goods clean-ups. The strategy will support the NSW government's recently released Waste and Sustainable Materials Strategy 2041 and its associated Plastics Action Plan.

COVID-19 continued to impact patterns of waste generation and collection – during lockdowns more waste is collected. Earlier collection start times are also needed to comply with NSW public health orders, for separation of workers at depot. In response, our contractor URM adjusted their truck routes to minimise disturbance in the early hours.

To help drive behaviour change to reduce waste to landfill, a number of campaigns, education and other events were conducted:

- Workshops on composting
- Webinars on worm farms, composting, veggie gardening, fermented food, and feeding families on a budget
- Webinars for eight primary schools on bins, litter, composting and recycling
- Two second-hand markets were held in Avalon and Dee Why
- Two videos were released on website and social media, 'How to Swap and Go' (reusable coffee cups) and 'Swap for Good School Canteen'. Over 112,000 takeaway cups were saved from landfill thanks to our Swap Cup program
- 50 event waste management plans were assessed ensuring no single use plastics are used and suitable alternatives are proposed
- Another four school joined the program to upcycle non-wearable school uniforms, adding to the 12 schools on the program.

Our website now hosts a new interactive Reusing and Recycling map, and a community dashboard on our waste generation to track patterns across suburbs and over time.

Cleansing services

The service is being improved by a data digitisation project - this is nearing completion and being tested by live field data.

The service has continued to maintain and improve public spaces throughout the area:

- 697 incidents of illegal dumping were responded to, and the waste removed
- 568 bus shelters cleaned, with no repairs required
- 1,809 graffiti incidents reported, resulting in 5,760 m2 of graffiti removed

Our street sweeping service faced a bigger load in late December, resulting from a localised heavy storm event. This caused widespread tree fall and property damage in the central area of the Northern Beaches, and all street sweeping services were diverted to the storm affected areas first. The clean-up effort continued for weeks and is ongoing.

Performance measures – Waste and Cleansing	Target	September quarter	December quarter
Domestic waste and recycling services: Compliance with schedules	100%	100%	100%
Reports of missed waste collection services	<1%	0.6%	0.2%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✔ Complete ✔ Progressing ! Behind schedule



Implement and manage contracts for cleaning of streets, pavements, graffiti and bus shelters to provide clean public spaces - Executive Manager Waste Management & Cleansing

Cleansing digitisation is nearing completion, the software has been implemented across the cleansing team and being tested using live field data. Hardware will be progressively rolled out across the team in the new year.



Manage domestic waste contracts to maximise resource recovery and adapt to community needs - Executive Manager Waste Management & Cleansing

Waste Collection Contract - URM: Preparation for negotiation for contract/service improvements finalised, in anticipation of commencing negotiation in January/February. Some aspects of the contract not currently being delivered include the provision of residential waste bins.

COVID-19 continues to cause some concern regarding overfull bins and early starts, especially as lock down rules ease. URM are continuing to make truck route adjustments to alleviate disturbance from early starts, which have been introduced to mitigate the COVID risk.

Waste Processing Contract - SUEZ: SUEZ was formally taken over by Cleanaway Pty Ltd during December, commencing their contract to process red bins. This contract continues to divert approximately 35% of the red bin contents from landfill.

Recycling and waste disposal contract - Kimbriki: Kimbriki continues to recycle via sub-contractors such as Australian Native Landscapes and IQRenew. Council is working with Kimbriki to recover more from the Bulky Goods stream, such as timber and metal; as currently most bulky goods are landfilled.

Container Deposit Scheme sharing - IQ Renew: Staff are in discussions with IQRenew to try and achieve a better outcome for Council from the scheme.



Deliver waste programs and education to support a circular economy for our community and local business opportunities - Executive Manager Waste Management & Cleansing

Two second-hand markets were held - Bags to Riches (43 stall holders) and Avalon Car Boot sale (60 store holders) - attracting over 3,000 buyers. Our Charity Clothing Drop-off Day ran in partnership with the Australian Red Cross. We also held two workshops on composting and a webinar for 140 students from Seaforth Public School. Two videos were released on the website and social media on our program for Swap and Go reusable coffee cups.

We provided information on waste solutions in news stories and media releases to promote avoidance, reuse and recycling of waste, with an emphasis on the Christmas festive season. Over 20 community events were assessed to ensure no single use plastics are used and suitable alternatives are proposed. Numerous development proposals were assessed to ensure they meet waste management guidelines.



Improve service efficiency for customers by automating business processes and services - Executive Manager Waste Management & Cleansing

iPads have been received to improve staff mobility in managing litterbin services, supported by training and demonstrations. Cleansing Services are adopting more sophisticated data capture and analysis using Salesforce. The Waste Community Dashboard has also been published to improve data access on how to better manage the service. Improved technical processes have been documented for the Waste Team to implement.



Review waste service and infrastructure for offshore communities' needs - Executive Manager Waste Management & Cleansing

This project is on hold pending the outcome of contract negotiations.



Develop and implement a new long-term waste strategy - Executive Manager Waste Management & Cleansing

A consultant company has been engaged to investigate options and feasibility for recovery of more material from the red bins, including food organics. Staff have attended workshops with the consultant to advise on working group findings and set expectations for the consultant and council about the outcomes and reporting format.

Scoping of waste strategy has commenced, including key topic areas.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Waste and Cleansing



Public Place Bin Enclosures - Executive Manager Waste Management & Cleansing

In November, all bin locations at Avalon CBD and North Avalon were replaced with new public bin enclosures. In December, a damaged bin area at Mona Vale library was replaced with a new design. Replacements at Bilgola Plateau are planned

FINANCIALS - Waste and Cleansing Services

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	5,443	21,484	(16,041)	42,986	42,986	42,986
Investment Fees and Revenues	35,927	22,500	13,427	45,000	45,000	45,000
Other Revenues	277,125	354,450	(77,325)	708,900	708,900	708,900
Grants and Contributions - Operating Purposes	367,279	443,194	(75,915)	254,000	580,490	582,190
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	685,774	841,628	(155,854)	1,050,886	1,377,376	1,379,076
Expenses from Operations						
Employee Benefits and Oncosts	(3,925,825)	(3,826,414)	(99,412)	(8,186,017)	(8,186,017)	(8,206,018)
Borrowing Costs	(140,634)	(136,583)	(4,052)	(273,165)	(273,165)	(273,165)
Materials and Services	(20,947,958)	(22,025,253)	1,077,295	(44,681,837)	(44,964,752)	(44,999,580)
Depreciation and Amortisation	(1,370,269)	(1,370,269)	(0)	(2,773,124)	(2,741,163)	(2,741,163)
Other Expenses	-	(5,330)	5,330	-	(16,000)	(16,000)
Internal Charges	(1,517,810)	(1,473,151)	(44,660)	(3,004,081)	(3,004,081)	(3,004,081)
Overhead Allocation	(883,542)	(883,542)	-	(1,767,084)	(1,767,084)	(1,767,084)
Total Expenses from Operations	(28,786,039)	(29,720,541)	934,502	(60,685,308)	(60,952,262)	(61,007,090)
Surplus / (Deficit) from Operations	(28,100,265)	(28,878,913)	778,648	(59,634,423)	(59,574,886)	(59,628,014)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(28,100,265)	(28,878,913)	778,648	(59,634,423)	(59,574,886)	(59,628,014)
Rates and Annual Charges						
Rates and Annual Charges	54,203,989	54,068,547	135,442	59,758,325	60,165,151	60,300,592

Budget commentary - year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$28,100,265) is lower than forecast by \$778,648 at the end of the quarter.

Total Income from Operations of \$685,774 is lower than forecast by (\$155,854). Other Revenues are lower by (\$77,325) as a result of timing differences in the receipt of income from recycling. Grants and Contributions for Operating Purposes are lower by (\$75,915) as a result of timing differences in receipt of grant monies.

Total Expenses from Operations of (\$28,786,039) are lower than forecast by \$934,502. Employee Benefits and Oncosts are higher by (\$99,412) as a result of additional cleaning requirements due to COVID. Materials and Services are lower by \$1,077,295 as a result of the adjustment of contract pricing for waste processing.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$53,128) to (\$59,628,014) principally due to increases in vegetation processing due to unforeseen weather events.

Kimbriki Resource Recovery Centre

HIGHLIGHTS

COVID-19 restrictions impacted the Buy Back Centre and Ecohouse and Garden, but all other services continued uninterrupted. Demand from residents and smaller trades was very high culminating in 1,615 customers in a single day in late December.

The Buy Back Centre was refurbished during the lock-down, allowing more stock to be displayed, and improving the customer experience. Since re-opening in December, seven tonnes of items were recovered and sold to over 300 customers within a fortnight. The Ecohouse and Garden continued providing courses online through Zoom, and in December commenced some community workshops.

For the upcoming major construction of the clean water diversion system, contract negotiations were finalised, and a consent modification lodged to accommodate value engineering. Works will commence early in 2022, providing vital environmental control for the entire Kimbriki site.

Landfill cell development continued with bulk earthworks completed and lining works underway on the next cell, the Western Shelf.

Performance measures – Kimbriki	Target	September quarter	December quarter
Total waste from all sources diverted from landfill onsite	82%	82%	82%
Waste sources diverted from landfill in the Mixed Waste section onsite from all sources	10%	7.5%*	7.1%*

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

- * Low diversion rate resulted from closure of the Buy Back Centre and reduced recovery activities, due to COVID-19 restrictions

OPERATIONAL PROJECTS

Key: ✓ Complete ■ Progressing ! Behind schedule

! Research and develop improved resource recovery - Executive Manager Waste Management & Cleansing

Engineered Nano-Material (ENM) recovered from waste received has now passed testing requirements and should be shipped out for reuse in the new year. The Engineered Timber project was delayed due to COVID restrictions but the drop-off area design is underway and negotiations with the recycler being finalised. Exploring opportunities to recycle solar panels and enhanced recovery of components from e-waste as well as potential off-take arrangements for polystyrene.

Expand the sustainability hub and enhance social enterprise opportunities - Executive Manager Waste Management & Cleansing

Onsite meeting with Reverse Garbage conducted and a schedule of initial adult workshops developed to commence in February 2022. Quotes received and work awarded to refurbish buildings in the Hub to make them suitable for classes. Bikes 4 Life preparing to hold bike repair workshops as an expansion of their existing operations on-site. Discussions continue with Council on synergies with other waste education/awareness programs. COVID lockdowns in earlier months have delayed progress.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Kimbriki improvements

Kimbriki clean water diversion system - Executive Manager Waste Management & Cleansing

The contractor has been engaged, reviewed the design and submitted consent modification to accommodate design refinements. Final pricing is confirmed and preliminary plans of management have commenced. There were minor delays to the project earlier to finalise the design and check consent requirements.

Kimbriki gas capture system - Executive Manager Waste Management & Cleansing

Installation of gas capture infrastructure in and around landfill cell 4A continued throughout the quarter. Gas flare operational and meets all demands and regulatory requirements.

Kimbriki Western Shelf Landfill Cell Development - Executive Manager Waste Management & Cleansing

Bulk earthworks were completed and lining works commenced. There were some delays to the lining works in November due to adverse weather conditions, but the project is on budget and should be completed by February 2022.

Kimbriki Mid-West Landfill Cell Development - Executive Manager Waste Management & Cleansing

Works not yet commenced, currently in design phase.

Kimbriki vehicles - Executive Manager Waste Management & Cleansing

No purchases this quarter.

Kimbriki renewal program - Executive Manager Waste Management & Cleansing

Roadworks, building upgrades and fit-out of the refreshed Buy Back Centre completed and the facility re-opened 18 December.

Kimbriki other - Executive Manager Waste Management & Cleansing

Office equipment purchased as required.

FINANCIALS - Kimbriki Resource Recovery Centre

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	18,552,517	18,172,459	380,059	36,950,594	36,950,594	37,330,383
Investment Fees and Revenues	32,208	27,000	5,208	54,000	54,000	59,208
Other Revenues	2,047,592	1,242,841	804,751	2,615,472	2,615,472	3,539,767
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	147,439	135,889	11,550	271,779	271,779	283,329
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	20,779,757	19,578,189	1,201,568	39,891,845	39,891,845	41,212,687
Expenses from Operations						
Employee Benefits and Oncosts	(2,364,187)	(2,465,795)	101,607	(4,931,589)	(4,931,589)	(4,829,982)
Borrowing Costs	(868,537)	(873,823)	5,286	(1,748,164)	(1,748,164)	(1,742,618)
Materials and Services	(9,749,028)	(9,050,108)	(698,920)	(18,464,024)	(18,464,024)	(19,191,840)
Depreciation and Amortisation	(1,838,063)	(1,684,560)	(153,503)	(3,369,120)	(3,369,120)	(3,740,585)
Other Expenses	(4,140,685)	(4,185,803)	45,117	(8,374,955)	(8,374,955)	(8,328,163)
Internal Charges	-	-	-	-	-	-
Overhead Allocation	-	-	-	-	-	-
Total Expenses from Operations	(18,960,500)	(18,260,088)	(700,412)	(36,887,852)	(36,887,852)	(37,833,188)
Surplus / (Deficit) from Operations	1,819,257	1,318,102	501,156	3,003,993	3,003,993	3,379,499
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	1,819,257	1,318,102	501,156	3,003,993	3,003,993	3,379,499
Rates and Annual Charges						
Rates and Annual Charges	-	-	-	-	-	-

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total Surplus from Operations of \$1,819,257 is higher than forecast by \$501,156 at the end of the quarter.

Total Income from Operations of \$20,779,757 is higher than forecast by \$1,201,568.

User Charges and Fees are higher by \$380,059 as a result of additional tipping fee revenue.

Other Revenues are higher by \$804,751 as a result of increased recycling income.

Total Expenses from Operations of (\$18,960,500) are higher than forecast by (\$700,412).

Employee Benefits and Oncosts are lower by \$101,607 as a result of a reduced requirement to pay overtime and casual hours costs.

Materials and Services are higher by (\$698,920) as a result of higher contract costs associated with the processing of higher tonnages of vegetation.

Annual Forecast

For the full financial year the Total Surplus from Operations is forecast to increase by \$375,506 to \$3,379,499 principally due to increased fee revenue from recent storm damage, higher Metal recoveries and the re-opening of the Buy Back Centre, reduced requirement to pay Overtime and Casual rates and the receipt and processing of higher vegetation volumes. This is partially offset by increased depreciation of landfill cells and new projects.

Strategic land use planning

HIGHLIGHTS

Northern Beaches Local Environmental Plan

Council continued to analyse submissions from the public exhibition of a discussion paper on the proposed Northern Beaches Local Environmental Plan (LEP) and Development Control Plan (DCP). A summary report is being prepared. Work also continued on studies to support the preparation of the new LEP, including a Local Character Study and review of environmental/conservation zones.

Frenchs Forest

The NSW Government published a notice on 17 December 2021 advising that the Frenchs Forest 2041 Place Strategy had been finalised and new planning controls for the precinct will come into effect in June 2022.

The Place Strategy is a 20-year plan for:

- A new town centre with shops, offices, restaurants, and cafes
- 2,000 new homes
- Up to 2,000 new jobs
- 1.5 hectares of new open public space.
- Better walking and cycling connections and upgrades to local roads

The Place Strategy is supported by a Special Infrastructure Contribution, which will provide up to \$37.3 million to pay for the infrastructure needed for the development of Frenchs Forest. Other measures which make up the Place Strategy include over \$6 million in upgrades to Brick Pit, Akora and Rabbett Reserves as well as other improvements to local parks.

Council has received written confirmation from the Minister of Planning and Public Spaces that the open space in the Frenchs Forest town centre will be dedicated to Council at no cost, valued at approximately \$100million.

Development of the town centre will start once The Forest High School has been relocated to a new site in Allambie Heights.

The Place Strategy also includes a requirement to provide an affordable rental housing target of 15% in the town centre and 10% elsewhere in the precinct, in alignment with Council's Affordable Housing Policy.

Work is continuing on the preparation of the Development Contributions Plan for Frenchs Forest under Section 7.11 of the Environmental Planning and Assessment Act and Ministerial Directions.

Northern Beaches Affordable Rental Housing Scheme

Council's adopted Northern Beaches Affordable Rental Housing Scheme is with the NSW Department of Planning, Industry and Environment for approval. The Scheme has been referred to in proposed amendments to Council's Local Environmental Plan for the Frenchs Forest Priority Precinct (Plan). The Scheme sets out the process for the transfer of title to Council of between 10% and 15% of all new apartments and houses built under the Plan for use as affordable rental housing.

Mona Vale Place Plan

The procurement process to engage lead consultant for the preparation of the Mona Vale Place Plan commenced in October 2021. The project inception meeting with the consultant was held on

24 November 2021. The project formally commenced in December 2021 with a Your Say project page, media release and advertising of the Expressions of Interest to participate in the Project Working Group. The consultant has prepared the draft Community Engagement Plan which is currently being reviewed.

Manly Place Plan

Council and its consultants have met with the Manly Project Working Group to develop the vision and principles for the Manly Place Plan, within the identified sites and projects that the Plan will apply to. This includes Manly Town Hall, much of the CBD and nearby commercial areas. Council is also reviewing the draft Night Time Economy Study which was prepared by an external consultant and provided to Council on 16 December 2021.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Develop Place Plans for Mona Vale, Avalon, Manly and other centres on a rolling program - Executive Manager Strategic & Place Planning

Manly Place Plan - A workshop has been locked in with a Project Working Group for after the Christmas Break. The Manly Town Hall is now officially part of the Manly Place Plan. The consultant has recently submitted an updated draft of the Manly Night Time Economy study along with an associated Noise Assessment Report.

Avalon Beach Place Plan - The draft Place Plan has been reviewed and updated in line with community submissions. A report to Council is being prepared.

Mona Vale Place Plan - The project formally commenced in December 2021. Expressions of Interest were advertised to the community for the opportunity to participate in a Project Working Group. Draft Community Engagement Plan has been prepared and is currently under review.



Prepare Northern Beaches Local Environmental Plan, Development Control Plan and associated studies - Executive Manager Strategic & Place Planning

Work continues to progress on a range of LEP and DCP matters including internal consultation. Mapping to inform the e-zone review has been provided to an external consultant to assist their study. A new version of the Local Character Study has been provided by an external consultant for Council review. The Urban Design Study has been finalised with commercial and industrial recommendations. We are awaiting feedback from NSW Department of Primary Industry and Environment on Council's adopted Local Housing Strategy as well as a recent proposed change of Environmental Zones to Conservation Zones. Proposed consolidation of business and industrial zones by Department of Planning requires significant work from Council and could also delay preparation of planning proposal for Northern Beaches LEP.



Frenchs Forest precinct planning for a sustainable area with Green Star Communities rating - Executive Manager Strategic & Place Planning

Council's request for amendments to the Frenchs Forest Place Strategy and the Explanation of Intended Effect were not agreed to by Department of Planning, Industry and Environment (DPIE). The State Environment Planning Policies Amendment for Frenchs

Forest Place Strategy is now made without amendments and will come into effect at 30 June 2022.

There is an identified shortfall in credit criteria for certification under Green Star Communities. This is due to actions of DPIE and other State Agencies and is outside of the control of Council.



Complete Brookvale Structure Planning and Rezoning - to revitalise Brookvale town centre - Executive Manager Strategic & Place Planning

Project to recommence in 2022 following the receipt of written advice from the Department of Planning, Industry and Environment on the status of other strategic land use planning projects, which impact on the Brookvale Structure Plan.



Ingleside Precinct – work with Department of Planning, Industry and Environment on the potential land release - Executive Manager Strategic & Place Planning

Council has received and currently reviewing the Department of Planning, Industry and Environment's decision.

FINANCIALS - Strategic Land Use Planning

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	515,682	560,549	(44,867)	1,121,547	1,121,547	1,208,247
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	562,305	588,930	(26,625)	365,555	615,555	615,555
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	1,077,987	1,149,479	(71,492)	1,487,102	1,737,102	1,823,802
Expenses from Operations						
Employee Benefits and Oncosts	(2,290,884)	(2,123,668)	(167,215)	(4,543,259)	(4,543,259)	(4,543,259)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(296,711)	(1,022,615)	725,905	(1,527,840)	(1,825,878)	(1,825,878)
Depreciation and Amortisation	(32,590)	(32,590)	-	(77,915)	(65,212)	(65,212)
Other Expenses	(518,110)	(337,865)	(180,245)	(676,000)	(676,000)	(676,000)
Internal Charges	(99,656)	(99,656)	-	(209,825)	(209,825)	(209,825)
Overhead Allocation	(210,926)	(210,926)	-	(421,852)	(421,852)	(421,852)
Total Expenses from Operations	(3,448,876)	(3,827,320)	378,444	(7,456,690)	(7,742,025)	(7,742,025)
Surplus / (Deficit) from Operations	(2,370,889)	(2,677,841)	306,952	(5,969,588)	(6,004,923)	(5,918,223)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(2,370,889)	(2,677,841)	306,952	(5,969,588)	(6,004,923)	(5,918,223)
Rates and Annual Charges						
Rates and Annual Charges	2,919,957	2,919,957	-	5,969,588	5,969,588	5,969,588

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$2,370,889) is lower than forecast by \$306,952 at the end of the quarter.

Total Income from Operations of \$1,077,987 is lower than forecast by (\$71,492).

User Charges and Fees are lower by (\$44,867) as a result of section 10.7 planning income.

Total Expenses from Operations of (\$3,448,876) are lower than forecast by \$378,444.

Employee Benefits and Oncosts are higher by (\$167,215) as a result of very few staff vacancies and limited annual leave being taken due to COVID.

Materials and Services are lower by \$725,905 as a result of timing of land use planning works.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$86,700 to (\$5,918,223) principally due to additional section 10.7 planning certificate income.

Development assessment

HIGHLIGHTS

This quarter 506 Development Applications, 159 Modifications of Consent and four Reviews of Determination were lodged for assessment. 60 Pre-Lodgement meetings were held.

The primary focus this quarter has been to manage the increased volume of Development Applications lodged, over the previous quarter. Although there were a similar number of applications lodged in comparison to this time last year, there was a 56% increase in the total value of development lodged, as several large applications were lodged this quarter. A breakdown of data of applications lodged and determined during this quarter can be viewed on Council's website under Development Activity Reports.

Environmental review of applications

Around 900 development applications were referred for environmental assessment, to ensure that impacts and hazards are properly addressed for the natural environment and infrastructure:

- Around 100 with stormwater and floodplain considerations
- Over 250 with coastal, water management and riparian considerations
- Around 200 with bushland and biodiversity considerations
- Over 350 with engineering aspects for assessment.

In addition, over 240 applications were received for assessment and certification under the Roads Act, Environmental Planning & Assessment Act, Conveyancing Act and the Local Government Act for activities such as driveways, legal document authorization, hoarding permits and subdivisions.

Performance measures – Development Assessment	Target	September quarter	December quarter
90% of development applications, modifications and reviews determined within a 75 day average	<75	49	52
Outstanding applications, modifications and reviews older than 100 days (since application received)	<20%	12%	17%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

FINANCIALS - Development Assessment

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	2,236,278	1,749,360	486,918	3,200,000	3,400,000	3,700,000
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	2,236,278	1,749,360	486,918	3,200,000	3,400,000	3,700,000
Expenses from Operations						
Employee Benefits and Oncosts	(2,702,807)	(2,517,361)	(185,446)	(5,385,504)	(5,385,504)	(5,485,504)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(255,923)	(290,350)	34,427	(580,031)	(580,031)	(580,031)
Depreciation and Amortisation	(47,469)	(47,469)	-	(113,487)	(94,984)	(94,984)
Other Expenses	-	-	-	-	-	-
Internal Charges	(94,731)	(94,731)	-	(202,662)	(202,662)	(202,662)
Overhead Allocation	(335,943)	(335,943)	-	(671,887)	(671,887)	(671,887)
Total Expenses from Operations	(3,436,873)	(3,285,854)	(151,019)	(6,953,571)	(6,935,068)	(7,035,068)
Surplus / (Deficit) from Operations	(1,200,595)	(1,536,494)	335,899	(3,753,570)	(3,535,067)	(3,335,067)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(1,200,595)	(1,536,494)	335,899	(3,753,570)	(3,535,067)	(3,335,067)
Rates and Annual Charges						
Rates and Annual Charges	1,770,526	1,770,526	-	3,753,570	3,753,570	3,753,570

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$1,200,595) is lower than forecast by \$335,899 at the end of the quarter.

Total Income from Operations of \$2,236,278 is higher than forecast by \$486,918.

User Charges and Fees are higher by \$486,918 as a result of development application income.

Total Expenses from Operations of (\$3,436,873) are higher than forecast by (\$151,019).

Employee Benefits and Oncosts are higher by (\$185,446) as a result of lower staff vacancy rates.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$200,000 to (\$3,335,067) principally due to additional development applications income.

Environmental compliance

HIGHLIGHTS

Council has recently undertaken inspections at temporary events located around the Local Government Area to assess compliance with the Food Act. The investigation is necessary to ensure the likelihood of food contamination is eliminated or reduced and that there is no imminent risk to public and/or environmental health.

Council has signed up to participate in the 'Get the Site Right' program to advise builders and developers on best practice erosion and sediment controls. Construction site inspections were conducted during 'Blitz Week' from 15-19 November 2021. Council is working closely with other councils, Sydney Water, NSW Environment Protection Authority (EPA), NSW Department of Planning, Industry and Environment (DPIE) and other local and state government agencies to develop long-term strategies to prevent sediment runoff and other pollutants from entering our waterways.

Council commenced arbovirus surveillance in conjunction with NSW Health in late November for the 2021-22 season. The program runs during the warmer months when mosquitoes are most active. The program provides education to the community on what they can do to reduce their risk as well as warnings when we receive positive detections of the virus. There are two ongoing sampling locations, one in Warriewood wetlands and one close to middle creek around Narrabeen lagoon. These are the same sites used in previous years.

Council is looking to undertake an intensive survey of Scotland Island to get a better idea of local mosquito populations given the higher number of wastewater systems and rainwater tanks on the island, where mosquitoes may breed. The survey will provide data on the public health risks associated with the island, which can be supplied to NSW Health, Sydney Water and other state agencies to help decision making for a local sewerage scheme.

Performance measures – Environmental Compliance	Target	September quarter	December quarter
Critical and high-risk public health inspections completed, in line with schedule	100%	0%*	76%**
Critical and high-risk retail food premises inspections completed, in line with schedule	100%	0%*	33%**

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

- * NSW Health Orders related to COVID-19 restrictions have meant that investigations have been limited to reported complaints.
- ** NSW Health Orders related to COVID-19 restrictions have meant the inspection program was delayed until restrictions eased in October 2021.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Review environmental compliance tools and procedures to improve customer experience - Executive Manager Environmental Compliance

Northern Beaches Council has signed up with local councils across Sydney and the Hunter Coast to participate in the 'Get the Site Right' program, to advise builders and developers on best practice erosion and sediment controls. Construction site inspections were conducted during 'Blitz Week' from 15-19 November 2021.

Council commenced arbovirus surveillance in conjunction with NSW Health in late November for the 2021-22 season. The program educates the community on what they can do to reduce their risk as well as warnings when we detect positive results.

FINANCIALS - Environmental Compliance

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	919,910	1,045,241	(125,332)	2,331,415	2,131,415	1,901,193
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	2,266,283	1,697,239	569,045	8,177,500	5,787,618	5,989,692
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	3,186,193	2,742,480	443,713	10,508,915	7,919,033	7,890,885
Expenses from Operations						
Employee Benefits and Oncosts	(4,580,330)	(4,675,695)	95,365	(10,002,923)	(10,002,923)	(10,002,923)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(760,417)	(596,150)	(164,268)	(1,726,567)	(1,238,991)	(1,530,515)
Depreciation and Amortisation	(91,688)	(91,688)	-	(219,202)	(183,464)	(183,464)
Other Expenses	(7,935)	(3,176)	(4,760)	(1,509)	(6,509)	(6,509)
Internal Charges	(318,387)	(318,387)	-	(681,140)	(681,140)	(681,140)
Overhead Allocation	(593,983)	(593,983)	-	(1,187,966)	(1,187,966)	(1,187,966)
Total Expenses from Operations	(6,352,742)	(6,279,079)	(73,663)	(13,819,307)	(13,300,993)	(13,592,517)
Surplus / (Deficit) from Operations	(3,166,549)	(3,536,599)	370,051	(3,310,392)	(5,381,960)	(5,701,632)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(3,166,549)	(3,536,599)	370,051	(3,310,392)	(5,381,960)	(5,701,632)
Rates and Annual Charges						
Rates and Annual Charges	1,318,027	1,318,027	-	3,310,393	3,310,393	3,310,393

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$3,166,549) is lower than forecast by \$370,051 at the end of the quarter.

Total Income from Operations of \$3,186,193 is higher than forecast by \$443,713.

User Charges and Fees are lower by (\$125,332) as a result of environmental health fees.

Other Revenues are higher by \$569,045 as a result of timing of parking fines income.

Total Expenses from Operations of (\$6,352,742) are higher than forecast by (\$73,663).

Materials and Services are higher by (\$164,268) as a result of agency staff in parking enforcement.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$319,672) to (\$5,701,632) principally due to decreased environmental health income, parking enforcement income offset by expenditure.

Parks and recreation

HIGHLIGHTS

Enhancing and managing our sports facilities

The upgrade of Brookvale Oval playing surface is complete. The new playing surface includes state of the art drainage, increased capacity and a higher quality surface which will provide an ideal playing field for National level sport.

Reusing soil from the Brookvale Oval works we were able to improve surface levels and drainage of three fields at Aquatic Reserve. The area was also returfed to provide improved playing conditions.

The rectification of the grass netball courts at John Fisher Park have been completed. The improvement of the courts will reduce the risk of injury and will also improve their playability.

We signed an agreement with the Department of Education in October for a partnership that enables us to complete the renovation and returf the little-used oval at the back of the Freshwater Senior High School Campus. This work gives the Northern Beaches' community another oval to allocate for afternoon and weekend sport, which helps to address the shortfall of sports ovals on the beaches. The oval will be open for play in time for the winter season once the turf has time to establish.

Council has also entered into an agreement with the Department of Education to use Cromer High School's sporting field outside school hours. Gaining access to this sports field will assist in taking the pressure off other neighbouring fields.

New concrete paths were installed at Avalon Golf Course to improve access and safety for golfers. A number of sportsfield renovation activities were also completed across numerous sites including fertilising of 21 hectares, top dressing of over 40 hectares, and selective herbicide spraying programs across high profile sites such as Manly Oval and LM Grahams Reserve for pest and disease control.

Returfing was also undertaken in high wear areas, such as soccer goal mouths, at Wyatt Reserve, Hews Parade, County Road, Dee Why Oval, Cromer Park and St Matthews Farm Reserve. We turfed bare areas on Hitchcock Park and large areas of Truman Reserve, as well as many minor locations across the Northern Beaches. Each of the renovation activities contributes to improved playability and safety of playing surfaces.

Bookings made easier

Our online system for booking picnic facilities at Manly Dam Reserve went live in December. Accessed via the Council webpage, customers can now examine table availability online before booking and paying. This is the first stage in bringing all open space and community centre booking online for an improved booking experience.

Upgrading parks, trails, foreshores and playgrounds

The masterplan and Plan of Management for Ivanhoe Park, Manly were adopted in October 2021. These documents set out the future development but most importantly conservation of this State heritage listed park and follows 18 months of community engagement and planning.

After talking with locals and exhibiting concept plans, we have refreshed the outdoor spaces surrounding Avalon Surf Club. The works included a new path, returfing, sandstone edging, new bin stations, a drinking fountain, bike storage hoops, a new shower tower and garden beds. Public amenity, safety and accessibility through this area have been vastly improved. Work was also completed on the landscape upgrade and fencing at North Mona Vale Headland.

We completed neighbourhood playground renewal projects at Quarry Reserve in North Manly and Gungah Reserve at Avalon. Feedback from locals informed the works undertaken in each location which includes quality accessible equipment and space where local children want to play together.

The new regional playground at Clontarf Reserve opened in December, just in time for summer. The playground features a rope pendulum swing and spinning bowls, a fishing platform, a sea reed climbing net and slide, a seahorse toddler sand play activity area and sandstone hermit crab retreat. This project has come together following community engagement between November 2018 and July 2019 and was made possible by funding from the NSW Government's Everyone Can Play grant program.

An extensive mulching program of gardens was undertaken throughout many reserves, including Winnererremy Bay, North Narrabeen Reserve and North Harbour Reserve, with a combined total of around 500 m³ of mulch spread. Approximately 2,000 plants have also been installed throughout these garden areas.

Turfing occurred at a number of foreshore areas to repair high use areas and reinstate grass coverage. Key sites included East Esplanade Reserve and South Steyne, with many other minor sites also included.

Towns and villages

Rejuvenation of the St David Avenue Park, at the corner of Pittwater Road and St David Avenue, in Dee Why was completed in October. The park and its timber boardwalk provide access to new public toilets in the adjacent Carlyle Building on Pittwater Road that are open 6am to 9pm. Ample seating has been added to the park and beautiful landscaping that features over 1,500 new plants including some beautiful coastal tree species. This once overlooked patch of parkland is now a pleasant and attractive place to wait for the bus.

Installation of nine large planters was undertaken in Manly Corso to improve aesthetics and provide much needed vegetation in the area. A large clean-up of Village Park was also commenced, with weed control and removal of large areas of plantings near the library, to assist with mitigation of antisocial behaviour.

Keeping everyone safe at the beach

The summer season kicked off in September with staged recommencement of Council patrols across the Northern Beaches. As COVID-19 restrictions eased in October and the warmer weather started to reappear, we have welcomed more people back to the beach. The season is off to a wet start, thanks to the prevailing La Nina weather event, but already we have recorded 104,900 interventions and over 2 million beach visits.

Tree management

There were 2,197 requests regarding trees on public land received from the community this quarter. A staggering 1,470 requests were recorded as a result of the major storm that occurred on 19 December 2021, affecting Narrabeen, Curl Curl and Frenchs Forest wards.

Tree Services received 175 private property advice requests and 76 alleged illegal removal requests. There were 210 applications to remove or prune trees on private land, with 80 trees approved for removal and 40 trees approved for pruning. Council has recommended a new tree be planted to replace each of the 80 of the approved removals.

268 new trees were planted across the local area as part of our ongoing public open space tree planting program, and a further 128 trees provided to the community through Council's plant give away.

The proactive public tree program, which includes audits of street trees and identified works to reduce risk of tree failure was completed in the Narrabeen ward at the end of November.

Performance measures – Parks and Recreation	Target	September quarter	December quarter
Rockpools cleaned weekly during summer season and every two weeks outside of summer	95%	98%	95%
Sportsfields mowed weekly in summer playing season and monthly in winter	95%	100%	97%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Workload measures – Parks and Recreation	September quarter	December quarter
Number of preventative actions by professional lifeguards on patrolled beaches	21,028	104,900

* **Preventative actions** are highly seasonal and reflect the increase in beach visitors.

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Develop an Open Space Strategy - Executive Manager Parks & Recreation

The Draft Open Space and Recreation Strategy has been completed for internal review.



Undertake plan of management reviews as required - Executive Manager Parks & Recreation

There were no activities undertaken in relation to this action in this period.



Continue to improve the provision and cleanliness of public amenities - Executive Manager Property

The new contract has been implemented and additional cleaning teams scheduled for the summer months.



Work in partnership with NSW agencies to facilitate the use of school land for sports - Executive Manager Parks & Recreation

In December discussions were held with the NSW Department of Education regarding additional potential partnership opportunities at the Narrabeen Sports High School.



Develop an 'Iconic Tree Register' for trees on public land - Executive Manager Parks & Recreation

The digital design and web page will be constructed during this financial year.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Reserves and Parks improvements



North Curl Curl Youth Facility - Executive Manager Parks & Recreation

A contractor has been appointed to undertake the construction of the car park, accessible ramp and water sensitive urban design features at North Curl Curl Community Centre. Work will commence in February 2022.



Warriewood Valley - public space and recreation - Executive Manager Parks & Recreation

The contract has been awarded for the sewer connection for the new toilet block at Warriewood Valley Sports Courts and the work will be undertaken in early 2022.



Youth Facilities - Merger Savings Fund - Executive Manager Parks & Recreation

Work has commenced on the construction of the all-weather pump track in The Grove, Seaforth. Construction has been hampered by wet weather in November but work on the bike track was completed before the summer vacation period, with finishing works on the periphery extending into 2022.



Brookvale Oval Upgrade - Executive Manager Parks & Recreation

Work is complete on the playing surface, and the turf will be well established and available for play in March 2022.



Freshwater Beach Masterplan implementation - Executive Manager Parks & Recreation

The design process for the Freshwater Beach Masterplan implementation has commenced and 50% concept plans were received for review in mid-December. It is likely community engagement on the concept designs will be undertaken in February 2022.



Wyatt Avenue Open Space - Executive Manager Parks & Recreation

The public exhibition of the draft Plan of Management for Wyatt Avenue Bike Park, Belrose has concluded and it is expected that Council will consider the outcomes at its February Council meeting.



Manly Dam Boardwalk - Executive Manager Parks & Recreation

Community engagement has been delayed until after the summer vacation period. Once community engagement is complete Council will issue a tender for the works with work likely to commence in Spring 2022.



Ivanhoe Park Masterplan Implementation - Executive Manager Parks & Recreation

The Plan of Management for Ivanhoe Park and Masterplan were adopted by Council in October, implementation will shortly commence through the reconstruction of the stone bridge, preparation of a vegetation management strategy and replacement of fences on Raglan Street and Sydney Road.



The concept plan and the Plan of Management enabling the development of the park and connections has been approved by Council for public exhibition at its October meeting. It is expected the outcomes of the public exhibition will be reported to Council in February 2022. It is unlikely that construction on the park will commence this financial year due to ensuring a rigorous community engagement process. The funding will be re forecast to the 2022/23 financial year at the second quarterly review.

Preparatory works for under grounding the high voltage power lines and construction of stormwater link from Dove Lane to Fern Creek will be completed on schedule this financial year.



The project is scheduled to start in February 2022.



Reserves renewal program - Executive Manager Parks & Recreation

Work is progressing on the renewal of pathways at Avalon Golf Course, while site investigations are progressing to inform the design of the new bridge at Tyagarah Reserve, Cromer. Work will commence in early 2022 on the implementation of the North Harbour Landscape Plan.

Playground improvements



Connecting All Through Play - Inclusive Play - Executive Manager Parks & Recreation

The new Clontarf Beach inclusive playground opened to the public in time for the summer vacation and has already become a very popular playground for the local community and visitors alike. The new playground provides opportunities for children of all abilities to engage in play and complements the recent improvements to accessibility at the site including an accessible ramp onto the beach and the construction of bleachers to overlook the tidal pool.



Frenchs Forest Precinct park upgrades - Executive Manager Parks & Recreation

Community engagement has been delayed until after the summer vacation period and will commence in February 2022. A tender for design services for the three parks (Brickpit Reserve, Akora Reserve and Rabbett Reserve) will be released in early 2022.



Little Manly Point Reserve Playground Upgrade - Executive Manager Parks & Recreation

Community engagement has been delayed until after the summer vacation period and will commence in February 2022. A tender for design services will be released in early 2022.



Jacka Park playground upgrade - Executive Manager Parks & Recreation

Recent advice from the Stormwater Delivery team has indicated that the Playground will need to be moved from its current location and therefore will need to be redesigned. A new concept plan will be prepared and exhibited in the first half of 2022. The funding for construction will be transferred to the 2022/23 financial year at the second quarterly review.



This project is scheduled to start in February 2022.



This project is scheduled to start in March 2022.



Playground renewal program - Executive Manager Parks & Recreation

The concept plan for Jacka Park, Freshwater will have to be revisited following receipt of new advice from the Stormwater Delivery Team. Griffith Park Playground will require further community consultation. The construction phases for both playgrounds will be deferred to next financial year. Smaller projects with no community engagement requirements (softfall and equipment replacement) will be brought forward to this financial year.

Sportsgrounds improvements



Connecting all Through Play - Active Play - Executive Manager Parks & Recreation

The tender responses for the sportsfield lighting at Passmore Reserve, Manly Vale have been evaluated and a contract will shortly be awarded, however prolonged negotiations with the preferred contractor have delayed execution. Due to long lead times for the light poles which are manufactured overseas, work is not expected to commence onsite until late autumn 2022. The tender response has also exceeded budget, however additional funding has been identified and the project will be re forecast accordingly at the second quarter review.



Sportsgrounds - new and upgrades - Executive Manager Parks & Recreation

The contractor has been delayed on other projects and will now install the shelter in January 2022.



Sports Club Capital Assistance Program - Executive Manager Parks & Recreation

In December 2021 an external consultant was engaged to provide probity advice for the 2021/22 Sport & Recreation Infrastructure Grants Program and the applications received were reviewed and assessed by the 2021/22 grants assessment panel.



Sportsfield renewal program - Executive Manager Parks & Recreation

Work has commenced on the renewal of Cromer Park Field 1 with completion expected in April 2022, weather permitting. The rectification of the grass netball courts at John Fisher Park, North Curl Curl has been completed with the establishment period lasting through to the winter 2022 season.



Lionel Watts East - Sports Storage Building - Executive Manager Property

The main building extension and lift core are finished and ready for the new lift and remaining steelwork (balustrades and stairs). Awaiting the installation of new stairs, remainder of the balustrades and the lift car early in the new year. Delay to steelwork has occurred as a result of labour shortages.

Foreshore and Building improvements



Mona Vale Surf Life Saving Club - new building works - Executive Manager Property

The amenities block and the separate Apex Park amenities are completed and open to the public. The services works are nearing completion with the installation of glazed doors and windows, internal wall linings and ceilings to commence shortly.



Long Reef Surf Life Saving Club - new building works - Executive Manager Property

Temporary facilities have been installed for public amenities and accommodation for Long Reef SLSC until the works are completed in early 2022.



Collaroy Beach accessible ramp - Executive Manager Parks & Recreation

The ramp and stairs were open to the public on 24 September 2021 following practical completion of the works.



Little Manly Beach Masterplan Implementation - Executive Manager Parks & Recreation

There has been a delay in supply of materials from overseas, delaying construction until after the summer vacation period.



Mona Vale Beach upgrade - Executive Manager Parks & Recreation

Community engagement on the concept plan commenced in December 2021 and will conclude in January 2022. Work is expected to commence in winter 2022.



Foreshores renewal program - Executive Manager Parks & Recreation

The foreshores renewal program has a number of components, all of which are at varying stages of delivery with some delivered over more than one financial year. The following is a short summary of progress on each component up to the end of the quarter.

Palm Beach path extension, seawall repair and rockpool access repair - The path extension and landscaping works were completed in early December. Works have commenced on the Hordern Park entry treatment.

Sandy Beach Reserve boat ramp remediation, Palm Beach - Works to remediate the toe of the boat ramp have been completed.

Reconstruction of seawall between Sea Scouts and Marina, Bayview - Sewer location mapping undertaken in late November. The footprint of the wall can now be confirmed and concept design progressed. Construction on this project is scheduled for 2022/23.

Taylors Point Reserve seawall, Clareville - The development application for this work has been approved and the tendering process has commenced.

Encapsulation of gabion blanket at Little Manly boat ramp - This project has progressed to the procurement stage. It is anticipated works will commence in mid-2022.

Boardwalk and bridge renewal Griffith Park, Collaroy - Investigation and design phase progressing.

Snapperman Beach Reserve seawall renewal, Palm Beach - Draft design is currently being reviewed.

Foreshore and Building improvements

Riddle Reserve seawall renewal, Bayview - A detailed survey has been completed along with the boundary identification survey. Materials are on order with works scheduled to commence in January 2022.



Rockpool - renewal program - Executive Manager Parks & Recreation

Council is currently preparing specifications for the renewal of the walkway to Palm Beach rockpool. A design brief for the major renewal of the first three rockpools of the major renewal program is being prepared and will be released to the market in early 2022.



Dinghy Storage - Executive Manager Parks & Recreation

This project is scheduled to start in January 2022.



Tidal pools refurbishment - Executive Manager Transport & Civil Infrastructure

Clontarf tidal pool project - on hold pending grant approval.

Paradise Beach tidal pool - Geotech consultants engaged and seagrass mapping reports received.

Paradise jetty and pool - Quotations received for design.



Surf Life Saving Club minor renewals - Executive Manager Property

The main focus of the minor renewals program this year was the delivery of the new training room at South Narrabeen Surf Club. That will be delayed in response to Covid related budget changes.

Other projects will proceed in the planning stages for which there are also grant applications in progress.

Newport SLSC has progressed to DA stage.

Warriewood SLSC and North Steyne SLSC - work is continuing on the masterplans.

Other minor works will include replacing sections of roof at Collaroy SLSC and replacing sections of roof at Dee Why SLSC.

Freshwater SLSC will be the subject of a master-planning process.



Surf Life Saving Club major renewals fund - Executive Manager Property

20% of the initial budget has been directed to the Manly Life Saving Club project.

The remainder has been removed as part of the Covid related budget reallocations. Additional funds to meet promised budget allocation will be provided in subsequent years.

Town centre and village upgrades



Commercial centre upgrade program - Executive Manager Parks & Recreation

Detailed design work for the upgrade of Forestville Shops continues with Request for Quotations (RFQs) for construction likely to be issued for lighting and landscape improvements at the beginning of 2022 with work to commence in mid-2022.



Work on the fencing and landscape improvements to north Mona Vale Headland have commenced and was completed in December 2021.



The concept plan for West Esplanade has been finalised following consultation with key stakeholders. There has been a delay in procuring a suitably qualified engineer to design the accessible ramp onto West Esplanade Beach. Work is expected to commence in March 2022 on the landscaping components per schedule but the ramp construction has been delayed until mid-2022.



Commercial centre renewal program - Executive Manager Parks & Recreation

The commercial centres program has three projects in 2021/22. Some elements of the program are behind schedule.

At Forestville Shopping Village the detailed design is progressing but is behind schedule because the COVID-19 health restrictions have resulted in changes to the way that the outdoor spaces are able to be used. In order to future-proof the design, it is important to revisit the layout of the space, the lighting design, and maintenance access and this has extended the time required for completion of the project.

Minor amendments are being made to the landscape concepts at Thomas Stephens Reserve in Church Point following a review of feedback from community engagement activities.

The North Narrabeen commercial centre project scope extent has been reviewed following community consultation in order to include more shop frontage. To accommodate this change to the project scope it has been necessary to defer construction to the 2022/23 financial year.

Recreational trails



Recreational trails - renewal program - Executive Manager Parks & Recreation

Work has commenced on the renewal of the Circuit Trail at Manly Dam with 65 helicopter drop offs of material successfully completed in early December. Work is expected to be completed in autumn 2022, weather permitting.

FINANCIALS - Parks and Recreation

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	1,115,840	980,471	135,368	2,419,807	1,910,509	1,920,509
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	69,902	-	69,902	-	-	84,057
Grants and Contributions - Operating Purposes	405,709	988,794	(583,085)	249,773	1,961,728	1,811,728
Other Income	2,400	99,728	(97,328)	201,856	201,856	199,456
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	1,593,851	2,068,994	(475,143)	2,871,436	4,074,093	4,015,750
Expenses from Operations						
Employee Benefits and Oncosts	(5,891,594)	(5,995,119)	103,526	(12,949,076)	(12,949,076)	(12,949,076)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(6,855,315)	(8,060,433)	1,205,118	(14,070,616)	(15,400,184)	(15,270,184)
Depreciation and Amortisation	(2,993,203)	(2,993,203)	-	(5,865,862)	(5,988,750)	(5,988,750)
Other Expenses	-	(190,785)	190,785	(256,464)	(256,464)	(256,464)
Internal Charges	(698,640)	(686,185)	(12,455)	(1,412,405)	(1,412,405)	(1,412,405)
Overhead Allocation	(1,877,310)	(1,877,310)	-	(3,754,619)	(3,754,619)	(3,754,619)
Total Expenses from Operations	(18,316,061)	(19,803,034)	1,486,973	(38,309,041)	(39,761,497)	(39,631,497)
Surplus / (Deficit) from Operations	(16,722,211)	(17,734,040)	1,011,830	(35,437,605)	(35,687,404)	(35,615,747)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	5,105,482	7,148,157	(2,042,675)	8,521,170	9,850,507	12,200,534
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(11,616,729)	(10,585,883)	(1,030,846)	(26,916,435)	(25,836,897)	(23,415,213)
Rates and Annual Charges						
Rates and Annual Charges	17,375,191	17,375,191	-	35,437,605	35,437,605	35,437,605

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$16,722,211) is lower than forecast by \$1,011,830 at the end of the quarter.

Total Income from Operations of \$1,593,851 is lower than forecast by (\$475,143).

User Charges and Fees are higher by \$135,368 as a result of parks and reserves venue hire.

Grants and Contributions for Operating Purposes are lower by (\$583,085) as a result of timing of works associated with B Line offset tree planting grant.

Total Expenses from Operations of (\$18,316,061) are lower than forecast by \$1,486,973.

Materials and Services are lower by \$1,205,118 as a result of timing of works associated with B Line offset tree planting grant and sportsfields maintenance works.

Other Expenses are lower by \$190,785 as a result of the timing of the Surf Life Club subsidy payments.

Grants and Contributions for Capital Purposes are lower by (\$2,042,675) as a result of timing of payments received for Long Reef Surf Club, North Curl Curl youth facility and Frenchs Forest precinct park upgrades.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$71,657 to (\$35,615,747) principally due to sporting field licence income and insurance costs recovered.

Children's services

HIGHLIGHTS

Community connections

During lockdown the children and educators focussed on spreading kindness (not germs) with a range of initiatives.

Belrose Children's Centre strengthened community connections with the Royal North Shore Hospital Emergency Department Staff by sending drawings and letters from the children to Emergency Department staff in our spreading kindness initiative. This progressed to initiating a giving tree where families dropped off gifts to support the local community in need. The served as a drop-off point for the Northern Beaches for the Smiles 2 U Program that provides gifts for children that are in hospital over Christmas.

Our Early Learning Centres strengthened community links through collaboration with Meals on Wheels and our library services by sending personalised cards and drawings from children to these community members to spread kindness.

Celebrating Diversity and inclusion:

The Festival of Diwali (Festival of Lights) was celebrated with the children, sharing homemade rose tea and exploring stories to develop their understanding and knowledge of a new cultural festival.

Brookvale Children's Centre and Brookvale Pre-school celebrated Children's Week, with a theme based on the United Nations' Children's Rights Charter Article 15 - "Children have the right to choose their own friends and safely connect with others". This theme will be shared through activities and practice with children and families.

Sustainability

Harbour View Children's Centre and Manly Community Pre-school have introduced stingless bees into their environment. This is an extension of the curriculum with organic gardening and sustainability action plans, as well as providing an ecosystem for our local flora and fauna.

Narrabeen Children's Centre's long-term goal of a child art exhibition titled "Colours of Childhood" was achieved in an online format. The frames for the works were collected over a period of 18 months and demonstrate the Centre's ongoing commitment to sustainable living.

Narrabeen Children's Centre delivered 4.4 kg of batteries donated by staff and families to the Office Works recycling Centre.

Leading best practice

Council continues to serve as leaders in the sector, through various best practice initiatives.

Narrabeen Children's Centre Participated in a University of Newcastle and NSW Health policy research program relating to nutrition for children.

Council centres supported families during the lockdown with personalised video messages to the children who were not attending to enhance their sense of connectedness.

Collaboration with Council's Coastal Environment Centre and Greener Communities supports the children's learning regarding sustainability and recycling projects at the centres during the summer break and to continue further sustainability practices in their home environment.

Narrabeen Children's Centre staff implemented the Kimochi program with the pre-school children. An educator undertook formal training unit on Kimochi, which assists children to identify and acknowledge different types of emotions. This is an ongoing weekly program.

Brookvale Children's Centre completed the final part of the outdoor learning space upgrade for the service. This enabled a fully integrated and purposeful outdoor space for all age groups.

All centres have completed the Transition to School statements for the children going to school in 2022, ready for the parents to review and send to the individual schools.

Harbour View Children's Centre hosted a visit from the Deputy Principal from Seaforth Public School to meet with the educators to discuss the children who will be going there next year. This will help create a smooth transition to school in 2022.

New Vacation Care location and increased Pre-school capacity

North Harbour Children's Centre will re-open in January after the Christmas break as a multi-modal centre, with Vacation Care operating out of this venue throughout the school holidays. The service will also cater to pre-school aged children commencing school in 2022, with pre-school reopening in the same venue for term one in late January with 40 pre-school places each day. We have also been recruiting for educator positions and have been successful in hiring two highly experienced Early Childhood Teachers to support the increase in intake for Pre-school children.

Performance measures – Children's Services	Target	September quarter	December quarter
No. children attending Long Day Care programs	> 700	723	718
No. children attending Family Day Care programs	> 380	356*	361**
No. children attending Preschool programs	> 100	181	179
No. children attending Vacation Care programs	Q1 > 350 Q2 > 350	478	708

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* There was a reduction in the number of Family Day Care educators providing services for children. There were also some children who are attending more days than they were previously.

** There has been a reduction in the number of Family Day Care (FDC) educators providing services for children due to NSW Health Orders which require all FDC household members to be fully vaccinated for COVID-19.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Childcare playground renewal program - Executive Manager Parks & Recreation

The new fence at North Harbour preschool has been installed and design work has commenced on minor playground improvements that will be implemented next financial year.

Implement the Children's Services Strategy - Executive Manager Children's Services

1. Develop a cost-neutral operating model for multi modal service delivery that provides flexibility for families and increases service efficiency.
 - The 2022/23 budget has been prepared to cost neutral and is with CET and finance for approval
2. Deliver a program collaboratively with one centre and one elder care service and report on the outcomes for community connections.
 - Cromer Vacation Care successfully engaged with Dee Why Gardens Retirement Village, fostering an inter-generational relationship, facilitating a communication exchange during lockdown which led to in-person visits to the centre by residents once restrictions were lifted. This is an ongoing program.
3. Develop a business case for a new Council-run centre in the upper Northern Beaches and/or Frenchs Forest.
 - This is being explored for possible opportunities.
4. Operate a multi modal service at North Harbour offering pre-school and vacation care services aligned to community need.
 - Service approval to operate vacation care at North Harbour has been granted, an application for Child Care Subsidy has been lodged and is awaiting approval. The service has been set up in Hubworks and advertised along with the other Vacation Care services that will operate over the summer school holidays. Bookings are now being taken for this new service with strong utilisation. The site is now being utilised during term for pre-school and operating vacation care in the school holiday periods,

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Childcare Buildings

Children's centres works program - Executive Manager Property

This project sees the renewal of Council owned and operated Children's Centres.

Projects:

- Roundhouse Children's Centre - Works complete.

Childcare Buildings

- Brookvale Children's Centre Playground Refurbishment - Works complete.
 - Narrabeen Children's Centre Playground Refurbishment - Detailed design 85% complete. Works to refurbish part of the existing playground is scheduled to be completed this financial year.
 - Dee Why Children's Centre Playground Refurbishment - Detailed design complete. Works to refurbish part of the existing playground have been rescheduled to be completed in future years in response to budget changes.
-

FINANCIALS - Children's Services

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	5,909,906	5,925,604	(15,697)	13,432,089	12,544,608	12,371,875
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	2,171	1,645	526	3,500	3,500	3,500
Grants and Contributions - Operating Purposes	1,650,115	1,291,315	358,800	1,307,132	1,825,770	2,278,503
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	7,562,192	7,218,564	343,628	14,742,721	14,373,878	14,653,878
Expenses from Operations						
Employee Benefits and Oncosts	(5,996,954)	(5,478,877)	(518,077)	(11,541,111)	(11,765,518)	(12,045,518)
Borrowing Costs	(3,950)	(576)	(3,375)	(1,151)	(1,151)	(1,151)
Materials and Services	(430,834)	(1,001,515)	570,681	(2,059,175)	(1,971,625)	(1,691,625)
Depreciation and Amortisation	(34,414)	(30,545)	(3,869)	(61,090)	(61,090)	(61,090)
Other Expenses	-	-	-	-	-	-
Internal Charges	(242,729)	(257,270)	14,540	(509,522)	(510,190)	(510,190)
Overhead Allocation	(385,053)	(385,053)	-	(770,106)	(770,106)	(770,106)
Total Expenses from Operations	(7,093,934)	(7,153,835)	59,901	(14,942,155)	(15,079,680)	(15,079,680)
Surplus / (Deficit) from Operations	468,258	64,729	403,529	(199,434)	(705,802)	(425,802)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	190,491	374,162	(183,671)	250,000	440,491	440,491
Surplus / (Deficit) from Operations including Capital Grants and Contributions	658,749	438,891	219,858	50,566	(265,311)	14,689
Rates and Annual Charges						
Rates and Annual Charges	(528,426)	(528,426)	-	199,434	199,434	199,434

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total Surplus from Operations of \$468,258 is higher than forecast by \$403,529 at the end of the quarter.

Total Income from Operations of \$7,562,192 is higher than forecast by \$343,628.

Grants and Contributions for Operating Purposes are higher by \$358,800 as a result of business continuity payments and timing of pre-school funding.

Total Expenses from Operations of (\$7,093,934) are lower than forecast by \$59,901.

Employee Benefits and Oncosts are higher by (\$518,077) as a result of utilisation of internal staff due to a lack of availability of agency staff and the impact of implementing COVID safe practices with a concierge service.

Materials and Services are lower by \$570,681 as a result of limited availability of agency staff.

Grants and Contributions for Capital Purposes are lower by (\$183,671) as a result of timing of grants received.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$280,000 to (\$425,802) principally due to support with Business Continuity Payments and higher attendance than anticipated.

Community arts and culture

HIGHLIGHTS

Glen Street Theatre

Glen Street Theatre reopened on 11 October 2021 in line with NSW Health Orders. Patrons returned for two sold out screenings of the Manhattan Short Film Festival on Sunday 17 October.

November saw the release of the Glen Street Theatre 2022 program and membership renewal program. The program was released in digital and printed formats. Patrons who elected to become 2022 members were provided a priority booking period until 1 January when shows went on sale to non-members. Community response has been positive.

Manly Art Gallery & Museum (MAG&M)

MAG&M reopened on 12 October, retaining the Peter Sharp and Sydney Printmakers exhibition until 7 November, which had been on exhibition for only two days before NSW Health Orders placed Sydney in lockdown. Sales from both exhibitions have been high.

On 12 November, the *Northern Beaches Environmental Art and Design Prize* opened simultaneously at MAG&M, the Curl Curl Creative Space and at the Mona Vale Pop Up Gallery space. Almost 1,000 entries were received across the nine categories and from these around 250 were elected for exhibition. Visitor numbers have rebounded because of the six-day access to all venues. The exhibitions have been complemented by artists' talks and the popular Gallery Society Members' previews.

Some events and public programs are still limited in scope and in numbers of attendees, however the Life Drawing sessions have been able to return to the Gallery at their full capacity of 20.

MAG&M has been fortunate to attract recent major donations of artworks by Geoff Harvey, Rodney Pople and Nick Hollo and ceramics by Alan Hume and two Tiwi potters of the 1970s.

Managing our Community Centres

Community Centres reopened on 11 October 2021, in line with NSW Health Orders. The service has seen additional community demand from new regular hirers, as schools had not permitted their hall hirers' return to using the facilities after hours due to COVID-19.

An online directory has been developed as a resource for the groups and businesses to promote their activities and for the public to have improved visibility of available activities. The online directory replaces the previous Course and Activity Brochure that was produced and printed each year prior to the pandemic. The online directory is free and sustainable, and changes can easily and quickly be made. It can be found on Council's webpage for Community Centres.

Community Safety

Council and Police have continued to consult on a range of operational community safety matters and implemented community safety strategies to manage public places in Mona Vale, Manly and Freshwater, and have also re-established eight Alcohol Free Zones in Avalon, Church Point, Dee Why, Freshwater, Mona Vale, Newport (two zones) and Palm Beach to prevent disorderly conduct and improve public safety.

Socially Sustainable Northern Beaches

Council undertook consultation with the community and key stakeholders on the development of Council's next Disability Inclusion Action Plan 2022-2026. A Northern Beaches Wellbeing

Framework is under development and a project to deliver a Youth Discussion Paper and Action Plan is underway.

Caring for Young People and Families

A webinar was delivered in partnership with Northern Beaches Youth Interagency and Child and Family Interagency on the topic of supporting young people make the transition from Primary to High School. The panel included the esteemed Child Psychologist Dr Michael Carr Gregg and three young people from Council's Youth Advisory Group.

Over 340 young people participated in the ARTDECKO program with an online exhibition taking place in November as part of Mental Health Month. More than 2,000 online votes were cast with winners receiving five replica skate decks of their winning artwork.

Council also partnered up with local not-for-profit Share The Spark to deliver Spark Tank. The project encourages teams of young people (8-16yrs and 17-23yrs categories) to present their entrepreneurial business and/or community ideas to a panel of local experts and receive funding to get their ideas off the ground. Six winning teams shared in over \$15,000 in prizes and the opportunity to be mentored by business professionals.

Discobility and Club All In activations were held at the PCYC in December as part of International Day of People with Disability. Both were facilitated by local service Ability Options and supported by Council.

The Adolescent and Family Counselling Service provided 224 free client counselling sessions to young people and their families. The service also hosted a pilot Art Therapy program over three weeks with young people.

Supporting Seniors

Meals on Wheels delivered over 4,000 meals to older people in the community to enable them to live at home for longer and prevent social isolation.

Council coordinated a webinar about the Carers Gateway for National Carers Week (10-16 October) with Gateway Partner Yourside's Jane Mecelli, to raise awareness about the Carers Gateway - a free service supporting carers who look after someone with a disability, mental health condition or medical condition. The session was attended by 43 people.

Council coordinated a Scams and Fraud Awareness webinar for local seniors in Scams Awareness Week (8-12 November) in partnership with the Northern Beaches Police Area Command Crime Prevention Unit to raise older residents' awareness and understanding of scams and fraud so they could recognise, avoid and report them to the relevant authorities. 90 people attended the webinar, with 85% of people indicating the webinar increased their knowledge on scams.

A Dementia Demystified webinar series was held in partnership with the Northern Beaches Dementia Alliance, CCNB, Sydney North Health and other local service partners to improve prevention and management of Dementia. 298 people participated across the five webinars in November.

A free exhibition for International Day of People with Disability was held on 3 December, featuring an array of artworks showcasing the skills of local students with disability at Warringah Mall library. The exhibition was brought to life in collaboration with local tutor and facilitator of the Artability Program, Nancy Lamott and was on display from 27 November to 23 December 2021.

The "Meet Your Street" program commenced on the first two weekends in December with a total of eight street parties. The program will be re-launched next year to expand the program that will seek to increase social connections across the Northern Beaches in our local parks and streets.

Mental health and suicide

Council continued its work with local police, health authorities and local service groups and community on a coordinated response to suicide. Council has continued with the three-year Ministry of Health funded Gatekeeper Training, with a total of 535 community members completing suicide prevention training with the target of training 1,000 community members by December 2022.

Community program volunteers

Volunteers returned to Meals on Wheels and Manly Art Gallery and Museum to continue delivering valued services to our community.

Nominations for the annual Australia Day Awards Program closed in October and assessment and judging was completed in November.

Performance measures – Community Arts and Culture	Target	September quarter	December quarter
Community centre bookings	Q1 > 9,270 Q2 > 8,450	1,175*	6,049***
Direct services: Meals services	> 4,500	4,586	4,048****
Volunteers who actively participate in ongoing programs across Council	> 650	164**	503*****

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

* NSW Health Orders related to COVID-19 restrictions resulted in only essential services running.

** NSW Health Orders related to COVID-19 restrictions have meant that volunteering has been restricted with all programs for bushcare, community development and events.

*** Community Centres reopened on 11th October 2021 in line with NSW Health Orders. Many hirers delayed their return due to ongoing restrictions.

**** Some clients stopped receiving the service as they entered residential aged care.

***** NSW Health Orders restricted volunteer activities. Programs for events, bushcare and community development were paused until restrictions eased.

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Develop a Social Sustainability Strategy and action plans to address community priorities - Executive Manager Community, Arts & Culture

Council adopted the Social Sustainability Strategy 2040 at the Council Meeting on 24 August 2021. The Community Safety Plan was adopted by Council at the Council Meeting on 28 September 2021. Action Plans currently under development are the Youth Discussion Paper, Northern Beaches Wellbeing Framework and Disability Inclusion Action Plan.



Develop a new Disability Inclusion Action Plan - Executive Manager Community, Arts & Culture

Draft plan and actions under development.



Deliver creative spaces at Mona Vale Civic Centre - Executive Manager Community, Arts & Culture

Both Spaces of the (Mona Vale) Creative Pop Up and the recently launched Pop Up Gallery have been operating smoothly. The current campaign to support local makers connect to audiences and boost the awareness of the new Spaces is going well.

The Creative Pop Up space will be programmed throughout January by the Northern Beaches Studios artists with a combination of workshops for kids and retail display.



Plan for a creative and community precinct at Mona Vale - Executive Manager Community, Arts & Culture

Project brief completed.



Implement the Coast Walk Public Art Strategic Plan - Executive Manager Community, Arts & Culture

Implementation of the Coast Walk Strategic Plan continues. Artworks at the Mona Vale and Long Reef Surf Lifesaving Clubs are in various stages of fabrication and installation, and the building constructions have been slightly delayed by Covid lockdowns.



Deliver the Performance Space at Mona Vale Public School with the State Government - Executive Manager Community, Arts & Culture

Council continues discussions with the Department of Education to finalise the design and operational licence to allow for community use of the facility.



Implement Gatekeeper training program for suicide prevention - Executive Manager Community, Arts & Culture

580 community members have completed training with 55 online training courses still in progress.



Develop wellbeing indicators to measure community resilience, capacity and connections - Executive Manager Community, Arts & Culture

Draft framework undergoing final internal review.



Investigate the establishment of Community Hubs in strategic locations - Executive Manager Community, Arts & Culture

Project underway.



Develop a plan for Glen Street Theatre, including the activation of the former restaurant site - Executive Manager Property

The Request for Tender for operation of the restaurant area closed on 12 October, but no complying tenders were received. The draft concept plan for outdoor dining space and access pathway has been developed and is being reviewed by internal stakeholders.

Operational implications of loss of this space for Glen Street Theatre are yet to be resolved. Glen Street Precinct masterplan has yet to be commenced, which will then be followed by the associated business plan.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule  Not proceeding

Art Works



Gallery Art Work Purchases - Executive Manager Community, Arts & Culture

There have been no purchases this quarter.



Theo Batten Bequest purchases - Executive Manager Community, Arts & Culture

Discussions are continuing with the artist for the roof lettering project.

Community Centre Improvements



Warriewood Valley Community Centre new works - Executive Manager Capital Projects

The Warriewood Community Centre Project is ready to go out to tender for construction, however there are a few funding issues that need to be resolved. As such, the project is behind schedule and construction is unlikely to commence in 2021/22.



Community buildings works program - Executive Manager Property

This program of work is allocated to minor work to community buildings during the financial year in conjunction with minor works to Community Centres under CR05029.

The funds were allocated for the supply and installation of tiered seating at North Narrabeen Community Centre with the works completed on 21/12/21.



Community centres minor works program - Executive Manager Property

This program of works includes for minor renewal works to community centres buildings.

The works for the Elanora Heights Community Centre staff room refurbishment and the Cromer Community Centre caretaker's flat refurbishment are now completed.

Remaining funds are allocated to window renewals at Mona Vale Bowling Club, CCTV and building re-key at Avalon Recreation Centre, building re-key at Newport Community Centre, and refurbishment of Cromer Community Centre meeting room. These works are scheduled to be carried out in January/February 2022.

Cultural Improvements



Coast Walk - art trail Executive Manager Community, Arts & Culture

All Coast Walk Public Art projects are underway.



Coast Walk Aboriginal art and signage - Executive Manager Community, Arts & Culture

Cultural Improvements

Community engagement with the local Aboriginal community completed. Sites selection underway. Planning underway for a Meet the Artist event in February 2022.



Manly Art Gallery - Executive Manager Property

Planned works and additional air-conditioning replacement works completed.



Glen Street Theatre renewal works - Executive Manager Property

The Stage 1 works are now completed and fully commissioned.

Stage 2 air-conditioning system renewal design and tender documentation is under way for the foyer area and associated spaces, with the construction phase scheduled for Financial Year 2022/23.

The structural engineer is in the process of reviewing the additional loads and requirements for the strengthening of the roof structure if required.

FINANCIALS - Community, Arts and Culture Service

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	555,497	927,086	(371,589)	4,353,455	2,449,335	2,373,405
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	101,451	89,074	12,377	780,616	453,123	453,123
Grants and Contributions - Operating Purposes	653,209	575,404	77,804	3,189,557	3,436,989	3,545,055
Other Income	20,402	26,020	(5,618)	47,028	47,028	47,028
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	1,330,558	1,617,584	(287,025)	8,370,656	6,386,475	6,418,611
Expenses from Operations						
Employee Benefits and Oncosts	(3,263,383)	(2,954,599)	(308,785)	(6,632,337)	(6,492,337)	(6,492,337)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(858,328)	(1,391,379)	533,051	(3,715,213)	(3,266,952)	(3,196,952)
Depreciation and Amortisation	(324,111)	(324,111)	-	(721,145)	(648,513)	(648,513)
Other Expenses	(246,477)	(392,607)	146,130	(2,911,012)	(2,778,119)	(2,778,119)
Internal Charges	(22,118)	(13,055)	(9,063)	(31,948)	(31,948)	(31,948)
Overhead Allocation	(421,115)	(421,115)	-	(842,229)	(842,229)	(842,229)
Total Expenses from Operations	(5,135,532)	(5,496,866)	361,334	(14,853,883)	(14,060,098)	(13,990,098)
Surplus / (Deficit) from Operations	(3,804,974)	(3,879,282)	74,308	(6,483,227)	(7,673,622)	(7,571,487)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	190,000	(190,000)	70,000	190,444	190,444
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(3,804,974)	(3,689,282)	(115,692)	(6,413,227)	(7,483,178)	(7,381,043)
Rates and Annual Charges						
Rates and Annual Charges	3,440,870	3,440,870	-	6,394,186	6,394,186	6,394,186

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$3,804,974) is lower than forecast by \$74,308 at the end of the quarter.

Total Income from Operations of \$1,330,558 is lower than forecast by (\$287,025).

User Charges and Fees are lower by (\$371,589) as a result of lower than expected community centre income.

Total Expenses from Operations of (\$5,135,532) are lower than forecast by \$361,334.

Employee Benefits and Oncosts are higher by (\$308,785) as a result of very few staff vacancies and limited annual leave taken due to COVID.

Materials and Services are lower by \$533,051 as a result of timing of suicide prevention gatekeeper training.

Other Expenses are lower by \$146,130 as a result of timing of youth and community grant payments.

Grants and Contributions for Capital Purposes are lower by (\$190,000) as a result of timing of grant income.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$102,136 to (\$7,571,487) principally due to a reduction in community centre income and additional income from the Create NSW COVID Support Grant for Glen Street Theatre.

Library services

HIGHLIGHTS

Library memberships and loans

At the end of December 2021 there were 194,697 members across the library service of which 57% are residents of the Northern Beaches. Additionally, 555 customers continued to receive the home library service through a contactless delivery process ensuring their continued access to information, literature and other library services.

Over 255,000 items were borrowed during the quarter. All loans were via the Library2U service or through digital platforms until NSW Health Orders eased restrictions on 11 October 2021. The Library2U service during lockdown delivered 73,210 items to residents through 33,239 deliveries. After restrictions eased, library branches opened to the public and regular borrowing re-commenced.

Library Platforms

The e-book and e-audiobook collection continued to remain popular with more than 77,000 loans over the quarter reflecting 32% of loans in this period. In recognition of its growth, additional funds were re-directed to further enrich this increasingly popular platform.

The e-collection features over 28,000 eBooks, eAudio and eMagazines as well as Kanopy streaming movies, research databases and tutorials including Studiosity and Lynda.com.

The Northern Beaches Library app remained popular over the quarter with 32,375 launches, 8,289 renewals and 7,526 reservations placed.

Library programs and services

Council transitioned face-to-face programs online while COVID-19 restrictions were in place. 12 new story time song and rhyme videos were uploaded to the library YouTube channel complementing the eResource 'Story Box Library' offerings.

Giving trees were set up at Warringah Mall and Manly libraries in partnership with Community Northern Beaches to collect Christmas gifts for locals in need.

After the easing of restrictions, 36 pop up sessions of Christmas story time were offered across the library branches along with three special Christmas Pantomime programs across Warringah Mall and Mona Vale.

Service improvements

Focus over the quarter was on reopening the library spaces to the public, in line with NSW Health Orders on 11 October 2021. Concierges were stationed at each library entry ensuring QR code and vaccination checks until restrictions further eased on 15 December 2021. In addition, cashless transactions were enabled and self-checkout options supported at all locations.

Council's Library2U service won the Creativity and Culture category in the National Awards for Local Government for creating vibrant and cohesive communities through the Arts.

Council has been accepted to present on the Manly Creative Library concept at the Australian Library and Information Association National Conference, highlighting the innovation in space and community usage. Council has also been accepted to present at the VALA conference on the 24/7

Technology Hub at Forestville Library discussing 'Revolutionising spaces that transcend the traditional concept of public libraries'.

Library upgrades

Warringah Mall's refurbished foyer and children's area opened to the public on 11 October. The foyer area has been enhanced with a customer centric design, increased browsing collection and service pods. The children's area features updated seating and an improved layout of the collection.

Performance measures – Library Services	Target	September quarter	December quarter
No. library memberships	> 195,000	195,068	196,194
No. youth memberships	> 36,000	36,348	37,665

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Develop a Library Strategy - Executive Manager Library Services

Feedback sought from three of Council's Strategic Reference Groups - Partnership and Participation, Community and Belonging and Places for People as well as Library staff. The project team provided a summary of the feedback to the Project Steering Group and the Library Leadership Team.



Review and implement opportunities for 24/7 access to the physical library space - Executive Manager Library Services

New 24/7 access software and unit tested and ready to be trialled with library staff and customers in the first quarter of 2022.

Quotes received for touchscreen kiosks to replace the library catalogue screens and an interactive digital wall.



Achieve dementia friendly accreditation across appropriate library services - Executive Manager Library Services

Discussed opportunities for improvement with key stakeholders in the areas of dementia friendly library spaces, resources, programs, further training requirements for library staff and education opportunities for the community.

Northern Beaches Dementia Alliance confirmed a walkthrough of Mona Vale Library in the first quarter of 2022. Feedback will be included in subsequent dementia friendly recommendations.



Develop a program of works for digitising library resources - Executive Manager Library Services

Finalised documentation and archival processes for digitisation project.

Dee Why Historic Image Collection continued being uploaded into History Hub. 131 images were uploaded and information completed on these items in December.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule  Not proceeding

Library Upgrades



Mona Vale Library - upgrades and new works - Executive Manager Property

This project is scheduled to start in April 2022.



Library Book stock - Executive Manager Library Services

Quotes for the installation of fixed or portable hearing loops have been accessed by the Mona Vale Library Branch Manager in association with key stakeholders. Portable hearing loop technology will be installed in a large meeting room and on the circulation desk.



Public Library Infrastructure Grant - Executive Manager Library Services

Request for tenders advertised on Tenderlink, pre-online tender meeting held with tenderers and site visits organised. The request for tenders is now closed and submissions are being evaluated.



Library buildings works program - Executive Manager Property

Funds have been used for minor alterations at Dee Why Library.



Forestville Library renewal works - Executive Manager Property

Stage 2 building works in preparation for 24 hour opening project are complete.

Security installations to be completed early in the new year.

Community Space and Learning



Library local priority grant purchases - Executive Manager Library Services

No purchases have been made this quarter.



Library books – replacement - Executive Manager Library Services

Summary of received stock this quarter:

Adult Fiction 24%, eBooks and eAudio 31%, Adult Non-Fiction 11%, Junior items 19% and DVDs 7%. The remaining 8% of stock received was Young Adult and Audio-Visual items.

FINANCIALS - Library Services

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	21,837	18,995	2,841	138,209	70,370	70,370
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	41,284	23,144	18,140	100,111	63,302	63,302
Grants and Contributions - Operating Purposes	782,290	724,772	57,518	744,772	824,963	824,963
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	845,411	766,911	78,499	983,092	958,635	958,635
Expenses from Operations						
Employee Benefits and Oncosts	(3,413,057)	(3,557,699)	144,642	(7,606,351)	(7,607,020)	(7,607,020)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(484,603)	(355,638)	(128,965)	(846,296)	(877,904)	(1,261,155)
Depreciation and Amortisation	(925,310)	(925,310)	-	(1,861,921)	(1,851,366)	(1,851,366)
Other Expenses	(68,250)	(118,000)	49,750	(118,000)	(118,000)	(88,750)
Internal Charges	(44,653)	(44,653)	-	(95,483)	(95,529)	(95,529)
Overhead Allocation	(516,984)	(516,984)	-	(1,033,969)	(1,033,969)	(1,033,969)
Total Expenses from Operations	(5,452,859)	(5,518,286)	65,427	(11,562,019)	(11,583,789)	(11,937,790)
Surplus / (Deficit) from Operations	(4,607,448)	(4,751,374)	143,926	(10,578,927)	(10,625,154)	(10,979,155)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	34,490	61,808	(27,318)	735,591	815,486	815,486
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(4,572,958)	(4,689,566)	116,608	(9,843,336)	(9,809,668)	(10,163,669)
Rates and Annual Charges						
Rates and Annual Charges	4,759,089	4,759,089	-	10,578,927	10,578,927	10,578,927

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$4,607,448) is lower than forecast by \$143,926 at the end of the quarter.

Total Income from Operations of \$845,411 is higher than forecast by \$78,499.

Grants and Contributions for Operating Purposes are higher by \$57,518 as a result of increased Library Subsidy and Local Priority distributions received from NSW State Library.

Total Expenses from Operations of (\$5,452,859) are lower than forecast by \$65,427.
Employee Benefits and Oncosts are lower by \$144,642 largely as a result of vacant positions within the Service.

Materials and Services are higher by (\$128,965) as a result of recognising digital books and electronic resource purchases as operational costs rather than assets.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$354,001) to (\$10,979,155) principally due to the transfer of budget from Council's Capital Works program due to recognising digital books and electronic resource purchases as operational costs rather than assets.

Transport traffic and active travel

HIGHLIGHTS

Making travel on our roads safer

Twenty sections of road were resurfaced this quarter, spanning 5km of the road network.

Other major works completed in the December quarter include traffic calming and safety improvement works in Mona Street, Mona Vale and in Heaton Avenue and Kanangra Crescent, Clontarf.

Expanding our active travel network

We completed two new footpath projects to improve active travel options and connect the community to local destinations, public transport and schools. We constructed footpaths in Urunga Street, North Balgowlah, and Makim Street, Curl Curl. This brings the total number of completed new footpath projects this year to six of the 18 planned.

The shared path network was expanded with the completion of projects along Barrenjoey Road, Mona Vale, Aquatic Drive, Frenchs Forest, Glen Street, Forestville, and Playfair Road, Curl Curl.

Works are continuing with the delivery of the Federal Stimulus School Zone Infrastructure Program (\$7,761,000 2021/22 FY) with pedestrian upgrade works completed in the second quarter around Arranoubai School, Avalon Public School, Wakehurst Public School, Elanora Heights Public School, Narrabeen North Public School, Narraweena Public School and Curl Curl North Public School.

Road safety matters

Driving off to a good start

Forty eight people attended our online workshop for supervisors of learner drivers held on 3 November 2021. This workshop offered practical advice on supervising learning drivers, completing the learner driver logbook and the benefits of driving practice.

This workshop will continue to be run online as uptake for the event has been very successful.

Securing child restraints

Our child restraint fitting service is supported by Transport for NSW and this quarter 67 families chose to participate in a COVID safe inspection. A surprising 89% of the restraints that were checked actually needed a correction made. This valuable service has resulted in 109 children travelling more safely in their family cars this quarter and into the future.

Road safety calendar

The road safety calendar is full of important safety tips and information about road rules. Over 10,000 copies of the 2022 Road Safety calendar have been distributed to 60 local locations, including Council libraries, community centres and Customer Services. Also, to many local clubs. The demand has been high this year with requests for them starting in October.

Performance measures – Transport and Active Travel	Target	September quarter	December quarter
Works on schedule for active travel assets	100%	100%	100%
Road renewals program on schedule	100%	100%	100%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Develop accessibility maps for all major town and village centres - Executive Manager Transport & Civil Infrastructure

Mapping on track with Stage 1 complete and now on the web.

Accessible bus stops and compliant pedestrian crossings which are part of Stage 2 are now included on the web.



Implement Transport Plans which support the Transport Strategy – Parking, Bike, Road Safety, Public Transport and Freight - Executive Manager Transport & Civil Infrastructure

Shared path construction and road safety programs on track.



Implement Walking Plan and Pedestrian Access and Mobility Plans - Executive Manager Transport & Civil Infrastructure

Delivery of new footpath program on track with six footpaths now constructed.



Develop Transport Plans to support the Transport Strategy – Parking, Public Transport and Freight plans - Executive Manager Transport & Civil Infrastructure

Public Transport Plan and Road Network Plan development have commenced.

Data collection and senior stakeholder engagement underway.

Parking Plan with Manager Transport Network for review.



Plan smart parking infrastructure across the Northern Beaches - Executive Manager Transport & Civil Infrastructure

As a result of the quarterly budget review, funds are no longer available this financial year for the digital parking permit project at this time, which has caused the project to fall behind schedule. However the smart parking and technology part of this project, which covers the Manly Ward, will continue as planned.



Undertake a review of the community transport service - Executive Manager Transport & Civil Infrastructure

The service Business Coordinator will commence work with Strategy & Performance, who are now the responsible project team, in early 2022.

Data reflecting normal use of service is inaccurate due to the Covid climate.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Active Travel – cycleways and footpaths



Footpath new - Executive Manager Transport & Civil Infrastructure

Program on track.



Bike Plan implementation - new works - Executive Manager Transport & Civil Infrastructure

Program on track.



Connecting Communities - footpaths program - Executive Manager Capital Projects

The Connecting Communities project is behind schedule with delays caused by careful consideration of community engagement in the final design and impacts on engagement timeframes caused by COVID-19. Additional design development is required for Whale Beach Road due to geotechnical challenges.



Connecting Communities cycleways program - Executive Manager Capital Projects

This project is scheduled to start in February 2022.



Narrabeen Lagoon pedestrian and cycle bridge - Executive Manager Capital Projects

Off-site fabrication is in progress. Site commencement has been delayed until early 2022 due to Covid impacts on crew availability and supply chain delays.



Streets as Shared Spaces: Manly & The Strand Dee Why - Executive Manager Transport & Civil Infrastructure

Evaluation ongoing.



Triangle Park North - Dee Why Town Centre - Executive Manager Capital Projects

Concept design being reviewed. Public consultation delayed due to COVID impacts, which has put the project back a few months. Design and consultation to recommence in early 2022. Funding not yet available for construction.



Fern Creek Bridge and Shared Paths - Executive Manager Parks & Recreation

The concept plan and the Plan of Management enabling development of the park and connections has been approved by Council for public exhibition at its October meeting. It is expected the outcomes of public exhibition will be reported to Council in February 2022. It is unlikely that construction on the shared paths and bridge will commence this financial year due to ensuring a rigorous community engagement process. The funding will be re forecast to the 2022/23 financial year at the second quarterly review.

Active Travel – cycleways and footpaths

Preparatory works of under grounding the high voltage power lines and construction of stormwater link from Dove Lane to Fern Creek will be completed on schedule this financial year.



Footpath renewal works - Executive Manager Transport & Civil Infrastructure

Progress on delivering this program is behind schedule due to delays from COVID-19. Despite the delay quotations are being sought from contractors and the overall program is expected to be delivered this financial year.

Road and related infrastructure upgrades



New traffic facilities - Executive Manager Transport & Civil Infrastructure

Program on track.



Scotland Island roads and drainage improvements - Executive Manager Transport & Civil Infrastructure

Designs completed.

Works scheduled for 2022.



Warriewood Valley - Traffic and Transport Infrastructure - Executive Manager Transport & Civil Infrastructure

Program needs further review.



Church Point - new infrastructure - Executive Manager Transport & Civil Infrastructure

This project is scheduled to start in July 2022.



Church Point masterplan boardwalk extension - Executive Manager Transport & Civil Infrastructure

Works commence on-site early March 2022.



Kerb and gutter new - Executive Manager Transport & Civil Infrastructure

Works commence on-site early March 2022.



Accelerated traffic facility delivery - Executive Manager Transport & Civil Infrastructure

Program on schedule.



Safer Schools Infrastructure - Executive Manager Transport & Civil Infrastructure

17 projects have now been completed in this program.



Bus stop renewal - Executive Manager Transport & Civil Infrastructure

Bus shelter at Edgecliffe Boulevard, Collaroy Plateau was replaced.



Kerb and gutter renewal works - Executive Manager Transport & Civil Infrastructure

Program on schedule.



Retaining wall renewal works - Executive Manager Transport & Civil Infrastructure

Program on schedule.



Road Resheeting program - Executive Manager Transport & Civil Infrastructure

Program on schedule



Bridge renewal works - Executive Manager Transport & Civil Infrastructure

Ocean Road, Narrabeen works slightly delayed due to low lagoon levels.

Wharf upgrades



Church Point commuter wharf expansion – investigation - Executive Manager Transport & Civil Infrastructure

This project is scheduled to start in January 2022.



Wharves works program - Executive Manager Transport & Civil Infrastructure

Environmental and engineering specialist consultant contract awarded to GHD to complete concept design for Mackerel and Currawong wharves.



Carol's Wharf renewal works - Executive Manager Transport & Civil Infrastructure

Remedial works are complete, awaiting pontoon construction off-site prior to install. Delays in manufacture of the pontoons have been caused by the restricted availability of materials. Construction is now expected on-site in February 2022.



Bells Wharf renewal works - Executive Manager Transport & Civil Infrastructure

Remedial works are complete, awaiting pontoon construction off-site prior to install. There have been further delays in the pontoon fabrication due to the lack of availability of materials. Pontoon construction is now expected in April 2022.

Car parks and parking stations



Smart Parking infrastructure project - Executive Manager Transport & Civil Infrastructure

As a result of the quarterly budget review, funds are no longer available this financial year for the digital parking permit project at this time, which has caused the project to fall behind schedule. However the smart parking and technology part of this project, which covers the Manly Ward, will continue as planned.



Car park renewal works - Executive Manager Transport & Civil Infrastructure

Program on schedule.

**Multi storey car parks renewal works - Executive Manager Property**

Complete improvement works on car parks, as required, focusing on Bungan Lane Car Park fire upgrades (which have been completed) this year.

Plant and Fleet**Major plant renewal - Executive Manager Transport & Civil Infrastructure**

Delivery program on track.

**Light fleet renewal - Executive Manager Transport & Civil Infrastructure**

Program on schedule.

FINANCIALS - Transport Traffic and Active Travel

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	7,127,936	5,144,384	1,983,552	17,775,936	13,705,223	14,270,224
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	449,333	30,478	418,854	884,971	735,482	1,029,482
Grants and Contributions - Operating Purposes	740,639	1,068,212	(327,573)	4,105,064	4,127,231	4,127,231
Other Income	7,500	5,000	2,500	10,000	10,000	10,000
Gains on disposal of Assets	587,460	303,862	283,598	607,968	607,968	607,968
Total Income from Operations	8,912,868	6,551,937	2,360,931	23,383,939	19,185,903	20,044,905
Expenses from Operations						
Employee Benefits and Oncosts	(6,014,343)	(5,920,194)	(94,148)	(12,665,096)	(12,665,096)	(12,665,096)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(6,323,380)	(7,391,693)	1,068,313	(13,524,911)	(13,502,144)	(13,992,225)
Depreciation and Amortisation	(7,542,127)	(7,542,127)	-	(14,171,276)	(15,089,921)	(15,089,921)
Other Expenses	-	-	-	-	-	-
Internal Charges	3,849,032	3,856,250	(7,218)	7,930,389	7,920,628	7,920,628
Overhead Allocation	(1,834,586)	(1,834,586)	-	(3,669,173)	(3,669,173)	(3,669,173)
Total Expenses from Operations	(17,865,403)	(18,832,350)	966,947	(36,100,067)	(37,005,706)	(37,495,787)
Surplus / (Deficit) from Operations	(8,952,535)	(12,280,413)	3,327,878	(12,716,128)	(17,819,802)	(17,450,882)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	5,207,150	15,064,908	(9,857,758)	26,278,302	31,996,004	27,225,651
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(3,745,385)	2,784,495	(6,529,879)	13,562,174	14,176,202	9,774,769
Rates and Annual Charges						
Rates and Annual Charges	7,903,492	7,903,492	-	12,523,111	12,523,111	12,523,111

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$8,952,535) is lower than forecast by \$3,327,878 at the end of the quarter.

Total Income from Operations of \$8,912,868 is higher than forecast by \$2,360,931.

User Charges and Fees are higher by \$1,983,552 as a result of the timing of parking receipts and greater road permits and road restoration revenues.

Other Revenues are higher by \$418,854 largely as a result of revenues from advertising on Council structures.

Grants and Contributions for Operating Purposes are lower by (\$327,573) as a result of the timing of the receipt of operational contributions relating to Council's Transport Network, Signs and Lines and Accelerated Streetlight Replacement programs offset by increased Road Safety salary grant receipts.

Gains on Disposal of Assets are higher by \$283,598 as a result of lower written down value on disposal of fleet item costs.

Total Expenses from Operations of (\$17,865,403) are lower than forecast by \$966,947.

Employee Benefits and Oncosts are higher by (\$94,148) as a result of there being fewer vacant positions carried during the period under review.

Materials and Services are lower by \$1,068,313 largely as a result of timing differences associated with the payment of contract services for Road Network, Assets and Planning and Parking costs and maintenance and servicing costs of Council's plant and fleet.

Grants and Contributions for Capital Purposes are lower by (\$9,857,758) as a result of timing differences associated with the receipt of grant funds for Council's footpath program, the Safer Schools Infrastructure works, Council's wharf renewal program and the rollover of funding on the Newport to Avalon section of Council's Connecting Communities - Cycleways program and Narrabeen Lagoon Pedestrian and Cycleway Bridge works to the 2022/23 financial year.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$368,920 to (\$17,450,882) principally due to increased road restorations revenue, additional advertising on Council's structures revenue offset by increased costs on Council's road network and restorations.

Grants and Contributions for Capital Purposes are forecast lower by (\$4,770,353) principally due to the rollover to the 2022/23 financial year of the Connecting Communities - Cycleways program job.

Economic development, events and engagement

HIGHLIGHTS

Business Support Service

Council continues to provide our Support Service to assist businesses with any query to help them restart or operate their business on the Northern Beaches. Appointments have quietened down over the last quarter as businesses became more familiar with operating within NSW Health Orders, however general enquiries have continued to be received regarding starting a business and working with Council.

Back to Business

Over 150 submissions have been received for Council's Back to Business program, launched in September 2021. The program supports the business community in emerging from lockdown. The program sought ideas from local businesses on how Council can support their recovery.

Submissions have covered a broad range of ideas. For food and beverage businesses, this included the use of footpaths for outdoor dining and take-away food selling (BBQs), breweries using their carparks for tastings, or use of reserves for restaurant patrons. For beauty salons and hairdressers, this included using footpaths for waiting clients and extending trading hours to enable them to meet customer demand within the five client cap. For retailers, this included allowing them to further display and sell goods on the footpaths outside their premises. There were also ideas around holding small scale festivals, live music and events to showcase local businesses, such as wellness, and create vibrancy in our villages and town centres to entice customers back.

To date 44 permits have been issued, with approval provided for businesses to implement their ideas generally until March 2022. The Back to Business program will operate as long as businesses are subject to restrictions.

Destination Management Plan

Work has now commenced on implementing the five year Action Plan as part of the Destination Management Plan (Destination Northern Beaches: Creating a Sustainable Visitor Economy). This includes discussions with Destination NSW on how we can leverage off their new Brand Campaign (Feel NSW) and opportunities to attract visitors within a four hour drive of Northern Beaches in early 2022.

The Destination Management Plan was adopted by Council at the 28 September Council Meeting. It is the first ever five-year tourism blueprint to sustainably grow the visitor economy on the Northern Beaches, while protecting the local environment and social values.

Northern Beaches Economic Development Strategy

Research continues for the preparation of the first Northern Beaches wide Economic Development Strategy, which will set the strategic directions for economic recovery and growth across the Northern Beaches. This includes the completion of a series of interviews with local businesses of various sizes and undertaking a Business Survey to understand current conditions and future business outlook, as well as priority actions to support the local economy recover and grow.

Findings from this research and the emerging themes that will shape the Economic Development Strategy, were workshopped with the Economic & Smart Communities SRG in November 2021.

Activating local places

While activation of local spaces needed to be scaled down in line with NSW Health Orders, a series of smaller works have been completed and planning is underway for a number of projects as we emerge from lockdown.

- Festive Freshie a village open day with live music and family entertainment
- Shop local in Forestville and Newport with live music and family entertainment
- Shop local media campaign with distribution of materials to businesses
- Secured grant funding for Australia Day activations
- Roll out of Christmas decorations across the LGA.
- Supported 'Fairlight Fridays' at Fairlight village with live music
- Secured Festival of Place Grant for 'Manly Family Fun Fest' in collaboration with Manly Business Chamber
- Manly and Avalon SWAT, The Special Works and Transformation Team stormed Manly and Avalon for a cleaning offensive.

Events for everyone

Citizenship Ceremonies

Council supported new citizens by running online ceremonies via Zoom. 14 online ceremonies were conducted with 656 people becoming citizens. The ceremonies were presided over by the Mayor with local MPs and Councillors invited to attend.

Manly Jazz Online

The community was able to re-live some of their favourite past performances as we showcased Jazz over the October long weekend. Over 13 performances were highlighted via Council's social media accounts, website and YouTube channel.

Remembrance Day

A reduced ceremony with restricted numbers was held in person at Manly Dam to commemorate Remembrance Day. Additionally, a catafalque party march and bugler were present at the Manly Cenotaph.

Christmas Events

Our two annual Christmas carol events were able to take place: Christmas Choral Concert at Manly and Christmas by the Beach at Dee Why. Both events were restricted by density numbers in line with NSW Health Orders, with the Manly event needing to turn a number of people away. Council adapted swiftly to poor weather during the Dee Why event, delaying the event by 24 hours and successfully going ahead the following day.

New Year's Eve Fireworks

Community fireworks events took place at Manly, Bayview and our newest site Lionel Watts. This was our first major event delivered since COVID-19 restrictions were removed from events. Unfortunately, celebrations at Dee Why had to be cancelled due to large swells.

Engaging our community

15 new projects were commenced with over 50 projects actively engaged on in this quarter.

Significant projects included:

1. Community Engagement Policy and Strategy.
2. Improving connectivity from Curl Curl to Freshwater.
3. Naming Proposal George Caley geographical features.
4. Rowland Reserve Dog Park Lighting.
5. Electric vehicle charging station proposed locations.

Key metrics:

Online traffic:

- 31,931 unique visitors to the Your Say website.
- 44,500 Your Say website visits.
- 36 percent of visits stayed active on the site for at least one minute.

Notifications:

- 45 Electronic Direct Mail (EDM's) sent inclusive of fortnightly news.
- A total of 143,788 emails sent with:
 - an open rate of 46.9 percent
 - a click rate of 7.4 percent
 - an unsubscribe rate of 0.3 percent.

Participation:

- 3,182 online submission/comment forms were completed.
- 57 community members attended face to face or online engagement sessions.

Conversions:

- One contribution was made every 6.2 percent of visits.
- At least two actions were performed for 11.3 percent of visits.

Performance measures – Economic Development, Events, Engagement	Target	September quarter	December quarter
High impact projects with a Community Engagement Plan	100%	100%	100%
Satisfaction with Council's key community events	80%	95%	88%
Satisfaction with Council's business events	80%	* No Data	* No Data

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

- * No business events were held in person due to COVID restrictions.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Implement the Destination Management Plan - Executive Manager Community Engagement & Communications

Following the adoption of the Northern Beaches Destination Management Plan, we are now starting to implement actions identified in the five year Action Plan.



Revise the Community Engagement Framework - Executive Manager Community Engagement & Communications

The Community Engagement Policy and Strategy was placed on public exhibition in November 2021. Feedback will close in February 2022.



Develop and implement an Economic Development Plan - Executive Manager Community Engagement & Communications

We undertook business engagement to inform preparation of the Northern Beaches Economic Development Strategy.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Town and Village Centre Activations



Dee Why Town Centre – Design - Executive Manager Capital Projects

St David Avenue Park upgrade completed.

Park and public toilets opened for public use 25/10/21.

Triangle Park North design review of budget.



Dee Why Town Centre – construction phase 1 - Executive Manager Capital Projects

Artwork manufacture and installation delayed for early 2022.



Avalon Place Plan implementation - Executive Manager Parks & Recreation

Project is scheduled to start in February 2022.

FINANCIALS - Economic Development, Events and Engagement

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	17,310	192,776	(175,466)	425,642	420,642	183,824
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	5,697	62,493	(56,796)	434,491	334,577	541,395
Grants and Contributions - Operating Purposes	30,930	-	30,930	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	53,937	255,269	(201,332)	860,133	755,219	725,219
Expenses from Operations						
Employee Benefits and Oncosts	(2,529,937)	(2,543,722)	13,785	(5,554,727)	(5,516,750)	(5,516,750)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(1,127,770)	(1,433,662)	305,892	(3,498,333)	(3,356,120)	(3,356,120)
Depreciation and Amortisation	(42,882)	(42,882)	-	(102,520)	(85,805)	(85,805)
Other Expenses	(23,998)	(87,465)	63,467	(330,900)	(330,900)	(330,900)
Internal Charges	(58,201)	(117,834)	59,633	(200,635)	(200,635)	(200,635)
Overhead Allocation	(611,997)	(611,997)	-	(1,223,994)	(1,223,994)	(1,223,994)
Total Expenses from Operations	(4,394,784)	(4,837,561)	442,778	(10,911,108)	(10,714,203)	(10,714,203)
Surplus / (Deficit) from Operations	(4,340,847)	(4,582,292)	241,446	(10,050,976)	(9,958,985)	(9,988,985)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(4,340,847)	(4,582,292)	241,446	(10,050,976)	(9,958,985)	(9,988,985)
Rates and Annual Charges						
Rates and Annual Charges	4,774,851	4,774,851	-	10,050,976	10,050,976	10,050,976

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$4,340,847) is lower than forecast by \$241,446 at the end of the quarter.

Total Income from Operations of \$53,937 is lower than forecast by (\$201,332).

User Charges and Fees are lower by (\$175,466) as a result of timing of events income.

Other Revenues are lower by (\$56,796) as a result of lower Manly Visitor's Centre income.

Total Expenses from Operations of (\$4,394,784) are lower than forecast by \$442,778.

Materials and Services are lower by \$305,892 as a result of timing of expenditure on events.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$30,000) to (\$9,988,985) principally due to reduced markets income.

Property and facilities

HIGHLIGHTS

Swim centres

COVID-19 continued to affect attendances at the aquatic centres, with significant restrictions on the numbers permitted at classes and gyms, as well as total numbers present in the centres at any one time. Restrictions eased in December, resulting in increased attendances, similar to the previous December.

The facilities achieved the combined attendances of 174,321, comprised of 57,567 at Warringah Aquatic Centre plus 116,774 at Manly Andrew Boy Charlton. Overall the attendances were 20% lower than the same period last year mainly due to COVID-19 restrictions and community hesitancy.

Supporting our tenants through COVID

Council has a large number of community groups and businesses that use Council buildings, the vast majority of which were impacted by COVID-19 restrictions. As part of Council's continual support of the community, impacted lessees and licensees continued to receive rent deferrals and subsidies to assist them get back on their feet. Additionally, outdoor dining fees have been waived until March 2022.

Award win for Currawong Cottages

The restoration work undertaken to transform Currawong has been recognised with an award from the Building Designers Association of Australia (BDAA). The BDAA is the peak body that represents, advocates for, promotes and connects building designers throughout Australia.

Council earned the 2021 National Design Award for the Heritage building/adaptive reuse category. The award recognises the high quality design for revitalisation of the games room and three cabins – Goanna, Blue Tongue and Kookaburra.

New Public and Beach Amenities and Lifeguard facilities

The new public amenities at Apex Park opened in Mona Vale. With a priority on families and accessibility, the amenities house one accessible cubicle, a family cubicle and an ambulant cubicle.

The new beach amenities and lifeguard premises opened at Mona Vale Beach. The lifeguard facility is now centrally located, with full views over Basin Beach and the main Mona Vale beach. The new amenities here have improved capacity with additional showers and toilets, an accessible facility and provision for baby change.

Jamieson Park facilities

In response to the devastating fire at Jamieson Park, we undertook treatment of the building to limit the risk from friable asbestos, and met with the insurance loss adjuster. We are also working with the building lessees to arrange transitional arrangements until a replacement building is constructed. Grant options are also being considered, in the hope to supplement the insurance and provide a better facility for the community. In the meantime, temporary amenities are provided for public use.

Storm damage

Council responded promptly to the storm in late December 2021, making repairs to 14 buildings that were damaged by the strong winds and by falling trees.

Performance measures – Property and Facilities	Target	September quarter	December quarter
Availability of Council buildings for use by the community	100%	100%	99.8%*
Total visitation to swim centres (Manly and Warringah Aquatic Centres)	Q1 > 184,300 Q2 > 231,800	0**	174,321**

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Narrabeen Lakes Sailing Club building and public amenities have been damaged by fire and unavailable for use

** Due to COVID-19 Health Orders the swim centres were closed for the September quarter and part of the December quarter

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Focused improvement of Surf Life Saving Club facilities - Executive Manager Property

Major works are underway at Mona Vale SLSC and Long Reef SLSC.

Planning is progressing for work at Manly LSC with the Expression of interest for design consultants having been assessed and moved to the RFT stage.

Covid related budget adjustments have required that the program this year cannot accommodate the new training room at South Narrabeen Surf Club which will now be delivered in 2022/23.

The DA for Newport SLSC has been lodged.

Work is continuing on the masterplans for Warriewood SLSC and North Steyne SLSC.

Other minor works will include replacing sections of roof at Collaroy SLSC and replacing sections of roof at Dee Why SLSC.

A grant application has been withdrawn for works at Freshwater SLSC as the masterplan will now be the priority for that building.

Other projects will proceed in the planning stages.

Warriewood SLSC received a grant for landscaping improvements; the works will be delivered by Parks & Recreation.



Implement the Property Strategy and associated actions - Executive Manager Property

This project is scheduled to start in May 2022.



Implement priority accessibility improvements to property assets - Executive Manager Property

Various public amenities are being built incorporating accessible and ambulant facilities, including Apex Park and the Beach Amenities at Mona Vale.

The new surf club buildings at Mona Vale and Long Reef will both include lifts to access the upper floor.

A lift is being installed as part of the building works at Lionel Watts East Sports Amenities and Storage.

Clontarf Public Amenities has been upgraded this financial year with the addition of unisex accessible facilities and ambulant facilities in both male and female change spaces.

Planning is underway for new public amenities at Forestville, Shelly Beach and Little Manly Point, all of which will include accessible and ambulant appropriate facilities.

A grant application has been lodged for funds to provide change tables and facilities suitable for adult use at Rowland Reserve.

A new accessible and ambulant public amenities facility has opened at North Curl Curl.



Currawong Cottages and surrounds - refurbishment, modernisation and environmental works - Executive Manager Property

Additional funding has been received from the NSW Government to fund restoration and upgrade works to remaining cabins. The tender has closed for the additional works with a report to go to the February 2022 Council meeting and construction planned to start following the close of the summer holiday period.

Planning is also underway for environmental improvements and possible incorporation of an information booth / shelter, along with visitor toilets.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Emergency buildings program



Duffys Forest Rural Fire Station new works - Executive Manager Property

This project sees the demolition of the existing Duffy's Forest Rural Fire Brigade building, construction of a new RFB building, carpark and drainage.

A Development Application was approved in December 2020. Detailed design documentation and the preparation of a pre-tender estimate have been completed.

A project review is underway with the cost estimate for the works exceeding the budget allocation. An application has been lodged with the NSW Government for additional funding to supplement current commitments from NSW Rural Fire Service and Council.



Marine Rescue Broken Bay Building - new works - Executive Manager Property

Planning and design of a replacement Marine Rescue building at Rowland Reserve is nearing completion with building work to take place during 2022. There will be a slight delay from the original timeline resulting from the impacts of the Covid pandemic.

A commitment to provide additional funding, in line with the Quantity Survey estimates, has been received from Marine Rescue.



Emergency Buildings Works Program - Executive Manager Property

Funds are allocated to undertake work to emergency services buildings. The program is being developed in consultation with the building occupants' organisations.

Projects:

Scotland Island RFS - Request for quotation to be issued in the new year for works to renew an existing retaining wall and to make good surrounding landscaped areas.

Terrey Hills RFS - Consultants to be appointed in the new year for feasibility and concept design in relation to a building upgrade and improvement works at the site.

Civic building and compliance works



Terrey Hills Emergency Services Headquarters - Executive Manager Property

This project will deliver new facilities at the Emergency Services HQ building off Mona Vale Road.



Currawong Cottages - new cottages, games room and amenities - Executive Manager Property

This project is scheduled to start in February 2022.



Operational buildings works program - Executive Manager Property

The funds will be used to cover the costs of roof repairs at Dee Why Civic Centre, and minor plant and equipment replacement during the remainder of the year.



Sport buildings works program - Executive Manager Property

The majority of funds are committed to Lionel Watts East - Sports Storage Building.

Some smaller equipment storage projects are also proceeding.



Beach Buildings Works Program - Executive Manager Property

The repair works to the Long Reef lifeguard hut are completed. Works for the Queenscliff Swim club have been re-scheduled for next financial year due to budget changes.



Sydney Lakeside Holiday Park renewal works - Executive Manager Property

Cabin Refurbishment works and the retaining wall works are complete.



Pittwater Golf Driving Range Renewal Works - Executive Manager Property

Upgrade works to Pro-shop flooring and improvements to the northern boundary of the driving range will be undertaken.

Cemetery Works



Manly Cemetery Columbarium new works - Executive Manager Property

This project sees the construction of a new columbarium and associated pathway, a small memorial garden and signage at Manly Cemetery. A Crown Reserves Improvement Fund grant has been secured towards the costs of the project.

A concept design was published as part of an engagement campaign seeking feedback from the community. Consultation closed in late April and the report indicates strong support for the proposal. The concept design has been revised to reflect the results of community consultation.

A development application (DA) is required to be lodged addressing heritage constraints for the site and vital tree protection measures. DA documents have been finalised ready for lodgement.



Mona Vale Cemetery Works Program - Executive Manager Property

Funds allocated for renewal and improvement works to cemetery grounds and facilities at Mona Vale Cemetery. This year's program sees the creation of an additional 200 burial plots through the removal of a redundant internal access road, along with other changes to improve vehicle traffic flow within the cemetery.

Public Amenities improvements



North Curl Curl youth public amenities - Executive Manager Property

The construction of the amenities building has been complete and is open to the public.



Little Manly Point Amenity - Executive Manager Property

This project will deliver a new public amenities block near the car park at Little Manly Point, in line with the park masterplan. The project will commence construction after the summer 2021/22 and will continue into the first quarter of 2022/23 financial year.



Porters Reserve Clubhouse Change space - Executive Manager Property

This project will deliver a new change facility and canteen building that will improve opportunities for girls and women to participate in Rugby at Porters Reserve.

The initial design work has been completed based on designs supplied by the club. Council refined the design and has developed a tender package for public tendering. Construction is planned to commence towards the end of the financial year with the work running into 2022/23



Forestville Town Centre New Amenities - Executive Manager Property

This project sees the design and construction of a new amenities facility to replace the existing Exeloo facility and to increase capacity.

The contract for design consultancy is executed and the design stage is under way.

Investigations undertaken suggest that the project is not permissible under a Part 5 assessment as the subject lot falls under a road reserve. A development application (DA) will be required and is being prepared.

Public Amenities improvements



Public amenities works program - Executive Manager Property

This budget delivers a renewal program of Council's public amenities.

The original intention this year was to focus on Shelly Beach Amenities (Manly) and Apex Park (Mona Vale). However, due to budget reviews resulting from the Covid pandemic, work on Shelly Beach will be limited to a design review and revisions prior to going to tender. The works will be rephased to the 2022/23 program. Apex Park public amenities have been delivered



Balgowlah Oval Amenities - Executive Manager Property

All works planned for the new building have been completed.



Clontarf Reserve amenities renewal - Executive Manager Property

This project delivers an upgrade to the amenities building in Clontarf Reserve. Work has now been completed and the facility is open for public use.



PCYC renewal works - Executive Manager Property

The project involves replacing aluminium composite panels on the PCYC, necessitated by changes in legislation.

The main replacement works are complete.

The associated certification process is in progress.

Aquatic Centre improvements



Warringah Aquatic Centre renewal works - Executive Manager Property

Upgrade works to the staff room, external change rooms and female change rooms are being undertaken in conjunction with pool equipment and plant upgrades.

Planned work has been completed.



Manly Aquatic Centre renewal works - Executive Manager Property

This budget funds regular upgrades to pool pumps and other equipment; it has also funded sauna upgrade works this year.

FINANCIALS - Property and Facilities

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	5,366,310	4,793,678	572,632	17,731,430	9,720,601	11,556,425
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	2,292,311	444,014	1,848,297	1,235,681	885,183	4,249,839
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	4,694,861	5,588,778	(893,917)	11,576,885	11,615,860	8,706,518
Gains on disposal of Assets	-	-	-	(858,710)	(858,710)	(858,710)
Total Income from Operations	12,353,482	10,826,471	1,527,012	29,685,286	21,362,934	23,654,072
Expenses from Operations						
Employee Benefits and Oncosts	(5,352,903)	(5,067,414)	(285,490)	(11,572,821)	(11,226,158)	(11,537,828)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(9,808,288)	(9,908,734)	100,446	(21,438,280)	(19,637,539)	(20,138,656)
Depreciation and Amortisation	(3,686,363)	(3,686,363)	-	(7,612,576)	(7,375,774)	(7,375,774)
Other Expenses	(1,084,739)	(1,341,389)	256,650	(132,924)	(2,022,824)	(2,122,824)
Internal Charges	(173,155)	(172,376)	(778)	(390,694)	(380,933)	(380,933)
Overhead Allocation	(2,342,524)	(2,342,524)	-	(4,685,047)	(4,685,047)	(4,685,047)
Total Expenses from Operations	(22,447,973)	(22,518,801)	70,828	(45,832,343)	(45,328,274)	(46,241,061)
Surplus / (Deficit) from Operations	(10,094,490)	(11,692,330)	1,597,840	(16,147,057)	(23,965,340)	(22,586,990)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	291,935	386,352	(94,417)	1,891,674	4,101,682	1,920,866
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(9,802,556)	(11,305,978)	1,503,422	(14,255,383)	(19,863,658)	(20,666,124)
Rates and Annual Charges						
Rates and Annual Charges	8,022,338	8,022,338	-	16,340,073	16,340,073	16,340,073

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$10,094,490) is lower than forecast by \$1,597,840 at the end of the quarter.

Total Income from Operations of \$12,353,482 is higher than forecast by \$1,527,012.

User Charges and Fees are higher by \$572,632 as a result of increased revenues from Pittwater Golf Centre and Avalon Golf Course and additional accommodation fee revenue at Lakeside and Currawong.

Other Revenues are higher by \$1,848,297 largely as a result of budgets for Licence and Agreement income sitting in Other Revenues (addressed as part of this Current Forecast).

Other Income is lower by (\$893,917) largely as a result of this budget including Lease income and Licence and Agreement amounts (addressed as part of this Current Forecast).

Total Expenses from Operations of (\$22,447,973) are lower than forecast by \$70,828.

Employee Benefits and Oncosts are higher by (\$285,490) as a result of increased expenditure at the Aquatic Centres.

Materials and Services are lower by \$100,446 largely as a result of timing differences associated with the payment of contract services for Building Assets and Commercial and Tourism Asset expenditure offsetting timing of payments for reactive Building Maintenance expenditure.

Other Expenses are lower by \$256,650 as a result of the timing of payments for Grants and Subsidies for Outdoor Dining.

Grants and Contributions for Capital Purposes are lower by (\$94,417) as a result of the timing of receipts for Currawong Cottages and Terrey Hills Emergency Services Headquarters works.

Annual Forecast

For the full financial year the Total (Deficit) from Operations is forecast to decrease by \$1,378,351 to (\$22,586,990) principally due to increased fee income at the Aquatic Centres and the Pittwater and Avalon Golf facilities, rebalancing the Lease, Licence and Agreement budgets between Other Revenues and Other Income lines and additional recoveries from the B-Line Car Park operations. Increases to expenditure budgets to cover staff costs at the Aquatic Centres, Utility costs, Reactive Building Maintenance expenses, Contract Service expenditure at the Golf facilities and Grant and Subsidy expenses for Outdoor Dining establishments.

Grants and Contributions for Capital Purposes have been forecast lower by (\$2,180,816) largely as a result of rollover of funding to 2022/23 financial year for the Currawong Cottages and Duffy's Forest Rural Fire Station works.

Governance and assurance services

HIGHLIGHTS

Internal Audit and Complaint Resolution (IA&CR)

This quarter, we launched our improved Complaints Resolution module in Salesforce to allow us to collect more comprehensive data on complaints that come to IA&CR and to provide greater and more targeted reporting functionality.

Governance

Our community voted on 4 December for their representatives to sit on the second Northern Beaches Council term. After all votes were counted and preferences distributed, the following people were elected to Council.

Ward	Representative
Pittwater	<ul style="list-style-type: none"> • Cr Rory Amon • Cr Michael Gencher • Cr Miranda Korzy
Narrabeen	<ul style="list-style-type: none"> • Cr Bianca Crvelin • Cr Vincent De Luca OAM • Cr Ruth Robins
Frenchs Forest	<ul style="list-style-type: none"> • Cr Jose Menano-Pires • Cr Michael Regan • Cr Stuart Sprott
Curl Curl	<ul style="list-style-type: none"> • Cr Kristyn Glanville • Cr Sue Heins • Cr David Walton
Manly	<ul style="list-style-type: none"> • Cr Candy Bingham • Cr Sarah Grattan • Cr Georgia Ryburn

The newly elected Council held its first meeting on 29 December and Cr Michael Regan was elected as the Mayor to serve in this position until September 2023. Cr Candy Bingham was elected to serve as Deputy Mayor until September 2022.

Performance measures – Governance and Assurance	Target	September quarter	December quarter
Council meeting minutes finalised and published within three working days of meetings	100%	100%	100%
Council's compliance with corporate governance statutory requirements	100%	100%	100%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✓ Complete ✓ Progressing ! Behind schedule



Deliver an effective complaints management and resolution framework - Executive Manager Internal Audit & Complaints Resolution

Salesforce model improvements to ensure correct data is captured and work flowed throughout the organisation and meets required reporting requirements. Update module has been created, tested & implemented.



Deliver the Internal Audit program in line with the Internal Audit Strategic Plan - Executive Manager Internal Audit & Complaints Resolution

Audits have been completed and provided to the CET and ARIC in accordance with the Annual Audit Plan.



Support the Local Government election - Executive Manager Governance & Risk

The elections were held on the 4 December. The Electoral Commission formally declared the poll on the 21 December announcing the 15 Councillors to hold office until September 2024.



Induct newly elected Council - Executive Manager Governance & Risk

Following declaration of the election results, the 15 newly elected Councillors took their respective oaths and affirmations to office at or before the Council meeting on 29 December 2021. Induction of the Councillors will formally commence in February 2022.

FINANCIALS - Governance and Assurance Services

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	-	-	-	-	-	-
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	106,569	-	106,569	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	106,569	-	106,569	-	-	-
Expenses from Operations						
Employee Benefits and Oncosts	(1,720,418)	(1,743,481)	23,063	(3,729,906)	(3,729,906)	(3,729,906)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(2,648,252)	(3,462,917)	814,666	(8,475,316)	(8,169,570)	(8,169,570)
Depreciation and Amortisation	(15,756)	(15,756)	-	(37,670)	(31,528)	(31,528)
Other Expenses	-	-	-	-	-	-
Internal Charges	13,528	13,528	-	22,567	22,567	22,567
Overhead Allocation	(565,543)	(565,543)	-	(1,131,087)	(1,131,087)	(1,131,087)
Total Expenses from Operations	(4,936,441)	(5,774,169)	837,729	(13,351,411)	(13,039,523)	(13,039,523)
Surplus / (Deficit) from Operations	(4,829,872)	(5,774,169)	944,297	(13,351,411)	(13,039,523)	(13,039,523)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(4,829,872)	(5,774,169)	944,297	(13,351,411)	(13,039,523)	(13,039,523)
Rates and Annual Charges						
Rates and Annual Charges	7,410,762	7,410,762	-	13,351,411	13,351,411	13,351,411

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$4,829,872) is lower than forecast by \$944,297 at the end of the quarter.

Total Income from Operations of \$106,569 is higher than forecast by \$106,569 as a result of the recovery against third parties of legal costs Council incurred.

Total Expenses from Operations of (\$4,936,441) are lower than forecast by \$837,729.

Materials and Services are lower by \$814,666 largely as a result of timing differences associated with the payment of Legal Services (\$513,731), Councillor expenses (\$117,297), Complaints Resolution and Internal Audit expenses (\$69,436) and Insurance claims against Council (\$57,855).

Annual Forecast

For the full financial year, no changes to the current forecast are proposed.

Customer service

HIGHLIGHTS

Council was able to achieve all target performance areas during a challenging quarter with the reopening of services, managing restrictions, the largest Manly Parking Permits scheme areas and the December storm event. November saw the scores for Customer Satisfaction for CRM (service requests) as one of the highest of the year.

Performance measures – Customer Service	Target	September quarter	December quarter
Calls answered within 30 seconds	80%	91%	81%
Customer satisfaction with customer service calls	85%	98%	98%
Customer satisfaction with online requests	80%	87%	88%
Customer requests conducted online	30%	38%	38%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Workload measures – Customer Service	September quarter	December quarter
No. calls to Customer Service 1300 434 434	42,888	41,134
No. enquiries received at the counter and by mail, email and online requests	19,853	21,550

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Improve and review the customer portal to enhance accessibility - Executive Manager Customer Service

- Digital channel expansion has commenced. Resourcing is in place and currently building email solution and commencing business case to trial Live Chat.
- Knowledge base expansion/update was a focus during the COVID-19 lockdown. An administration trainee has been recruited to continue this work.
- Business case and resourcing for customer experience review and improvement to be identified in 2022/23.



Enhance the customer experience across the organisation - Executive Manager Customer Service

Business case and resourcing proposal for delivering the Customer Experience Transformation Program has been presented to management for review and approval. The Voice of the Customer Program continues. 'Closing the loop' continues to identify detractors and resolve outstanding issues/unsatisfactory service. Positive feedback shared with the staff member and manager. Feedback and customer recovery is designed to identify process improvement and drive behavioural change. This has been reflected in the Customer Satisfaction score (78.8%) in the December quarter.



Develop and implement a consistent feedback approach across all customer contact channels - Executive Manager Customer Service

Working through business requirements to make in-house improvements and create basis for a business case for permanent solutions. Resourcing has been established to drive this project forward.

FINANCIALS - Customer Service

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	384	1,908	(1,524)	3,818	3,818	3,818
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	384	1,908	(1,524)	3,818	3,818	3,818
Expenses from Operations						
Employee Benefits and Oncosts	(1,725,507)	(1,759,139)	33,631	(3,763,404)	(3,763,404)	(3,763,404)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(71,369)	(105,237)	33,869	(195,773)	(181,382)	(181,382)
Depreciation and Amortisation	(39,781)	(39,781)	-	(95,105)	(79,599)	(79,599)
Other Expenses	-	-	-	-	-	-
Internal Charges	363,095	363,095	-	723,333	723,333	723,333
Overhead Allocation	(289,024)	(289,024)	-	(578,049)	(578,049)	(578,049)
Total Expenses from Operations	(1,762,586)	(1,830,086)	67,500	(3,908,998)	(3,879,101)	(3,879,101)
Surplus / (Deficit) from Operations	(1,762,202)	(1,828,178)	65,976	(3,905,180)	(3,875,283)	(3,875,283)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(1,762,202)	(1,828,178)	65,976	(3,905,180)	(3,875,283)	(3,875,283)
Rates and Annual Charges						
Rates and Annual Charges	1,845,579	1,845,579	-	3,905,180	3,905,180	3,905,180

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$1,762,202) is lower than forecast by \$65,976 at the end of the quarter.

Total Income from Operations of \$384 is lower than forecast by (\$1,524).

Total Expenses from Operations of (\$1,762,586) are lower than forecast by \$67,500.

Employee Benefits and Oncosts are lower by \$33,631 as a result of current staff vacancies.

Materials and Services are lower by \$33,869 as a result of timing of parking permits purchases.

Annual forecast

For the full financial year, no changes to the current forecast are proposed.

Corporate support services

HIGHLIGHTS

COVID-19 safety and response

Our COVID-19 response has continued to be a focus, with Council committed to doing everything reasonable and practical to ensure the safety of all our workers and customers against COVID-19 infection. Council's draft Vaccination Policy is scheduled to commence on Tuesday 4 January 2022, following wide consultation.

Alongside the policy, significant pieces of work have been undertaken including:

- obtaining vaccination status and evidence from staff
- the development of documents and processes to support the Policy including a Managing exempt and unvaccinated worker procedure and FAQ document
- keeping our Intranet updated with the latest information with a continued emphasis on employee care and support.

Staff resilience and recognition

While many staff have been working remotely for months due to COVID-19 restrictions, the workforce continues to provide high quality services, and is delivering and collaborating well across all teams. Our Make a Difference program helps show how effective and appreciated staff efforts are, with 649 'Thank You' messages sent between staff this quarter. There were also 191 'Above and Beyond' awards given, and nine nominations for 'Leading the Way' awards. We've also started developing a Wellbeing Strategy for our workforce, and have completed staff focus groups on health, safety and wellbeing.

Improving online services

We have introduced more online services for customers, to supplement existing paper-based forms e.g. road opening applications and permits, subdivision and work zone applications. Other improvements include:

- New functionality to enable customer requests to be received and allocated efficiently, outside of business hours, on weekends and public holidays
- Speaking at Council meetings - improved online application form and workflow
- Online booking of Manly Dam picnic tables, ready for summer

Effective tools for staff

We continue to provide new and improved ways of working for Council staff which helps them provide better experience for our customers through better processes and tools for:

- internal Development Application business process
- Building Certificate Application (BIC) authorised/unauthorised process
- New Cleansing request management system to improve visibility and reporting
- Enhancements to work orders - mobile application
- Enhanced the internal complaints management process

Securing grants

Council was successful in securing \$471,370 from the NSW Government and a further \$20,000 from the National Australia Day Council to undertake five high priority projects and three community events. The funding is for:

- \$165,000 to upgrade the Forestville Memorial (Poppy) Park Playground
- \$149,920 to upgrade the public amenities to become fully accessible at Rowland Reserve
- a total \$136,000 to assist with dune restoration works at Curl Curl, North Narrabeen and Dee Why beaches (three grants)
- \$20,000 towards Australia Day celebrations at five locations across the Northern Beaches
- \$15,000 for the Manly Family Fun Fest
- \$5,450 for a Seniors Expo during Seniors Week.

Reaching high for excellence

We continue to implement performance improvement through the Inspiring Great New Ideas Towards Excellence (IGNITE) program. Now over 1,000 staff have completed training in business excellence (56% of all staff), and a collaborative 'Community of Practice' was established to enhance learning and capacity across teams. Case studies on 26 inspiring staff were shared, bringing some of the key business excellence principles to life.

Council implemented and registered 31 improvements, bringing the total to-date of 239 improvements implemented from across all teams. Some significant improvement projects continue to be implemented:

- Online Bookings – Manly Dam tables, community centres, parks and reserves
- Customer Service first call resolution – improving the management of Development Assessment enquiries
- Stormwater – improving the quality of responses to customer requests
- Managing encroachment enquiries – developing a consistent and streamlined process
- Parks and Recreation – mobile food vendor licencing, and fees reviews in progress
- Plant Nursery management software

Reporting on progress

The annual report for 2020/21 was presented to Council in October, highlighting a year of achievements in a time where community bonds helped us to face some big challenges. It details the Council programs and almost \$74 million of capital works that were delivered, including the renovation and renewal of existing assets, and new capital projects delivered in response to community need.

The End of Term Report was also presented to Council in November, outlining progress during Council's term on the community aspirations of the Community Strategic Plan, our long-term plan. It highlights the key achievements, performance and awards across a wide range of community goals, and some pointers for the future. Both reports are available on our website.

Performance measures – Corporate Support	Target	September quarter	December quarter
Correspondence replied to within 10 working days	90%	96%	95%
Operational projects on schedule	80%	91%	89%
Capital projects on schedule	80%	96%	83%
Quarterly, annual and statutory reports submitted to Council on time	100%	100%	100%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✔ Complete ✔ Progressing ! Behind schedule



Present Council's quarterly budget review statement, annual report and financial statements - Executive Manager Strategy & Performance

The 2020/21 Annual Report and Annual Financial Statements was reported to the October meeting of Council. The September 2021 Quarterly Report was presented to the November Council meeting. All documents are available on Council's website.



Review the Community Strategic Plan - Executive Manager Strategy & Performance

A discussion paper has been prepared. It covers the community's aspirations at the time the initial Community Strategic Plan was developed, where we are at now, our challenges and our opportunities. The discussion paper will be circulated to the community for comment in February 2022.



Develop the Delivery Program and annual Operational Plan - Executive Manager Strategy & Performance

Business Units are well advanced in planning for the 2022/23 financial year. Draft business plans and budgets have been developed. In consultation with the new Council this will be used to inform our Delivery Program 2022-2026 and annual Operational Plan 2022/23.



Review the Asset Management Strategy - Executive Manager Transport & Civil Infrastructure

A draft strategy document has been prepared including outstanding actions from the previous Strategy.

Awaiting completion of 2020/21 financial statement to prepare assets report (SOAR).



Review the Long Term Financial Plan and Council's ongoing financial sustainability - Executive Manager Financial Planning & Systems

A revision of the Long Term Financial Plan has commenced, to be included in a new Resourcing Strategy. Monitoring of Council's long term financial sustainability is ongoing, with recent forecasting updated on the impact of the COVID lockdown in recent months.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

IT improvements



IT Infrastructure - new works - Chief Information Officer

Works on the Boondah building switches have commenced. For remaining works needed, the process of obtaining quotes has been delayed, as two vendors did not fully submit their responses.



IT Software – new works - Chief Information Officer

The online Booking system continues to be developed with online payments now available for all bookings and Manly Dam Tables now able to be booked online directly by members of the public. Community Centre Bookings and Parks and Recreational area bookings are now being finalised and will also be available online to the public in early 2022.



Smart Beaches - Chief Information Officer

Fee paid. Project complete.



IT Infrastructure replacements - Chief Information Officer

No replacements during this period. Preventative maintenance with cleaning of CCTV cameras completed



Computers, laptops and mobile devices – replacement - Chief Information Officer

Computers, laptops and mobile devices are being replaced as they complete their three year life cycle - this quarter included 90 laptops, 15 mobile phones and four tablets. For the Council Chambers a contract has been awarded to replace Audio-Visual equipment.

HR Resources



Review and update the Workforce Plan - Executive Manager Human Resources

This project is on track for delivery.

FINANCIALS - Corporate Support Services

Income and Expenditure Statement

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$	\$	\$	\$	\$	\$
Income from Operations						
User Charges and Fees	289,689	225,615	64,074	451,392	451,392	490,392
Investment Fees and Revenues	1,410,029	461,830	948,199	897,750	897,750	1,822,921
Other Revenues	143,382	264,007	(120,625)	382,483	382,483	374,484
Grants and Contributions - Operating Purposes	1,686,077	1,581,583	104,494	6,005,947	6,005,947	6,005,947
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	3,529,176	2,533,034	996,142	7,737,572	7,737,572	8,693,744
Expenses from Operations						
Employee Benefits and Oncosts	(11,054,796)	(10,870,819)	(183,977)	(21,641,775)	(22,436,985)	(22,436,985)
Borrowing Costs	(433,081)	(435,415)	2,334	(863,751)	(863,751)	(863,751)
Materials and Services	(6,607,751)	(8,159,971)	1,552,220	(13,525,840)	(14,310,260)	(16,571,787)
Depreciation and Amortisation	(360,319)	(396,347)	36,028	(933,345)	(792,302)	(792,302)
Other Expenses	138	(1,000)	1,138	(2,000)	(2,000)	(2,000)
Internal Charges	266,267	266,267	-	526,995	528,110	528,110
Overhead Allocation	12,443,865	12,443,865	-	24,887,731	24,887,731	24,887,731
Total Expenses from Operations	(5,745,677)	(7,153,420)	1,407,743	(11,551,985)	(12,989,457)	(15,250,984)
Surplus / (Deficit) from Operations	(2,216,501)	(4,620,385)	2,403,885	(3,814,413)	(5,251,885)	(6,557,240)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	5,163,270	3,403,997	1,759,273	6,123,050	6,318,159	7,224,730
Surplus / (Deficit) from Operations including Capital Grants and Contributions	2,946,769	(1,216,388)	4,163,157	2,308,637	1,066,274	667,490
Rates and Annual Charges						
Rates and Annual Charges	94,879,024	94,959,579	(80,555)	11,754,503	11,974,864	11,974,864

Budget commentary- year to date actuals and annual forecast**Year to date actuals**

The Total (Deficit) from Operations of (\$2,216,501) is lower than forecast by \$2,403,885 at the end of the quarter.

Total Income from Operations of \$3,529,176 is higher than forecast by \$996,142.

User Charges and Fees are higher by \$64,074 as a result of increased Section 603 fee income offset by lower tender document revenue.

Investment Fees and Revenues are higher by \$948,199 as a result of the dividend distribution received from the Kimbriki Environmental Enterprise subsidiary.

Other Revenues are lower by (\$120,625) as a result of lower debt recovery costs.

Grants and Contributions for Operating Purposes are higher by \$104,494 largely as a result of this year's Financial Assistance grant.

Total Expenses from Operations of (\$5,745,677) are lower than forecast by \$1,407,743.

Employee Benefits and Oncosts are higher by (\$183,977) as a result of the timing of leave and lower levels of vacant positions.

Materials and Services are lower by \$1,552,220 as a result of lower costs related to debt recovery, timing differences associated with the payment of training, staff and recruitment expenses within Human Resources and timing differences associated with software payments within Information and Digital Technology.

Grants and Contributions for Capital Purposes are higher by \$1,759,273 largely as a result of increased Section 7.11 and 7.12 development contributions.

Annual forecast

For the full financial year the Total (Deficit) from Operations is forecast to increase by (\$1,305,355) to (\$6,557,240) principally due to increased Contract Services costs, increased Agency Personnel expenditure and higher Computer Software expenses within the Digital and IT operations area to support projects including security and infrastructure improvements.

Grants and Contributions for Capital Purposes are forecast higher by \$906,571 as a result of increased Section 7.11 and 7.12 development contributions.



QUARTERLY BUDGET REVIEW STATEMENT

DECEMBER 2021

2022/062202



Contents

<u>Income and operating expenses budget review statement</u>	<u>3</u>
<u>Income and operating expenses budget review statement – <i>excluding Kimbriki</i></u>	<u>4</u>
<u>Income and operating expenses – proposed changes to the budget</u>	<u>5</u>
<u>Capital budget statement</u>	<u>7</u>
<u>Capital expenditure – proposed changes to the budget</u>	<u>8</u>
<u>Cash and investments</u>	<u>15</u>
<u>Cash flow statement</u>	<u>16</u>
<u>Statement of financial position</u>	<u>17</u>
<u>Contracts listing</u>	<u>18</u>
<u>Budget review of consultancy and legal expenses</u>	<u>19</u>

December 2021 Quarterly Report on Stronger Communities Fund

PURPOSE

To provide a progress report to Council on the outcomes delivered and expenditure of funds from the \$36.1 million Stronger Communities Fund.

EXECUTIVE SUMMARY

Overview

The Stronger Communities Fund (SCF) was established by the NSW Government to provide new councils with funding to kick-start the delivery of improved infrastructure and services to the community. Northern Beaches Council received \$36.1 million from the SCF for the following programs:

- Community Grants Program - \$1 million
- Connecting Communities Program - \$14 million
- Tied Grant Program - \$21.1 million

A summary of the program of work and expenditure of the SCF and to 31 December 2021 is below:

Program	SCF/NCIF Funds	Status
Community Grants Program (SCF) ¹	\$1,025,599	Acquitted
Connecting Communities		
• Cycleways	\$3,217,931	Acquitted
• Pathways	\$5,638,486	Ongoing
• Inclusive play	\$3,170,138	Ongoing
• Active Play	\$2,000,000	Acquitted
Sub Total	\$14,026,555	
Tied Grants		Ongoing
• Pasadena	\$76,374	Acquitted
• Wakehurst Parkway	\$961,158	Ongoing
• Mona Vale – Performing Arts Centre	\$122,488	Ongoing
• Mona Vale SLSC	\$4,422,500	Ongoing
• Long Reef SLSC	\$3,176,000	Ongoing
• Currawong Beach Heritage refurbishment	\$3,055,602	Acquitted
• Nth Pittwater Foreshore improvements	\$1,920,000	Acquitted
• Scotland Island Wastewater Feasibility Study	\$303,263	Acquitted
• Nth Pittwater permanent Netball Courts	\$550,000	Acquitted
• Newport SLSC	\$100,275	Ongoing
• Barrenjoey Performance Space	\$1,050,000	Acquitted
Sub Total	\$ 15,737,660	
Total expenditure	\$30,789,814	

¹The additional \$25,599 on the Community Grants Program is interest earned on the SCF funds

In accordance with the conditions of the funding agreement, projects above with a status of acquitted (acquitted with the Office of Local Government) have been fully expended and will no longer be reported. The progress of the remaining projects with a status of ongoing are below.

Connecting Communities Program - \$14 Million from SCF

The Connecting Communities Program is a multi-year program of works partially funded by SCF. It comprises the 'Connecting Northern Beaches' and 'Connecting All Through Play' programs.

The *Connecting Northern Beaches* program, will provide a 36km continuous all-weather walkway from Palm Beach to Manly and a 35.5km Council-wide cycle way and shared path network focused on the B-Line.

The projects that are still ongoing under this program are:

Sub-programs	Status
Connecting Northern Beaches – Coast Walk	Ongoing <ul style="list-style-type: none"> 7.3 kms delivered since the program commenced Newport to Avalon pedestrian link - outcome of community consultation to be reported to Council early in 2022.

The Connecting All Through Play program features a regional network of inclusive accessible playgrounds at Lionel Watts Reserve, Manly Dam and Clontarf Reserve and upgrades to play areas across the Northern Beaches. It also includes sporting facilities and surf lifesaving club improvements. The final project to be delivered under this program is:

Sub-programs	Status
Connecting All Through Play - Inclusive Play	Completed <ul style="list-style-type: none"> Clontarf accessible playground – construction was completed in December 2021 and a grand opening will be held in January. The completion of this project marks the end of the Inclusive Play Program which will now be acquitted with the Office of Local Government

Tied Grant Program \$21.1 Million

The Tied Grants Program commenced in October 2017 with the NSW Government allocating \$21.1 million for 11 specified projects. The remaining projects to be delivered under this program are:

Project	Status
Wakehurst Parkway flood mitigation	<p>Ongoing</p> <ul style="list-style-type: none"> The Wakehurst Parkway investigations are focused on identifying and, if feasible, implementing options to reduce frequent flooding of the Wakehurst Parkway roadway. <p>In March 2021, Council resolved to place the Wakehurst Parkway Flood Mitigation Feasibility Study on public exhibition. This public exhibition commenced in late May 2021 and closed on 18 July. A community engagement report has been prepared to document the results of the exhibition process. This will be presented to Council early 2022 to inform a decision on whether to proceed to the next stages of the project.</p>
Mona Vale Public School: Regional Performing Arts Centre	<p>Ongoing</p> <ul style="list-style-type: none"> Work is ongoing with the Department of Education on the proposed design of the facility and formalising a community use agreement to allow the facility to be available for community hirers.
Mona Vale Surf Life Saving Club refurbishment	<p>Ongoing</p> <p>Works completed to date include the roof structure and roof sheeting, the external wall cladding and vertical timber battens to the facades, rollers doors, concrete kerbs and gutters and the concrete pergola structure. The services rough-ins for plumbing, electrical and mechanical services are nearing completion with the internal fitout works under way. At this stage, completion of the works is expected to be achieved by the end of March 2022.</p>
Long Reef Surf Life Saving Club refurbishment	<p>Ongoing</p> <ul style="list-style-type: none"> Work is progressing with the structure complete to roof level. The main roof is currently being waterproofed ready to receive its external rain screen cladding. Timber and glazed facades are being installed to perimeters with services rough-ins underway internally. The project is on track for completion towards the end of March 2022.
Newport Surf Club refurbishment	<p>Ongoing</p> <ul style="list-style-type: none"> The Development Application was lodged through the NSW Planning Portal in November 2021 and the public notification period has now closed. The DA assessment is under way and the assessment report is scheduled to be on the meeting agenda for the Sydney North Planning Panel early in 2022.



10 December 2021

Ms Amanda Harvey,
Executive Director – Local Strategies and Plan Making
Department of Planning, Industry and Environment

Our Ref:2021/807898

Commentary – Land Use Planning

Northern Beaches Council generally supports the two Ministerial Directions entitled:

- i) Environmental Planning and Assessment (Local Infrastructure Contributions – Planning Proposals) Direction 2022, and
- ii) Environmental Planning and Assessment (Housing, Infrastructure and Urban Development – Dual and shared use of open space and public facilities) Direction 2022

However, the following matters/concerns are raised for consideration.

Environmental Planning and Assessment (Local Infrastructure Contributions – Planning Proposals) Direction 2022

1. Council's responsibilities and obligations for proponent-led Planning Proposals

The preparation and exhibition of a draft contributions plan is a costly and time-consuming exercise. If a proponent led Planning Proposal is of such a scale that it necessitates the preparation of a contributions plan this is likely to be a significant cost and time expense to the council.

Council is required to assess whether or not to progress a proponent-led Planning Proposals within 90 days. Typically, the information accompanying proponent-led Planning Proposals is not sufficient to identify all required "development-contingent infrastructure" with sufficient justification of the nexus requirements to inform the preparation of a contributions plan.

For example, a traffic report may not identify the improvements required to mitigate traffic impacts from the Planning Proposal or contain an analysis of the social infrastructure requirements demanded by the Planning Proposal.

As a minimum, a condition of the Gateway Determination should prescribe that:

- a) Council (as the responsible authority for the contributions plan) be responsible for commissioning any technical studies that informs and identifies the infrastructure demand anticipated by the Planning Proposal.
- b) Council costs occurred in procuring the technical reports should be a direct recovery charge, paid by the proponent to council.
- c) Council exhibit the Planning Proposal and draft contributions plan concurrently.

2. *Council's responsibilities and obligations for state-led precinct rezonings*

Northern Beaches Council's experience with State-led precinct rezonings saw the rezoning/statutory planning package exhibited by the Department prior to the finalisation of a draft contributions plan.

In the Frenchs Forest Planned Precinct, Council has been required to commission its own technical studies to inform the draft contributions plan. This is time consuming and expensive. Councils must have input into the State-led technical study briefs to ensure that the resulting reports provide a sufficient level of detail to meets the nexus, apportionment and reasonableness requirements to prepare a contributions plan.

Additionally, Council raises the following concerns with the exhibited Practice Note on Contributions Plans and Planning Proposals:

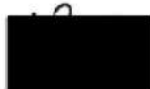
Table 1 in the Practice Note states that:

"The council may also wish to hold a second meeting and invite relevant State Government agencies to discuss the linkage between regional and local infrastructure."

Council acknowledges this statement as a best practice approach however recognises this can be a complicated and protracted process. Recent Council experience with its own State-led precinct has resulted in delays and discrepancy with the identification of regional and local infrastructure. State Government controlled decisions, such as negotiations with State agencies or implementation of a State Infrastructure Contribution or future Regional Infrastructure Contribution, can also influence the preparation of a contributions plan. It is important the councils have enough time to respond to these issues in the preparation of a draft contributions plan.

Should you require any further information or assistance in this matter, please contact my office on Ph: 8495 6273.

Yours faithfully



Andrew Pigott
Executive Manager Strategic & Place Planning



10 December 2021

Ms Kate Speare
Director - Infrastructure Funding Policy
Department of Planning, Industry and Environment

Our Ref:2021/834522

Commentary on Local Contributions

Northern Beaches Council welcomes the long-awaited reforms to the local contributions system and supports in-principle the initiative of the Department of Planning, Industry and Environment (the 'Department') for councils to follow and capture rising land values in rezoned precincts over the life of a local contributions plan.

Council has read the exhibited documents in the Local Contributions package which are:

- Environmental Planning and Assessment Amendment (Infrastructure Contributions) Regulation 2021
- Practice Note on Infrastructure Contributions and the accompanying Practice Note Review – Policy Paper
- Proposed Environmental Planning and Assessment Amendment (Infrastructure Contributions) Regulation 2021 – Explanatory Paper
- Infrastructure Contributions – Land Value Contribution – Exhibition Paper

Council is generally supportive of the elements being introduced under the exhibited reforms:

- Provisions related to Planning Agreements, the preparation of a Contributions Plan, Registers for local infrastructure contributions and affordable housing contributions, accounting and annual reports of Councils' Contributions Plans, and Planning Certificates.
- Prescribing the Producer Price Index (Road & Bridge Construction NSW – ABS) for use in relation to indexation in lieu of Consumer Price Index (CPI).
- Changes to Section 7.12 (to be known as 'Local Levy') regarding:
 - The exhibited methodology in levying development, changing from a percentage (%) levy on the cost of works, to 'flat' contribution rates based on the number of dwellings or bedrooms (for residential) and quantum floorspace (for non-residential).
 - Redefining the development types that would be subject to a local levy.
 - Applying the exhibited levy rates, which do not currently propose a cap on the maximum number of bedrooms, dwellings or gross floor area (GFA) that can be levied.
 - *NOTE: It is understood this methodology will now change following the joint media release by Minister Stokes and Local Government NSW (LGNSW) on 24 November 2021. Details on this change have not yet been provided.*

- Plan Administration for a Contributions Plan under Section 7.12 being able to be recouped as long as it is identified as a capital cost item (in the Works Schedule). Additionally, the accompanying exhibited Practice Note, entitled “What can be funded through Section 7.11 and 7.12 local infrastructure contributions” specifying what can be recouped under plan administration costs.
- The nine (9) Practice Notes modules.

Council also welcomes the joint media release by Minister Stokes and LGNSW on 24 November 2021. Council supports the Minister’s commitment to further changes to the exhibited reforms to:

- Allow councils that currently fund community infrastructure from developer contributions to continue to do so;
- Ensure that state contributions are spent in the region where they are collected;
- Re-setting the blanket rate councils can charge, known as 7.12 plans.

Nonetheless, concern is raised in relation to the following matters:

- Land valuation contributions
- Section 7.12 (although this appears to be addressed by the Minister’s press release)
- Preferred indexation for the land value contribution
- The requirement for existing contributions plans to be reviewed by 1 July 2024
- Application of the proposed requirement for a Contributions Plan to be in place a maximum of 6 months following rezoning
- Practice Note entitled “What can be funded through section 7.11 and 7.12 local infrastructure contributions”.

These matters are detailed below.

Land Valuation Contributions

Council requests clarification on the following matters:

a. Exclusions from Land Value Contributions Area

Clarification is sought on the exclusions under the Land Value Contributions Area (LVCA). Will the land with no intensified development potential be excluded altogether or have a discounted land value contribution rate as inferred on page 8 in the “Land Value Contribution Exhibition Paper”? This clarification is sought as there is no detail provided in the proposed Regulation or Practice Notes.

In addition, clarification is sought on discounted LVC for the following scenario: A property may be rezoned for development intensification however part of that rezoned property may be impacted by environmental constraints that exclude that portion of land being intensified, should it still be levied at the full rate?

b. The application of 20% 'cap' is an arbitrary number and does not follow the nexus principle

Councils are required to satisfy the nexus test for all public purpose land in a Section 7.11 contributions plan. Imposing a cap to the Land Value Contributions at 20% will result in funding shortfalls where councils' LVC percentage is greater than 20%.

It appears that this cap is to be applied despite the fact that a council has reasonably demonstrated the need for the infrastructure and the link to the development.

c. The Land Value Contribution (LVC) is not equitable

Council contends that the LVC does not equitably spread the cost of public land acquisition across all landowners in the precinct. For example: Two identical, adjacent properties with the same underlying environmental conditions, could have two different development pathways as described in the example below:

- Property 'A' is to be rezoned residential and is thereby subject to development intensification.
- Property 'B' is identified for passive open space and will be rezoned Public Recreation RE1 and will be identified in the Land Reservation Acquisition Map (to which Clause 5.1 "Relevant Acquisition Authority" will apply). Additionally, it will be identified in a contributions plan as open space (and land acquisition).

Property B will be valued at the highest and best use (which in this case would be same zoning as the adjacent property 'Property A') as per the requirements of the Land Acquisition (Just Terms Compensation) Act 1991.

Under the proposed LVC approach, the landowner for Property B receives compensation at the VG rate, while the adjacent landowner for Property A receives a market value uplift of a residential zone and significantly greater value than the VG rate afforded Property B. This approach appears inequitable.

d. Likely impact in implementing the Land Value Contributions

A definition for "public purpose land" is included in proposed Clause 25O of the exhibited EP&A Amendment (Infrastructure Contributions) Regulation 2021.

Clarification is sought on whether councils are required to identify the "public purpose land" in an LEP. Particularly the Land Reservation Acquisition Map to which Clause 5.1 "Relevant Acquisition Authority" will apply. In the event that the "public purpose land" is also identified in a Land Reservation Acquisition Map, Council poses the following scenarios for the Department's consideration:

- i. The public purpose land is required for enabling infrastructure however, the now-rezoned property containing the public purpose land has not been sold or there is no development consent that then delays the enabling infrastructure being delivered. This scenario could force Council to negotiate land acquisition for the purpose of delivery of the enabling-infrastructure

however, the cost of early acquisition is invariably at market rate rather than the VG rate.

Additionally, councils would still need to compulsorily acquire 'public purpose land' even if the property is never sold or developed. Commercial negotiations for such acquisition may commence at the NSW Valuer-General rate (applicable for the Land Value Contribution) however, the acquisition has the potential to be at market rates, resulting in a shortfall in the contribution funds that councils can collect under the LVC.

- ii. What restricts the proponent from paying a monetary contribution in lieu of transferring the 'public purpose land' under the LVC, and then entering into commercial negotiations to sell the land identified as 'public purpose land' at the market value under the provisions of the Land Acquisition (Just Terms Compensation) Act 1991?

Council contends forcibly requiring landowners to transfer the 'public purpose land' on their property to Council at the NSW Valuer-General rate does not spread the real costs of acquisition across the precinct and is inequitable for those owners whose land is identified for acquisition.

Conversely, if the 'public purpose land' is not identified in a Land Reservation Acquisition Map **and** requires the LVC ascribed under Subdivision 3 of the exhibited Regulation (rather than an option for Council as inferred in the accompanying *Land Value Contributions – Exhibition Paper*), Council seeks the Department's advice to the following questions:

- iii. What is the zoning approach for a property with 'public purpose land' affectation?
- iv. What is the course of action for Council to the scenarios posed above if the sites are not identified in a Land Reservation Acquisition Map?

Council raises significant concern that the LVC will result in a shortfall to infrastructure funding. Preliminary modelling of the LVC was undertaken for the Frenchs Forest Planned Precinct, based on the quantum of public purpose land identified by Council. The results found that Council would have an LVC rate of 11.02%, based on 1.4 Hectares of 'public purpose land'. However, 8,348m² of the identified 'public purpose land' is outside of the Frenchs Forest Planned Precinct and the catchment area of the contributions plan.

In accordance with the draft legislation, the public purpose land will be identified in the contributions plan as enabling-infrastructure for this Precinct. The LVC will be levied against the 12.5 Hectares of land with intensified development potential. As the 8,348m² of public purpose land is outside a precinct being rezoned for uplift, it will need to be acquired by Council at market rates. Currently, this equates to \$33M in comparison to \$12.7M (being the VG rates based on the current zoning of the public purpose land). This would result in an infrastructure funding shortfall of \$20.3M. How can public purpose land located outside a precinct being rezoned for uplift be acquired in a financially sustainable manner?

e. *Issues with Land Value Contributions Certificates*

Concern is raised that the prescribed timeframe for councils to issue a Land Value Contribution Certificate (5 days from lodgement) will be insufficient. Council staff, after consultation with the NSW Valuer-General's office, have identified that the process of getting an updated Land Value rating after rezoning is a complex process that will typically take up to 3 months.

It is requested that the Department include, in the draft Regulation, a minimum period after land is rezoned before Council can reasonably issue Land Value Contributions Certificates. Issuing certificates within the 3 month period immediately after land is rezoned without the benefit of an updated land value rating will not provide for the capture of the uplift in value brought about by the change in zone.

Section 7.12

Council requests clarification on the following terms to remove ambiguity and improve the contributions process:

- **Defining a 'bedroom':**

Council's preference is for the term "bedroom" to be statutorily defined, to remove ambiguity for the assessment and determination of a proposal. Having a definition of 'bedroom' to be applied consistently across all NSW councils avoids any unnecessary definitional disputes with landowners that may delay the receipting of contributions payable to Council.

Preferred indexation for the land value contribution

Council requests confirmation that, even if the exhibited maximum levy rate is reached, indexation of the levy rate is available i.e. if the residential contributions rate reaches the threshold (either \$20,000 or \$30,000 per dwelling/lot), indexation on this rate remains available.

Concern is raised regarding the appropriateness of the Producer Price Index (Road & Bridge Construction NSW – ABS) for Land Value Contributions rather than the Residential Property Price Index (NSW) or, implementing IPART's 2014 recommendations 14 and 15 for escalation of land which reads as follows:

"To escalate the costs of land included in a plan in future years we recommend that:

- *the Valuer General construct and publish annual land value indices based on 5 regional groupings for use by councils (Recommendation 14)*
- *for land that will have to be acquired, councils use either the relevant regional index published by the Valuer General or the CPI (All Groups, Sydney) (Recommendation 15)"¹*

¹ Local Infrastructure Benchmark Costs – Costing infrastructure in Local Infrastructure Plans Final Report (IPART, April 2014 p85)

The requirement for existing contributions plans to be reviewed by 1 July 2024

Concern is raised with the requirement for existing Contributions Plans to be reviewed by 1 July 2024 regardless that Council's Contributions Plan was exhibited before 1 July 2022 and adopted after 1 July 2022. For Council, this particularly affects:

- The Dee Why Town Centre Contributions Plan 2019.
- The Warriewood Valley Contributions Plan (the Warriewood Plan), which is the subject of a Direction issued 22 February 2015 entitled, *Environmental Planning and Assessment (Local Contributions – Warriewood Valley) Revocation Direction 2015*.
- The future contributions plan for the Frenchs Forest Planned Precinct (with the rezoning package exhibited by the Department in July 2021).

Council's Dee Why Town Centre Contributions Plan 2019 has received minimal development contributions income and it is proposed to review this Plan once the exhibited reforms are introduced.

Council has regularly reviewed the Warriewood Plan since it was originally adopted by the then Pittwater Council for the Warriewood Valley release area in 1998. Council's reviews of the Warriewood Plan include an assessment of the development take-up, the scope and cost estimates for each infrastructure item still to be delivered, and cashflow of development income and expenditure. At the time of preparing this submission:

- 19.8 hectares of land in the release area (16.7% of the total) is still to be developed and will deliver the remaining 441 dwellings.
- Council is finalising its current review the Warriewood Plan with the aim of presenting an updated contributions plan to Council early 2022 for public exhibition.
- It is likely that an updated Warriewood Plan will be adopted by/after 1 July 2022.

The proposition that an updated Warriewood Plan needs to be reviewed by 1 July 2024 means that the updated Plan will only be in place for one year before Council is required to review the Plan again. Reviews are resource-intensive and in the case of the Warriewood Plan, Council contends would be an unnecessary and inefficient use of resources/time particularly given there is now a commitment to retain the ability to levy for community facilities (in an existing contribution plan).²

Council's Frenchs Forest Contributions Plan (the FF Plan), written for the Frenchs Forest Place Strategy (a Department-led precinct), is scheduled to be exhibited before 1 July 2022. The draft FF Plan will need to be reviewed by IPART as the contribution rate will exceed the \$20,000 per dwelling/lot threshold. At best, the FF Plan will likely be in force in 2023 before Council is required to review it again by 1 July 2024.

Council requests the Department support an extension being afforded to the Warriewood Valley Contributions Plan and the Frenchs Forest Contributions Plan, with both plans being reviewed by Council within four (4) years from the date each Plan comes into effect or by 1 July 2027 whichever comes first.

² Joint Media Release by Local Government NSW and the Minister for Planning, 24 November 2021

Application of the proposed requirement for a Contributions Plan to be in place a maximum of 6 months following rezoning

Concern is raised regarding the implications of the requirement for a Contributions Plan to be in place a maximum of six months following a rezoning in circumstances where the Plan requires approval by IPART i.e. it is above the thresholds of either \$20,000 or \$30,000 per lot.

Land under the Frenchs Forest Place Strategy, a Department-led precinct, will be included in the Frenchs Forest Contributions Plan being prepared by Council. This Contributions Plan will need to be referred to IPART for review as it will likely exceed the threshold for existing residential areas (\$20,000 per dwelling/lot). The Department has already exhibited the draft Frenchs Forest Place Strategy, Explanation of Intended Effect and associated documents without the draft Development Contributions Plan.

Council requests that the definition of "relevant period", under proposed Clause 271A, be amended to include reference to 'until the relevant contributions plan has been assessed by IPART and is in force'.

Practice Note – What can be funded through section 7.11 and 7.12 local infrastructure contributions

Council agrees with the basic premise that local infrastructure contributions should fund development contingent local infrastructure, as it reads as follows:

"Local infrastructure is generally a [development-contingent cost](#) as it is infrastructure that would not be required if the development did not proceed. The development has created these infrastructure costs by increasing the demand for infrastructure."

"Development-contingent costs only include infrastructure designed to the standard needed to support development."

Nonetheless, Council disagrees with the following statement, which reads as follows:

"Community preference for higher standards, such as higher order playing field embellishment, is a general cost as it does not arise because of a particular development."

Council contends that development proposals are already being planned for higher standards, in response to the Greater Sydney Commission's District Plan and councils own Local Strategic Planning Statements. For Northern Beaches, the vision for its strategic centres and any future growth areas is to be low carbon precincts, as expressed in its Local Strategic Planning Statement *Towards 2040*. For local infrastructure commensurate with development, including the higher standards in the development-contingent costs, aligns with the higher standards for the development.

Council disputes the proposition that local infrastructure contributions funding is limited to base level/standard of local infrastructure. Base level/standard does not address climate change impacts and does not future-proof infrastructure for resilience.

Other Matters

Based on Council's experience in recovering outstanding development contributions (from privately issued Complying Development Certificates (CDC), the following deficiencies require resolution:

- The condition requiring the payment of development contributions to Council has been omitted from the CDC, in contradiction with Clause 136L of the Environmental Planning and Assessment Regulation 2000.
- There is evidence that certifiers have issued Notice of Commencements and Occupation Certificates for CDCs without the required development contributions being paid to Council.
- Anecdotal evidence exists where proponents state they were not advised by their private certifier that contributions were payable to Council in regard to their CDC proposal.

Given the comprehensive nature of the exhibition package for Local Contributions, including the proposed Clause 136K under the draft Regulations (replacing the existing Clause 136L), it is recommended that a Practice Note for private certifiers be prepared.

Should you require any further information or assistance in this matter, please contact my office on Ph: 8495 6273.

Yours faithfully



Andrew Pigott
Executive Manager Strategic & Place Planning



10 December 2021

Ms Megan Nugent
Director - Infrastructure Partnerships and Agreements
Department of Planning, Industry and Environment

Our Ref:2021/840118

Submission to exhibited Regional Infrastructure Contributions

Northern Beaches Council welcomes the opportunity to comment on the Regional Infrastructure Contribution (RIC) package that is currently on public exhibition, namely:

- Explanation of Intended Effect (EIE)
- Infrastructure Delivery Agreements
- Governance and Prioritisation Guidelines
- State Planning Agreement Guidelines
- Discussion Paper
- Feasibility Analysis

Council recognises that a draft State Environmental Planning Policy and an Infrastructure Schedule have not been provided and are key elements for implementing the proposed changes. To ensure transparency and clarity on the proposed changes, Council requests that these two documents should be publicly exhibited before the introduction of a regional infrastructure contribution.

Council acknowledges that on 24 November 2021, the Minister for Planning (in a joint media release with Local Government NSW) advised that state contributions will be spent in the regions that they are collected. Council requests confirmation that this commitment is reflected ahead of the SEPP coming into effect. Questions remain regarding the details of this announcement. If the Northern Beaches is considered to be in the Greater Sydney region for the purposes of the RIC, then this gives us no comfort that money collected in the Northern Beaches will be spent in the Northern Beaches. It has been reported that the RIC will be spent in the region they are collected from, and funding priorities will be determined based on the applicable LSPS. This suggests that at the very least the contributions should be spent in the planning regions in which they are collected under the regions in the Metropolitan Plan – that being the Sydney North Planning District in the case of Northern Beaches.

Further, Council disagrees with the imposition of a broad-based Regional Infrastructure Contribution (RIC) charge that requires no nexus between the development and the regional infrastructure to be delivered. This mechanism is essentially a tax on development and is inconsistent with the well-known, broadly accepted and reasonable 'user pays' principle of infrastructure funding. The manner in which the collected money is managed and spent is opaque.

The proposal to not provide a credit for existing dwellings and to therefore apply the RIC in a knock down and rebuild scenario is considered a blatant cash grab and grossly inappropriate. This proposal will effectively charge mums and dads \$12,000 when they are rebuilding their own house. For knock down/rebuild and alterations and additions scenarios there is unlikely to be material additional demand generated on regional infrastructure. As such, it is considered that a credit must be provided for existing dwellings.

Council requests that:

1. Additional information be provided on why, for Greater Sydney, the District Plan boundaries were not used to define the regions for the RIC as the District Plan's targets and infrastructure requirements are stipulated in the District Plans and agreed to by councils in the respective District Plans.
2. The infrastructure schedule and priorities for the Greater Sydney Region (for which it is located) should be publicly released.
3. The infrastructure items to be funded by exhibited State Infrastructure Contributions (but not yet in force) be placed on the RIC infrastructure prioritisation list.
4. A credit be provided for existing dwellings.

Clarification is sought to the following matters:

Where will the RIC apply?

Part 3 of the EIE states that development on rural zoned land (as described in the Standard Instrument LEP) will not be levied a RIC.

Council has a large portion of land not ascribed a zone under Warringah LEP 2000, commonly known as the Deferred Lands. Clarification is sought to determine if a RIC will apply to development on land identified as a 'Deferred Matter'.

How will the RIC be calculated?

Part 5 of the EIE states that the residential base contribution will be determined by the total number of dwellings/residential lots. The residential example provided seems to indicate that the RIC will only be levied on additional dwellings.

This is inconsistent with the statement in the Discussion Paper that *"A RIC will apply to all new development across the region, irrespective of whether changes to planning controls have recently occurred. This includes a knock-down and rebuild"*. Department staff have confirmed that the RIC is intended to apply to knock-down rebuilds.

Council contends that this is not appropriate. The RIC is a new tax on areas and development types that are not currently levied for regional infrastructure improvements. If implemented as intended, the RIC will have no connection or relationship to increased demand for regional infrastructure.

At a minimum, the base contribution for residential development should be determined on additional dwellings. Council contends the exhibited approach is inequitable as it is not reflective of the additional demand for regional infrastructure.

The contribution for non-residential development should be based on the additional GFA however, the proposed approach is described inconsistently in the EIE. Clarification is sought on whether it is additional GFA that will be subject to the RIC or the whole development?

Complying Development Certificates

The EIE states that a RIC will also be imposed on Complying Development Certificates (CDC).

Council has experienced difficulty in collecting local contributions from applicants of CDCs who claim they were not aware of their financial obligations prior to receiving the approval or commencing works. Council has also had difficulty with private certifiers who permit the commencement of works and issue occupation certificates without confirming the payment of local contributions. The auditing and enforcement of local contribution payments for CDCs is a time consuming and resource intensive process.

Clarification is sought to confirm how the Government will audit the imposition of conditions and the collections of RICs from CDCs? How will the Government ensure that all required payments are made at the appropriate time?

To assist in the calculation of RICs for CDC's, Council requests that the Regulation be amended to require all CDCs for non-residential development to include a statement by a suitably qualified person (such as a qualified and registered draftsman or architect) to identify:

- the GFA of each new building,
- the GFA of any existing building/unit that is being converted to commercial or industrial use, and
- the GFA of any expansion of an existing building/unit.

Timing of payment

Payment of the RIC is required prior to the issue of the first occupation certificate for any building, except where the development involves residential subdivision in greenfield areas. Where the development consent involves residential subdivision, the RIC must be paid before the issue of the subdivision certificate.

Part 9 of the EIE states "The timing for the payment of the RIC mirrors arrangements proposed to be put in place, through a direction given by the Minister under section 7.17 of the Act, for the payment of local infrastructure contributions."

The Minister has recently confirmed that this Direction will not be made permanent after the conclusion of the COVID Period under the Environmental

Planning and Assessment Act. Council seeks clarification as to how the Minister's announcement will be implemented in relation to the RIC?

Transport Project Component (TPC) charge

There is little information in the EIE to identify how a TPC charge will be determined or applied.

The Discussion Paper advises that a TPC charge will only apply to certain identified land that, among other things, receives an uplift in land value from changes in planning controls as a result of the state transport project. It is vital that any TPC charge is identified early in the planning stage, prior to rezoning, to ensure that these costs can be factored into development feasibility analysis.

Council requests that ahead of the draft SEPP being made, additional information confirming the methodology used to determine the TPC is exhibited.

Timing and priorities for infrastructure delivery under the exhibited Investment Prioritisation Guidelines

Concern is raised that the prioritisation process makes no reference to the prioritisation of regional infrastructure projects where contributions revenue is collected. This is regardless that the process is broken down into three stages:

- Stage 1: Growth Infrastructure Needs Assessment
- Stage 2: Capital Planning Integration
- Stage 3: Project Evaluation and Approvals.

Stage 1 makes reference to a need for DPIE and state agencies to assess infrastructure needs by reviewing regional and district plans, place-strategies, precinct plans and Infrastructure NSW's priorities. If the RIC is collected to be spent in the areas where the funds have originated from, why aren't the regional infrastructure needs of the relevant local councils explicitly recognised as the foremost priority at this stage?

Stage 2 asks that state agencies and local councils formally nominate projects and prepare business cases to justify funding for regional infrastructure. Why must councils take on these additional steps to justify receiving funding if the purpose of the RIC is to fund these regional projects?

Council is concerned that RIC funds collected in the Northern Beaches will not be spent in the Northern Beaches, potentially leaving council with unfunded regional infrastructure liabilities to manage in higher growth areas subject to recent rezoning. It would be in the public interest to provide councils and their local communities with greater assurance that RIC funds will be spent in the council areas where contributions revenue is collected.

Council also raises the following concerns with the exhibited Investment Prioritisation Guidelines:

- There are no published arrangements for how the TPC or SBC will be managed.

- Concern that only the regional infrastructure in Western Sydney will be funded as it unlocks significant housing.
- State Government reporting on RIC revenue should be broken down by LGA.

Council has concerns that regional funds collected in the Northern Beaches are likely to be spent elsewhere in Greater Sydney, where the state government may have a greater capacity to pay for regional infrastructure.

Should you require any further information or assistance in this matter, please contact my office on Ph: 8495 6273.

Yours faithfully



Andrew Pigott
Executive Manager Strategic & Place Planning



10 December 2021

Jessica Hanna and Ineke Ogilvy
Independent Pricing and Regulatory Tribunal
Provided via online submission portal

Our Ref:2021/836227

Dear Ms Hanna and Ms Ogilvy

Submission to the Independent Pricing and Regulatory Tribunal (IPART)

Northern Beaches Council successfully utilises development contributions to fund the provision of local infrastructure for our community. Council welcomes the opportunity to provide comments on these draft reports and generally supports the NSW Government undertaking a review of the existing infrastructure funding framework, recognising that it is long overdue.

However, it is disappointing to see that the Terms of Reference provided to IPART do not allow a comprehensive review of the essential works list. In fact, the Terms of Reference expressly prohibit the inclusion of construction costs of community facilities despite the fact that this infrastructure meets the Department of Planning, Industry and Environment's own definition of development-contingent costs.

There are opportunities to implement amendments to IPART's exhibited reports to ensure a transparent and fair funding framework that allows appropriate infrastructure costs to be collected by councils.

Council's responses to the specific questions posed by IPART in the exhibited reports are provided below.

Review of Essential Works List, Nexus, Efficient Design and Benchmark Costs for Local Infrastructure

1. *Do you think our proposed principles-based approach to the EWL, as part of our broader framework incorporating efficient design and delivery and benchmark costs, provides enough certainty? Have we got the balance right between flexibility and certainty?*

Council generally supports the principles based approach to the essential works list (EWL) and the inclusion of borrowing costs on the EWL. Council also supports inclusion of community facility strata space on the EWL which should include the associated parking requirements. Guidance is required on how this infrastructure should be costed, in particular, is it likely to include the purchase cost for the stratum in the future building?

It is disappointing the Terms of Reference explicitly stated that there will not be an expand EWL to include the construction cost of a community facility. Council disagrees with the Productivity Commission's statement that community facilities

are not development contingent infrastructure. These facilities meet the Government's own definition of development contingent infrastructure within the Terms of Reference provided to IPART - *"infrastructure costs with a casual connection to a development because they would be avoided if the development did not proceed"*. Community facilities are deemed essential by all communities. They foster a sense of community inclusiveness and interaction. The importance of these facilities (for example libraries) is only going to grow as technology evolves. The recent pandemic has highlighted the importance and reliance on these facilities by people of all ages and socioeconomic backgrounds. There is clear evidence and industry experience to demonstrate a nexus between increased development and the need for community facility floorspace. Industry benchmarks for floorspace are used to fund the provision of community facility land in IPART reviewed plans. How can land costs for community facilities be considered development contingent yet works cost cannot?

Council urges IPART to request that NSW Government reconsider the construction cost of a community facility for inclusion in the EWL.

2. *Is the proposed evidence to establish nexus for infrastructure in a contributions plan appropriate and reasonable? Is there any other guidance on nexus for local infrastructure that should be included in an updated practice note to assist councils, developers and other stakeholders in preparing and assessing contributions plans?*

The requirement to establish nexus is a fundamental premise for contribution plans being prepared under Section 7.11 of the Environmental Planning and Assessment Act.

Council requests additional guidance be included to the following exhibited draft Practice Notes, namely:

- Practice Note entitled *"Making a Section 7.11 Contributions Plan"*, needs to expressly state that development-contingent infrastructure is not necessarily confined to "within the catchment area of a Contributions Plan" particularly traffic improvements and utilising opportunities for co-location or embellishment of existing open space facilities where the alternative would be the costly acquisition of new land within a precinct

For example, the Frenchs Forest Place Strategy includes traffic improvements to the local road network outside of the precinct to facilitate traffic to enter and exit safely and efficiently to/from the precinct.

- Practice Note entitled *"What can be funded in Section 7.11 and 7.12 Contributions Plan"*, should clearly identify the benchmarks for open space provision rather than relying on a reference in the still-to-be introduced Design and Place SEPP.

3. *What further guidance on base level, efficient local infrastructure should be included in an updated practice note to assist councils, developers and other stakeholders in preparing and assessing contributions plans? How definitively should the guidance in an updated practice note specify the standards expected of infrastructure (e.g. legislation and other industry standards)?*

Council contends that base level infrastructure must include costs associated with future proofing. Infrastructure needs to consider resilience and climate change.

Council supports IPART's comment that base level embellishment is not just the lowest upfront cost. This is particularly relevant to the provision of synthetic sportsfields that provide increased hours of use. These statements should be included in an updated practice note.

Council supports investigations of whole of catchment stormwater planning. The investigation of alternative precinct servicing arrangements should also be encouraged. It is noted that fewer but larger stormwater basins may be more cost effective to construct but may trigger onerous ongoing maintenance and reporting requirements for councils if the basins are large enough to be classified as a dam.

The draft Practice Note, "*What can be funded in Section 7.11 and 7.12 Contributions Plan*", should inform the benchmarks and should include examples of infrastructure types that IPART had previously considered appropriate and why would be an informative guide for councils.

4. *Are there other items that we should consider benchmarking?*

Council requests that IPART provide benchmark costs for the following:

- Single sportsfield
- Single sportsfield with lighting
- Single and double sportsfields on former landfills
- Regional, district, neighbourhood and local playgrounds
- Synthetic sportsfields

Council requests guidance on how councils should cost strata space for community facilities.

Confirmation is also sought on demolition benchmark costs to other infrastructure types (where appropriate). Currently, demolition is only identified in Item 4.07 for Open Space Embellishment.

5. *Do you agree with our approach to use adjustment factors so that the benchmarks are applicable to a broader range of projects?*

Yes. The use of adjustment factors are vital to minimise the onerous and time-consuming methodology that councils must use to deviate from the benchmark costs.

6. *What other factors increase the complexity of a project that could be used as an adjustment factor?*

Land contamination and its remediation including the removal and appropriate disposal of asbestos or other contaminated material; and acid sulfate soils.

7. *We seek stakeholder views on the approach to project allowances, including the rates and their application?*

No response provided

8. *We seek stakeholder views on alternative benchmarks for open space. Is there value in a per person benchmark? How would it work?*

A per person benchmark for open space is simple and easy to understand. However, Council agrees that the provision of open space should be a performance based approach that will allow councils to tailor the provision of open space for the specific precinct. This must be balanced to ensure that adequate land for open space is still prioritised and is not completely replaced by a higher level of embellishment to reduce development costs and improve feasibility.

9. *Does 1.5% of the total value of works excluding land broadly reflect the actual cost councils face to administer a contributions plan? If not, what percentage would better reflect the actual cost councils face?*

No, 1.5% is insufficient particularly when land costs are excluded from the total value of the infrastructure works. Ongoing costs associated with the land costs component includes:

- Regular updates to land valuations associated with regular review of the contributions plan. As identified in IPART's report, it will also become more expensive for councils to prepare cost estimates that deviate from the benchmark costs.
- Negotiation costs incurred with land acquisition.

Councils will require significant changes to internal processes and software systems to respond to the recently exhibited reforms and updated reporting requirements that are funded from plan administration.

Council recommends that the total value of work includes land costs and the costs attributable for Land Value Contribution.

If this is unfavourable, the percentage should be increased to up to 3%.

10. *What other types of information or data would provide a clear evidence base for the true costs of plan administration?*

Data that provides evidence on the true costs of plan administration includes Council-commissioned studies or tasks; Council employee costs specific to administering contributions plans.

11. *We seek views on our proposed approach to annual escalations and 4 yearly reviews of benchmarks, including the choice of index and timeframe.*

Council generally supports the annual adjustment of benchmark costs using ABS Producer Price Indexes however for land value it would be prudent to adopt a specific Land value index produced by the NSW Valuer-General which provides a far more accurate reflection of changing costs of land as opposed to CPI or PPI.

12. *We seek views on an appropriate feedback or data collection mechanism to obtain reliable and consistent project information to refine the benchmarks over time.*

Changes to benchmark costs that are not drawn from a metro-wide catchment will not reflect the higher costs of construction on the Northern Beaches. For example, concrete costs more on the Northern Beaches due to there only being two batching plants, whereas there is much more availability in other metro locations.

It is suggested that IPART could review the tender panel costs of a large representation of councils. This may give an accurate and relatively easy comparison of cost changes across the sample.

13. *Are the proposed principles and information requirements for councils using an alternative costing approach adequate? Should councils be required to provide any further information to justify deviations from the standard benchmark costs?*

The methodology identified by IPART seems time consuming and onerous.

Council strongly disagrees that councils should be required to provide any further information to justify deviations from the standard benchmark costs.

14. *Are the proposed principles for reviewing plans and updating costs adequate? Are there any principles that should be removed from or added to this list?*

IPART recommends that Council's update their plans with actual costs. Principle 6 states that "future development should not pay to fund any under-recovery arising from the actual costs of providing infrastructure for earlier development being greater than initially forecast".

Where infrastructure delivery costs are less than originally expected, council will be required to update their plans resulting in slightly lower contribution rates. However, where infrastructure costs are greater than originally expected, principle 6 prevents councils from amending their plan to reflect accurate contribution rates. This seems inequitable. If councils are required to update their 7.11 plans with actual infrastructure costs it shouldn't matter if those costs were less or greater than originally anticipated.

15. *Are the proposed information requirements for councils enough? Are there any other pieces of information that should be added to this list?*

Yes, the information requirements are adequate and provides guidance for councils to, if they choose, deviate from the benchmark costs.

16. *Do you support our approach for a threshold to determine which plans must be reviewed?*

Generally, contributions plans above a threshold should be reviewed by IPART however Council contends that the current threshold is too low. Council requests that the threshold be increased to \$45,000, as per Council's submission to DPIE's Discussion Paper on development contributions in April 2020. This figure

generally reflects increases to infrastructure delivery and land costs since thresholds were originally introduced in 2010.

Typical Scopes and Benchmark Costs of Local Infrastructure

1. *Are there other items that we should benchmark?*

Council requests that IPART provide benchmark costs for the following:

- Single sportsfield
- Single sportsfield with lighting
- Single and double sportsfields on former landfills
- Regional, district, neighbourhood and local playgrounds
- Synthetic sportsfields

It is also noted that demolition is only identified in Item 4.07 under open space embellishment. Council seeks confirmation that councils can apply these demolition benchmark costs to other infrastructure types where appropriate.

2. *Are the inclusions, exclusions and typical scopes appropriate and clear?*

The inclusions/exclusions may become problematic where infrastructure is not being delivered in a greenfield area and work is occurring within the traffic lanes of existing roads and adjustments to existing infrastructure. Councils may be required to deviate from the benchmark costs more often in these circumstances. Council is also concerned that there has been no consideration of costs to prepare as-built documentation.

Council raises the concerns with the following benchmark costs:

- Item 1.14 Roundabout Single Lane – Council's standard design specifies 225mm island thickness. 150mm is unlikely to adequately slow vehicles or deter them from driving over the roundabout and should not be the considered the base level design.
- Item 1.16 Shared Pathway – the shared path in this item is only 1.5m wide. Transport for NSW has prepared a Cycleway Design Toolbox. This policy identifies that the minimum desired shared path width is 4m. This should form the minimum industry standard for this infrastructure item.
- Item 2.13 Stormwater Pipe – Council's panel rates for stormwater pipes are approximately double the benchmark costs. For example, Cardno suggest 375mm RCP at \$180/m. An average of Council's 5 panel rates is \$390/m. Additionally, Council's rates do not include excavation and backfill whereas the Cardno rate does. This represents a significant discrepancy that should be reviewed by Cardno.

- Item 2.15 Stormwater Pit - Council's panel rates for stormwater pits are significantly higher than the benchmark costs. For example, Cardno suggest 600mm at \$3,850 each. Council's panel rates are between \$4,000-\$6,000 each.

3. *Do the base costs reflect efficient costs?*

Council contends that base level infrastructure must include costs associated with future proofing. Infrastructure needs to consider resilience to climate change.

4. *Do the sub items and adjustments appropriately deal with project variability?*

No response is provided.

5. *Do the project allowances for on-costs and contingency reflect efficient practice?*

No, the project allowance for on-costs does not accurately reflect the cost of project management and design of local infrastructure in many cases. Cardno have provided no evidence to support the identification of the on-cost percentages in Table 2-7 of IPART's report.

All councils incur costs associated with managing contracts for design and construction, regardless of total contract value. Council requests that IPART review the on-costs allowance.

Should you require any further information or assistance in this matter, please contact my office on Ph: 8495 6273.

Yours faithfully



Andrew Pigott
Executive Manager Strategic & Place Planning

**Rob Stokes**Minister for Planning and Public Spaces
Minister for Transport and Roads**MEDIA RELEASE**

Wednesday, 24 November 2021

**LOCAL GOVERNMENT NSW AGREES ON
INFRASTRUCTURE REFORMS**

The NSW Government and the peak body representing the state's councils have agreed on improvements to reforms of the infrastructure contributions system.

Minister for Planning and Public Spaces Rob Stokes said the changes to the package addressed issues raised by Local Government NSW (LGNSW) and councils during extensive consultation.

"The changes we're making will build a simple, fair, consistent and clear system for delivering infrastructure to support more homes and jobs across the State," Mr Stokes said.

"I said that no council will be worse off under these reforms and we will continue to work with LGNSW and councils to make sure that happens.

"We all want the same thing – great infrastructure and more investment in our local communities. That's what these reforms will deliver.

"I want to thank LGNSW President Linda Scott for her tireless advocacy on behalf of councils. She worked with me to make this a better package for the benefit of her community and others across NSW."

The reforms will unlock \$12 billion in productivity gains, create 2,600 jobs and attract new investment critical to the State's economic recovery.

President of Local Government NSW Linda Scott welcomed the NSW Government's commitment working with her to make changes to the package.

"The Minister has listened to the concerns of the local government sector and worked with local governments to make changes that address our concerns," Councillor Scott said.

"With the commitments made and changes to be made to the draft legislation, I am now confident that this is a package that will improve the infrastructure contributions system."

Modifications to the package include:

- Allowing councils that currently fund community infrastructure from developer contributions to continue to do so;
- Ensuring that state contributions are spent in the region where they are collected;
- Re-setting the blanket rate councils can charge, known as 7.12 plans; and
- Increasing the maximum amount councils can charge for infrastructure associated with solar and wind farms.

The Minister will seek financial assistance for councils that can demonstrate cash flow problems due to directions about the payment of contributions at the construction certificate stage.

The Productivity Commissioner has confirmed that the changes to the package are consistent with the recommendations he made to reform the infrastructure contributions system.

Incoming councils will have until the week after their first ordinary meeting in February 2022 to make submissions on the policy package currently on public exhibition.

MEDIA: Alexandra Tooth | Minister Stokes | 0447 621 312
Toni Allan | LGNSW | 0412 774 441



PLANNING PROPOSAL

Amendments to Warringah Local Environmental Plan 2011

**1294, 1296, 1298 & 1300 Pittwater Road and
2 & 4 Albert Street, Narrabeen**

October 2021

Contents

Part 1 – Objectives or Intended Outcomes	3
Part 2 – Explanation of Provisions	7
Part 3 – Justification	10
Section A – Need for the Planning Proposal.....	10
Section B – Relationship to Strategic Planning Framework.....	12
Section C – Environmental, Social and Economic Impact.....	20
Section D – State and Commonwealth Interests	22
Part 4 – Maps	23
Part 5 – Community Consultation.....	28
Part 6 – Project Timeline.....	29

Part 1 – Objectives or Intended Outcomes

This planning proposal seeks to amend the Warringah Local Environmental Plan (LEP) 2011 for 1293, 1296, 1298 & 1300 Pittwater Road and 2 & 4 Albert Street, Narrabeen (see Figure 1) to:

- increase the building height (excluding the existing heritage item and its curtilage) to align with the 11m height limit in the adjoining town centre, with an additional metre (12m) for Building A to allow for increased ceiling heights for commercial and medical floorspace in line with Australian Design Guideline requirements;
- add additional permitted uses for 1298-1300 Pittwater Road for a medical centre, commercial premises and shop top housing; and
- implement State Environmental Planning Policy No 70 – Affordable Housing (Revised Scheme) and enable Council to require a contribution amount of \$1,129,846 or equivalent amount at the time of payment as indexed in accordance with the Northern Beaches Council Affordable Housing Contribution Scheme which was adopted by Council on 28 September 2021 including both Narrabeen and Frenchs Forest Town Centre as identified sites to which the scheme applies.

The intended outcomes of the development include:

- Relocation of the existing Narrabeen Family Medical Practice at 4 Albert Street to a new building at the corner of Pittwater Road and Albert Street (Building A) (See Figure 2) alongside the existing commercial premises currently located at the corner. Above the medical centre will be one level of apartments.

- Support growth of the Narrabeen Family Medical Practice which has outgrown its existing facilities (595sqm) with a growing and ageing community in the Narrabeen Catchment. Concept plans propose 892sqm of net lettable area for medical and commercial uses with a proposed floorspace cap of 1,150sqm providing future scope for further growth of the medical practice by converting floorspace while protecting the economic function of Narrabeen Town Centre.
- Provision of apartment buildings (Buildings B and C) with 1,2-,3- and 4-bedroom configurations and an attached dwelling or terrace house typology (Building D), up to three storeys in height. An additional storey may be permitted for Buildings A, B and C where largely contained within the roof form. New dwellings provide more diverse housing options in an easy walking distance to the B-line and Narrabeen Town Centre.
- Building footprints as indicated in Figure 2 and as referenced above will be included in a site-specific amendment to the Warringah Development Control Plan (DCP). The Site specific DCP includes requirements to maintain the heritage significance at 2 Albert St and to improve active travel connections with a 3m setback from the site boundary at the corner of Pittwater Rd and Albert St to support pedestrian movement facing one of only two pedestrian crossings of Pittwater Rd in Narrabeen Town Centre. DCP controls also address landscaping, parking, built form setbacks and building design.

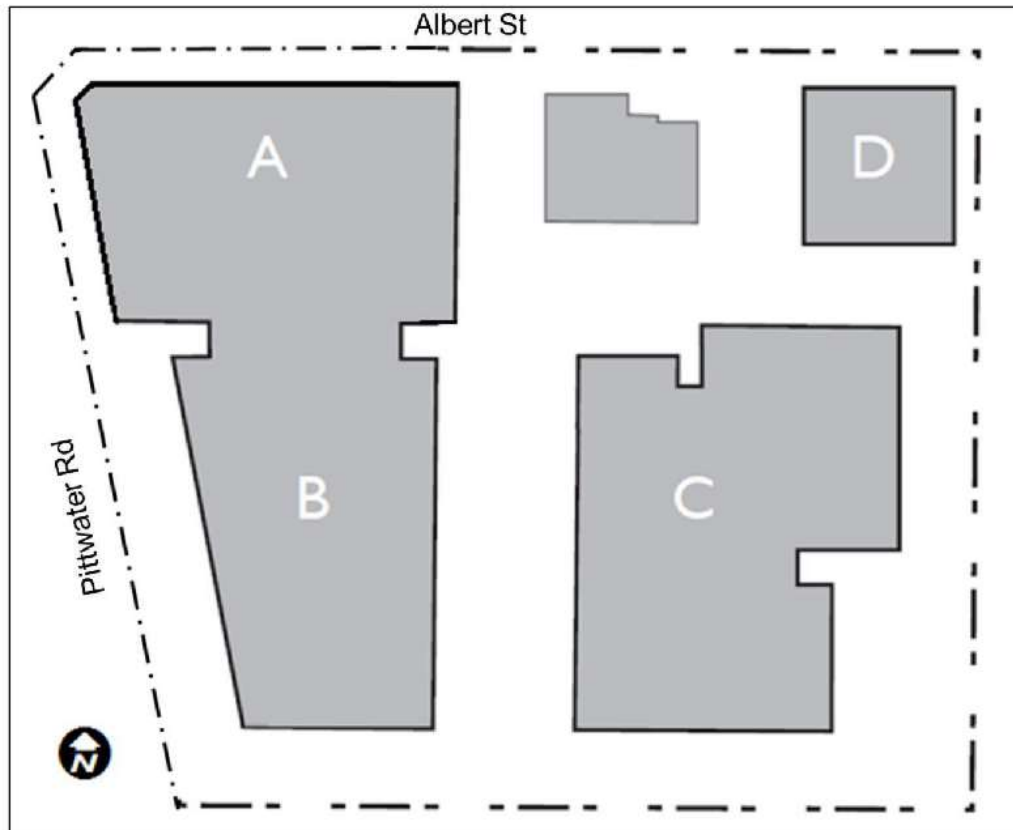


Figure 2: Future building footprints included in the site-specific DCP

Part 2 – Explanation of Provisions

The proposed outcome will be achieved by:

- Amending the Warringah LEP 2011 Height of Building Map in accordance with the proposed height map, shown at Figure 3, which indicates:
 - a maximum permissible height of 11 metres for 4 Albert Street, 1294 and 1296 Pittwater Road and part of 1298 Pittwater Road (rear portion of site)
 - a maximum permissible height of 12 metres for 1300 Pittwater Road and part of 1298 Pittwater Road (front portion of site)
- Amending the Warringah LEP 2011 Additional Permitted Uses Map to include 1298 & 1300 Pittwater Road, shown at Figure 4
- Amending the Warringah LEP 2011 Schedule 1 Additional Permitted Uses to include 'medical centre', 'commercial premises' and 'shop top housing' at 1298 - 1300 Pittwater Road. The commercial premises (business premises, office premises and retail premises) and medical centre must not have a gross floor area exceeding 1,150m².
- Amending the Warringah LEP 2011 Part 6 additional local provisions to include an affordable housing contribution provision for the purposes of affordable housing
- Introducing a new Affordable Housing Map to identify the sites to which the Northern Beaches Affordable Housing Contribution Scheme applies, noting that the scheme has been recently exhibited and adopted by Council with reference to the proposed Frenchs Forest Town Centre Site and for this planning proposal at 1294-1300 Pittwater Road and 2-4 Albert St Narrabeen.

Explanatory Note

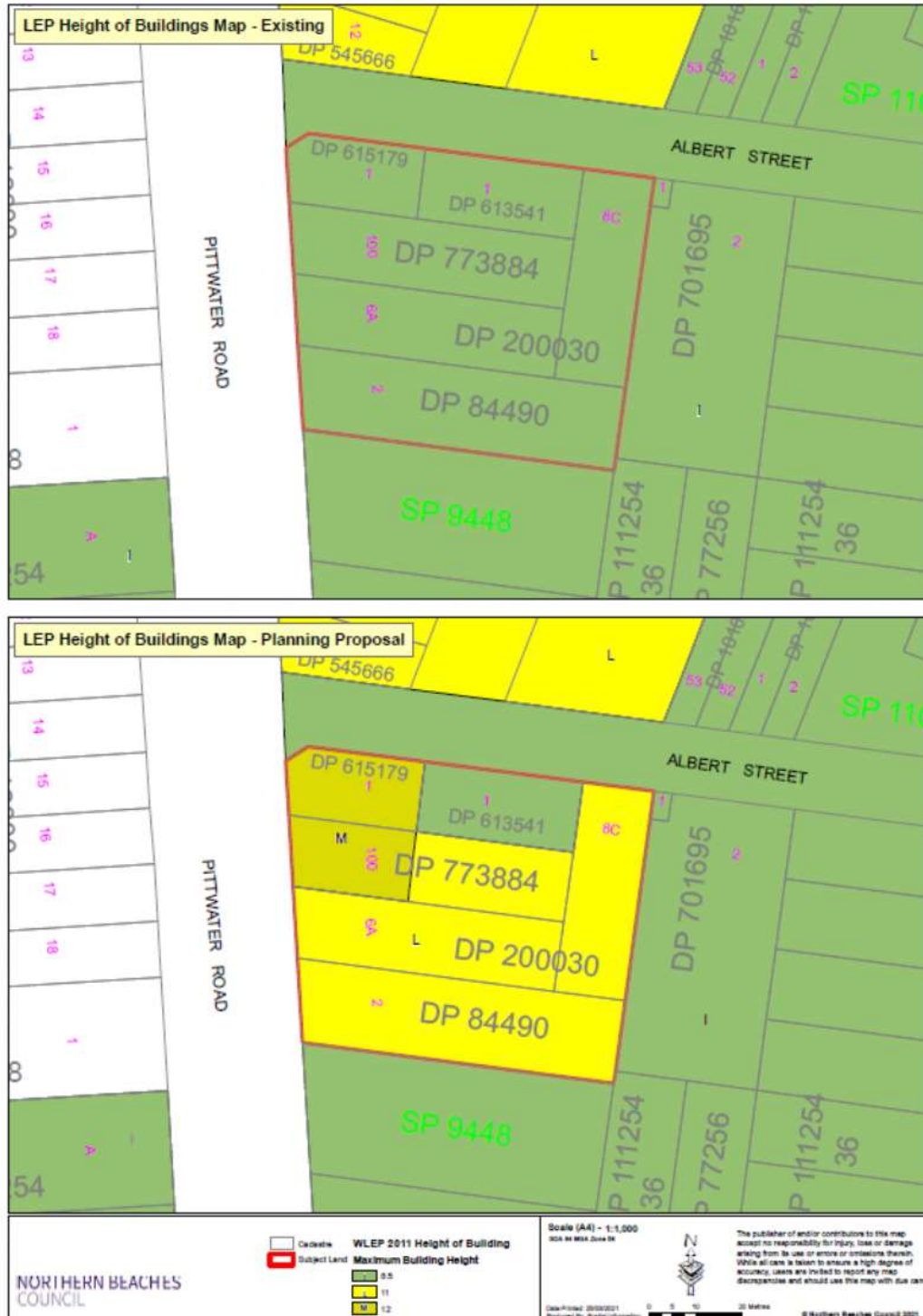


Figure 3: Showing the existing and proposed Height of Building for the site

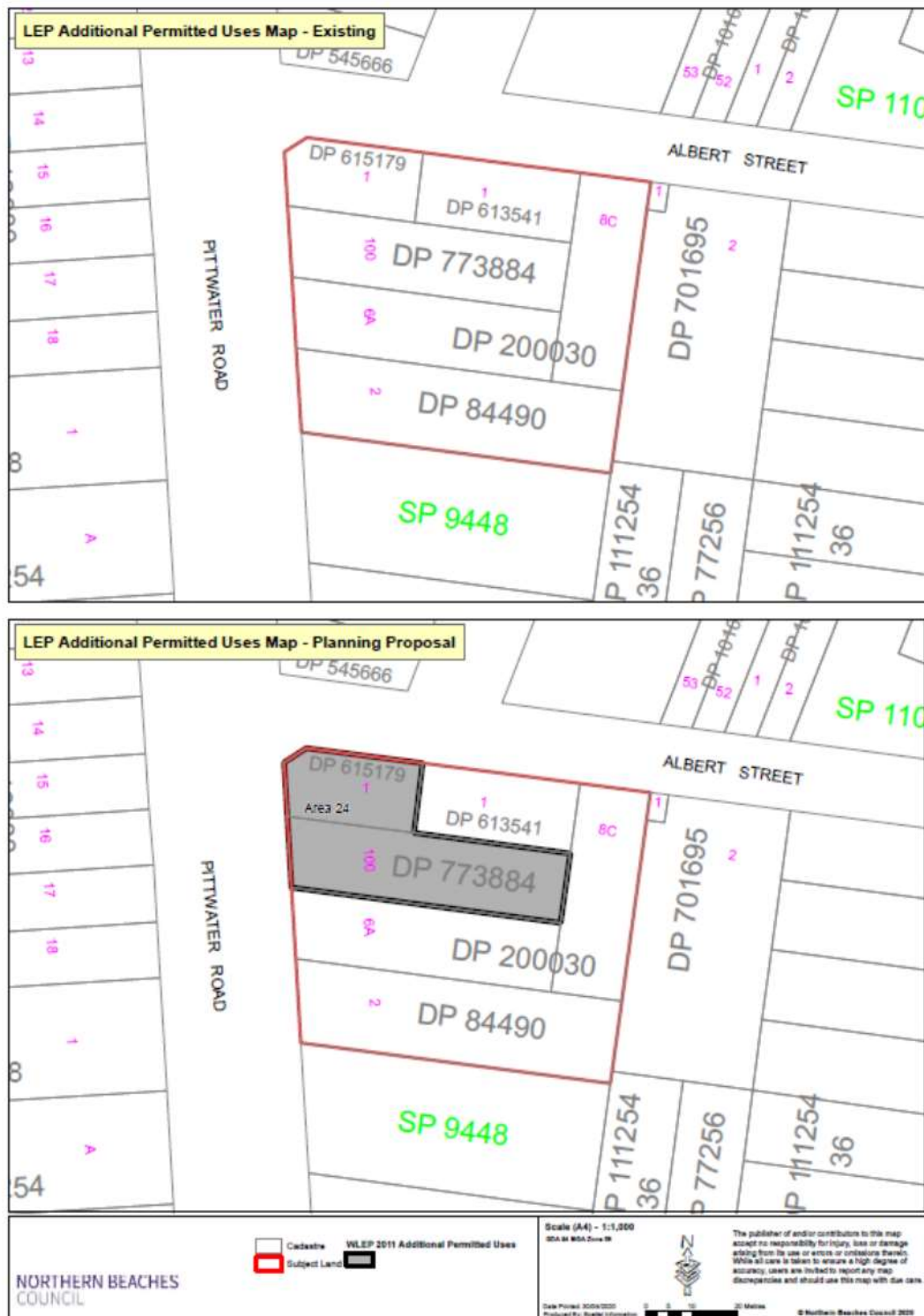


Figure 4: Showing the existing and proposed Additional Permitted Uses for the site

Part 3 – Justification

Section A – Need for the Planning Proposal

1. Is the Planning Proposal a result of an endorsed Local Strategic Planning Statement, strategic study or report?

No - with regards to changes to height and permitted uses.

The Planning Proposal was initiated by an application to Council on behalf of the land owners. Council has amended the Applicant's Planning Proposal to retain the existing building height for the local heritage item and its north-eastern curtilage, allow a minor increase in building height to 12 metres at the corner of Pittwater Road and Albert Street to enable greater floor to floor heights for the non-residential uses and limited the gross floor area for commercial premises and medical centres to ensure that the majority of the site will be used for residential purposes to meet the objectives of the R3 Medium Density Residential zone.

Yes – with regards to the Northern Beaches Affordable Housing Contribution Scheme

- *Shape 2028 – Northern Beaches Community Strategic Plan 2018-2028* Goal 7, Strategy C is to 'Advocate for improved housing affordability'.
- *Towards 2040 Local Strategic Planning Statements* – Priority 16 focuses on access to quality social housing and affordable housing. Action 16.1 is to 'Increase the supply of affordable rental housing through the local housing strategy and LEP and DCP controls.'
- *Northern Beaches Local Housing Strategy* – April 2021. Priority 3 Social and Affordable Housing formally adopts an affordable housing target that matches the 1,880 projected additional dwellings needed by 2036 (95 dwellings per year) to address the shortfall in social and affordable housing on the Northern Beaches.

2. Is the Planning Proposal the best means of achieving the objectives or intended outcomes, or is there a better way?

Yes. Rezoning a part of the site to a different zone such as B2 Local Centre or B4 Mixed Use would permit a range of other land uses that Council cannot support due to a range of environmental, social and economic impacts. A more detailed Economic and Traffic Impact Assessment Report would be required in order to determine whether the land uses proposed in each of the alternative zones would be appropriate.

The concept plans submitted with the proposal are to consolidate existing commercial and medical centre uses at the front corner of the site facing Pittwater Road which adjoins the town centre. The remainder of the site will accommodate residential uses in line with the existing R3 Medium Density Residential Zone. Accordingly, an additional permitted use is the best, most efficient and time effective approach to delivering the objectives or intended outcome. A maximum gross floor area control would also ensure that most of the site will be used for residential purposes to meet the objectives of the R3 Medium Density Residential zone.

The proposal supports additional commercial floorspace to accommodate growth of the existing medical centre which has operated from 4 Albert St since 1956, which has outgrown its site and which is expected to see further growth in demand. Analysis undertaken by SGS Planning and Economics on behalf of council to support the LSPS process identifies that Narrabeen is expected to see strong growth in retirees of +34% to 2036 with 'Health Care and Social Assistance' expected to be the largest employment sector in Narrabeen by 2036 with 377 jobs. Retention and support for the expansion of the medical centre will support the changing needs

of the Narrabeen catchment and reduce the need to travel to Mona Vale or Dee Why for a medical centre of this scale.

The expansion of medical floorspace in Narrabeen town centre is unlikely to be detrimental to the viability of the centre or to the competition for other medical centres according to the economic assessment provided by the applicant. Existing uses include a medical centre at 4 Albert Street which currently occupies 325m² of Net Lettable Area and a commercial premise at 1300 Pittwater Road which currently provides 240m² of floorspace. The proposal includes a total of 892m² of Net Lettable Area (NLA) of commercial floorspace which will provide a consolidated built form with modern, accessible facilities with street activation and an improved urban design outcome. While vacancy analysis undertaken by Council shows there is a high vacancy rate in Narrabeen, particularly for first floor commercial space, these tend to be in much older buildings with accessibility constraints and small floorplates that would not be suitable for a modern medical centre. While Council supports the expansion of the medical centre, a floorspace cap of 1,150m² was proposed by the applicant and is supported by Council to prevent excess supply of commercial floorspace given the existing high vacancy rates for first floor commercial space in Narrabeen.

Regarding the maximum building height proposed, retaining the existing 8.5m maximum building height and requesting a Clause 4.6 variation would not achieve the objectives or intended outcome as the height variation would not allow for an additional storey. This additional storey is needed to support overall feasibility of this proposed development given the commercial floorspace and setbacks around the heritage bungalow at 2 Albert st which reduce the level of density which can be achieved on the site under existing controls.

An increase to the maximum building height for residential areas of the site of 11m recognises the 11m height limit in the adjoining B2 Local Centre zoned town centre which sets the benchmark for the maximum building height in the centre. Council supports the 12m height limit for Building A at the Corner of Pittwater Rd and Albert St where commercial and medical centre uses will be accommodated to support increased floor-to-floor heights in line with the Australian Design Guidelines (ADG). Council consider this approach to be the best, most efficient and time effective approach to deliver the desired outcome.

It is noted that the Concept Plans envisage a largely three storey-built form with the fourth storey in an attic configuration. To achieve the fourth storey at the rear of the site, this will require excavation and terracing to lower the finished ground level below existing ground level. It is proposed that most of the excavation will be below 1 metre, but in the south-west corner, this could be up to 1.95 metres. The Applicant has demonstrated that this concept (inclusive of the flood planning level) is able to be achieved. In addition, it is noted that a Clause 4.6 variation request is an additional mechanism available in the development assessment process, should this be required.

Northern Beaches Affordable Housing Contributions Scheme

The Northern Beaches Affordable Housing Scheme (the Scheme) is the primary mechanism for Council to levy for affordable housing through its Local Environmental Plans (LEPs) and contains principles and objectives, the areas to which the Scheme applies, contribution rates, how contributions are to be calculated and made, and conditions and administrative requirements. Affordable Housing has long been recognised as a priority for the Northern Beaches Community and has been a specific strategy in the Community Strategic Plan for several years to help retain a more diverse community on the Northern Beaches in the face of increased affordability constraints which have significant social impacts.

A preliminary version the Scheme supported by Council on 28 May 2019 was submitted to the Department for preliminary review in line with the requirements of SEPP 70 and guidelines

developed by the Department of Planning, Industry and Environment (DPIE). Feedback from the Department at the time highlighted that a specific site for the scheme to apply was required to implement it. Advice from the department has also indicated that an amendment to Warringah LEP 2011 is required to implement the scheme.

The Scheme was to apply initially to the Frenchs Forest Planned Precinct. However, the Scheme can be extended to areas that are rezoned or are subject to increases in residential density in the future, with each area subject to a separate feasibility analysis to determine the required contribution rate. Feasibility work to support the application of this Scheme to 1294-1300 Pittwater Rd and 2-4 Albert St Narrabeen has been undertaken and is included as an appendix in the updated Scheme. Initial feasibility work provided by the applicant in July 2020 has been independently peer reviewed by SGS Economics & Planning on Council's behalf which challenged a number of assumptions. This peer review found that an affordable housing contribution of \$1,129,846 or equivalent amount at the time of payment as indexed in accordance with the Scheme is unlikely to prevent the development from proceeding. The Scheme has therefore been amended to include 1294-1300 Pittwater Rd & 2-4 Albert St.

This updated version of the Scheme including the Narrabeen site was recently publicly exhibited alongside the Frenchs Forest 2041 Place Strategy. Outcomes of this exhibition were reported to Council on 28 September 2021 with Council resolving to adopt the Scheme and amended Northern beaches Affordable Housing Tenancy Guidelines. An amendment to the Tenancy Guidelines was supported by Council based on community feedback to recognise increasing casualisation of the workforce by removing the requirement for 'permanent' employment to access the scheme.

The adopted Northern Beaches Affordable Housing Contributions Scheme and Northern Beaches Affordable Housing Tenancy Guidelines will be referred to the department, satisfying Gateway condition 3.

Section B – Relationship to Strategic Planning Framework

3. Will the Planning Proposal give effect to the objectives and actions of the applicable regional, or district plan or strategy (including any exhibited draft plans or strategies)?

a) Does the proposal have strategic merit?

Yes. The Planning Proposal achieves the overall intent of the Greater Sydney Region Plan – A Metropolis of Three Cities (Region Plan) and North District Plan (District Plan).

The Planning Proposal is consistent with the Region Plan, particularly with respect to the following objectives:

- **Objective 6 (Services and infrastructure meet communities' changing needs):** The Planning Proposal delivers social infrastructure that reflects the needs of the community now and in the future. Analysis by SGS for Council's Employment Study precinct profiles, shows strong growth in retirees (+34%) within the Narrabeen catchment between 2016 and 2036. It also notes that 'Health Care and Social Assistance' will be the largest sector (377 jobs) by 2036. Over the long term, retention and expansion of the medical centre would go towards supporting this sector and servicing the changing demographic within the Narrabeen catchment.
- **Objective 10 (Greater Housing Supply):** The Planning Proposal provides additional housing supply within an existing local centre that is supported by infrastructure and within walking distance to regional bus transport (B-Line). Based

on the Concept Plans, the development will comprise between 48-60 dwellings onsite. Of this, the additional height provides for between 15-20 dwellings.

- **Objective 11 (Housing is more diverse and affordable):** This Planning Proposal supports implementation of the *Northern Beaches Affordable Housing Contribution Scheme* and will be the first site to which the scheme applies. The detailed design of this development shows a combination of smaller one bedroom apartments and larger two and three bedroom apartments. Two townhouses and three rooftop apartments with large private rooftop terrace gardens further contribute to diversity, providing attractive opportunities for local retirees to downsize or for young families near transport and amenity of Narrabeen Town Centre.
- **Objective 13 (Environmental heritage is identified, conserved and maintained):** The Planning Proposal identifies and maintains the heritage significance of the existing local heritage item onsite at 2 Albert Street and adjoining local heritage item at 72-90 Ocean Street known as Furlough House (Narrabeen Retirement Village). The proposal is accompanied by a Heritage Impact Assessment which recommends sympathetic built form controls through building height and curtilage setbacks. These built form controls are demonstrated in the Concept Plans. It is noted that whilst the building height will be addressed through this Planning Proposal, the setbacks will be addressed through site-specific development controls in the Warringah Development Control (DCP) 2011. The DCP amendments are subject to a concurrent process by Council.
- **Objective 14 (Integrating land use and transport creates walkable and 30-minute cities):** The Planning Proposal integrates land use and transport by allowing increased density within walking distance (100-200 metres) to regional bus transport (Northern Beaches B-Line – Narrabeen Stop). The B-Line connects the site to other strategic centres within the Northern Beaches and the Harbour CBD. The proposal delivers a 30-minute city for the Brookvale-Dee Why and Mona Vale Strategic Centres.
- **Objective 34 (Exposure to natural and urban hazards is reduced):** Part of the site is located within a medium and low flood risk precinct, with reference to the lots fronting Pittwater Road. The Flood Risk Assessment Report indicates that future development will have minimal impact on the flood behaviour. This position is supported by Council and it is considered that future development would require compliance with the flood controls in Council's LEP and DCP. Further design work during the development application stage would be required to ensure that buildings are designed and constructed as flood compatible buildings and meet Council's relevant policy directions relating to flooding.

The Planning Proposal is consistent with the District Plan, particularly with respect to the following Planning Priorities:

- **Planning Priority N3 (Providing services and social infrastructure to meet people's changing needs):** The Planning Proposal provides different housing types and non-residential land uses which will meet the centre's changing needs. In addition to providing a range of medium-density housing in walking distance to public transport, the proposal will also provide health related uses. This will create opportunities for older people to age in place, where being close to family, friends and established health and support networks improves people's wellbeing.
- **Planning Priority N5 (Providing housing supply, choice and affordability, with access to jobs, services and public transport):** The Planning Proposal will facilitate new housing in good proximity to jobs, services and public transport. In

addition, the proposal will provide the opportunity for different housing types, tenures and price points in the centre.

- **Planning Priority N6 (Creating and renewing great places and local centres, and respecting the District's heritage):** The site is located in the Narrabeen Local Centre and the proposal will provide new medium-density residential uses with local services. The proposal also identifies and conserves the onsite and adjoining local heritage items so that its heritage values can be experienced by current and future generations.
- **Planning Priority N9 (Growing and investing in health and education precincts) action 35 –** This planning proposal seeks to implement the Northern Beaches Affordable Housing Contributions Scheme (the scheme) by introducing a clause that refers to the Scheme in Warringah LEP 2011. The site of this planning proposal at 1294-1300 Pittwater Rd and 2-4 Albert St Narrabeen is the second site to which the scheme applies. The first site to which the scheme applies is the new Frenchs Forest Town Centre precinct, a health and education precinct which will be strengthened by the provision of affordable housing.
- **Planning Priority N12 (Delivering integrated land use and transport planning and a 30-minute city):** The Planning Proposal integrates land use and transport by allowing increased density within walking distance (100-200 metres) to regional bus transport (Northern Beaches B-Line – Narrabeen Stop). The proposal will facilitate new housing in good proximity to jobs, services and public transport. This will improve the opportunity for people to walk and cycle to local shops and services, as well as reduce the need for people to travel long distances to access jobs and local services.
- **Planning Priority N22 (Adapting to the impacts of urban and natural hazards and climate change):** Part of the site is located within a medium and low flood risk precinct, with reference to the lots fronting Pittwater Road. The Flood Risk Assessment Report indicates that future development will have minimal impact on the flood behaviour. This position is supported by Council and it is considered that future development would require compliance with the flood controls in Council's LEP and DCP. Further design work during the development application stage would be required to ensure that buildings are designed and constructed as flood compatible buildings and meet Council's relevant policy directions relating to flooding.

b) Does the proposal have site-specific merit?

Yes. The Planning Proposal has site-specific merit with regard to the following:

The Natural Environment (including known significant environmental values, resources or hazards)

The Planning Proposal does not impact significantly on the natural environment. The site is not anticipated to have any adverse impacts on any critical habits or threatened species, native vegetation, wildlife corridors and is not bushfire prone land. However, the site is identified as containing a local heritage item, Class 4 Acid Sulfate Soils, Area A – Slope <5° Landslip Risk, medium to low flood risk for part of the site frontage and is within a coastal environment area under *State Environmental Planning Policy (Coastal Management) 2018*. These matters are standard items that are able to be addressed as part of the development application stage through appropriate building design in accordance with relevant Manuals and Policies.

In regards to environmental health, the Contamination Report indicates that there is no history of potentially contaminating land uses on the site. The site is currently being used for residential and commercial purposes. Council's records indicate no potential land contamination uses present on the site.

The existing uses, approved uses, and likely future uses of land in the vicinity of the proposal

The site is currently zoned R3 Medium Density Residential and presently contains residential and commercial uses. It is noted that existing use rights apply for the commercial and medical floor space uses on part of the site. The proposal does not intend to change the existing uses onsite, rather, it proposes to reconfigure and modernise the location of the commercial and medical floor space from its existing separate locations towards the site frontage corner to allow for a consolidated built form, street activation and a better urban design outcome. The proposal will be consistent with land and building heights in the vicinity of the site being the Narrabeen Local Centre and residential uses including a nursing home and residential flat buildings.

The services and infrastructure that are or will be available to meet the demands arising from the proposal and any proposed financial arrangements for infrastructure provision

The proposal will create minor demand for additional public infrastructure, however this is only considered marginal with existing infrastructure likely to sustain any increase in density directly related to the proposal (approximately 15-20 dwellings). It is considered that there are sufficient services and infrastructure that are available to meet the demands arising from the proposal. The Planning Proposal integrates land use and transport by allowing increased density within walking distance (100-200 metres) to regional bus transport (Northern Beaches B-Line – Narrabeen Stop). In addition, future development would be subject to Council's Section 7.12 Development Contributions Plan, a levy which would contribute towards the provision and/or embellishment of local infrastructure.

4. Will the Planning Proposal give effect to a Council's endorsed Local Strategic Planning Statement, or another endorsed local strategy or strategic plan?

Yes. The Planning Proposal gives effect to 'Towards 2040', Council's Local Strategic Planning Statement (LSPS), which was adopted on 25 February 2020.

The LSPS states in relation to Planning Proposals:

- *Planning Proposals to amend the LEP, prepared by Council or applicants, must accord with the Environmental Planning and Assessment Act 1979.*
- *Planning Proposals must include an assessment of whether they will give effect to Towards 2040. In making this assessment, the priorities and related principles must be considered together. It is not appropriate to justify a planning proposal based on a single element of Towards 2040.*

Accordingly, an assessment against all priorities is identified in Attachment 1. The Planning Proposal is considered consistent with the priorities and related principles, namely:

- **P1 (Healthy and valued coast and waterways):** The development assessment process will provide opportunities to enforce stormwater quality improvement for future development.

- **P5 (Green urban environments):** The Concept Plans demonstrate that existing trees will be retained and integrated into site planning where possible.
- **P7 (A low-carbon community, with high energy, water and waste efficiency):** The development assessment process will require future residential development to meet *State Environmental Planning Policy (Building Sustainability Index: BASIX) 2004* requirements. For non-residential development, controls which address the conservation of energy, water and waste efficiency are contained within the DCP.
- **P8 (Adapted to the impacts of natural and urban hazards and climate change):** The proposal is not located in a high risk hazard area.
- **P9 (Infrastructure delivered with employment and housing growth):** The proposal is well located to employment and infrastructure as the site adjoins the Narrabeen Local Centre.
- **P15 (Housing supply, choice and affordability in the right locations):** The proposal provides affordable rental housing, new housing within walking distance to high frequency public transport, along with greater housing diversity and growth within a local centre. In addition, the Concept Plans demonstrate that future development will be designed to complement local character, heritage, the environment, and overall, provide a better urban design outcome. In regards to open space, the site is located within 200 metres of Berry Reserve.
- **Priority 16 (Access to quality social housing and affordable housing):** This proposal actively contributes to improving access to affordable housing by implementing the *Northern Beaches Affordable Housing Contribution Scheme* and providing the first contribution to affordable rental housing on the Northern Beaches. This proposal directly responds to Action 16.1 which seeks to 'Increase the supply of affordable rental housing through the local housing strategy and LEP and DCP controls.'
- **P18 (Protected, conserved and celebrated heritage):** The proposal retains and considers the significance of local heritage items onsite and adjoining the site.
- **P22 (Jobs that match the skills and needs of the community):** The proposal will increase local job opportunities supported by public transport in the short and long term through initial construction of the development and expansion of the medical and commercial floor space. Jobs will be supported by high frequency public transport, cycling and legible walking connections within the centre. The proposal maintains and increases employment floor space and will not diminish other employment or economic opportunities. The proposal will also improve the amenity and design of the centre.

The Planning Proposal also gives effect to 'Shape 2028', Council's adopted Community Strategic Plan (CSP). The CSP identifies goals to achieve Council's vision. The Planning Proposal is consistent with the CSP goals, namely:

- **Goal 1 (Our bushland, coast and waterways are protected to ensure safe and sustainable use for present and future generations):** The proposal does not impact on the Narrabeen Lagoon Catchment.
- **Goal 2 (Our environment and community are resilient to natural hazards and climate change):** The Concept Plans demonstrate that future development will take into consideration potential risk to life and property from storm events and floods.

Future development will be designed to mitigate possible impacts through compliance with relevant Manuals and Policies.

- **Goal 5 (Our built environment is developed in line with best practice sustainability principles):** The proposal achieves integrated land use planning by locating growth within walking distance of high-frequency public transport services. In addition, the proposal balances the economic needs of present and future generations by limiting non-residential floor space to ensure minimal impact to other commercial uses within the centre.
- **Goal 7 (Our urban planning reflects the unique character of our villages and natural environment and is responsive to the evolving needs of our community):** The proposal provides a mix of housing types to the centre, tenures and price points supported by infrastructure. Specifically, this proposal contributes to strategy (C) to 'Advocate for improved housing affordability'.
- **Goal 16 (Our integrated transport networks meet the needs of our community):** The proposal ensures transport planning is integrated with land use planning. The site's location within walking distance to the Northern Beaches B-Line – Narrabeen Stop will facilitate and promote safe transport options that will assist with reducing car-based commuter travel.

5. Is the Planning Proposal consistent with applicable State Environmental Planning Policies (SEPPs)?

The Planning Proposal is considered consistent with applicable State Environmental Planning Policies (as shown in Attachment 2), namely:

- **SEPP (Coastal Management) 2008:** The site is identified within the 'coastal environment area'. Future development will comply with the principle-based management objectives identified in accordance with the development assessment process.
- **SEPP 65 (Design Quality of Residential Apartments):** This planning proposal is consistent with the principles identified under this SEPP. While the initial concept scheme provided by the applicant does not comply with building height standards outlined in Part 2C and Part 4C of the Apartment Design Guide (ADG), this has been directly addressed by controls the site-specific draft Development Control Plan (DCP) Warringah 2011. The applicant will be required to provide updated concept plans at the Development Application (DA) Stage that comply with ADG and DCP provisions. It is important to note that in this case the applicant has provided a more extensive level of detail than what would usually be required at the Planning Proposal stage. This will be clearly explained in community engagement materials that the controls in the draft DCP take precedence over the applicants 'Urban Design Report' which will be updated to comply with DCP controls at the DA stage.
- **SEPP 70 (Affordable housing) 2009:** This site is proposed to be identified in the Northern Beaches Council Affordable Housing Scheme which has been prepared in accordance with the requirements of SEPP70. A need for affordable housing on the Northern Beaches has been established with most recent work through the [Local Housing Strategy](#) identifying a current shortfall of 8,000 affordable dwellings and a further 1,880 dwellings to 2036. This Planning Proposal is the first opportunity to implement the Northern Beaches Council Affordable Housing scheme for both Frenchs Forest Town Centre and 1294-1300 Pittwater Rd and 2-4 Albert St Narrabeen with feasibility analysis supporting a contribution rate of \$1,129,846 or

equivalent amount at the time of payment as indexed in accordance with the Northern Beaches Council Affordable Housing Contribution Scheme. These documents will be submitted to the department alongside this planning proposal as previously requested in the department after preliminary review of this planning proposal.

6. Is the Planning Proposal consistent with applicable Ministerial Directions (s9.1 directions)?

The Planning Proposal is consistent with applicable Ministerial Directions (as shown in Attachment 3) namely:

- **Direction 2.2 (Coastal Protection):** The site is not identified within a coastal vulnerability area of *SEPP (Coastal Management) 2018* and is not identified as a current or future coastal hazard in Council's LEP, DCP or any study undertaken. The proposal is considered consistent with the *Coastal Management Act 2016*, relevant manuals and plans and guidelines.
- **Direction 2.3 (Heritage Conservation):** The Planning Proposal takes into consideration the local heritage item onsite and adjoining the site. The Concept Plans demonstrate sympathetic built form controls through building height and curtilage setbacks, which will be implemented through amendments to Warringah DCP 2011.
- **Direction 2.6 (Remediation of Contaminated Land):** A Preliminary Site Contamination Investigation prepared in accordance with the Contaminated Land Planning Guidelines accompanies the Planning Proposal. The report concludes that the subject site has a low potential to result in contamination demonstrated by the site history, along with sampling and analysis of surface material across the site. The site is considered suitable for the proposed development.
- **Direction 3.1 (Residential Zones):** The Planning Proposal locates growth in existing areas which are well serviced by infrastructure and services. Further, the proposal does not contain provisions which reduce the permissible residential density of land. The existing objectives of the R3 Medium Density Residential zone encourage the provision of housing to comprise good design.
- **Direction 3.4 (Integrating Land Use and Transport):** The site is located in close walking distance to the Northern Beaches B-Line – Narrabeen Stop and is adjacent to the Narrabeen Local Centre. The Planning Proposal ensures land uses and building forms relate to walkable catchments to public transport and services.
- **Direction 4.3: Flood Prone Land** – This proposal complies with the flood controls in the LEP and DCP and has been re-assessed in line with revised section 9.1 Direction 4.3 Flooding issued on 14 July 2021. Advice from Council's stormwater and floodplain engineering has not changed in consideration of updated directions.

The flood prone land is identified on part of the lots with frontage to Pittwater Road. Future development will be designed in accordance with the flood planning level, relevant policies, and manuals. A detailed flood impact assessment will need to be undertaken at the Development Approval stage and will include an assessment of the reduction in flood storage and any compensatory works required. The preliminary assessment indicates that the development will have minimal impact on the flood behaviour. A detailed flood evacuation plan or shelter in place details will need to be provided at the DA stage and all

buildings will be required to be designed and constructed as flood compatible buildings to ensure structural integrity up to the PMF.

- **Direction 5.10 (Implementation of Regional Plans):** The Planning Proposal is consistent with the Greater Sydney Region Plan (see Section B(3)).

However, the Planning Proposal is likely to be inconsistent with certain Ministerial Directions, namely:

- **Direction 4.1 (Acid Sulfate Soils):** The site is identified as containing Class 4 Acid Sulfate Soils. The Planning Proposal is inconsistent with this direction as an Acid Sulfate Soils Study has not been prepared.

In accordance with clause 8(b) of this direction, the inconsistency is considered to be of minor significance, given that excavation of 2 metres or more below the natural ground surface may not be required due to the slope of the land and flood planning level requirement. Notwithstanding this, should future development require excavation exceeding the Class 4 requirements, this can be provided as part of the development application process.

- **Direction 6.3 (Site Specific Provisions):** The Planning Proposal is inconsistent with this direction as an additional permitted use is proposed as opposed to amending the Land Use Table for the R3 Medium Density Zone or the application of an alternative land use which permits commercial premises and medical centres. In addition, an additional development standard has been applied to limit the non-residential floor space. The Planning Proposal also refers to Concept Plans that show details of a future development proposal.

In accordance with clause 6 of this direction, this inconsistency is considered to be of minor significance given that Section A(2) of the Planning Proposal demonstrates why an additional permitted use with a limit on non-residential floor space is required. In addition, Concept Plans are referred to in order to connect the Planning Proposal to the corresponding DCP amendment, which will be exhibited concurrently.

Section C – Environmental, Social and Economic Impact

- 7. Is there any likelihood that critical habitat or threatened species, populations or ecological communities, or their habitats, will be adversely affected as a result of the proposal?**

No. The site does not contain critical habitat or threatened species, populations or ecological communities, or their habitats that are mapped by Council. In addition, the site is already developed for residential and commercial purposes. Accordingly, the proposal is not anticipated to have any adverse impacts on any critical habitats or threatened species, populations or ecological communities, or their habitats.

- 8. Are there any other likely environmental effects as a result of the Planning Proposal and how are they proposed to be managed?**

Yes. The Planning Proposal addresses the natural hazards that impact on the site, namely flood risk and acid sulfate soils. It is considered that both issues can be managed at the development application stage.

Part of the site frontage to Pittwater Road is identified within a medium and low flood risk precinct. Further design work during the development application stage would be required to ensure that future buildings are designed and constructed as flood compatible buildings and meet Council's relevant policy directions relating to flooding.

The site is also identified as containing Class 4 Acid Sulfate Soils. Class 4 requirements indicate that excavation of 2 metres or below the natural ground surface requires an Acid Sulfate Soils Management Plan. Should future development require excavation exceeding the Class 4 requirements, it is considered that this can be provided as part of the development application process.

- 9. Has the Planning Proposal adequately addressed any social and economic effects?**

Yes. The Planning Proposal will achieve positive social and economic benefits including an additional 15 to 20 dwellings targeting downsizing retirees within easy walking distance to high frequency public transport and existing services. Further, this planning proposal seeks to implement the *Northern Beaches Affordable Housing Contribution Scheme* and will provide the first contribution to affordable rental housing on the Northern Beaches with \$1,129,846 or equivalent amount at the time of payment as indexed in accordance with the Northern Beaches Council Affordable Housing Contribution Scheme.

The building heights and setbacks have been designed to enhance the heritage values of the local heritage item at 2 Albert Street and prioritises the urban design outcome for the public domain. A 2m setback from the ground floor at the corner of Pittwater Rd and Albert St in the DCP supports active travel outcomes recognising the function of this corner in connecting residents to the South of Narrabeen with the B-line and the tramsheds precinct at one of only two pedestrian crossings of Pittwater Road in Narrabeen town centre. While setbacks and deep soil planting to support tree canopy at the site edges along Albert Street and Pittwater Road support high amenity shaded active travel links for the surrounding community to access Narrabeen Town Centre and the B-Line bus stop. This aligns with insights from the [2018 Placescore](#) (pg69) community survey which shows overall visual character of the area followed by vegetation and natural elements as the top priorities for investment in Narrabeen.

The proposed location of medical and commercial floorspace adjoining an established town centre, opposite public open space and in easy walking distance to the B-Line supports amenity and accessibility for workers and patients/visitors, encouraging use of public transport, attracts visitation to the town centre and encourages enjoyment of public open space. Expanded floorspace to accommodate a growing medical practice will provide an important service to the local community in an accessible modern building with on-site parking, recognising the ageing population within the Narrabeen Town Centre catchment area which will drive continued growth in demand for medical services.

The Planning Proposal will achieve positive economic effects by accommodating four (4) additional General Practitioner jobs and further support staff. Construction of the project will provide at least 160 jobs. It is noted that there are currently six (6) full time employees within the medical practice and approximately ten (10) full time employees at 1300 Pittwater Road. The proposed increase in floor area will allow an approximate 75% increase in the current jobs on the site to approximately 28 full-time equivalent jobs.

The Economic Impact Assessment by LOCATIQN provided by the Applicant demonstrates that there is sufficient demand for large format medical centres and additional commercial floor space. The Assessment also identifies that there will not be a significant impact to the trade area as the majority of existing vacant sites have already been recently leased, with sites still for lease too small to accommodate the proposed development.

Section D – State and Commonwealth Interests**10. Is there adequate public infrastructure for the planning proposal?**

Yes. Whilst the proposal will create minor demand for additional public infrastructure, this is considered marginal with existing infrastructure likely to sustain any increase in density related to the proposal.

11. What are the views of State and Commonwealth public authorities consulted in accordance with the Gateway determination?

The Planning Proposal is being prepared in accordance with consultation guidelines and provisions prepared by the Department of Planning, Industry and Environment and all statutory consultation will occur in accordance with the requirements of any future Gateway Determination, including any State or Commonwealth authorities.



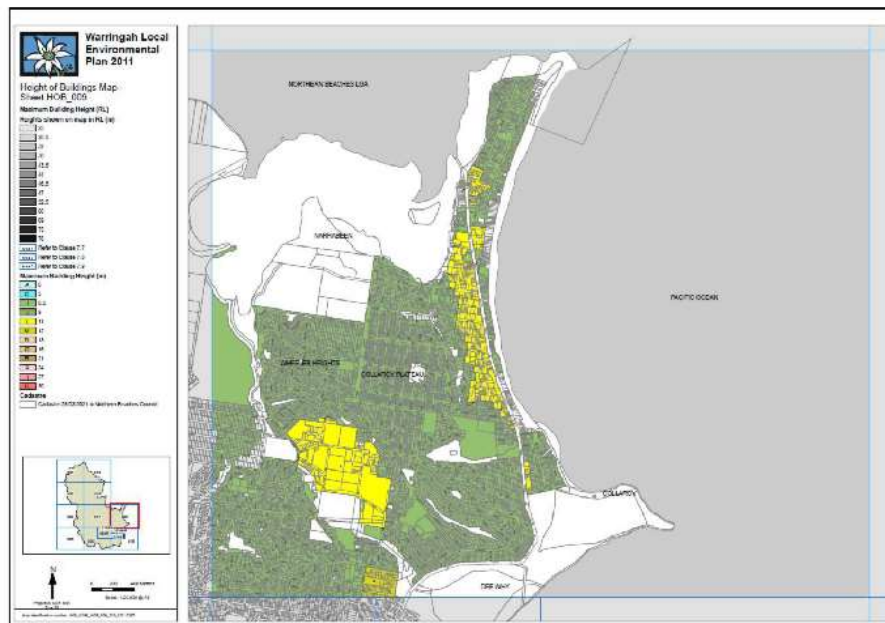
Part 4 – Maps

The relevant maps are provided as a separate attachment.

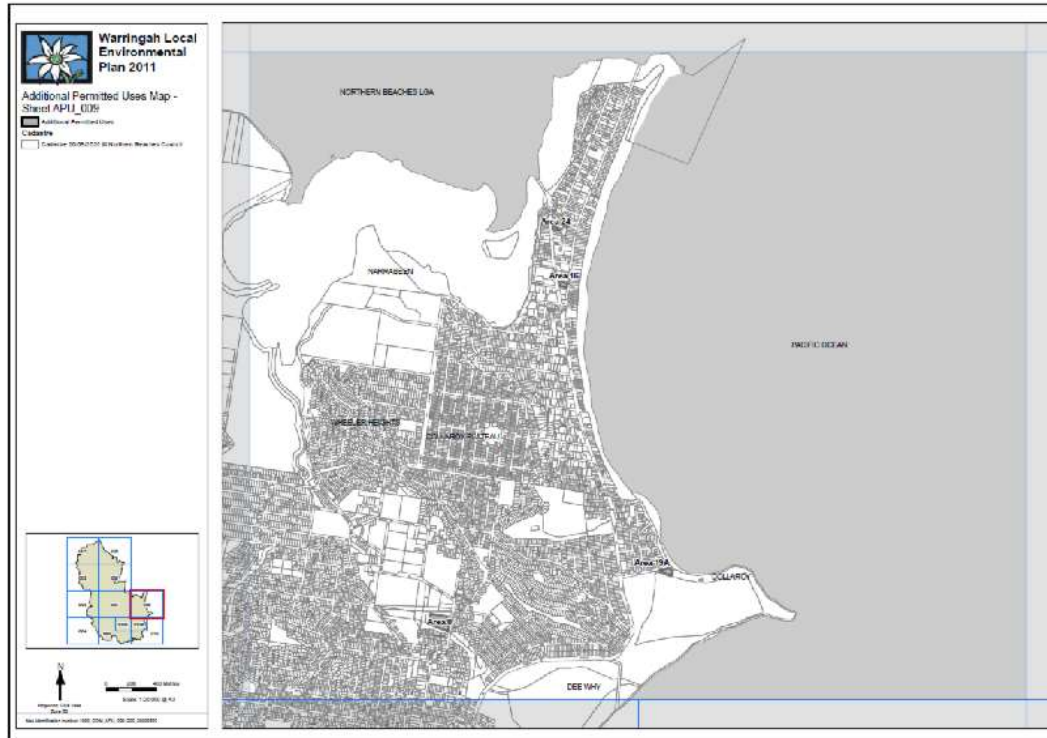
Map 1 – Site Identification Map



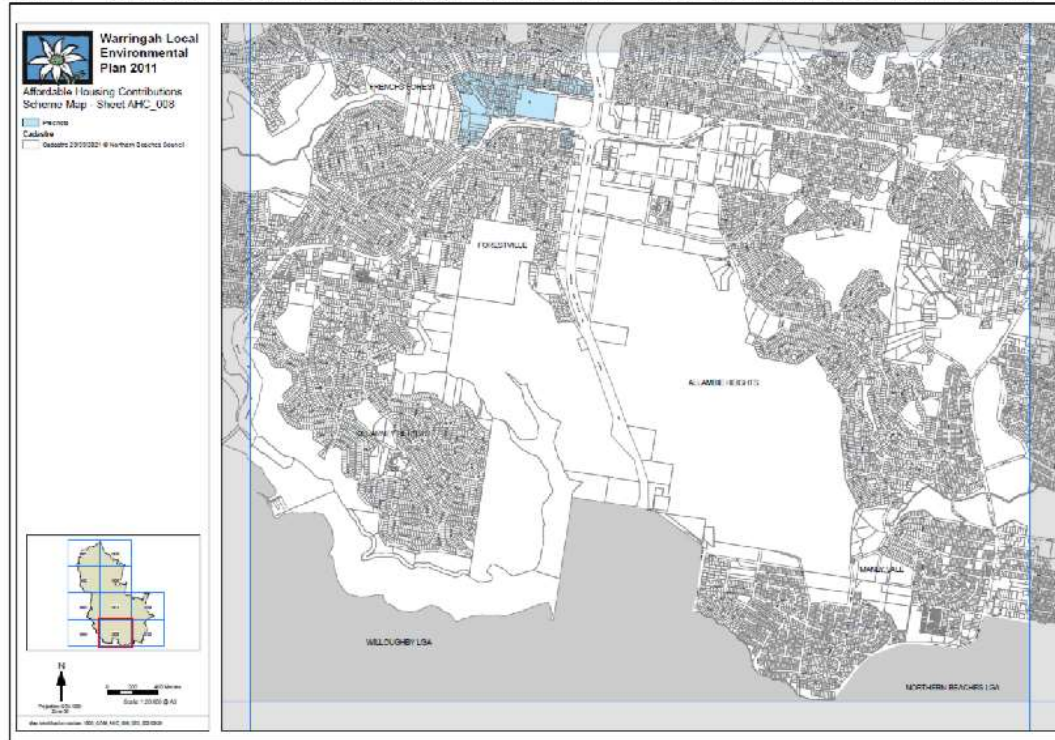
Map 2 – Height of Buildings Map



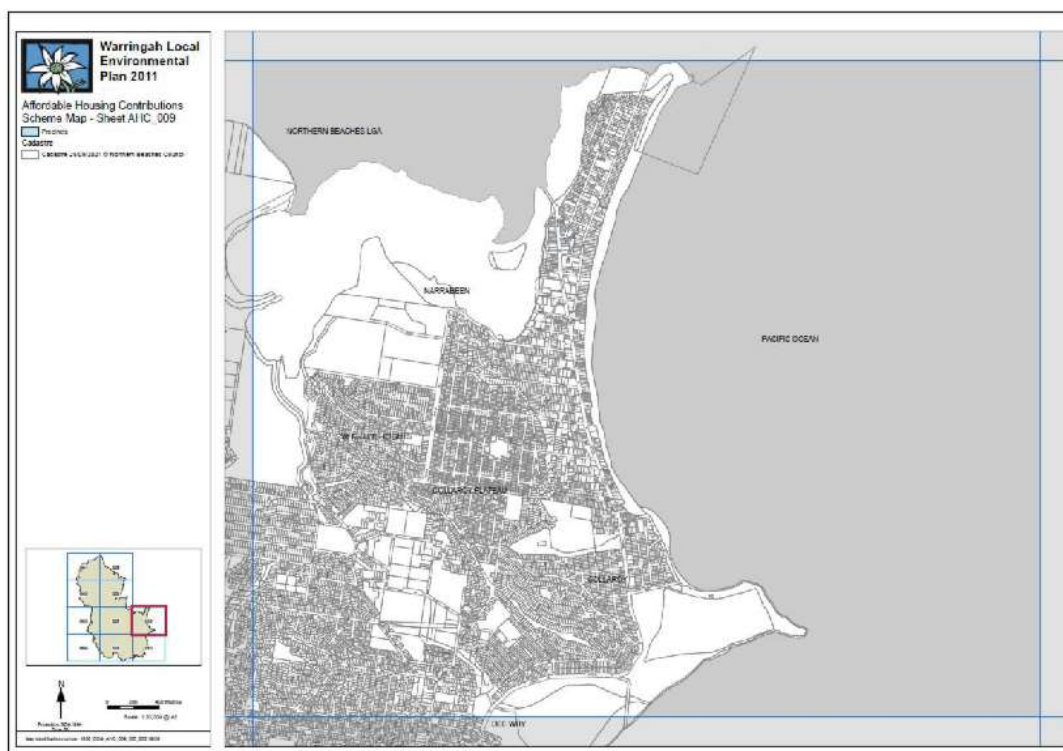
Map 3 – Additional Permitted Uses Map



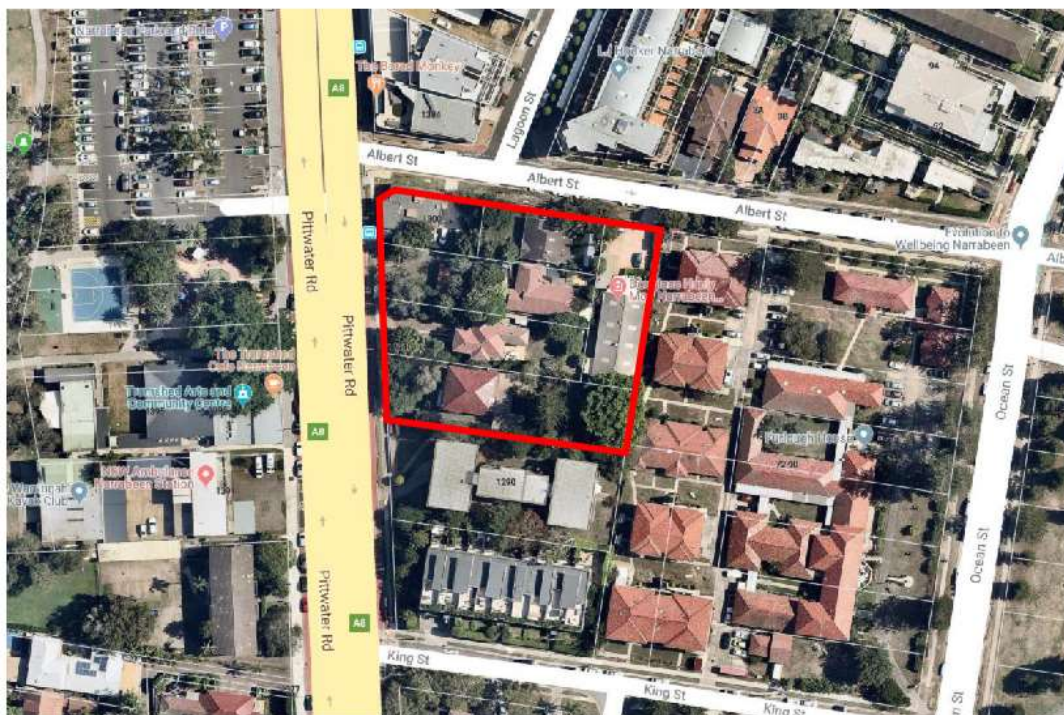
Map 4 – Affordable Housing Contribution Scheme Map – Site 1 Frenchs Forest Town Centre



Map 5 – Affordable Housing Contribution Scheme Map – Site 2 Narrabeen



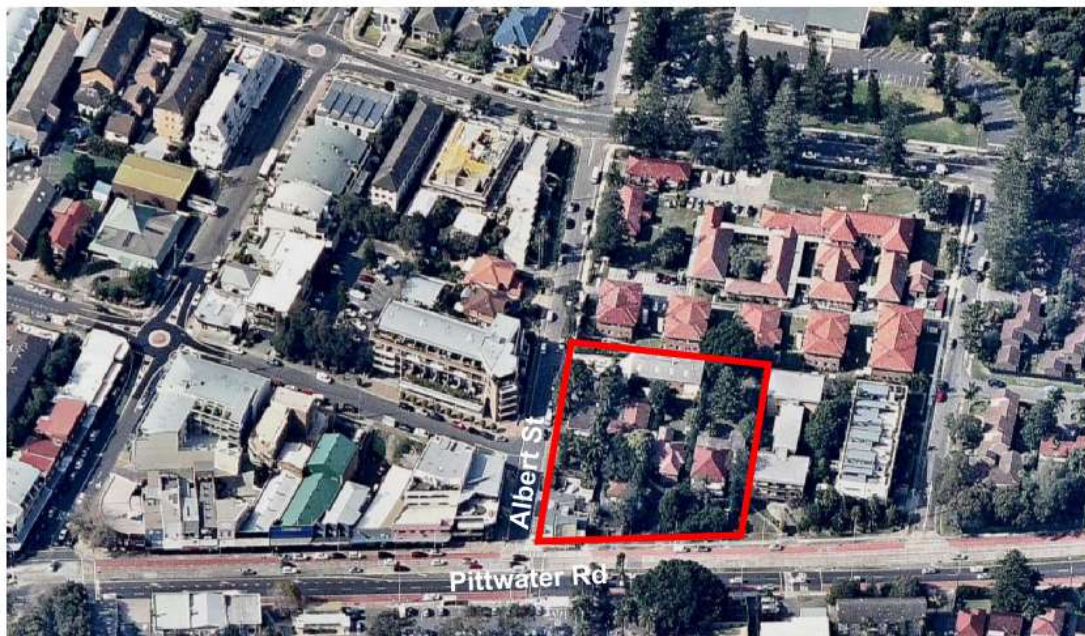
Aerial Photographs – Site outlined in red



Source: Nearmap (23 January 2020) – Looking north



Source: Nearmap (11 February 2017) – Looking north



Source: Nearmap (4 July 2016) – Looking east

Part 5 – Community Consultation

Council placed the Applicant's Planning Proposal on non-statutory public exhibition from 9 March 2019 to 24 March 2019 (2 weeks). Notification included:

- A public notice in the Manly Daily notifying of the public exhibition on 9 March 2019
- Electronic copies of the exhibition material on Council's website
- Letters to Owners within the immediate vicinity of the site
- Emails to registered community members who have listed their interest on Council's Community Engagement Register

25 submissions were received in response to the public exhibition period. Council's response to the submissions is contained within the Council report dated 28 May 2019. Key issues raised included the proposed change in height (12 submissions); congestion, safety and amenity issues from traffic and parking (13 submissions); general loss of amenity and character; lack of detailed design drawings; and landscaping. One submission indicated unqualified support and one indicated unqualified objection.

There have been no matters raised of such significance that should prevent the proposal proceeding to Gateway determination.

Council will consult with the below public authorities/organisations in accordance with the Gateway determination:

- Transport for NSW
- NSW State Emergency Service
- The Department of Planning, Industry and Environment – Environment, Energy and Sciences Group

Part 6 – Project Timeline

The Gateway determination has specified that the Planning Proposal be finalised within 9 months. The anticipated timeframes are identified below.

Task	Anticipated timeframe
Anticipated commencement date (Gateway determination)	August 2021
Anticipated timeframe for the completion of required technical information	October 2021
Timeframe for government agency consultation (pre and post exhibition as required by Gateway determination)	October 2021 – November 2021
Commencement and completion dates for public exhibition period	October 2021 – November 2021
Dates for public hearing (if required)	December 2021
Timeframe for consideration of submissions	December 2021
Timeframe for the consideration of a proposal post exhibition	January - February 2021
Date of submission to the Department to finalise the LEP	March 2021
Anticipated date the local plan-making authority will make the plan (if authorised)	April 2022
Anticipated date the local plan-making authority will forward to the PCO for publication	May 2022

Attachment 1: Compliance with LSPS

Priority		Applicable	Consistent
Direction: Landscape			
1	Healthy and valued coast and waterways	Yes	Yes
2	Protected and enhanced bushland and biodiversity	No	n/a
3	Protected scenic and cultural landscapes	No	n/a
4	Protected Metropolitan Rural area	No	n/a
5	Greener urban environments	Yes	Yes
6	High quality open space for recreation	No	n/a
Direction: Efficiency			
7	A low-carbon community, with high energy, water and waste efficiency	Yes	Yes
Direction: Resilience			
8	Adapted to the impacts of natural and urban hazards and climate change	Yes	Yes
Direction: Infrastructure and collaboration			
9	Infrastructure delivered with employment and housing growth	Yes	Yes
Direction: People			
10	World-class education facilities, including a university	No	n/a
11	Community facilities and services that meet changing community needs	No	n/a
12	An inclusive, healthy, safe and socially connected community	No	n/a
13	Strong engagement and cooperation with Aboriginal communities	No	n/a
14	A community enriched through the arts and connected through creativity	No	n/a
Direction: Housing			
15	Housing supply, choice and affordability in the right locations	Yes	Yes
16	Access to quality social and affordable housing	Yes	Yes
Direction: Great places			
17	Centres and neighbourhoods designed to reflect local character and lifestyle	No	n/a
18	Protected, conserved and celebrated heritage	Yes	Yes
Direction: Connectivity			
19	Frequent and efficient regional public transport connections	No	n/a
20	Sustainable local transport networks	No	n/a
21	Redesigned road space and facilities to match changing community needs	No	n/a
Direction: Jobs and skills			
22	Jobs that match the skills and needs of the community	Yes	Yes
23	Frenchs Forest as a sustainable health and education precinct	No	n/a
24	Brookvale as an employment and innovation centre	No	n/a
25	Dee Why as a thriving cosmopolitan centre by the sea	No	n/a
26	Manly as Sydney's premier seaside destination	No	n/a
27	Mona Vale as the contemporary, urban heart of the north	No	n/a
28	Safeguarded employment lands	No	n/a
29	A thriving, sustainable tourism economy	No	n/a
30	A diverse night-time economy	No	n/a

Attachment 2: Compliance with SEPPs

SEPPs (as at March 2021)	Applicable	Consistent
19 Bushland in Urban Areas	Yes	Yes
21 Caravan Parks	Yes	Yes
33 Hazardous and Offensive Development	Yes	Yes
36 Manufactured Home Estates	No	n/a
47 Moore Park Showground	No	n/a
50 Canal Estate Development	Yes	Yes
55 Remediation of Land	Yes	Yes
64 Advertising and Signage	Yes	Yes
65 Design Quality of Residential Apartment Development	Yes	Yes
70 Affordable Housing (Revised Schemes)	Yes	Yes
(Aboriginal Land) 2019	No	n/a
(Activation Precincts) 2020	No	n/a
(Affordable Rental Housing) 2009	Yes	Yes
(Building Sustainability Index: BASIX) 2004	Yes	Yes
(Coastal Management) 2018	Yes	Yes
(Concurrences and Consents) 2018	Yes	Yes
(Education Establishments and Child Care Facilities) 2017	Yes	Yes
(Exempt and Complying Development Codes) 2008	Yes	Yes
(Gosford City Centre) 2018	Yes	Yes
(Housing for Seniors or People with a Disability) 2004	Yes	Yes
(Infrastructure) 2007	Yes	Yes
(Koala Habitat Protection) 2020	Yes	Yes
(Koala Habitat Protection) 2021	Yes	Yes
(Kosciuszko National Park – Alpine Resorts) 2007	No	n/a
(Kurnell Peninsula) 1989	No	n/a
(Major Infrastructure Corridors) 2020	No	n/a
(Mining, Petroleum Production and Extractive Industries) 2007	Yes	Yes
(Penrith Lakes Scheme) 1989	No	n/a
(Primary Production and Rural Development) 2019	Yes	Yes
(State and Regional Development) 2011	Yes	Yes
(State Significant Precincts) 2005	Yes	Yes
(Sydney Drinking Water Catchment) 2011	No	n/a
(Sydney Region Growth Centres) 2006	No	n/a
(Three Ports) 2013	No	n/a
(Urban Renewal) 2010	No	n/a
(Vegetation in Non-Rural Areas) 2017	Yes	Yes
(Western Sydney Aerotropolis) 2020	No	n/a
(Western Sydney Employment Area) 2009	No	n/a
(Western Sydney Parklands) 2009	No	n/a
Sydney Regional Environmental Plans (Deemed SEPPs):		
8 (Central Coast Plateau Areas)	No	n/a
9 Extractive Industry (No 2 -1995)	Yes	Yes
16 Walsh Bay	No	n/a
20 Hawkesbury – Nepean River (No 2 – 1997)	Yes	Yes
24 Homebush Bay Area	No	n/a
26 City West	No	n/a
30 St Marys	No	n/a
33 Cooks Cove	No	n/a
(Sydney Harbour Catchment) 2005	No	n/a

Attachment 3: Compliance with Ministerial Directions

Directions (as at October 2021)		Applicable	Consistent
1	Employment and Resources		
1.1	Business and Industrial Zones	No	n/a
1.2	Rural Zones	No	n/a
1.3	Mining, Petroleum Production and Extractive Industries	No	n/a
1.4	Oyster Aquaculture	No	n/a
1.5	Rural Lands	No	n/a
2	Environment and Heritage		
2.1	Environment Protection Zones	No	n/a
2.2	Coastal Management	Yes	Yes
2.3	Heritage Conservation	Yes	Yes
2.4	Recreation Vehicle Areas	Yes	Yes
2.5	Application of E2 and E3 Zones and Environmental Overlays in Far North Coast LEP's	No	n/a
2.6	Remediation of Contaminated Land	Yes	Yes
3	Housing, Infrastructure and Urban Development		
3.1	Residential Zones	Yes	Yes
3.2	Caravan Parks and Manufactured Home Estates	Yes	Yes
3.3	Home Occupations (Revoked 9 November 2020)	n/a	n/a
3.4	Integrating Land Use and Transport	Yes	Yes
3.5	Development Near Regulated Airports and Defence Airfields	No	n/a
3.6	Shooting Ranges	No	n/a
3.7	Reduction in non-hosted short term rental accommodation period	No	n/a
4	Hazard and Risk		
4.1	Acid Sulfate Soils	Yes	No
4.2	Mine Subsidence and Unstable Land	No	n/a
4.3	Flooding	Yes	Yes
4.4	Planning for Bushfire Protection	No	n/a
5	Regional Planning		
5.1	Implementation of Regional Strategies (Revoked 17 October 2017)	n/a	n/a
5.2	Sydney Drinking Water Catchments	No	n/a
5.3	Farmland of State and Regional Significance on the NSW Far North Coast	No	n/a
5.4	Commercial and Retail Development along the Pacific Highway, North Coast	No	n/a
5.5	Development in the vicinity of Ellalong, Paxton and Millfield (Cessnock LGA) (Revoked 18 June 2010)	n/a	n/a
5.6	Sydney to Canberra Corridor (Revoked 10 July 2008)	n/a	n/a
5.7	Central Coast (Revoked 10 July 2008)	n/a	n/a
5.8	Second Sydney Airport: Badgerys Creek (Revoked 20 August 2018)	n/a	n/a
5.9	North West Rail Link Corridor Strategy	No	n/a
5.10	Implementation of Regional Plans	Yes	Yes
5.11	Development of Aboriginal Land Council land	No	n/a
6	Local Plan Making		
6.1	Approval and Referral Requirements	Yes	Yes
6.2	Reserving Land for Public Purposes	Yes	Yes
6.3	Site Specific Provisions	Yes	No
7	Metropolitan Planning		
7.1	Implementation of A Plan for Growing Sydney (Revoked 9 November 2020)	n/a	n/a
7.2	Implementation of Greater Macarthur Land Release Investigation (Revoked 28 November 2019)	n/a	n/a
7.3	Parramatta Road Corridor Urban Transformation Strategy	No	n/a
7.4	Implementation of North West Priority Growth Area Land Use and Infrastructure Implementation Plan	No	n/a

Directions (as at October 2021)		Applicable	Consistent
7.5	Implementation of Greater Parramatta Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	No	n/a
7.6	Implementation of Wilton Priority Growth Area Interim Land Use and Infrastructure Implementation Plan	No	n/a
7.7	Implementation of Glenfield to Macarthur Urban Renewal Corridor	No	n/a
7.8	Implementation of Western Sydney Aerotropolis Plan	No	n/a
7.9	Implementation of Bayside West Precincts 2036 Plan	No	n/a
7.10	Implementation of Planning Principles for the Cooks Cove Precinct	No	n/a
7.11	Implementation of St Leonards and Crows Nest 2036 Plan	No	n/a
7.12	Implementation of Greater Macarthur 2040	No	n/a
7.13	Implementation of the Pyrmont Peninsula Place Strategy	No	n/a



22 October 2021

NSW Department of Planning, Industry & Environment
Environment, Energy and Science Group
Greater Sydney Branch
PO Box 644
PARRAMATTA NSW 2124

Our Ref: 2021/740943

Dear Environment, Energy and Sciences Group,

**Planning Proposal 1294-1300 Pittwater Road and 2-4 Albert St Narrabeen 2101 –
Consultation under Section 3.34 of Environmental Planning and Assessment Act
1979, Lot 1 DP 613541 & Lot 2 DP 84490**

I am writing regarding the abovementioned Planning Proposal. As per the Gateway determination issued by the Department of Planning, Industry and Environment on 20 August 2021, Council is consulting with NSW Department of Planning, Industry and Environment, Environment, Energy and Sciences Group in relation to the above Planning Proposal.

This Planning Proposal seeks to amend Warringah LEP 2011 relating to Schedule 1 Additional Permitted Uses and the Additional Permitted Uses Map to include 'medical centre', 'commercial premises' and 'shop top housing' as additional permitted uses with a maximum 1150sqm floor area for the subject site at 1294, 1296, 1298, 1300 Pittwater Rd and 2 & 4 Albert St, Narrabeen, amend the Height of Buildings Map from 8.5m to 11m and 12m over part of the subject site (excludes 2 & 4 Albert St) and provide an affordable rental housing target on the additional dwellings

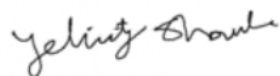
Details of the Planning Proposal and supporting documents are available at northernbeaches.nsw.gov.au via 'Application Search' for PEX2018/0009.

Comments regarding this application must be received by 12 November 2021 to ensure that the proposal can proceed to the statutory public exhibition stage. All submissions are public documents and will be made available on Council's website.

Felicity Shonk is the Planner assessing this proposal. You can contact me on 8495 6167 or felicity.shonk@northernbeaches.nsw.gov.au.

Thank you for taking the time to review the Planning Proposal. I look forward to receiving your comments.

Yours faithfully



Felicity Shonk 22/10/2021 01:56pm

Felicity Shonk
Strategic Planner
Northern Beaches Council



Our Ref: ID 1489
Your Ref: 2021/740948

02 December 2021

Ms Felicity Shonk
Northern Beaches Council

via email: felicity.shonk@northernbeaches.nsw.gov.au

Dear Ms Shonk,

**PLANNING PROPOSAL FOR 1294-1300 PITTWATER ROAD AND 2-4 ALBERT STREET
NARRABEEN**

Thank you for the opportunity to provide comment on the Planning Proposal for 1294-1300 Pittwater Road and 2-4 Albert Street Narrabeen.

The NSW State Emergency Service (NSW SES) is the agency responsible for dealing with floods, storms and tsunamis in NSW. This role includes, planning for, responding to and coordinating the initial recovery from floods. As such, the NSW SES has an interest in the public safety aspects of the development of flood prone land, particularly the potential for changes to land use to either exacerbate existing flood risk or create new flood risk for communities in NSW.

The consent authority will need to ensure that the planning proposal is considered against the relevant Ministerial Section 9.1 Directions, including 4.3 – Flood Prone Land and is consistent with the NSW Flood Prone Land Policy as set out in the NSW Floodplain Development Manual, 2005 (the Manual). Attention is drawn to the following principals outlined in the Manual which are of importance to the NSW SES role as described above:

- Zoning should not enable development that will result in an intolerable increase in risk to life, health or property of people living on the floodplain.
- Risk assessment should consider the full range of flooding, including events up to the Probable Maximum Flood (PMF) and not focus only on the 1% AEP flood.
- Risk assessment should have regard to flood warning and evacuation demand on existing and future access/egress routes. Consideration should also be given to the impacts of localised flooding on evacuation routes.
- In the context of future development, self-evacuation of the community should be achievable in a manner which is consistent with the NSW SES's principles for evacuation.



STATE HEADQUARTERS
93 - 99 Burrelli Street, Wollongong 2500
PO Box 6126, Wollongong NSW 2500
P (02) 4251 6111
F (02) 4251 6190
www.ses.nsw.gov.au
ABN: 88 712 649 015



- Future development must not conflict with the NSW SES's flood response and evacuation strategy for the existing community.
- Evacuation must not require people to drive or walk through flood water.
- Development strategies relying on deliberate isolation or sheltering in buildings surrounded by flood water are not equivalent, in risk management terms, to evacuation.
- Development strategies relying on an assumption that mass rescue may be possible where evacuation either fails or is not implemented are not acceptable to the NSW SES.
- The NSW SES is opposed to the imposition of development consent conditions requiring private flood evacuation plans rather than the application of sound land use planning and flood risk management.

Due entirely to the need to meet priorities dictated by legislated responsibilities, the NSW SES is not able to assess any detailed development proposal or to work with developer's consultants in preparing any such proposal.

Please feel free to contact me via email at rra@ses.nsw.gov.au should you wish to discuss any of the matters raised in this correspondence.

Yours sincerely,



Nicholas Kuster
Manager Emergency Planning
NSW State Emergency Service



Transport
for NSW

28 January 2022

TfNSW Ref: SYD21/01328/01

Council Ref: 2021/740844

Mr Ray Brownlee
Chief Executive Officer
Northern Beaches Council
P.O. Box 82
MANLY NSW 1655

Attention: Felicity Shonk

Dear Mr Brownlee,

**PLANNING PROPOSAL FOR 1294-1300 PITTWATER ROAD AND 2-4 ALBERT
STREET NARRABEEN- LOT 1 DP 613541 & LOT 2 DP 84490**

Transport for NSW (TfNSW) appreciates the opportunity to provide comment on the above proposal as referred to us in Council's correspondence dated 22 October 2021.

TfNSW has reviewed the submitted documentation and raises no objection as the planning proposal is not likely to have significant traffic impact on the adjoining classified state road network.

However, TfNSW provides advisory comments in **Attachment A** for consideration as part of any future development application lodged post gazettal of the subject draft Local Environmental Plan amendment.

Thank you for the opportunity to provide advice on the subject planning proposal. Should you have any questions or further enquiries in relation to this matter, Chris King, Land Use Planner, would be pleased to take your call on phone 0419 484 667 or email: development.sydney@transport.nsw.gov.au

Yours sincerely



James Hall
Senior Land Use Planner
A/Senior Manager Strategic Land Use
Land Use, Network & Place Planning

Transport for NSW

27-31 Argyle Street, Parramatta NSW 2150 | PO Box 973, Parramatta CBD NSW 2124
P 131782 | W transport.nsw.gov.au | ABN 18 804 239 602

Attachment A: Advisory Comments

1. TfNSW's current access management practice is that no new access is to be permitted to any classified road if an alternative access is available via the unclassified road network. In this instance an alternative vehicular access to the site would be available via Albert Street. This is supported by *State Environmental Planning Policy (Infrastructure) 2007*, which states "*the consent authority must not grant consent to development on land that has a frontage to a classified road unless it is satisfied that, where practicable and safe, vehicular access to the land is provided by a road other than the classified road.*"
2. As at the date of this response Transport for NSW (Roads) (formerly, Roads and Maritime Services of New South Wales) has no proposal which currently requires any part of this Property. Therefore there are no objections to the development proposal on property grounds provided all buildings and structures, together with any improvements integral to the future use of the site are wholly within the freehold property (unlimited in height or depth), along the Pittwater Road boundary.
3. Excavation proposed adjacent to a classified road corridor may require the developer to submit detailed geotechnical reports relating to the excavation of the site and support structures to TfNSW for consideration and approval.
4. Should post-development stormwater discharge into the TfNSW drainage system exceed pre-development discharge, TfNSW may require detailed design plans and hydraulic calculations of any changes to the stormwater drainage system to be submitted to TfNSW for consideration and approval.
5. TfNSW is supportive of travel demand management measures, such as appropriate maximum parking rates, to reduce private vehicle dependence. Council may wish to consider setting appropriate maximum off street parking rates for developments near public transport services in order to help curtail the growth of private vehicle travel and support a shift to public transport and other sustainable modes of travel. To encourage the use of public and active transport infrastructure, restrained maximum car parking rates for sites within the walking catchment (i.e., 800m) of B-Line bus service could be considered in the Development Control Plan (DCP).

Planning,
Industry &
Environment

Gateway Determination

Planning proposal (Department Ref: PP_2021_4064): to increase the maximum height of building and include additional permitted uses on certain land in at 1294-1300 Pittwater Road and 2-4 Albert Street, Narrabeen.

I, the Director, North District at the Department of Planning, Industry and Environment, as delegate of the Minister for Planning and Public Spaces, have determined under section 3.34(2) of the *Environmental Planning and Assessment Act 1979* (the Act) that an amendment to the Warringah Local Environmental Plan (LEP) 2011 to increase the maximum height of building and include additional permitted uses on certain land in at 1294-1300 Pittwater Road and 2-4 Albert Street, Narrabeen should proceed subject to the following conditions:

1. The planning proposal is to be updated to:
 - a. Update Part 1 and Part 2 to clearly outline the outcome anticipated on the site, and the definition of commercial premises;
 - b. Update Part 2 Explanation of Provisions to include a maximum gross floor area control as referenced throughout the planning proposal applying to the specified additional permitted uses;
 - c. Update Part 3 Justification to include Council's assessment of the planning proposal against:
 - i. the revised Section 9.1 Direction 4.3 Flooding, including any relevant studies required to justify any inconsistencies with the terms of the direction;
 - ii. SEPP No 65 (Design Quality of Residential Apartments); including any relevant studies required to justify any inconsistencies with the ADG; and
 - d. Update Part 4 Mapping to include a Key Sites Map showing the application of Council's Northern Beaches Affordable Housing Scheme.
2. Prior to public exhibition, the planning proposal is to be revised to address condition 1 and forwarded to the Department for review and approval.
3. At least one month prior to a request being made to draft an LEP to finalise the Planning Proposal, Council's final Northern Beaches Affordable Housing Contributions Scheme is to be referred to the Department.
4. The Department's endorsement of Council's Housing Contributions Scheme is to be issued prior to council exercising its role as local plan-making authority.
5. Public exhibition is required under section 3.34(2)(c) and schedule 1 clause 4 of the Act as follows:
 - (a) the planning must be made publicly available for a minimum of **28 days**;
 - and

- (b) the planning proposal authority must comply with the notice requirements for public exhibition of planning proposals and the specifications for material that must be made publicly available along with planning proposals as identified in section 6.5.2 of *A guide to preparing local environmental plans* (Department of Planning and Environment, 2018).
6. Consultation is required with the following public authorities/organisations under section 3.34(2)(d) of the Act and/or to comply with the requirements of relevant section 9.1 Directions:
- Transport for NSW;
 - NSW State Emergency Service, and
 - The Department of Planning, Industry and Environment – Environment, Energy and Sciences Group
- Each public authority/organisation is to be provided with a copy of the planning proposal and any relevant supporting material and given at least 21 days to comment on the proposal.
7. A public hearing is not required to be held into the matter by any person or body under section 3.34(2)(e) of the Act. This does not discharge Council from any obligation it may otherwise have to conduct a public hearing (for example, in response to a submission or if reclassifying land).
8. Council is authorised as the Local Plan-Making authority to exercise the functions under section 3.36(2) of the Act subject to the following:
- a. Council has satisfied all the conditions of the Gateway determination;
 - b. the planning proposal is consistent with section 9.1 Directions or the Secretary has agreed that any inconsistencies are justified; and
 - c. there are no outstanding written objections from public authorities.
9. The time frame for completing the LEP is to be **9 months** following the date of the Gateway determination.

Dated 20th day of August 2021.



Brendan Metcalfe
Director, North District, Eastern Harbour City
Place Design and Public Spaces Division
Department of Planning, Industry and
Environment
Delegate of the Minister for Planning and
Public Spaces

PP_2021_4064

Draft amendments to Warringah Development Control Plan 2011

Note: The subject site is to be removed from the following DCP Maps:

- Number of storeys
- Side boundary envelopes
- Setbacks front
- Setbacks side
- Setbacks rear
- Landscaped open space and bushland setting

Part G Special Areas Controls

G8 Narrabeen, corner of Pittwater Road and Albert Street

Applies to Land

This part applies to land at Nos. 1294, 1296, 1298, 1300 Pittwater Road, and Nos. 2 and 4 Albert Street, Narrabeen, as shown in Figure 1.



Figure 1: Applies to land

This part describes future building footprints, as shown in Figure 2.

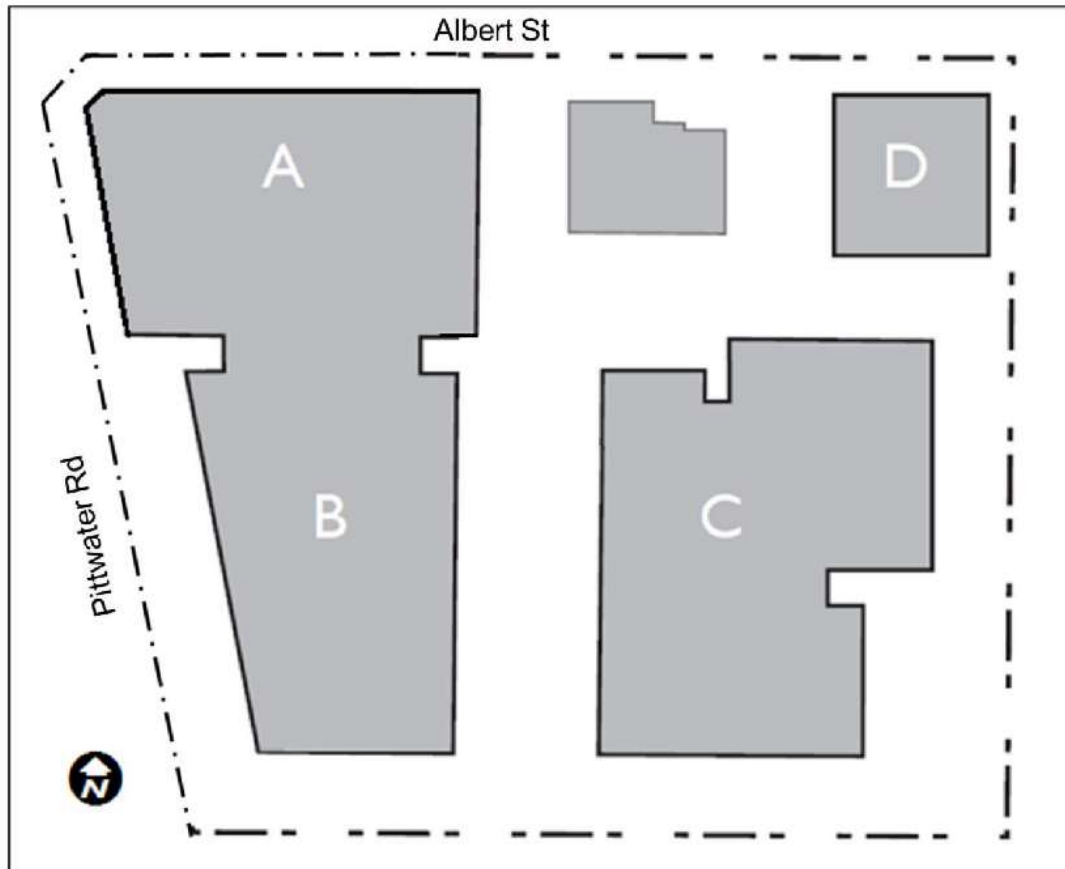


Figure 2: Future building footprints

Built Form

Objectives

- To reduce visual bulk and scale for new development
- To ensure new development addresses public streets and creates visual interest to complement the streetscape

Requirements

Building length

1. Continuous building length shall not exceed 35m.
2. For buildings exceeding 35m in overall length, built form indentations and built form articulation is to be provided.

Articulation

3. New buildings are to be articulated and modulated to complement the existing contributory development pattern of development in the area.

Building A Ground Plane and Public Domain Interface

Objectives

- To ensure that the built form responds well to the existing village context of the Narrabeen Town Centre
- To facilitate high quality landscaped streetscape outcomes to improve public domain amenity and mitigate heat island effects.
- To encourage key active travel connections at the corner of Albert Street and Pittwater Road given its location adjoining one of only two pedestrian crossings for Pittwater Road at the Narrabeen Town Centre.

Requirements

4. For Building A, the ground plane is to be set back at least 2m from Albert Street and Pittwater Road to accommodate changes in level, relate more to the setback of 2 Albert Street and to encourage opportunities for active travel.
5. For Building A, floor to floor heights are to be at least:
 - a. For the ground level - 4m
 - b. For non-residential uses at the first level – 3.6m
6. For Building A, the following design features are to be provided at the ground plane and public domain interface:
 - a. Continuous awnings are to be provided above ground level shops, commercial and/or retail uses. Awnings are to be cantilevered off the main façade.
 - b. Street frontage windows are to be wrapped around corners to increase the area of active frontage.
 - c. Articulation and minimising glazed elements through additional screen battening or architectural detailing to break up large expanses of glazing is required. This is to maintain a level of surveillance and contribute to street activity while accounting for the west facing elevation.
 - d. The ground floor must not be screened from view from the public domain by walls or fencing.

Maximum Number of Storeys**Objectives**

- To complement the scale and rhythm of the existing streetscape and fine grain context of lot patterning
- To ensure that built form responds to the sloping topography of the site
- To provide a sensitive response to the local heritage item at 2 Albert Street

Requirements

7. The maximum number of storeys permitted is:
 - a. Building A - the maximum number of storeys permitted is 3 storeys. For development within the curtilage of the local heritage item at 2 Albert Street, the maximum number of storeys permitted is 2 storeys. An additional storey at Building A may be considered where largely contained within a roof form.
 - b. Building B – the maximum number of storeys permitted is 3 storeys. An additional storey at Building B may be considered where largely contained within a roof form.

- c. Building C - the maximum number of storeys permitted is 3 storeys. An additional storey may be considered where largely contained within a roof form.
- d. Building D - the maximum number of storeys permitted is 3 storeys.

Setbacks

Objectives

- To minimise the impact of future development and improve the visual quality of the streetscape and public domain
- To ensure spatial separation between buildings to create a high level of amenity and ensure appropriate separation to local heritage items and provide through site connections
- To provide opportunities for landscaping and aesthetic improvements to the site edges
- To encourage street tree planting to assist in the mitigation of heat island effects and provide UV coverage through tree canopy strategies
- To minimise amenity impacts to adjoining residential lots

Requirements

Front, rear and side setbacks

- 8. Front, side and rear setbacks must be consistent with Figure 3.
- 9. Building A must be setback at least 2m from the northern and western boundaries.
- 10. Development along Pittwater Road (except Building A) must be setback at least 6.5m to reduce the impact of flooding from Pittwater Road and maintain the pattern of buildings to the south of the subject site along Pittwater Road.
- 11. Development along Albert Street (except Building A) must be setback at least 3m to align with the frontage of the local heritage item at 2 Albert Street.
- 12. Building D must be setback at least 2m to the eastern boundary of the site as indicated in Figure 3.
- 13. For Building C, a 12m (East-West) setback and 18m (North-South) setback as indicated in Figure 3 is required to allow for the retention of the Hills Weeping Fig tree in the southeast corner of the site.

Building separation

- 14. Building separation is to demonstrate appropriate separation distances with reference to Figure 3.
- 15. Building separation between Building A and the local heritage item at 2 Albert Street is to be a minimum of 8m, as indicated in Figure 3.
- 16. Building separation between Building C and the local heritage item at 2 Albert Street is to be a minimum of 11m, as indicated in Figure 3.
- 17. Building separation between Building D and the local heritage item at 2 Albert Street is to be a minimum of 9m, as indicated in Figure 3.

Upper floor setbacks

- 18. The top floor of all buildings must provide an upper level setback. This will be determined on a merit basis and will have regard to:

- a. Height transitions to adjoining properties and sensitive interfaces
 - b. Natural topography and characteristics of the site
 - c. Visual impacts to adjoining properties
 - d. Streetscape
 - e. Bulk and scale
 - f. Ground plane public activation of street edges
19. Despite Requirement 18, for Building A, the third storey and above shall be set back at least 3m from the building line below. A roof overhang to provide outdoor balcony space is permitted to extend towards the building line below.
 20. Despite Requirement 18, for Building B, the top floor facing Pittwater Road shall be set back at least 2.5m from the building line below. The third storey and above facing the internal courtyard shall be set back at least 2.5m from the building line below. A roof overhang to provide outdoor balcony space is permitted to extend towards the building line below.
 21. Despite Requirement 18, for Building D, the third storey and above shall be set back at least 2m from the building line below.

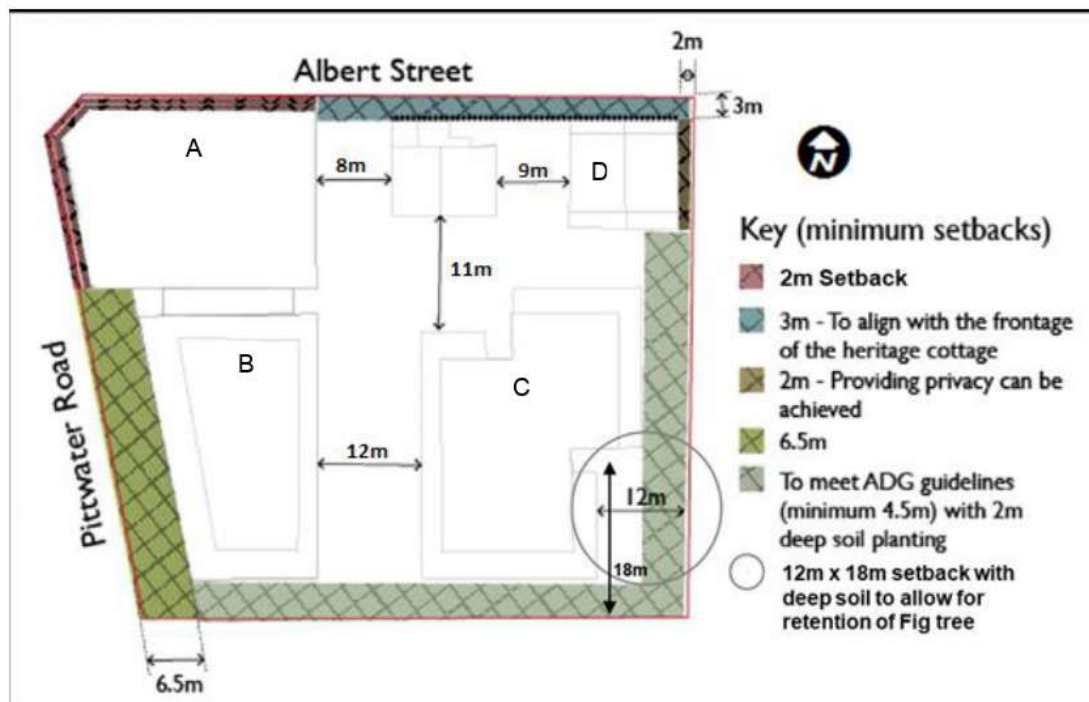


Figure 3: Setbacks

Building design

Objectives

- To encourage innovative and contemporary building designs that represent design excellence and sustainability
- To ensure new development complements the visual qualities of the streetscape and public domain

- To ensure new development provides for a well-articulated corner built form strategy that addresses the ground plane
- To provide well designed built form which incorporates good passive surveillance and mitigates noise impacts from Pittwater Road

Requirements

22. Building form, bulk and scale shall respond to the topography of the area.
23. The orientation of the site is to inform the siting and design of new development so as to demonstrate passive design principles are incorporated into the site planning strategy.
24. For Buildings A and B, apartments with dual aspects are to be maximised.
25. Durable and resilient materials suitable to the coastal environment and which represent a whole of life strategy to selections are to be used to ensure new development contributes positively to the visual character of the area and the resilience of the building over time.
26. Continuous uninterrupted blank walls, blank facades, extensive obscure glass and extensive window decal signage at the building line are not permitted.
27. Design of service cabinets, utility services, plant and equipment boxes, air-conditioning units and lift overruns are to be integrated into the overall façade and built form of the design.
28. Development is to maximise passive surveillance to the public domain, communal areas and pedestrian pathways within and surrounding the development.
29. Residential development within 25m of Pittwater Road is to demonstrate noise shielding or attenuation techniques in the building design, construction and choice of materials to mitigate noise transmission.

Heritage

Objectives

- To ensure that items of historic and social significance are identified, recorded and maintained
- To maintain and conserve significant heritage items, their fabric and setting

Requirements

30. Development must be accompanied by a Conservation Management Plan (CMP). The CMP must address the future use of 2 Albert Street, Narrabeen, account for its significance, and provide recommendations for maintenance and preservation.
31. Development must be accompanied by a Heritage Impact Statement which assesses the impact of the proposal on the heritage significance of the item.

Parking

Objectives

- To minimise the quantity of vehicle and service crossings to retain streetscape amenity and reinforce a high-quality public domain
- To ensure car parking areas are safe and address the needs of building occupants

- To support the reduction of car trips and encourage the use of sustainable transport

Requirements

32. Vehicular access is to be provided from Albert Street.
33. Parking spaces are to be designed so that there is clear separation between non-residential and residential car spaces.
34. The provision of parking for people with disabilities must be provided at a rate of 3% of the required parking spaces, excluding parking required for Adaptable Housing as required under Part D18 of the DCP. When calculating required parking for development, car parking rates are to be rounded up to the nearest whole number.
35. New development is to provide a Green Travel Plan which specifies measures to reduce private vehicle demand and encourage walking, cycling and public transport use. The Green Travel Plan is to consider different transport needs for residential and non-residential uses and address the themes identified in Council's 'Move Northern Beaches Transport Strategy 2038'. A reduction in the number of car parking spaces to be provided may be considered depending on the measures identified in the Green Travel Plan.
36. New development is to provide at least 2 car share spaces. Car share spaces are to be:
 - a. Publicly accessible at all times;
 - b. Located in a convenient location;
 - c. Provided in a well-lit location that allows for casual surveillance;
 - d. Signed for car share use only; and
 - e. Where external, is to be adjacent to a street and integrated with the streetscape through appropriate landscaping.
37. New development is to provide at least 2 electric vehicle charging spaces. Where not possible, access to electrical outlets is to be provided to all visitor car spaces.
38. New development is to demonstrate areas for loading vehicles and waste collection areas on the architectural plans.

Landscaping

Objectives

- To encourage sustainable solutions and the use of native species of flora and water sensitive landscape strategies
- To ensure adequate deep soil capacity to accommodate mature tree canopy, assisting to mitigate the urban heat island effects, support local wildlife and provide ultra violet radiation coverage
- To provide landscape screening to site boundaries and enhance privacy between buildings
- To ensure landscaping is integrated into the overall design of new development and complements the landscape character of surrounding streets including nearby Berry Reserve
- To provide a positive contribution to the public realm with canopy cover to pedestrian connections to encourage active travel to nearby B-Line bus stop and Narrabeen Town Centre
- To ensure residential needs for outdoor activities, privacy, outlook and amenity are met

Requirements

39. Landscaping within identified deep soil zones shall:

- a. Retain all prescribed trees where possible. Where this is not possible, planting of native canopy trees that can attain a height range from 6m to 9m in height is required, all planted at a pre-ordered mature size.
- b. Support a tree planting zone of at least 3m from the boundary to provide suitable area for the establishment of canopy trees (excluding the heritage item).
- c. Understorey planting is permitted within the tree planting zone however no landscape elements nor built form shall be permitted to ensure the success of tree and understorey planting. This includes but is not limited to pathways, access gates, staircases, paved terraces, pergolas, outdoor furniture or stormwater tanks.

Note: Deep soil planting opportunities include

- i. The 6.5m setback along Pittwater Road boundary (see Figure 4)
 - ii. The 4.5m setback along the southern boundary
 - iii. The garden of the local heritage item at 2 Albert Street
40. Development is to ensure the retention of the Mature Hills Weeping Fig Tree within the south-eastern corner of the site as a landscape character element with a minimum 12m (East-West) x 18m (North-South) deep soil planting zone. An Arboricultural Investigation is required to validate the Structural Root Zone and appropriate Tree Protection Zone.
 41. For Buildings C and D, at least 2m of deep soil is to be provided to the eastern boundary to provide landscape screening as a buffer to adjoining properties, as indicated in Figure 5.
 42. For Building A, accessible pathways, outdoor space and/or soft landscaping are to be provided within the 2m setback at the street frontage.
 43. Landscaping is to incorporate native species and water sensitive urban design strategies.
 44. Where excavation occurs as part of new development, levels shall be terraced to site edges to minimise the extent of retaining walls, as indicated in Figure 6.
 45. Development shall maximise landscaping opportunity at the terminating vista of Lagoon Street to the west of the heritage bungalow as indicated in Figure 5.
 46. Landscaped communal open space areas are to be provided at the northern part of the site at the rear of the local heritage property at 2 Albert Street to offer recreational and gathering areas for residents, as indicated in Figure 5.
 47. Albert Street shall be landscaped to ensure a positive contribution to the public domain as indicated in Figures 7 and 8. This is to be achieved by:
 - a. Providing a vertical 'art wall' to contribute towards the public domain (see Figure 7); or
 - b. Removal of the existing embankment and re-battering to plant shrubs and groundcover (see Figure 8). A retaining wall may be required within the front setback if removal of the embankment is undertaken.
 44. Albert Street shall provide a full width footpath with street tree planting in blisters (see Figures 7 and 8).

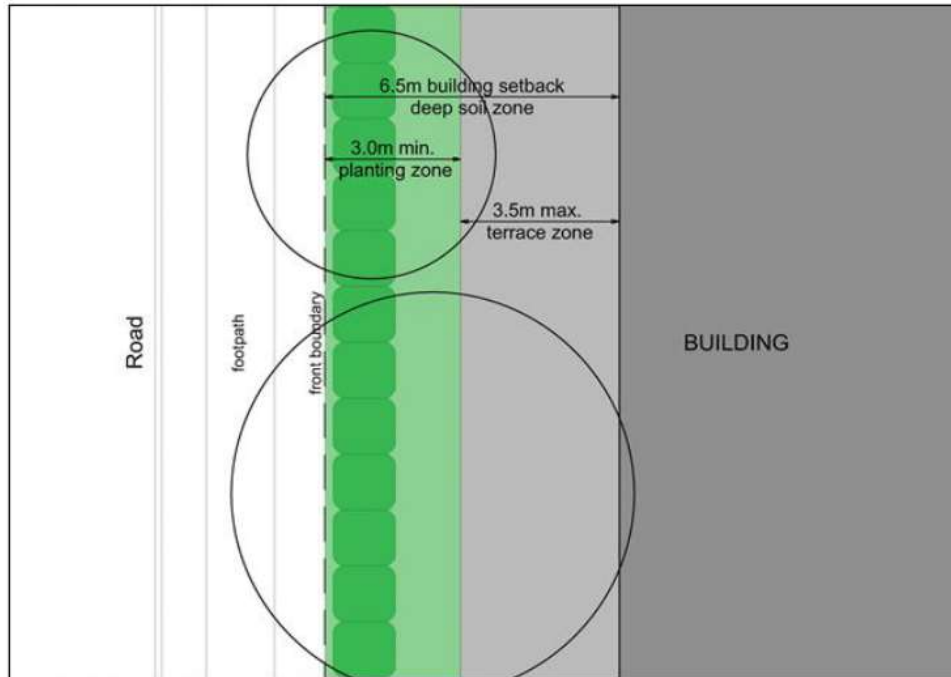


Figure 4: Landscaping with deep soil planting zone at 6.5m setback Pittwater Road boundary demonstrating deep soil zone

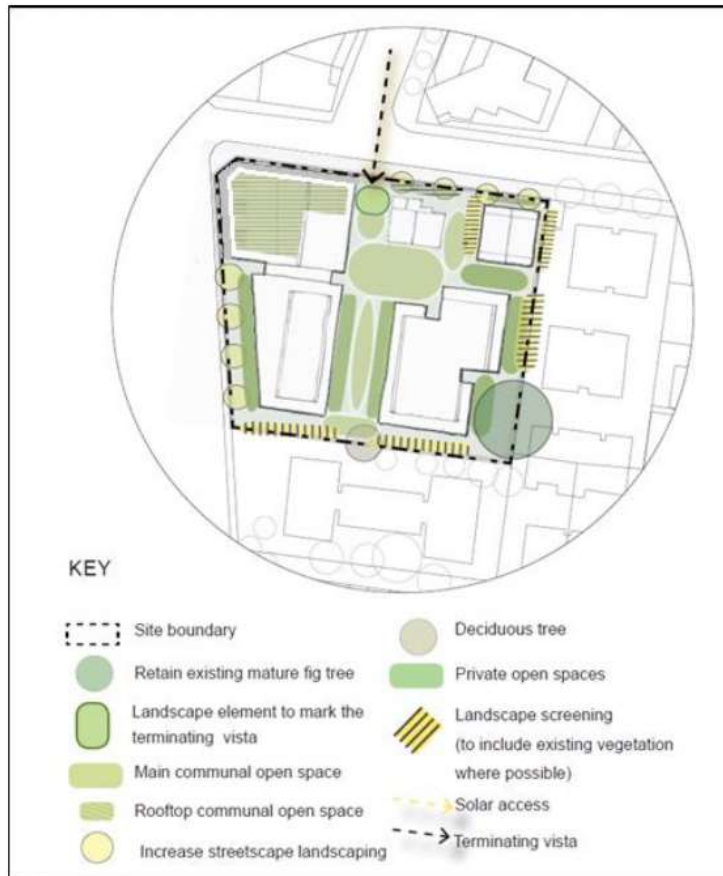


Figure 5: Indicative landscape strategy

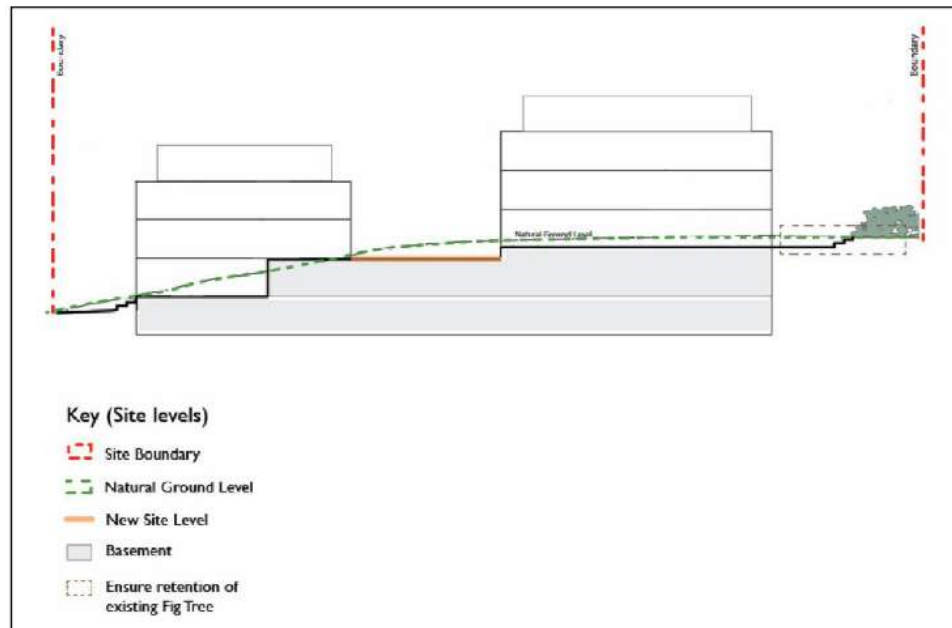


Figure 6: Site levels (Built form as illustrated is indicative only)

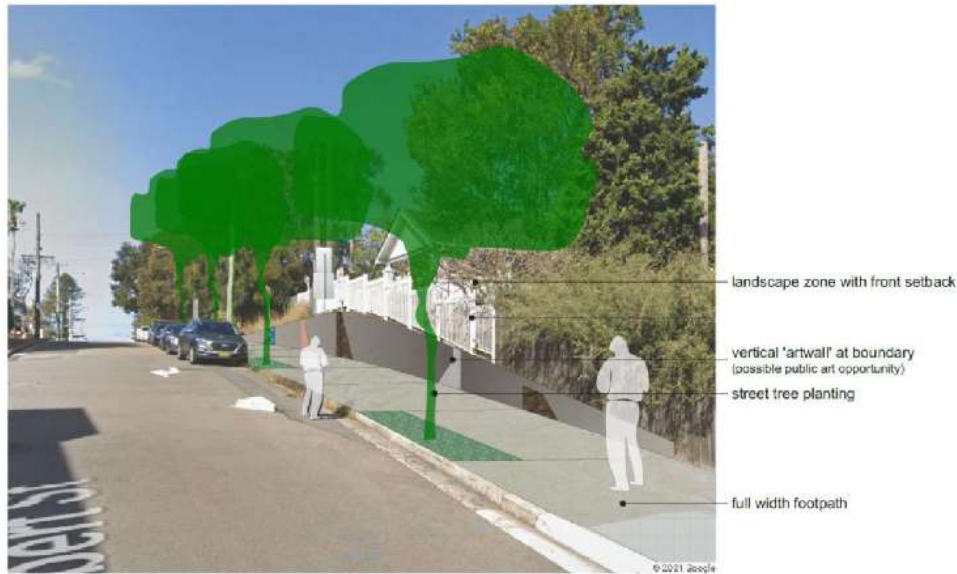


Figure 7: Landscape Option 1 – Albert Street



Figure 8: Landscape Option 2 – Albert Street



Public submissions evaluation – PEX2018/0009

Note that x12 indicates that the theme has been raised within 12 submissions.

A total of 23 submissions were received in response to the statutory exhibition of the Planning Proposal. 21 submissions objected to the proposal and 2 indicated support subject to conditions. The following table provides an overview of the public submissions made.

Theme	Feedback – submission	Applicant Response	Officer Response	Response
Bulk and Scale	(19) submissions highlighted concerns with bulk and scale of Development.			
Bulk and Scale - Character	<p>13 submissions highlighted concerns about impacts to Narrabeen's village character, stating that the proposal is:</p> <ul style="list-style-type: none"> not in keeping with the village atmosphere, setting a precedent for future development, changing Narrabeen into another Dee Why not sympathetic to the heritage cottage and Furlough House. 	<p>The site proposes a similar scale to the surrounding developments and height at the village of 11-12m. Dee Why has a building height of 30m.</p> <p>The PP proposed a modest increase in allowable building height resulting in a proportionately modest increase in density comparable to the town centre in which the subject site adjoins and arguably stands within. Allowable uses within the subject site are unchanged with these factors ensuring the 'village atmosphere' is preserved.</p> <p>Density is in line with NBC requirements. Building separation is in line or greater than that required within the ADG.</p>	<p>Consolidating existing commercial uses at the front corner of the site and allowing an increase in height by one storey will support the medical centre to grow and meet the needs of a growing and ageing population in Narrabeen. It will not set a precedent for nearby sites as the rationale for this planning proposal is to recognise uses operating under existing use rights.</p> <p>The site's R3 medium density residential zone has long supported a three-storey residential flat building format noting that this site has been underutilised for many decades. This proposal seeks one additional storey to align with the height controls in the adjoining town centre resulting in a four-storey built form.</p>	No Change is recommended
Bulk and Scale – Height	<p>6 submissions focused on the impacts of additional building height, including impacts to:</p>	<p>The proposed 11-12m height is in line with those in the adjoining Village Centre and existing</p>	<p>The existing built form of low-density houses across the site has existed despite long standing controls that support a three-storey residential flat buildings</p>	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
	<ul style="list-style-type: none"> Solar access for adjoining properties, particularly for 1290 Pittwater Rd. Privacy impacts for adjoining properties to the North including lower levels of 1-7 Lagoon st and 1290 Pittwater Rd View Sharing 	<p>development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.</p> <p>ADG compliant side boundary setbacks demonstrate generous solar access for existing neighbouring dwellings especially dwellings within No. 1290 Pittwater Rd.</p> <p>Building separation complies and indeed exceeds ADG requirements and as such is deemed appropriate for the scale of development proposed. Shadow diagrams are included on p40 of GMU, Urban Design Report.</p>	<p>across this site under the R3 Medium Density zone. The one additional storey supported by this planning proposal will be largely contained within the roof line as an 'attic style' with fourth floor setbacks specified in the Development Control Plan.</p> <p>Building separation complies with and exceeds Australian Design Guidelines for building separation to protect solar access and privacy.</p> <p>Landscaping requirements outlined in the DCP seek to ensure appropriate screening to protect privacy and minimise noise impacts to direct neighbours.</p>	
Road Network	13 Submissions highlighted concerns relating to the Road Network			
Road Network – Parking	<p>11 submissions mentioned parking constraints including:</p> <ul style="list-style-type: none"> A lack of on-street parking with difficulties finding a spot most of the day despite being timed. On-site parking needed for medical centre staff in addition to customers. Loss of loading zone access 	<p>Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.</p> <p>No changes to the existing 'Loading Zone' on the northern side of Albert Street are envisaged because of the proposed Planning Proposal development</p>	<p>On-site parking for residents and for the medical centre is proposed across two basement levels in accordance with council policies.</p> <p>This proposal is less than 450m from a B-line bus, directly adjoins a town centre and is an easy walk from recreation opportunities (Beach and lagoon). Current and Future residents are well-positioned to reduce dependence on cars.</p> <p>Timed parking exists to promote turnover including 4-hour parking on Albert St and 2-hour parking on Lagoon St. There are likely to be opportunities to improve parking turnover in high demand areas with</p>	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
			the <i>Northern Beaches Transport Strategy 2038</i> Smart Parking Future Direction committing to developing local parking management plans for town and village centres.	
Road Network – Congestion & Safety	<p>8 Submissions highlighted concerns with traffic congestion and safety including:</p> <ul style="list-style-type: none"> Albert St is not wide enough for two cars to pass each other, its effectively a one-way street which creates gridlock & accidents with cars having to pull in to let others pass. Turning from Albert St into King St is risky due to poor visibility Access via Albert St is already at capacity, additional traffic from this development will be untenable. Traffic report underestimates existing congestion with assessment undertaken on only 2 days in 2018, local congestion does not align with city bound peak periods. Driveway of existing medical centre is heavily used and creates a lot of near misses. 	<p>It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)</p>	<p>Width of Albert St At 7.5m wide, this is a relatively narrow street which is why passing opportunities have been created with No Parking zones set up in front of 1-7 Lagoon St and in front of 3-5 Albert St to support safe passing of vehicles.</p> <p>Intersection with King St Albert does not intersect with King St. Turning from Albert St into Lagoon St has excellent visibility.</p> <p>Traffic assessment We note the applicant's consultant has chosen a period pre-covid for their assessment. Recent traffic studies undertaken by Council in March 2021 provide further data over a 7-day period including traffic counts in this street.</p> <ul style="list-style-type: none"> Average vehicle movements over a 7-day period did not exceed 40 vehicles per hour at any time during the study. Annualised daily traffic in both directions (total volume) is 518 vehicles across the day. Currently 85% of all vehicles are travelling at less than is 37.1km/hr along Albert st, so from a safety and traffic calming perspective this is satisfactory <p>The proposed location of the medical practice will see a significant improvement in safety and accessibility. The current one-way driveway (~3.5m) is located on a steep gradient with poor visibility from surrounding parked cars. Under the proposal, parking for the medical practice will be accessed via a two-way driveway with a significantly improved gradient and visibility.</p>	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
Road Network – Driveway Placement	<p>3 Submissions focus on the Driveway placement and suggestion of closing access to Albert St from Pittwater Rd</p> <ul style="list-style-type: none"> Proposed location of driveway at intersection of Albert and Lagoon St – concerns about safety impact. One submitter highlights this does not meet Figure 3.1 of Australian Standard 2890.1:2004. Driveway should be on Pittwater Rd. Removal of vehicle access from Pittwater Rd will block access to driveway for 1290 Pittwater Rd and the loading zone that services many businesses along Pittwater Rd since the 24hr bus lane was installed. Bus routes rely on access to Albert St from Pittwater Rd after they terminate to start their next run (182 and 155), closing access from Pittwater Rd will impact busses Safety issue with busses requiring full width of Albert St to turn and this may create 	<p>The location of the driveway will be finalised at DA stage, however what is depicted on GMU's Urban design report shows the intended and most appropriate location taking into account site constraints including flood design levels; TfNSW designation of Pittwater Rd; distance from Pittwater Rd and Albert St intersection; setback from heritage item; basement levels and Lagoon St intersection. (Refer also TTPP letter on this item).</p> <p>No changes to the existing 'Loading Zone' on the northern side of Albert Street are envisaged because of the proposed Planning Proposal development</p>	<p>The proposed Driveway location;</p> <ul style="list-style-type: none"> Aligns with TfNSW Guidelines Maintains heritage item setbacks Is set back from Pittwater Rd to maintain safe intersection sight lines Provides an access point above the flood free board level <p>Council's traffic engineers confirm the advice provided by ttp transport planning including that the application of Figure 3.1 must consider the one-way section of Albert St between Pittwater Road and Lagoon St. The Australian Standard is a guideline that does not apply to any access driveway that would otherwise be denied access due to physical impossibilities such as the constraints listed above.</p> <p>Pittwater Rd is a State Road with designated B-line lanes. TfNSW guidelines do not support direct access to Pittwater rd. the Australian Standard guideline does not provide sufficient justification to challenge the TfNSW guidelines and designated status of Pittwater Rd.</p> <p>We do not anticipate that the proposed position of the driveway would create challenges for buses turning into Albert St as the driveway is set back from Pittwater Road. If there were any difficulties, alternative routes exist via King or Narrabeen St. A bus layover stop was installed by Council in front of 58 Ocean St Narrabeen approximately 18 months ago to encourage layovers in an alternative location to reduce impacts on Narrabeen centre.</p> <p>Vehicles exiting a private driveway must give way to traffic already on the public road.</p>	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
	conflict with driveway for this proposal.			
Interface with Public Domain	8 Submissions highlighted concerns with the proposals interface with the public domain			
Interface with public domain – Pittwater Road (including flooding) x5	Objections relate to changes to setbacks along Pittwater Road due to its residential zone and concerns about flooding.	Currently the setback of the existing commercial building is 0m. The Urban Planner (GMU) recommended maintaining this. NBC has increased the setback to what is now proposed at 2m at ground level and an additional 3m at level 3 and above. Refer to the Flooding Risk assessment report. Matters raised have been included within the planning report for the site and will continue to be further through the DA stage design process.	Council's position for a Setback of 2m at the ground floor for Building A is based on recommendations from the Design and Sustainability Advisory Panel (DSAP) and advice from Council's Urban Designers to enable a transition from the town centre (0m setback) to 2m setback at Building A and then a 6.5m setback for Building B in line with existing controls for the residential zone. The 2m setback for Building A provides increased footpath space compared to the current 0m setback to support active travel and amenity at one of only two pedestrian crossings in Narrabeen. The Proposal has been reviewed by Council's Stormwater Floodplain Engineering team who are satisfied the proposal generally complies with the flood controls in the LEP, DCP and recent changes to ministerial directions. Referral advice was also sought from NSW State Emergency Service.	No Change is recommended
Interface with the public domain – Landscaping x2	Landscaping and removal of existing trees will impact the village and neighbouring properties. Several significant trees provide habitat for local birds and need to be protected.	Whilst trees are being removed to allow the redevelopment of the site, these will be replaced with well designed landscaping that will improve the amenity of the site and surrounds. New canopy trees will be planted within and adjoining the subject site to reduce the heat island effect of the immediate context.	DCP controls have been developed to maximise opportunities for deep soil planting in addition to landscaping across the site. Requirements for planting of mature canopy trees along the setback of building B at Pittwater Road and along the Albert St boundary will provide shade for active travel routes and reduce urban heat island effects for Narrabeen village while providing canopy habitat for local birds and wildlife.	No Change is recommended
Interface with the public domain – Albert St x1	Not enough space for a full footpath width in Albert St. Setback at the corner of Pittwater Road and Albert St needs to be increased to	Excavation and retaining will be required in order to achieve a footpath in Albert St.	The urban design outcome for Albert St is specified in the DCP controls, including excavation and retaining wall to make the most of available space. The current commercial building at the corner of Pittwater Rd and Albert St has a 0m setback from the	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
	provide a small garden with seating for aged patients waiting to be picked up		boundary. The exhibited DCP controls require a 2m setback, providing significantly more pedestrian space with potential opportunities for street furniture.	
Planning Proposal Process	6 Submissions highlighted concerns with the Planning Proposal process or with the Public Exhibition process			
Planning Proposal Process x5	<p>Three submissions objected to the Planning Proposal Process allowing the rules to be changed or 'broken'. One of these was concerned that it will open the door for other developers outside the strategic planning LEP or masterplan process with concerns that the DA process will see changes to what is currently proposed with additional elements out of context for the site.</p> <p>Two submissions were concerned that they had not been formally notified of the statutory exhibition.</p>	<p>NBC and DPIE control what rezonings can and cannot be sought. An approval of this site by no means "opens the door" for any subsequent rezoning.</p> <p>The PP sets the bulk and scale control for the DA process.</p>	<p>The Planning Proposal process is rigorous and seeks to deter inappropriate applications. This application was initially lodged in 2018 and since then has been reviewed by the Northern Beaches Local Planning Panel, the Northern Beaches Design and Sustainability Advisory Panel and has been considered at three meetings of Northern Beaches Council. A wide range of studies have been reviewed by specialist officers across council including traffic engineers, flood engineers, heritage planners, urban designers, economic development and a landscape architect.</p> <p>The rationale for supporting this proposal considers the long standing commercial and medical uses on the site which adjoins an established centre, the need for the medical centre to grow to meet the changing needs of the Narrabeen Community and the lack of appropriate accessible floorspace in the centre to support a large modern medical practice. This proposal is consistent with Council's strategic position in <i>Towards 2040: Local Strategic Planning Statements</i> including housing supply, choice and affordability in the right locations.</p> <p>Notifications to adjoining property owners and occupiers and property owners and occupiers across a street or road from the subject site were notified in line with the <i>Northern Beaches Community Participation Plan</i>. This Statutory Exhibition process was promoted via council's 'YourSay' mailing list and 'Yoursay' webpage.</p>	No Change is recommended
Affordable Housing	5 Submissions commented on the Affordable Housing Contributions Scheme			
Affordable Housing x5	<ul style="list-style-type: none"> Object to affordable housing strategy as 	The site contributes to NBC's affordable housing policy through	This is the first site to which the Northern Beaches Affordable Housing Scheme applies. This planning	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
	<p>there has been numerous occasions where the use of the strategy has been removed at DA stage</p> <ul style="list-style-type: none"> An affordable housing scheme would not add value to existing owners and residents. Pricing in Narrabeen is high, beggars belief that it will be low cost. Support implementation of the scheme acknowledging this is a prime location offering excellent access to public transport the town centre, beach and lagoon. 	<p>provision of financial levy paid direct to the NBC.</p>	<p>proposal seeks to directly reference the scheme in the LEP which will give it stronger legal weight.</p> <p>As the first site to which the scheme applies, council has requested a monetary contribution in this instance. The intention is to require physical dwellings in most instances moving forward. When physical dwellings are dedicated to Council, they will be provided as affordable rental dwellings in perpetuity with rents capped at a proportion of the worker's income.</p> <p>The provision of affordable housing across all communities on the northern beaches will bring benefits of greater diversity and attraction of key workers to provide essential services to the community.</p>	
Commercial uses	5 Submissions commented on the proposal for commercial floorspace			
Commercial Uses x5	<ul style="list-style-type: none"> Concern about existing vacancy rates in Narrabeen Centre x2 Albert St is the boundary of the town centre there is no need to extend the centre Retail and commercial tenancies should have appropriate hours of operation and servicing No parking exists for these uses 	<p>The majority of non-residential use already exists on the site and is being consolidated to the most appropriate location at the corner of Pittwater Rd and Albert St.</p> <p>The commercial uses currently extends beyond Albert St with existing medical centre and bank buildings located at the corner.</p> <p>Basement parking is included as a part of the proposal for occupants and visitor cars in line with NBC requirements.</p>	<p>This proposal seeks to consolidate the existing medical centre and commercial land uses (financial services office) on the site and support a modest increase in floorspace to accommodate growth of the medial centre to meet the changing needs of an aging population in Narrabeen. An Economic Impact Assessment considered vacancies in Narrabeen and determined that available spaces lacked the size and accessibility required for a medical practice.</p> <p>On-site parking for the medical centre will be provided within the two levels of basement parking proposed.</p>	No Change is recommended

Theme	Feedback – submission	Applicant Response	Officer Response	Response
Heritage	3 Submissions commented on the protection of Heritage			
Heritage x2	<ul style="list-style-type: none"> Concern that heritage property might be demolished Applaud the considerable lengths the applicant has gone to preserve the heritage item, Overshadowing of Heritage item. heritage curtilage including setbacks to the heritage item (9m). this will require relocation of the driveway. 	<p>The heritage report addresses concerns and setback requirements from the heritage item</p> <p>Proposed location of driveway complies with proposed heritage setbacks.</p>	Protection of the heritage bungalow at 2 Albert St has been a consideration throughout the planning proposal process. The proposed changes to the LEP specifically exclude the bungalow site while the DCP specifically addresses the heritage bungalow through a number of provisions including setbacks of other buildings and a requirement for a Heritage Management Plan.	
Active Travel and Car Share	3 Submissions commented on Active Travel and Car Share			
Active Travel and Car Share	<ul style="list-style-type: none"> No tangible evidence that there is a need for more pedestrian access Elderly patients of medical practice will not be using active travel 		<p>The <i>Move Northern Beaches Transport Strategy 2038</i> prioritises Active Travel as one of five themes with an objective to <i>expand the footpath and shared path networks to improve connectivity and safety that make walking and cycling attractive alternatives to the car. Provide a safe environment, both on and off-road for all users and the end of trip facilities to make it a realistic option for commuting.</i></p> <p>This proposal contributes to improved active travel routes for the broader Narrabeen community to access the B-line and Narrabeen town centre. Encouraging uptake of active travel reduces car dependency, reduces traffic congestion, frees up parking capacity, reduces carbon emissions and improves health outcomes.</p>	No Change is recommended
Car Share	<ul style="list-style-type: none"> Car share plan is non-compliant (no further detail was provided) 	Any specific car share requirements will be addressed at DA stage.	On-site car parking will be provided for the new medical centre which is located within 450m of the b-line bus stop. Requirements for car-share spaces will be confirmed at DA stage.	No Change is recommended

Public authority statutory submissions evaluation

A total of 3 submissions were received in response to the statutory exhibition of the Planning Proposal. The following table provides an overview of the public authority submissions made.

Agency	Feedback	Response
NSW Department of Planning and Environment – Environment, Energy and Sciences Group	<p><i>The Planning Proposal has not justified inconsistencies with the Section 9.1 Direction 4.3 Flooding. The proposal contains provisions that apply to the flood planning area that will permit a significant increase in the development and dwelling density, which is not permitted under the direction.</i></p> <p><i>However, on review of the information presented in the flood report, EES would not anticipate any significant issues to arise due to the proposed increase in density. This conclusion is based the following key points: only a fraction of the site interacts with the fringe of flooding, and evacuation access is available via Albert Street.</i></p>	No change is recommended.
NSW State Emergency Service	<p>At the time of response staff were involved in NSW SES operations and so a standard response was provided:</p> <p><i>Due entirely to the need to meet priorities dictated by legislated responsibilities, the NSW SES is not able to assess any detailed development proposal or to work with developer's consultants in preparing any such proposal.</i></p> <p>The standard response highlighted that the Planning Proposal needs to be considered against the relevant Ministerial Section 9.1 Directions and consistent with the NSW Flood Prone Land Policy as set out in the NSW Floodplain Development Manual, 2005.</p>	<p>No change is recommended.</p> <p>These matters have been considered in the Planning Proposal with a Flooding Risk Assessment Report provided by the applicant and referral advice from Council's Floodplain Engineers</p>
Transport for NSW	<p>TfNSW has reviewed the submitted documentation and raises no objection as the planning proposal is not likely to have significant traffic impact on the adjoining classified state road network.</p> <p>TfNSW provides advisory comments in Attachment A for consideration as part of any future development application lodged post gazettal of the subject draft Local Environmental Plan amendment.</p>	No change is recommended.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions

24/1/22

Submitter Name	Submitter Phone and email	Submitter Address	Date	Issues Raised by Submitter	Response by HM Team
[REDACTED]	[REDACTED]	[REDACTED]	5/1/2022	<ul style="list-style-type: none"> Height 	<ul style="list-style-type: none"> The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height.
				<ul style="list-style-type: none"> Natural light. Won't see the sky. 	<ul style="list-style-type: none"> Building separation complies and indeed exceeds ADG requirements and as such is deemed appropriate for the scale of development proposed. Shadow diagrams are included on p40 of GMU, Urban Design Report.
[REDACTED]	[REDACTED]	[REDACTED]	11/12/21	<ul style="list-style-type: none"> Commercial zone expansion to Albert St 	<ul style="list-style-type: none"> The commercial uses currently extends beyond Albert St with existing medical centre and bank buildings located at the corner.
				<ul style="list-style-type: none"> Existing medical ctr not well located 	<ul style="list-style-type: none"> The medical centre will be relocated to more commercially appropriate location (cnr Pittwater Rd and Albert St).
				<ul style="list-style-type: none"> Expansion of medical ctr 	<ul style="list-style-type: none"> The expansion of the medical centre is in response to community needs. The medical

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					service has been provided from the site since 1955. The population of the area has also increased since that time and demographics changed. Refer also economic assessment report.
				<ul style="list-style-type: none"> Traffic impact on Albert St 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> Construction traffic on Albert St 	<ul style="list-style-type: none"> A detailed Construction Traffic Management Plan (CTMP) would be prepared as part of the DA / CC process. The purpose of a CTMP is to set out the measures to minimise potential disruptions and impacts associated with construction traffic during construction (refer letter from TTPP enclosed with this response)

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

				<ul style="list-style-type: none"> Car share plan not compliant Tree removal No room for full width footpath on Albert St Spot rezoning opens door to other developers Disconnect between what is currently proposed and what eventuates on the site with the DA 	<ul style="list-style-type: none"> Any specific car share requirements will be addressed at DA stage. Whilst some trees will be removed in order to facilitate the development, an extensive landscape outcome is a part of the proposed development. Excavation and retaining will be required in order to achieve a footpath in Albert St. NBC and DPIE control what rezonings can and cannot be sought. An approval of this site by no means "opens the door" for any subsequent rezoning. The PP sets the bulk and scale control for the DA process.
			15/12/21	<ul style="list-style-type: none"> Increased height Loss of privacy due to development as similar height 	<ul style="list-style-type: none"> The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. Building separation complies and indeed exceeds ADG

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					requirements and as such is deemed appropriate for the scale of development proposed.
				<ul style="list-style-type: none"> Increased traffic (gridlock on Albert Street) 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> Loss of loading zone access 	<ul style="list-style-type: none"> No changes to the existing 'Loading Zone' on the northern side of Albert Street are envisaged because of the proposed Planning Proposal development
				<ul style="list-style-type: none"> Location of driveway at intersection of Albert St and Lagoon St 	<ul style="list-style-type: none"> The location of the driveway will be finalised at DA stage, however what is depicted on GMU's Urban design report shows the intended and most appropriate location taking into account site constraints including flood design levels; TfNSW designation of Pittwater Rd; distance from Pittwater Rd

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					and Albert St intersection; setback from heritage item; basement levels and Lagoon St intersection. (Refer also TTPP letter on this item).
			15/12/21	<ul style="list-style-type: none"> Height 	<ul style="list-style-type: none"> The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height.
				<ul style="list-style-type: none"> Increased traffic implications 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> Increased parking implications 	<ul style="list-style-type: none"> Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions

24/1/22

				<ul style="list-style-type: none"> • Driveway access on Albert St and traffic into Albert and Lagoon St 	<ul style="list-style-type: none"> • The location of the driveway will be finalised at DA stage, however what is depicted on GMU's Urban design report shows the intended and most appropriate location taking into account site constraints including flood design levels; TfNSW designation of Pittwater Rd; distance from Pittwater Rd and Albert St intersection; setback from heritage item; basement levels and Lagoon St intersection. (Refer also TTPP letter on this item)
				<ul style="list-style-type: none"> • Not in keeping with current village atmosphere 	<ul style="list-style-type: none"> • The PP proposed a modest increase in allowable building height (+??m/+??%) resulting in a proportionately modest increase in density comparable to the town centre in which the subject site adjoins and arguably stands within. Allowable uses within the subject site are unchanged with these factors ensuring the 'village atmosphere' is preserved.
				<ul style="list-style-type: none"> • Additional retail where there are current retail vacancies 	<ul style="list-style-type: none"> • The majority of non-residential use already exists on the site and is being consolidated to the most appropriate location

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					at the corner of Pittwater Rd and Albert St.
			14/12/21	<ul style="list-style-type: none"> Bulk and scale 	<ul style="list-style-type: none"> The proposed height increase or 11-12m is in line with the adjoining village and developments. This is addressed in detail within GMU's urban design report.
				<ul style="list-style-type: none"> Shop top housing and medical ctr – when no parking?? 	<ul style="list-style-type: none"> Basement parking is included as a part of the proposal for occupants and visitor cars in line with NBC requirements.
				<ul style="list-style-type: none"> Pittwater Rd setback – block solar access on Pittwater Rd 	<ul style="list-style-type: none"> Building heights and setbacks are in line with NBC and ADG requirements. Shadow diagrams are provided on P40 of GMU's urban design report.
				<ul style="list-style-type: none"> Precedent and change for the area 	<ul style="list-style-type: none"> As stated above for 'village atmosphere', in response to Matthew Liston submission.
			14/12/21	<ul style="list-style-type: none"> Nothing specific 	<ul style="list-style-type: none"> -
			14/12/21	<ul style="list-style-type: none"> Copy of submission from Dowman above 	<ul style="list-style-type: none"> Refer response to Dowman submission above
			14/12/21	<ul style="list-style-type: none"> Copy of submission from Dowman above 	<ul style="list-style-type: none"> Refer response to Dowman submission above
			14/12/21	Traffic	
				<ul style="list-style-type: none"> Location of driveway encroaches on existing heritage site 	<ul style="list-style-type: none"> Driveway location complies with heritage item setbacks

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

				<ul style="list-style-type: none"> Driveway in PROHIBITED LOCATIONS FOR ACCESS DRIVEWAYS from figure 3.1 of AS2890.1:2004 	<ul style="list-style-type: none"> The location of the driveway will be finalised at DA stage, however what is depicted on GMU's Urban design report shows the intended and most appropriate location taking into account site constraints including flood design levels; TfNSW designation of Pittwater Rd; distance from Pittwater Rd and Albert St intersection; setback from heritage item; basement levels and Lagoon St intersection. (Refer also TTPP letter on this item).
				<ul style="list-style-type: none"> Driveway should be on Pittwater Rd 	<ul style="list-style-type: none"> The site has two road frontages, namely Pittwater Road and Albert Street. Pittwater Road is a State Road with designated B-Line lanes (ie. kerbside bus lanes) running north and south along Pittwater Road. Under TfNSW guidelines, all vehicle access to sites shall be provided via second order roads where available. As such TfNSW guidelines would restrict direct vehicle access via Pittwater Road. Hence vehicle access to the site would only be approved by

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					TfNSW via Albert Street. (Refer also TPPP letter on this item).
				Heritage	
				<ul style="list-style-type: none"> Setbacks from heritage item to be maintained to 9m. Driveway encroaches by 1m 	<ul style="list-style-type: none"> Proposed location of driveway complies with proposed heritage setbacks.
				Views/streetscape/setbacks/Vista from Albert Street to Narrabeen Lake	
				<ul style="list-style-type: none"> Building A setback to 3m with further setback for third floor 	<ul style="list-style-type: none"> Currently the setback of existing building is 0m. The Urban Planner (GMU) recommended maintaining this. NBC has increased the setback to what is now proposed at 2m at ground level and an additional 3m at level 3 and above.
			14/12/21	<ul style="list-style-type: none"> Copy of submission from Dowman above without exception of final dot point 	<ul style="list-style-type: none"> Refer response above
			14/12/21	<ul style="list-style-type: none"> Height 	The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions

24/1/22

				<ul style="list-style-type: none"> • Overshadowing of heritage item 	<ul style="list-style-type: none"> • The heritage report addresses concerns and setback requirements from the heritage item.
				<ul style="list-style-type: none"> • Increased traffic in Albert St and Pittwater Rd 	<ul style="list-style-type: none"> • It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> • Parking insufficient 	<ul style="list-style-type: none"> • Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.
				<ul style="list-style-type: none"> • Shop top housing not permitted in precinct 	<ul style="list-style-type: none"> • The shop top housing is limited to Building A on the corner of Albert and Pittwater Rd. Non-residential uses that currently exist (and have existing for many decades) on the site are being relocated and consolidated at that location with residential accommodation above. The rest of the site does not have any shop top housing.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

			14/12/21	<ul style="list-style-type: none"> Loss of parking 	<ul style="list-style-type: none"> Basement parking in line with NBC's requirements for occupants and visitor cars are being provided onsite
				<ul style="list-style-type: none"> Overdevelopment similar to Dee Why 	<ul style="list-style-type: none"> The height of 11-12m is far lower than that of Dee Why which is 30m.
				<ul style="list-style-type: none"> Height increase 	<ul style="list-style-type: none"> The proposed height increase is in line with adjoining and surrounding developments. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within the urban design report.
				<ul style="list-style-type: none"> Claim it is for low-cost housing 	<ul style="list-style-type: none"> The site contributes to NBC's affordable housing policy through provision of financial contribution.
			14/12/21	<ul style="list-style-type: none"> visual impact does not protect the character of the village locality 	<ul style="list-style-type: none"> As stated above for 'village atmosphere', in response to Matthew Liston submission.
				<ul style="list-style-type: none"> Shadowing from the structures 	<ul style="list-style-type: none"> Height and setbacks are in line with NBC requirements. Building separation exceeds ADG. Shadow diagrams are included on p40 within GMU, Urban Design Report.
				<ul style="list-style-type: none"> Privacy to adjoining properties 	<ul style="list-style-type: none"> Building separation exceeds ADG.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

				<ul style="list-style-type: none"> wind effect of this development 	<ul style="list-style-type: none"> Not applicable
				<ul style="list-style-type: none"> Affordable housing not suited to Narrabeen 	<ul style="list-style-type: none"> The site contributes to NBC's affordable housing policy through provision of financial levy paid direct to the NBC.
				<ul style="list-style-type: none"> Parking 	<ul style="list-style-type: none"> Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.
				<ul style="list-style-type: none"> Removal of trees will heat impact Narrabeen 	<ul style="list-style-type: none"> Whilst trees are being removed to allow the redevelopment of the site, these will be replaced with well designed landscaping that will improve the amenity of the site and surrounds. New canopy trees will be planted within and adjoining the subject site to reduce the heat island effect of the immediate context.
				<ul style="list-style-type: none"> Vehicle access and traffic in Albert and Lagoon St 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					also letter from TTPP Traffic engineers for further detail)
			13/12/21	<ul style="list-style-type: none"> Height 	The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.
				<ul style="list-style-type: none"> Shop top housing not in keeping with residential zone 	<ul style="list-style-type: none"> As above response on this matter to Bracey submission.
				<ul style="list-style-type: none"> Heritage impact to 2 Albert and Furlough House 	<ul style="list-style-type: none"> Refer heritage report
				<ul style="list-style-type: none"> Flooding 	<ul style="list-style-type: none"> Refer Flooding Risk assessment report. Matters raised have been included within the planning report for the site and will continue to be further through the DA stage design process.
				<ul style="list-style-type: none"> Traffic – street not wide enough. 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions







24/1/22

					surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> Development should cater for occupants and visitors car parking 	<ul style="list-style-type: none"> Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.
				<ul style="list-style-type: none"> Height increase will cause solar loss to neighbours 	<ul style="list-style-type: none"> Height and setbacks are in line with NBC requirements. Building separation exceeds ADG. Shadow diagrams are included on p40 within GMU, Urban Design Report.
			11/12/21	<ul style="list-style-type: none"> Refer submission dated 15/12/21 above 	<ul style="list-style-type: none"> Refer comments to submission dated 15/12/21 above
			10/12/21	<ul style="list-style-type: none"> Nothing specific raised. 	-
			10/12/21	<ul style="list-style-type: none"> Height – against any change in height limit for any building in Narrabeen 	<ul style="list-style-type: none"> The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions

24/1/22

				<ul style="list-style-type: none"> Don't want to live in Dee Why Atmosphere 	<ul style="list-style-type: none"> The proposed 11-12m height limit is in line with Village Centre and far lower than that of Dee Why which is some 30m.
	-	-	10/12/21	<ul style="list-style-type: none"> Height 	<ul style="list-style-type: none"> The heights proposed are in line with those in the adjoining Village Centre and existing development to the south.
				<ul style="list-style-type: none"> Density 	<ul style="list-style-type: none"> Density is in line with NBC requirements. Building separation is in line or greater than that required within the ADG.
				<ul style="list-style-type: none"> Traffic in Albert Street 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
			9/12/21	<ul style="list-style-type: none"> Will 2 Albert Street be demolished? 	<ul style="list-style-type: none"> No.2 Albert Street will be retained.
			9/12/21	<ul style="list-style-type: none"> Traffic congestion in Albert St and King St 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					<p>traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street.</p>
				<ul style="list-style-type: none"> Increased traffic volumes Dangers of having entrance driveway on western end of Albert St 	<ul style="list-style-type: none"> Ditto above Refer response from TTPP, our traffic engineer on this matter.
			8/12/21	<ul style="list-style-type: none"> Height out of proportion with built environment 	<p>The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.</p>
				<ul style="list-style-type: none"> Traffic congested already 	<ul style="list-style-type: none"> It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network,

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen
Draft Response to Submissions
24/1/22

					including Albert Street (refer also letter from TTPP Traffic engineers for further detail)
				<ul style="list-style-type: none"> On street parking 	<ul style="list-style-type: none"> Parking for occupants and visitors are provided within basement level parking in line with NBC requirements.
			30/11/21	<ul style="list-style-type: none"> Could not open the attachment 	<ul style="list-style-type: none">
			25/11/21	<ul style="list-style-type: none"> Height 	The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.
				<ul style="list-style-type: none"> Doesn't want Narrabeen to follow Dee Why 	<ul style="list-style-type: none"> The site proposes a similar scale the surrounding developments and height at the village of 11-12m. Dee Why has a building height of 30m.
			22/11/21	<ul style="list-style-type: none"> Solar Access 	<ul style="list-style-type: none"> ADG compliant side boundary setbacks demonstrate generous solar access for existing neighbouring dwellings especially dwellings within No.1290 Pittwater Rd.

PRN1300 – PEX2018/0009 – 1294-1300 Pittwater Rd and 2-4 Albert St, Narrabeen

Draft Response to Submissions

24/1/22

				<ul style="list-style-type: none"> Privacy 	<ul style="list-style-type: none"> Setbacks are in line with NBC and ADG requirements.
				<ul style="list-style-type: none"> Building Bulk 	<ul style="list-style-type: none"> See comments for 'height'
				<ul style="list-style-type: none"> Height 	<p>The proposed 11-12m height is in line with those in the adjoining Village Centre and existing development to the south. The proposed height being less than the building opposite at 1-7 Lagoon Street which is in excess of 14m in height. This is addressed in detail within GMU's urban design report.</p>



Our Ref: 18371

24 January 2022

Jetosa Pty Ltd
c/- Highgate Management Pty Ltd
Level 5, 52 Phillip Street
Sydney NSW 2000

Attention: Mr David Hume

Dear David,

**RE: 1294-1300 PITTWATER ROAD & 2-4 ALBERT STREET, NARRABEEN
PLANNING PROPOSAL – RESPONSE TO SUBMISSIONS
VEHICLE ACCESS, TRAFFIC AND PARKING**

As requested, The Transport Planning Partnership (TPPP) has undertaken a review of the traffic and parking related matters raised in public submissions to a planning proposal for the site at 1294 – 1300 Pittwater Road and 2-4 Albert Street, Narrabeen.

The following provides a response to traffic and parking issues raised.

Vehicle Site Access Arrangements

The site has two road frontages, namely Pittwater Road and Albert Street.

Pittwater Road is a State Road with designated B-Line lanes (ie. kerbside bus lanes) running north and south along Pittwater Road. Under TfNSW guidelines, all vehicle access to sites shall be provided via second order roads where available.

As such TfNSW guidelines would restrict direct vehicle access via Pittwater Road. Hence vehicle access to the site would only be approved by TfNSW via Albert Street.

With regard to the Albert Street frontage, the positioning of a potential site access driveway is restricted by a number of factors, including:

- Proximity and provision of a set back from to the Pittwater Road intersection to maintain safe intersection sight lines;

The Transport Planning Partnership
Suite 402, 22 Atchison Street
ST LEONARDS NSW 2065

- Provision of an access point above the flood free board level (again a set back from the Pittwater Road access is required)
- Setback (ie. curtilage) from the heritage house restricts the provision of the vehicle access within the eastern portion of the site's frontage to Albert Street.

As such the potential vehicle access opportunities are limited to Albert Street within the vicinity of the Lagoon Street intersection as shown in an extract from the Master Plan as presented in the Planning Proposal Traffic Report.

Figure 3.1: Indicative Master Plan (prepared by GMU Urban Design & Architecture)



It is acknowledged that one public submission references Figure 3.1 of AS2890.1 which deals with driveway locations and in particular 'restricted locations' for domestic driveways opposite intersections (ie. Lagoon Street).



Firstly, it needs to be acknowledged that the AS2890 states clearly that the Standard cannot be taken as a text book for design noting that the services of a qualified person experienced in the design of car parking facilities should be sought in the application of the Standard.

For example, the application of Figure 3.1 would need to consider the implications of the one way section of Albert Street between Pittwater Road and Lagoon Street.

Furthermore, AS2890.1 states that with regard to Figure 3.1 that Figure 3.1 shall not apply to any access driveway that would otherwise be denied access due to physical impossibilities such as the constraints listed above.

Notwithstanding the above, the intent of the restricted access locations is to maintain efficient and safe vehicle access.

While the detail design of the access will be provided through the Development Application (DA) stage of the process, the Planning Proposal traffic assessment has provided an assessment of the operational conditions at the access.

The assessment indicates that the access can operate satisfactorily and with good sight lines for both vehicles and pedestrians.

Albert Street Traffic Congestion

It is acknowledged that the planning proposal will increase traffic flows along Albert Street. However the planning proposal traffic assessment has indicated that these flows can be satisfactorily accommodated by the surrounding road network, including Albert Street.

Further detailed traffic analysis will be prepared as part of the DA process as the yields of the various site uses are further refined.

Notwithstanding the above, Roads and Maritime Services (RMS) guideline traffic generation rates were utilised and applied to the indicative yields provided in the planning proposal masterplan.

As part of the planning proposal traffic assess traffic surveys of existing conditions were undertaken of the surrounding road network including Albert Street. Future background traffic growth for +10 years was also estimated.

The traffic analysis of intersection operation along Albert Street as presented in the traffic assessment report, determined that the level of additional traffic generated by the planning proposal would be satisfactorily accommodated by the surrounding road network (Level of Service LoS A, LoS B and LoS C).

Construction Traffic Management

A detailed Construction Traffic Management Plan (CTMP) would be prepared as part of the DA / CC process. The purpose of a CTMP is to set out the measures to minimise potential disruptions and impacts associated with construction traffic during construction.



Albert Street Loading Zone

No changes to the existing 'Loading Zone' on the northern side of Albert Street are envisaged because of the proposed Planning Proposal development.

On Site Parking Provisions

On site parking provisions for cars, motorcycles and bicycles with basement structures will be developed as part of the DA scheme. Parking shall be provided in line with Northern Beaches Council guidelines.

Features such as car share spaces and broad travel demand management measures will be further developed as part of the DA scheme.

Should you have any queries regarding the above or require further information, please do not hesitate to contact the undersigned on 8437 7800.

Yours sincerely,



Jason Rudd
Director

Draft Northern Beaches Property Strategy 2021-2026





Acknowledgment of Country

We acknowledge the traditional owners of this land and elders past, present and emerging. We recognise Aboriginal people as the original custodians of the Northern Beaches.

Content

Executive summary	5	Focus areas	19
Introduction	7	3.1 Focus 1	21
1.1 What is the Property Strategy?	8	Establishing the strategic property baseline	
1.2 What is the purpose of the strategy?	8	3.2 Focus 2	22
1.3 What are the principles guiding the implementation of the Property Strategy?	9	Strengthen Council's strategic property relationships	
1.4 In what context does this strategy sit?	9	3.3 Focus 3	23
The current state of Council's property	12	Evaluation of leases and licences	
2.1 What is property?	13	3.4 Focus 4	23
2.2 What type of land does Council own/ manage?	13	Reviewing current provision and utilisation of property	
2.3 Why does Council hold land?	14	3.5 Focus 5	26
2.4 Council's current property portfolio	15	Determining future needs	
2.5 Council's dealings in land on behalf of the community	16	3.6 Focus 6	27
2.6 Acquiring and disposing of land	18	Implementation and governance	
		3.7 Focus 7	28
		Performance and reporting	
		Appendix A: Strategic action plan	29
		Appendix B: Process maps	32
		Process map 1	33
		Redevelop / Re-purpose	
		Process map 2	34
		Divestment of property	
		Process map 3	35
		Acquisition of a property	
		Definitions	36
		Revision history	

Executive summary

The amalgamation of Manly, Warringah and Pittwater as Northern Beaches Council in May 2016 created a large and diverse portfolio of land and building assets that serve a range of community, administrative and commercial uses.

The consolidated Council portfolio currently has an impressive 535 buildings and over 2,900 land parcels. The management of these assets range from direct management by Council, to management by community-based committees and private lessees/licensees.

To support the delivery of a broad range of services both now and in the future, the Council Property Strategy has been led by Council's Community Strategic Planning Framework which consists of Shape 2028 – the Community Strategic Plan (CSP) and Towards 2040 – the Local Strategic Planning Statement (LSPS). Like the CSP, long term sustainability is at the core of the Property Strategy where the importance of environmental, economic, social and civic perspectives are considered in decision-making around our property dealings.

The goal in managing Council's property portfolio is to ensure the most effective provision and utilisation of the community's property assets to meet the needs of the community both now and in the future.

The purpose of the Property Strategy

The Property Strategy is designed to deliver clear and meaningful guiding principles. It is a framework to assist Council with its decision-making process whilst continuing to support the community and the service potential of the property portfolio.

It will also provide a solid foundation on which to base key portfolio decisions which address how property is utilised, optimised and developed for the long-term benefit of the community.

Overview of Council's property portfolio

Council's property portfolio consists of Council owned parks, car parks, public reserves, vacant land parcels, buildings on Council land, as well as Crown land under the management of Council. Council owned land is classified as Operational Land or Community Land under legislation and each classification has requirements that must be adhered to.

The structure of the Property Strategy report

The Property Strategy has been structured as a two-tier report, with the first section identifying the current state of the property portfolio and the principles guiding the implementation of the Strategy. The second section provides our focus areas, the Strategic Property Action Plan and a timeline to implement each focus area. In total, seven areas have been identified supported by 18 actions to be implemented now until 2026. These focus areas involve:

1. Establishing the strategic property baseline
2. Developing Council's strategic property relationships
3. Evaluation of leases and licences
4. Review the provision and utilisation of the community's existing properties
5. Determine future needs
6. Implementation and governance
7. Performance and reporting.

Whilst this strategy has been developed to manage Council's long-term property portfolio, it is necessary to prioritise assets for attention in the short-term to achieve our long-term vision. Property values, uses and needs change over time. An annual review of our needs allows for the identification of potential gaps in the property portfolio to meet service delivery expectations whilst annual review of our existing portfolio ensures the properties we have are fit for purpose, minimise our risk and maximises our benefits.



Message from the Mayor

Council owns or controls a significant number of properties and buildings that provide essential support to every service delivered by

Council to the Northern Beaches Community.

The current property portfolio includes land and buildings that are used for:

- direct service delivery by Council
- the delivery of community-based services by not for profit organisations
- recreational and sporting pursuits
- commercial activity
- passive open space, environmental management and car parking

Improved management of the property portfolio through 7 key focus areas and the creation of a specialist Property Steering Committee presents a significant opportunity to improve the public value derived from Council's property assets.

Property is held by Council on behalf of the Northern Beaches community. Council performs a stewardship role, cognisant of the inherent responsibility to demonstrate good governance, transparency and sustainability in its property asset decision making.

The Northern Beaches Property Strategy will assist Council to align actions relating to its extensive portfolio of property assets with the objectives of the Community Strategic Plan – Shape 2028 and broader policy objectives.

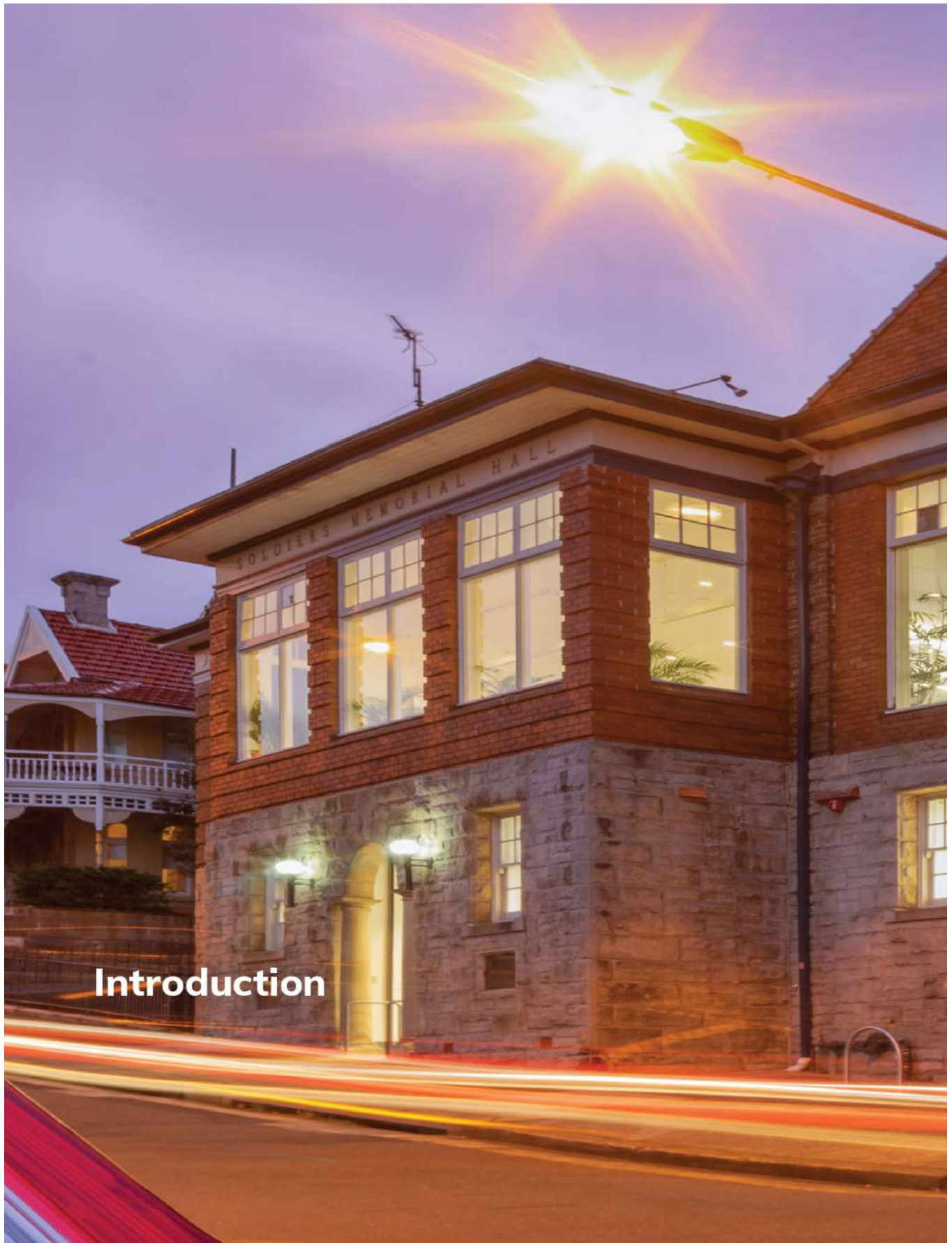
The Strategy provides a sound framework for achieving a sustainable property portfolio capable of generating enhanced and sustainable community outcomes. It serves to guide future investment and resource allocation decisions associated with Council-owned and controlled property assets to achieve positive contributions to the diverse and evolving needs of the Northern Beaches community over time.

With population on the Northern Beaches expected to increase by a further 39,000 people in the next 20 years, there will be growing pressure to ensure that Council's property portfolio is managed as effectively as possible ensuring the communities property assets are meeting the needs of the community, the protection of the environment and our heritage now and in the future.

The decision support guides and actions outlined in this Strategy will assist Council to determine future strategic actions in relation to its property assets. More importantly, application of this Strategy will ensure that Council is able to undertake property management activities in accordance with its statutory obligations and via best practice principles.



Michael Regan, Mayor



Introduction

Northern Beaches Property Strategy 2021-2026

Introduction

Northern Beaches Council (Council) administers an area of 254 square kilometres with a property portfolio of 535 buildings and over 2,900 parcels of land.

Council's land and buildings are utilised by a wide range of stakeholders including not-for-profit, public and private sector users.

Council has a crucial role as the manager and caretaker of this property portfolio on behalf of the community. This includes ensuring property remains safe, fit-for purpose, economically and environmentally sustainable, and serves the needs of the community.

1.1 What is the Property Strategy?

The Property Strategy identifies strategic principles for managing growth and change, including;

- a set of principles to guide property decisions
- a clear rationale for Council's ownership of property (land and buildings)
- a framework for effectively managing Council's property on behalf of the community
- future strategic focuses and actions with regards to property.

The Property Strategy is led by Council's Community Strategic Planning Framework which consists of Shape 2028 – the Community Strategic Plan (CSP) and Towards 2040 – the

Local Strategic Planning Statement (LSPS).

It is supported by a range of other Council strategic directions and policies including the Community Centre Strategy, Community Development and Services Policy, Recreation Strategies, Bushland and Biodiversity Strategies and a range of Social Plans.

This Property Strategy has been developed by HillPDAs in consultation with Council Management and the elected Councillors.

1.2 What is the purpose of the strategy?

The purpose of the Property Strategy is to ensure the most effective provision and utilisation of the community's property assets to meet the needs of the community, the protection of the environment and our heritage.

1.3 What are the principles guiding the implementation of the Property Strategy?

The following key principles will guide the implementation of the Property Strategy:

- be strategic in managing the land and property portfolio to optimise community benefit and financial sustainability
- be transparent and responsive in administering the property portfolio to satisfy full accountability to the community
- be active in the protection and the enhancement of the environment
- be creative and adaptable to meet the future needs of the community
- be protective of heritage, considerate in adaptive reuse and accountable for cultural significance to the community

- invest in property to foster improved environmental, social, cultural and economic outcomes in accord with Council's Strategic Planning Framework and objectives
- leverage the property portfolio to achieve a commercially sustainable return on assets where appropriate
- explore and foster new and ongoing partnerships to maximise the community benefit arising from shared facility use and digital connectivity.

1.4 In what context does this strategy sit?

The property strategy is led by Council's Community Strategic Framework as outlined in Figure 1. The Property Strategy operates within the context of the following related Council policies.



10

Figure 1
Council's Strategic Planning Framework

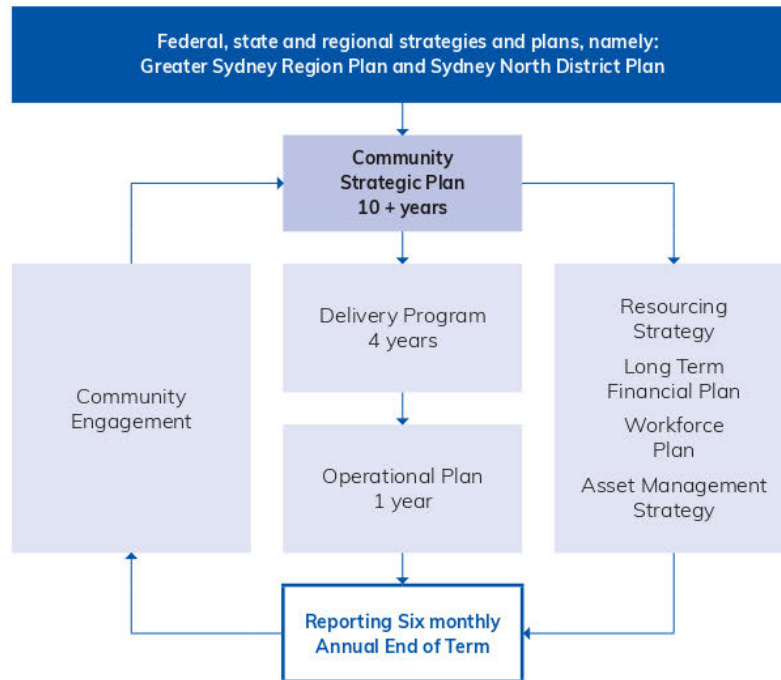
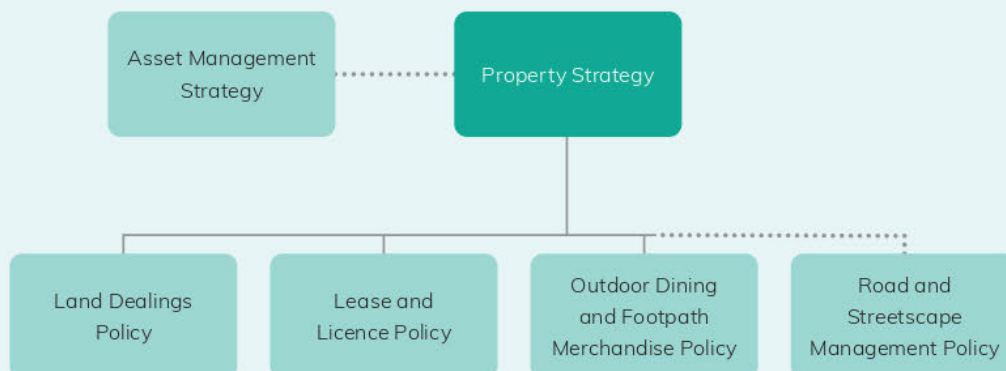


Figure 2
Council's Policy Framework



Asset Management Strategy

This strategy provides a framework for consistent and effective asset management across all assets. It shows the link between the outcomes and goals in the Community Strategic Plan and the day-to-day management of our assets.

Land Dealings Policy

From time to time Council undertakes the purchase or sale of property in addition to various other land dealings.

This policy is to ensure these dealings are undertaken in an open and transparent manner that will provide best value for the community.

Leasing and Licencing Policy

This policy provides Council and community user groups with a consistent, structured and transparent framework for the leasing and licencing of Council owned assets that is fair and equitable while optimising the use of Council assets.

This policy establishes guiding principles to maximise community access to Council facilities and obtain market rental for commercial properties.

Outdoor Dining and Footpath**Merchandise Policy**

This policy aims to support a vibrant streetscape that is safe and welcoming, attracting tourists and locals to visit, enjoy and return. The appropriate placement and regulation of outdoor dining furniture and display of footpath merchandise that ensures safe and equitable access to the footpath can be achieved whilst supporting local businesses.

Road and Streetscape Management Policy

This policy establishes guidelines and principles for the management of activities on Council's public road reserves.



2.1 What is property?

Property in this strategy refers to Council owned:

- parks
- car parks
- public reserves
- vacant land parcels
- buildings on Council land, as well as
- crown land under the management of Council.

This list excludes specialised infrastructure assets such as roads, bridges, pipes, harbour facilities, sewerage treatment plants and other plant and equipment items. This specialised infrastructure is managed in accordance with Council's Asset Management Strategy and relevant Asset Management Plans.

The types of building uses include town halls, leisure centres, libraries, childcare and community centres (including youth and aged care services), arts and cultural services, pavilions, grandstands and sporting clubs (including surf lifesaving clubs), works depots, council offices, carparks, holiday accommodation and other investment properties that Council own and manage.

2.2 What type of land does Council own/manage?

Council is both a landowner and a land manager. Under the Local Government Act 1993, land under Council's control, other than roads and Crown Land (as defined being land under the Crown Land Management Act 2016) must be classified as either Operational Land or

Community Land. Essentially the classification aligns with the primary purpose for holding the property and determines requirements for which Council can have dealings in public land, including selling, leasing or licensing. Council can reclassify properties at any time subject to public review and statutory considerations.

Council is the Roads Authority for all Council public roads and their use and management is governed by the Roads Act 1993. This strategy does not specifically consider the management of Council roads. The Road Asset Policy provides further information regarding Council's approach to managing this type of land.

This Strategy also considers land that Northern Beaches Council manages on behalf of the Crown. Since the implementation of the Crown Land Management Act 2016 in July 2018, Council managed Crown land is dealt with, in the most part, the same way Council owned land is managed under the Local Government Act 1993.

Community Land

Generally, it is land intended for public access and use. Community land is property held for administration, operations, recreation, and/or infrastructure. It also includes property that is held for native bushlands, environmentally sensitive reserves and coastal fringes, bushfire and flood zones and any other land for conservation and environmental management.

Community land cannot be sold, nor can it be leased, licenced or any other estate over the land granted for more than 21 years (30 years with Minister's consent). Community land is governed by a Plan of Management (PoM).

Operational Land

Operational land has no special restrictions other than those that may apply to any freehold parcel of land. Operational land would ordinarily comprise land held as a temporary asset or as an investment (e.g. commercial and residential property), land which facilitates the carrying out by Council of its functions or land which may not be open to the general public, such as a works depot.

In circumstances where a lease of over 30 years is considered appropriate on land with a primarily community purpose, Council may investigate an application to reclassify the land to operational land to facilitate a long term lease

Crown Land

Crown Land Manager

Council is the Land Manager for a number of Crown Reserves and is responsible for the care, control and management of most of the Crown Reserves located within the Northern Beaches Local Government Area. Council is the appointed Crown Reserve Manager of the Narrabeen Lagoon State Park, Manly Dam State Park and Currawong State Park.

Devolved Crown Land

Any Crown land that is a public reserve for the purposes of the Local Government Act 1993 with no appointed Crown Land Manager or that is not held under lease from the Crown is considered to be devolved to Council Management in accordance with section 48 of the Local Government Act 1993.

Since the inception of the Crown Land Management Act 2016, Councils now manage Crown Land as if it were public land under the Local Government Act 1993, subject

to some Ministerial oversight. Transitional arrangements are in place for the management of Crown Land that does not have a current PoM. Over time Council will put in place a PoM for all Crown Land it manages.

Leased Land

Council has several properties for which it is the Lessee. Whilst not common there are times that Council is required to meet a community or operational need through the lease of property. These agreements may have a peppercorn rental from another government department or full commercial rental from a private owner.

2.3 Why does Council hold land?

Council holds and manages property to support the delivery of a broad range of services to meet the needs of the community both now and into the future. The needs and principles identified in Council strategies and policies inform why Council owns and manages property on behalf of the community.

In recent years the NSW Government has acknowledged that local councils are best placed to manage locally important public land. As a result, further Crown land is planned to be transferred to Council through the Crown Land Negotiation Program in the future.

Additionally, Council also holds land for current and future financial benefit. This benefit may be achieved through capital appreciation of underdeveloped sites, as well as investment from income generating properties.

2.4 Council's current property portfolio

Council currently manages, on behalf of the community, a property portfolio of 535 buildings and over 2,900 parcels of land. This can be summarised as follows:

Buildings

Building category	Number of buildings
Administration buildings	8
Amenities buildings	64
Aquatic buildings	5
Beach buildings	35
Car park buildings	9
Community buildings	87
Emergency Services buildings	24
Operational buildings	49
Recreation buildings	14
Rental buildings	112
Sport buildings	122
Theatre buildings	1
Waste buildings	5
Total	535

16

Land

Land type	Number of parcels	Area (m2)*
Community land	2,237	10,460,272
Operational land	168	1,058,227
Crown Land under management	535	14,022,885
Total	2,940	25,541,384

*note that the area has been rounded to the nearest whole m2.

Land register

Under section 53 of the Local Government Act 1993 Council is required to keep a register of all land vested in it or under its control. The register contains information that is constantly changing and evolving in line with the implementation of new legislation and ongoing property and land dealings. The register can be accessed through Council's website.

2.5 Council's dealings in land on behalf of the community

Council manages the use of this land under the direction of the Local Government Act 1993. As such, use by the community can be exclusive (lease), non-exclusive (licence) or generally publicly available. Council currently has three

(3) legacy policies regarding the leasing and licencing of Council owned and managed land and one action included within this strategy is to put in place a new Leasing and Licencing Policy.

The following is a summary of current Council leases, licences, approvals and consents:

Agreement type	Number**
Council building lease	188
Council building licence	66
Land lease	30
Land licence	4
Road Reserve lease / consent	183
Outdoor dining licence / approval	216
Airspace lease	11
Merchandise Approvals	34
Telecommunications Agreements	19
Council as Lessee	5
Total	756

** note that a number of the leases and licences referenced in these numbers are expired / on hold-over pending the implementation of the Leasing and Licencing Policy.



2.6 Acquiring and disposing of land

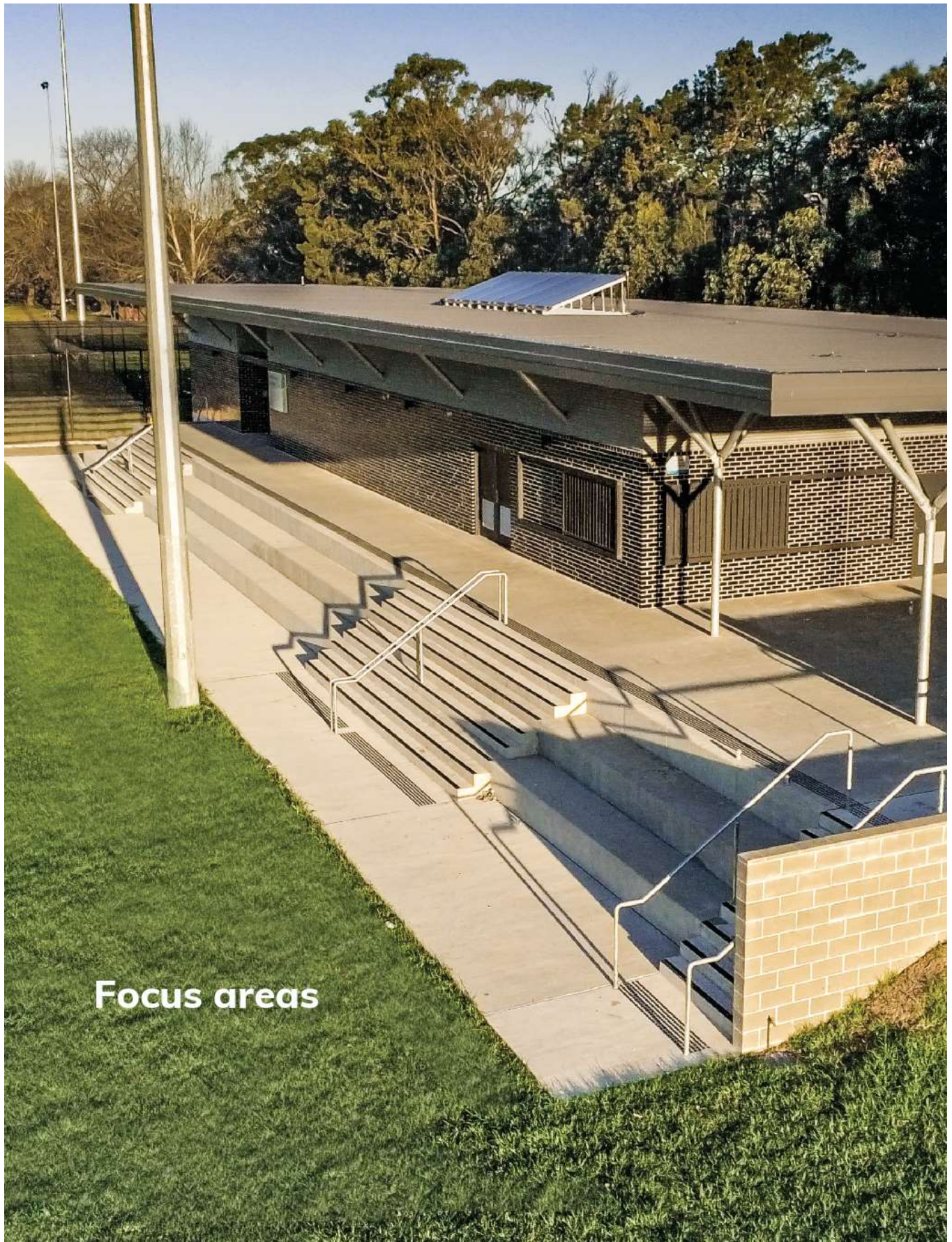
Council buys and sells land regularly and is an active player in the property market. Given the size of Council's property portfolio and its ever changing needs, it is common practice for Council to acquire land for general public purposes such as road widening, open space, sporting grounds, environmental protection and general community facilities along with land suitable for redevelopment and/or investment purposes. Disposal of Council land is also required from time to time and can be voluntary, where land is deemed to be underutilised and burdensome, or involuntary where land is obtained by other government departments via compulsory acquisition for a public purpose.

Regular acquisition and disposal of land is a healthy activity in a property portfolio as varied and large as that managed by Council over the long term. In addition to Council's applicable policy and procedure documents, transactions of this nature are also governed by the Local Government Act 1993.

Council currently has three (3) legacy policies regarding the acquisition and disposal of land and one action included within this strategy is to put in place a new Land Dealings Policy.

The new Land Dealings Policy will address the principles for the acquisition and disposal of land and other land dealings while the related Land Dealings Guidelines Document will outline how these functions are carried out.

Council's Local Environmental Plans (LEPs) identify land reserved for acquisition. While the majority of these land parcels are already in public ownership and not deemed priority acquisitions, reserved land will be considered as part of the Property Strategy.



Our goal

Ensuring the most effective provision and utilisation of the community's property assets to meet the needs of the community, the protection of the environment and our heritage.

To deliver the principles outlined in this Property Strategy, Council has established seven focus areas, supported by 18 actions. These are explored in more detail on the following pages.

The strategic action plan with the implementation timeline can be found in Appendix A.

Focus	Actions
Focus 1: Establishing the strategic property baseline	<ul style="list-style-type: none"> • Prepare, consult on and finalise Property Strategy • Align property policies with the Property Strategy • Perform a baseline review of Council's Land Register • Update the Land Register
Focus 2: Strengthen Council's strategic property relationships	<ul style="list-style-type: none"> • Strengthen relationships with the Metropolitan Local Aboriginal Land Council (MetroLALC) • Continue to work with Crown Lands on the implementation of the new Crown Lands Act and Land Negotiation Program • Strengthen relationships with State and Federal Government bodies
Focus 3: Evaluation of leases and licences	<ul style="list-style-type: none"> • Evaluate existing and expired leases and licences against the policy framework • Establish lease and licence templates for community tenure arrangements
Focus 4: Reviewing current provision and utilisation of property	<ul style="list-style-type: none"> • Review the use of all Council owned and utilised property • Prepare a Property Action Plan for the Property Steering Committee (PSC) Review
Focus 5: Determining future property needs	<ul style="list-style-type: none"> • Conduct an annual needs assessment of potential gaps in the Property Portfolio • Incorporate the needs assessment in the draft Property Action Plan
Focus 6: Implementation and governance	<ul style="list-style-type: none"> • Establish a Property Steering Committee as a committee of Council to oversee the Property Action Plan • Establish and maintain a financial reserve • Implement the approved list of property proposals in the Property Action Plan
Focus 7: Performance and reporting	<ul style="list-style-type: none"> • Establish property performance metrics • Annually report to Council on property performance metrics

3.1 Focus 1: Establishing the strategic property baseline

Objective

To establish and maintain a contemporary suite of property policies and timely and accurate property data to support the management of Council's property portfolio.

Background

The formation of an agreed and publically available Property Strategy with clear direction is the first step in aligning Council and the community's direction of the property portfolio and its management. This Strategy will be available for public consultation prior to adoption.

The existing policy framework needs to complement the Property Strategy, reflect industry best practice and be consistent in its application across Northern Beaches. A new Outdoor Dining and Footpath Merchandise Policy for the Northern Beaches came into effect on 1 July 2019. New policies for Land Dealings, Leasing and Licencing as well as Road Asset & Streetscape Management need to be developed to align with the Strategy and replace the policies of the former Councils. This will streamline and address equity issues in the application of policies based on the former local government boundaries.

The Property Strategy and policies need to be regularly reviewed to ensure they deliver the outcomes expected by Council and the community. It would be appropriate to review the Strategy and policies every five years.

Accurate data on the property portfolio is critical to facilitating informed decisions. Council owns and manages in excess of 2,900 land parcels and is active in the local property

market through land acquisition, divestment, parcel changes, land transfers from other agencies and other land transactions. A thorough stock take of each parcel is important to ensure the portfolio continues to meet the needs of the community. This review needs to be carried out on an ongoing basis.

Council maintains a Land Register and Building Asset Register. These are used by a large number of business units within Council, as well as providing information to the community and other NSW State Government agencies. The Registers need to be updated to reflect the changes in the portfolio.

Actions

We will:

- Prepare, consult on and finalise Property Strategy
- Align Property Policies with the Property Strategy
- Perform a baseline review of Council's Land Register
- Update the Land Register

3.2 Focus 2: Strengthen Council's strategic property relationships

Objective

To strengthen relationships with major land owners on the Northern Beaches and better co-ordinate the management of public and private land to deliver improved outcomes for the community.

Background

Council, the Metropolitan Local Aboriginal Lands Council (MetroLALC) and the NSW Government (National Parks and Wildlife Service and Crown Lands) manage the vast majority of land on the Northern Beaches.

MetroLALC represent the traditional land owners and first peoples of Australia. The land managed by MetroLALC is often of environmental and cultural importance and borders Council owned, Crown Lands or National Park. Improving relationships with MetroLALC will provide land management benefits, build cultural awareness and assist the MetroLALC to fulfil its objectives.

A substantial proportion of Crown Land is managed by Council on behalf of Crown. Since the implementation of the Crown Land Management Act 2016, Council's management of Crown Lands has become more involved, with additional responsibilities devolved to Council. Council is also participating in the Crown Lands "Land Negotiation Program", through which it is intended to transfer local lands to Councils where appropriate. Council's Property Team have almost daily liaison with Crown Lands across a range of areas. It is intended to continue to develop and improve these working relationships to improve effectiveness in the administration of Crown Land on the Northern Beaches to the benefit of our community.

Council works closely with State and Federal Government agencies to meet the property needs of the community, (e.g. Transport for NSW; Service NSW; NSW Department of Planning, Industry and Environment; and Department of Infrastructure, Transport, Cities and Regional Development, National Parks and many others). Building these relationships, provides a shared understanding of Council's direction and needs, opens up opportunities for property co-funding and grants and will lead to improved outcomes for the community.

Actions

We will:

- Strengthen relationships with the Metropolitan Local Aboriginal Lands Council (Metro LALC)
- Continue to work with Crown Lands on the implementation of the 2016 Crown Lands Act and Land Negotiation Program
- Strengthen relationships with State and Federal Government bodies

3.3 Focus 3: Evaluation of leases and licences

Objective

Streamline the leasing and licensing process and update tenure agreements for all property to ensure fair and equitable allocation of community land and assets.

Background

After establishing the Leasing and Licensing Policy identified in Focus 1 a full review of existing tenure arrangements is required to ensure formal agreements are consistently applied, meet Council's legislative requirements and the needs of the community. The review of existing arrangements will assist to prioritise lease and licence renewals for implementation.

One of the key difficulties in ensuring effective and timely leasing of the communities land and buildings is coming to agreement with community groups about property leases and licences. Due to the legal nature of these documents, it is often a protracted process to come to a final agreed document with the community users who may never have had to work through a document of this type before.

As such, it is proposed to establish standard lease and licence documents that are easy to read and are demonstrably fair and even. These will then be used for community leases and licences, with the discussion points kept to the schedules of the documents which relate to tenure, timing etc. In this way, the timeline for lease and licence renewals should be significantly reduced, as well as reducing the cost imposition for both Council and the community groups involved.

Actions

We will:

- Evaluate existing and expired leases and licences against the policy framework
- Establish lease and licence templates for community tenure arrangements

3.4 Focus 4: Reviewing current provision and utilisation of property

Objective

To regularly review the utilisation of land and building(s) in the property portfolio to determine whether they are being effectively utilised and to develop an annual Property Action Plan.

Background

As Council's strategic direction and user groups change and develop over time, so too must the property portfolio.

Each parcel of land and building in the property portfolio, needs to be assessed on its benefit to the community and whether it is effectively utilised.

This review is carried out in line with the principles identified in the LSPS.

The review identifies the property as one of the following:

Unimproved Land

- Appropriately used and required – the property is required, well utilised and / or meets a specified community need.
- Underutilised – the property is not well-utilised and / or no longer meets the intended community need.
- Unresolved – the property's use is currently unresolved due to external factors.
- Surplus – does not meet a specified community need.

Improved Land

- Fit for current use – the property is fit for purpose and may or may not require minor refurbishment.
- At end of useful life - the property is no longer useful to the Council for community or operational purposes.
- Underutilised / not-utilised – underutilised for what benefit the property could provide to the community.
- Redundant - no longer required by Council for community or operational purposes.

If the property is 'fit for current use' or 'appropriately used and required', there is no further action. If the property is potentially surplus to requirements or if there is an opportunity to redevelop/repurpose for other uses, this opportunity is to be summarised and presented to the CEO for consideration (i.e. strategic decision). Following this, any properties still considered surplus to requirements or suitable for

redevelopment / repurposing by the CEO are presented to relevant Council business units to:

- ensure the property is surplus / underutilised
- understand if the property has cultural / heritage significance
- verify whether the property has future requirements.

Additional due diligence is required before making a decision on the future of the property. This includes a review of any current or pending statutory planning controls, valuations, feasibility studies, associated documentation and potentially further stakeholder engagement to discuss findings. In addition, a risk assessment using Council's Enterprise Risk Management Framework is required.

At the completion of the review, properties identified as surplus to requirements or with an opportunity to redevelop/repurpose/ re-use are prioritised in order of benefit opportunity to the community. These properties are collated as part of a Property Action Plan for consideration by the PSC.

This will be done annually in line with other actions within the Property Strategy.

Actions

We will:

- Review the use of all Council owned and utilised property
- Prepare a Property Action Plan for the Property Steering Committee (PSC) Review



3.5 Focus 5: Determining future needs

Objective

To consider whether the Property Portfolio is meeting the current and future needs of Council and the community in developing the annual Property Action Plan.

Background

While Council owns a large portfolio of land and a large number of buildings, there are always additional requirements and desires from within Council and the community in general. The purpose of this focus is to clearly identify these unmet property needs, both specific e.g. *Council wishes to buy a certain property for the completion of a bushland corridor*, and in general e.g. *Council requires 2,000sqm in each town centre for Community Hubs*. These requirements may be immediate, but may also be required in long term planning for the future.

The priorities identified in the LSPS are considered when reviewing unmet property needs. These priorities cover needs around biodiversity, open space, community facilities, affordable housing, heritage and transport corridors.

An annual desktop needs assessment will be undertaken to review unmet property needs and user requirements. This review may also be reactive in nature if a market opportunity is presented.

The needs assessment will identify either:

- a specific need that is met by a particular property
- a generic need that may be met by a variety of properties.

These specific and generic needs that fit Council's user requirements will be shortlisted and presented to the CEO for initial feedback.

A check will also be undertaken to see if there is a cross-Business Unit opportunity that adds to the business case to acquire the property. This cross business opportunity may extend beyond Council to include state agencies, not-for-profit organisations etc.

Specific Identified Property

If a specifically identified property meets the Council's user requirements, then further investigation is undertaken to ensure appropriate Information is presented to the PSC to make an informed decision.

The level of due diligence at this stage must be suitable for the property being acquired. This may include review of any current or pending statutory planning controls, appraisals/valuations, feasibility studies, associated documentation and potentially further stakeholder engagement to discuss findings. In addition, a risk assessment using Councils Enterprise Risk Management Framework is required.

Council's LEPs include land reservation acquisition maps of specific properties that will also be considered.

General Identified Need

If a general need has been identified which is not property specific e.g. *2,000sqm of community space in Brookvale*, this need is first reviewed against the properties identified as hold and re-purpose. Where this need is unable to be met, the requirement will be presented to the Property Steering Committee for potential inclusion as an acquisition on the Property Action Plan.

At the completion of the review of use of existing Council property, the list of prioritised property needs are included as part of a Property Action Plan for consideration by the PSC.

Actions

We will:

- conduct an annual needs assessment of potential gaps in the Property Portfolio
- incorporate the needs assessment in the draft Property Action Plan.

The PSC recommends the annual Property Action Plan to Council for approval. The PSC also oversees the implementation of the approved Plan.

Councillors' role is to approve the Property Strategy and provide final authorisation for the investment and / or divestment of any property. All land dealings, including confidential land/property dealings, will be subject to approval by the Councillors as per the Land Dealings Guidelines.

3.6 Focus 6: Implementation and governance

Objective

To establish a sound governance framework to oversee the development and implementation of the Property Action Plan.

Background

Governance refers to the management review and approval process, the powers of authority and responsibility, communication covering its scope and procedure, consultation both internal and external to community and other key stakeholders. Property is an area where there is significant financial and non-financial risks for Council. Sound and efficient governance arrangements must be in place to mitigate the risks.

The Property Steering Committee (PSC) oversees the development and implementation of the annual Property Action Plan. The PSC is a Council committee with its authority, membership, roles and responsibilities, reporting and administrative arrangements detailed in the committee charter. Membership of the PSC includes the Mayor, nominated Councillors, Chief Executive Officer, Chair of the Audit Risk and Improvement Committee and independent property specialists.

Implementing the Property Strategy will result in financial benefits, be it an ongoing benefit through a commercial development or a one off through the sale of lands. To reduce reliance on rates, these funds will be placed in a financial reserve to support the delivery of the Property Strategy. This ensures any funds received are wholly utilised for the intent of the Strategy and allows the continued growth of these reserves to provide for the future requirements of the community.

The financial reserve is to be set up specifically for:

- community infrastructure
- environmental acquisitions
- commercial developments.

Proposed actions from the Property Action Plan may include acquisition, redevelop / repurpose or disposal. Appendix B includes process maps that Council Officers will follow in implementing these actions.

In addition to the process maps Council Officers have further detail on implementation in Council guidelines and standard processes including:

- land dealings guidelines
- project management methodology
- risk assessment process.

The financial reserve will be managed as per Councils Long Term Financial Plan.

As a final approval step the acquisition or disposal of properties are required to be presented back to Council as a confidential report for adoption by the full elected council (as per the Local Government Act 1993 Section 377 1(h).

3.7 Focus 7: Performance and reporting

Objective

To transparently report on the performance of the property portfolio and the implementation of the Property Strategy to Council and the community.

Background

Regular reporting on the performance of the property portfolio drives accountability and is an important element of the governance framework.

In implementing the Strategy, metrics for monitoring the performance of the property will be established. The metrics will include financial and non-financial measures and address the Property Strategy's key principles.

An annual report on the implementation of the Property Strategy will be presented to Council based on the metrics. The report will also identify the improvements made on behalf of the community in terms of provision and utilisation of property, as well as how the unmet need is being addressed.

Actions

We will:

- establish a Property Steering Committee as a committee of Council to oversee the Property Action Plan
- establish and maintain financial reserve to support the Strategy
- implement the Council approved list of proposals in the Property Action Plan.

Actions

We will:

- establish property performance metrics
- annually report to Council on property performance metrics.



30

Strategic action plan

The following is a summary of the actions within the Property Strategy and their proposed implementations timeline.

Strategic focus	Action	2021/22	2022/23	2023/24	2024/25	2025/26
Establishing the strategic property baseline	<ul style="list-style-type: none"> Prepare, consult on and finalise Property Strategy 	●				
	<ul style="list-style-type: none"> Align property policies with the Property Strategy 	●	●			
	<ul style="list-style-type: none"> Perform baseline review of Council's Land Register 	●				
	<ul style="list-style-type: none"> Update Land Register 	●		●		●
Developing Council's strategic property relationships	<ul style="list-style-type: none"> Strengthen relationships with the Metropolitan Local Aboriginal Lands Council (MetroLALC) 	●	●	●	●	●
	<ul style="list-style-type: none"> Continue to work with Crown Lands on the Implementation of the new Crown Lands Act and Land Negotiation Program 	●	●	●		
	<ul style="list-style-type: none"> Strengthen relationships with State and Federal Government bodies 	●	●	●	●	●
Evaluation of leases and licences	<ul style="list-style-type: none"> Evaluate existing and expired leases and licences against the policy framework 	●	●	●	●	●
	<ul style="list-style-type: none"> Establish lease and licence templates for community tenure arrangements 	●	●			
Review the provision and utilisation of the communities' existing property	<ul style="list-style-type: none"> Review use of all Council owned and used Property 	●		●		●
	<ul style="list-style-type: none"> Prepare a Property Action Plan for Property Steering Committee (PSC) Review 		●	●	●	●

Strategic focus	Action	2021/22	2022/23	2023/24	2024/25	2025/26
Determine future needs	<ul style="list-style-type: none"> Conduct an annual needs assessment of potential gaps in the Property Portfolio 	●		●		●
	<ul style="list-style-type: none"> Incorporate the needs assessment in the draft Property Action Plan 	●			●	
Implementation and governance	<ul style="list-style-type: none"> Establish a Property Steering Committee as a committee of Council to oversee the Property Action Plan 	●				
	<ul style="list-style-type: none"> Establish and maintain a financial reserve 	●				
	<ul style="list-style-type: none"> Implement the Council approved list of proposals in the Property Action Plan 		●	●	●	●
Performance and reporting	<ul style="list-style-type: none"> Establish performance metrics 	●	●			
	<ul style="list-style-type: none"> Annually report to Council on property performance metrics 	●	●	●	●	●



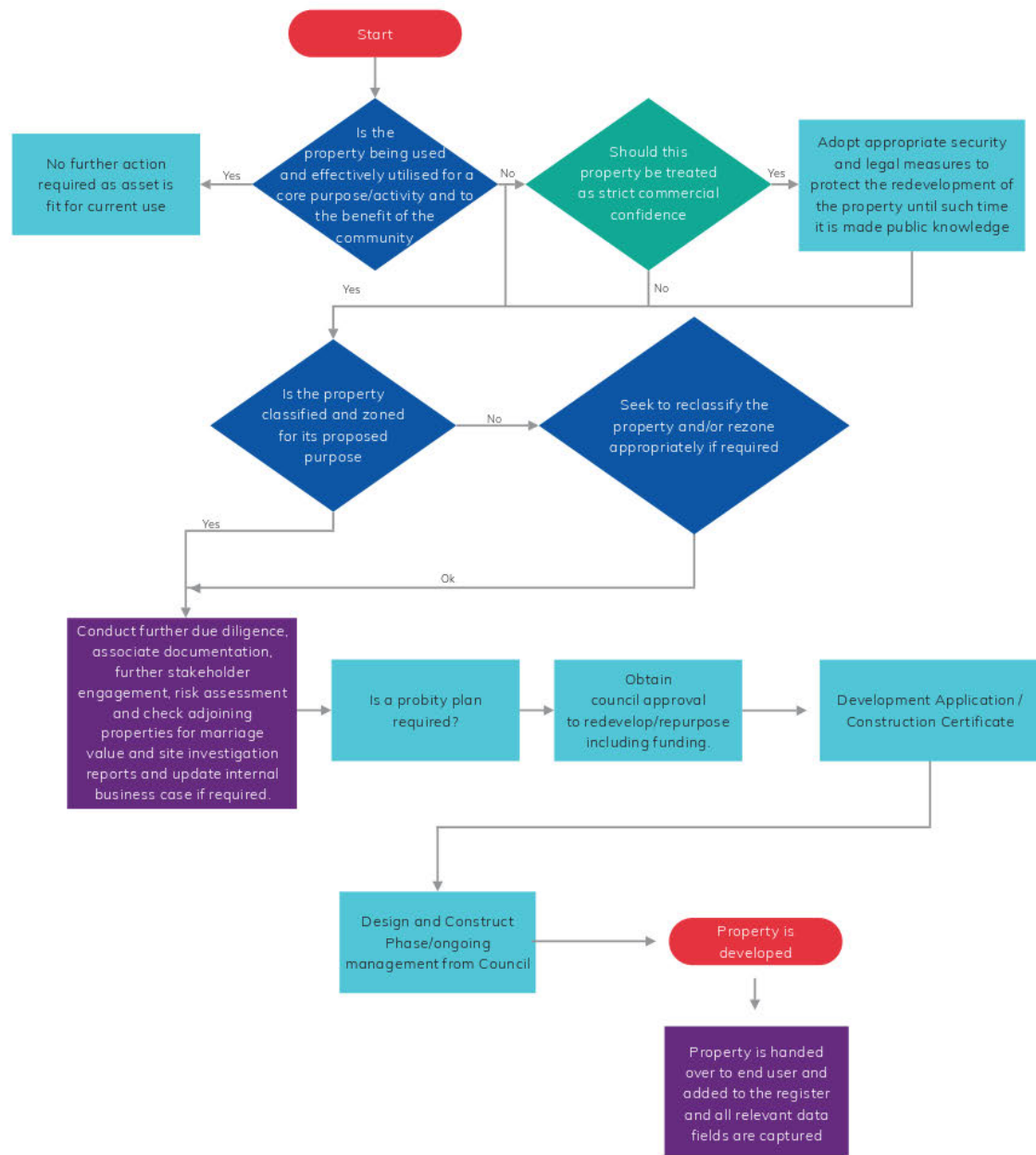
Appendix B: Process maps

Process map 1

Re-develop/Re-purpose

Property is underutilised or there is an opportunity to redevelop/re-purpose the property.

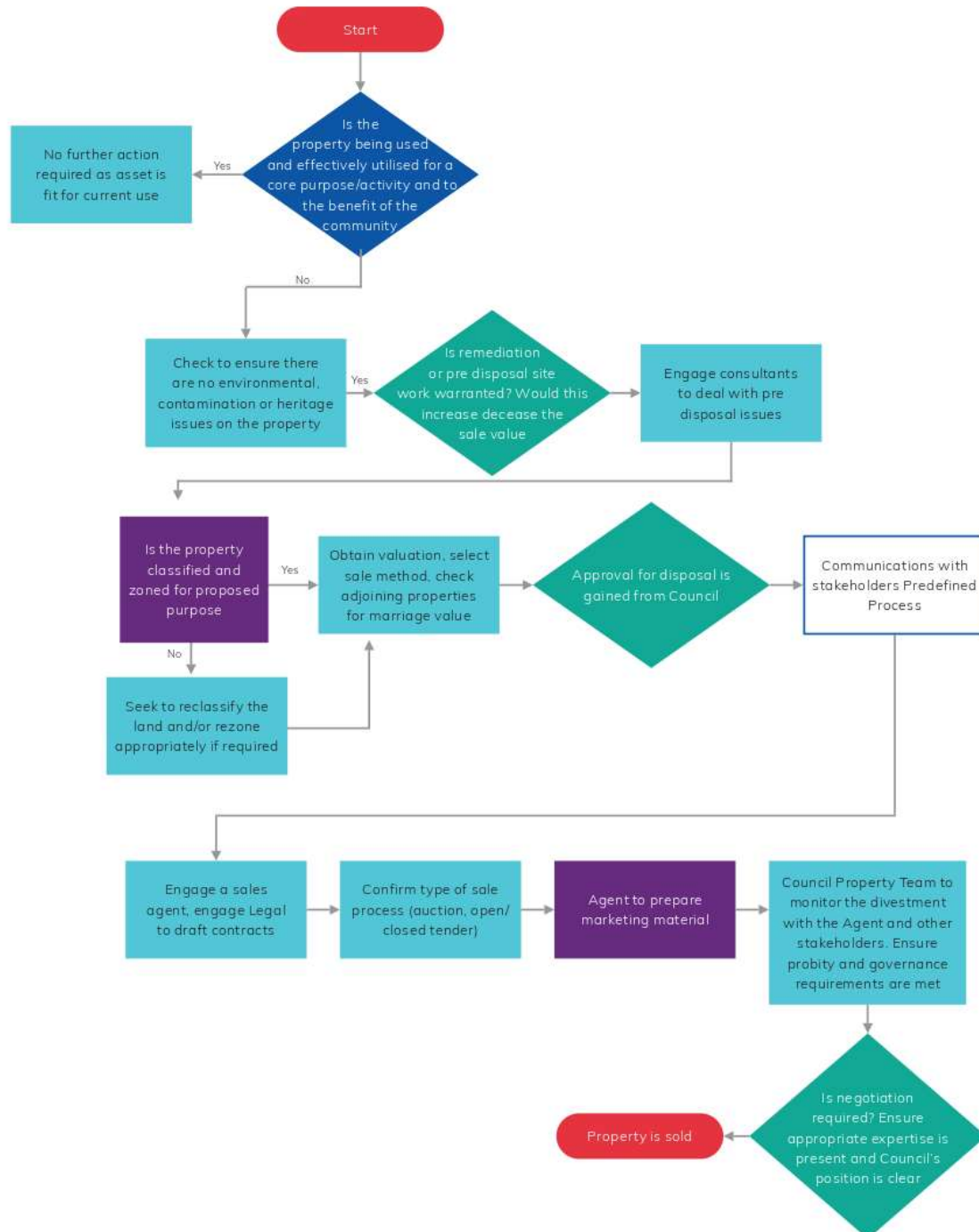
33



34 Process map 2

Divestment of Property

Property is surplus to Council needs and is identified for disposal.

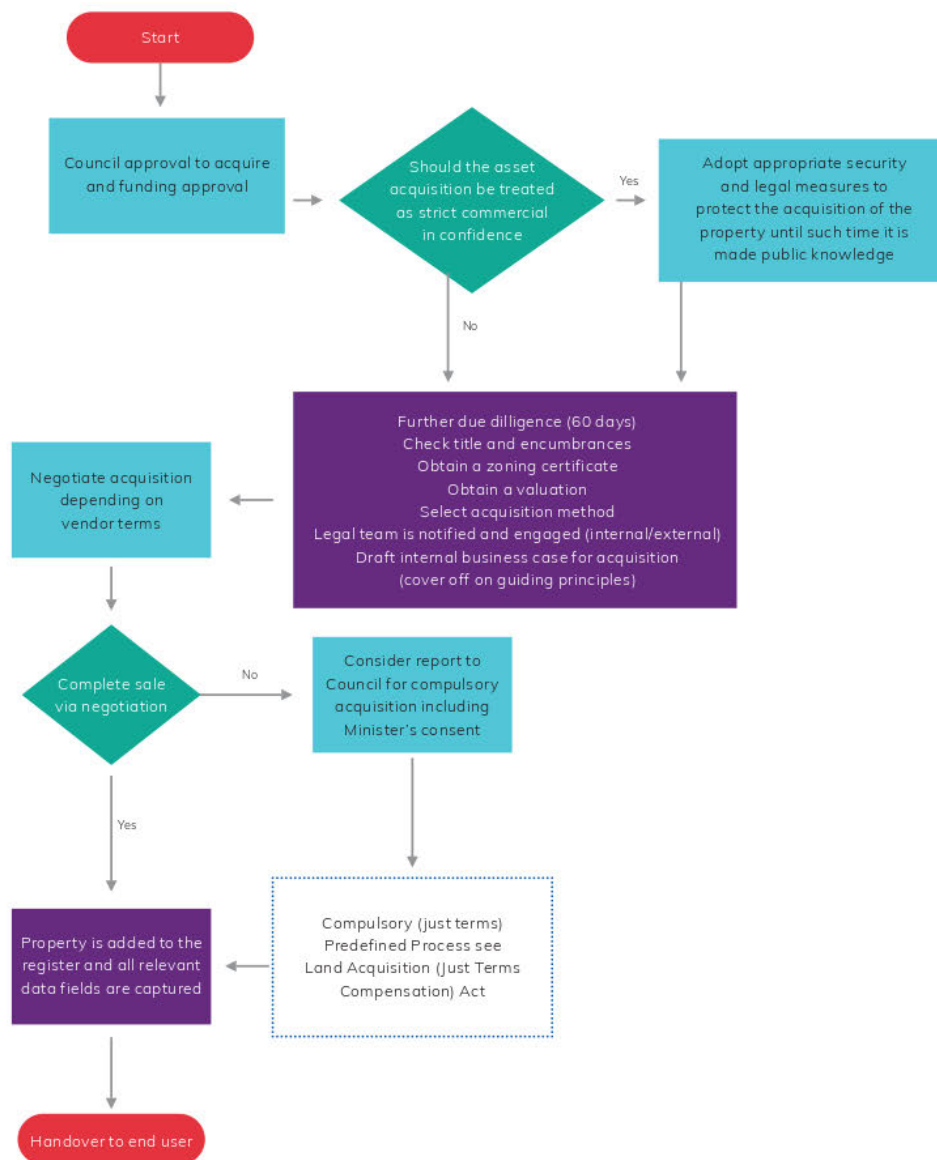


Process map 3

Acquisition of a property

Property is identified as meeting the needs of the community or Council's investment criteria or strategic to Council.

35



36

Definitions

Council's "property" includes parks, car parks, public reserves, vacant land parcels, buildings on Council land, and Crown land under the management of Council.

"Internal Stakeholders" include Council business units such as Environment & Climate Change, Parks & Recreation, Strategic & Place and Community, Arts & Culture.

"Strategic Relationships" include the Metropolitan Local Aboriginal Land Council, Crown Lands, Roads & Maritime Services (RMS), Service NSW, NSW Department of Planning, Industry & Environment, NSW Department of Education, Department of Infrastructure, Transport, Cities and Regional Development and other State and Federal departments.

The "Land Register" is a database of Council property that is used by a large number of business units within Council, as well as providing information to the community and other NSW State Government agencies.

This information is kept within a central database that is also available via a Spatial Information system known as SEA.

The "Property Action Plan" is a shortlist of Council's properties that require resolution.

Responsible Officer

Director Corporate & Legal





Community and Stakeholder Engagement Report

Proposal to rename Walworth Court, Newport

Impact level: Four

Consultation period: 1 October 2021 to 31 October 2021

Contents

1.	Summary.....	2
1.1.	Key outcomes	2
1.2.	How we engaged	3
1.3.	Who responded.....	3
2.	Background.....	4
3.	Engagement objectives	4
4.	Engagement approach	4
5.	Findings	4
	Appendix 1 Verbatim community and stakeholder responses	6

1. Summary




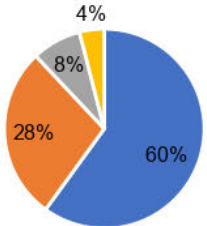

This report outlines the outcomes of community and stakeholder engagement as part of a proposal to rename Walworth Court, Newport between 1 October and 31 October 2021.

The feedback collected during consultation indicated a high level of support for the renaming of Walworth Court to Guru Court.

Some feedback indicated concerns around the indigenous word Guru and its likeness in the Sanskrit language of India.

Feedback also indicated there are different views on the local Aboriginal meaning of the word 'Guru'.

1.1. Key outcomes

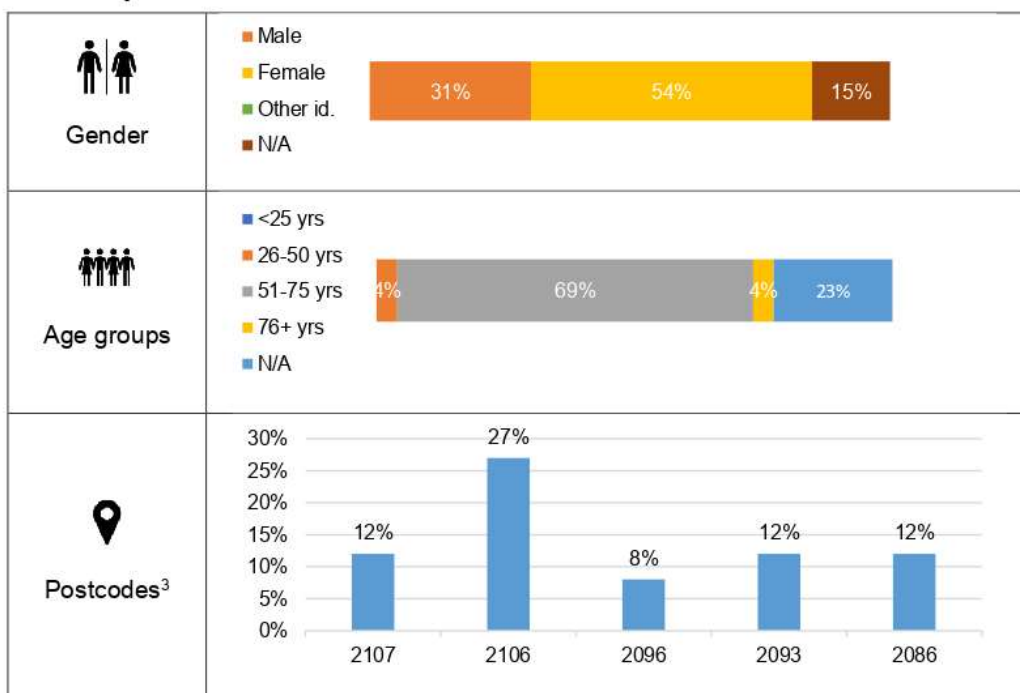
 Total unique responses	25	
 How responses were received	Online submission form Emailed submission	Completions: 24 Number received: 1
 Sentiment ¹	 <ul style="list-style-type: none"> ■ Supportive of renaming to Guru Court ■ Request for alternative name ■ Not supportive of renaming the street ■ Neutral/undetermined 	
 Feedback themes	Support for recognising Aboriginal language. Agreement that improved wayfinding is needed.	Disagreement around the Aboriginal language used.

¹ Based on a qualitative analysis of all comments received.

1.2. How we engaged

 Have Your Say: visitation stats	Visitors: 361	Visits: 424	Average time onsite: 52 seconds
 Print media and collateral	Letterbox drop: Walworth Court Site signs used: Yes		Distribution: 6 Number of signs: 1
 Electronic direct mail (EDM)	Community Engagement (fortnightly) newsletter: 2 editions Stakeholder email: one email to the Newport Residents Association		Distribution: 20,000 subscribers

1.3. Who responded²



² Demographic data was gathered by request only. The data represented only includes those respondents who provided this detail.

³ Graph only showing results of top 5 postcodes

2. Background

We are proposing to rename Walworth Court in Newport as 'Guru Court'.

The renaming will address concerns about the 'Walworth Court' street name resembling too closely the adjoining 'Walworth Avenue' and impacting deliveries and general wayfinding.

The name was chosen by the property owners on Walworth Court from a list of road names suggested by the Aboriginal Heritage Office (AHO). 'Guru' is the local aboriginal word for 'sea' or 'deep water'.

We submitted the name Guru Court to the Geographical Names Board of NSW for preapproval earlier in the year. The GNB preapproval was subsequently granted.

We then gave notice of our intention to rename Walworth Court in accordance with Section 162 of the *Roads Act 1993*, Section 7 of the *Roads Regulation 2018*, and with our Policy for the Naming of our Reserves, Facilities and Roads.

3. Engagement objectives

Community and stakeholder engagement aimed to:

- build community and stakeholder awareness of participation activities
- provide accessible information so community and stakeholders can participate in a meaningful way
- identify community and stakeholder concerns, local knowledge and values.

4. Engagement approach

Community and stakeholder engagement for the Proposal to rename Walworth Court, Newport was conducted over a four-week period, from 1 October 2021 to 31 October 2021.

The engagement was planned, implemented and reported in accordance with Council's [Community Engagement Matrix](#) (2017).

A project page⁴ was established on our have your say platform with information provided in an accessible and easy to read format.

The project was primarily promoted through onsite signage, resident and stakeholder notifications, and our community engagement newsletter.

Feedback was captured through an online submission form with an open-field comments box embedded onto the have your say project page.

Email and written submissions were also invited. Contact details for the project manager were provided as a channel for the community to ask any questions about this project.

5. Findings

The feedback collected during consultation indicated a high level of support for the renaming of Walworth Court.

⁴ <https://yoursay.northernbeaches.nsw.gov.au/proposal-rename-walworth-court-newport>

The feedback also indicated a high level of support for the name Guru Court.

The use of an Aboriginal name for the renaming proposal was viewed very positively by the majority of respondents.

There was also agreement that the renaming could address the current confusion between Walworth Court and the adjoining Walworth Avenue.

A couple of concerns were raised and are outlined in the table below.

Table 1: Issues raised and response

What we heard	Council's response
Concerns about the word Guru and its likeness in the Sanskrit language of India.	<p>As a Council, we seek the advice of our Aboriginal Heritage Office (AHO) regarding appropriate use of indigenous words that can be used for street naming. The proposed name was provided to Council by the AHO as a name they felt would represent the area well. Whilst the word has a likeness to the Sanskrit language, it is not considered to confuse wayfinding.</p> <p>Council has made a decision to proceed with the name based on overwhelming support from the majority of respondents.</p> <p>To address concerns regarding the meaning of the Aboriginal word Guru to a word in the Sanskrit language, Council will include the meaning of the Aboriginal word Guru on the street sign.</p>
There are different views on the local Aboriginal meaning of the word 'Guru'.	<p>We acknowledge that there were submissions made indicating that 'Guru' means something different in different Aboriginal languages.</p> <p>Council is proceeding with the name based on advice from our Aboriginal Heritage Office that the proposed name is a local Aboriginal word.</p>

Appendix 1 Verbatim community and stakeholder responses*

Number	Submission
1	I think the name Guru is perfect.
2	<p>Thank you for the opportunity to share my thoughts on this proposal for renaming Walworth Court. I regularly walk down Walworth Ave and understand the residents' wishes to reduce confusion. I wish to make two points:</p> <p>1. I find the choice of the word "Guru" also rather confusing as most people (in fact the large majority of people) think that "guru" is an Indian Sanskrit name for a mentor/teacher. Unless there is some explanation for the choice of the word, "guru" that accompanies the new street sign, I suspect that is how people will think of it into the future.</p> <p>2. Have the local Aboriginal descendants actually been consulted in this choice, or just the Aboriginal Heritage Office?</p>
3	Rename the court after "Chief Bowen Bungaree", son of Chief Bungaree . Bowen lived at Station Beach on Pittwater. He was a police tracker who protected settlers in early days 1820-1850s.He was killed in Newport in 1853 at the hands of a bushranger.
4	Great ideas, both to change the street name to remove the current confusion and also to use an Aboriginal name. I just suggested likewise to be done on one of your other proposals, to rename geological sites around Belrose after an explorer. Much better to use local indigenous naming !
5	I vote for a name change and am happy with the one chosen. I live in Walworth avenue and I cannot tell you the amount of times I get mail and courier dropped parcels for Walworth court. Whilst the mail is not that much of a bother when couriers drop large parcels and run and are then not interested in RE delivering to Walworth court it is inconvenient for me and for the Walworth court recipient who has paid for the delivery to their doors not turn up. I support this name change and hope it helps with the confusion.
6	Leave as it is no need to change
7	Yes I agree with the Aboriginal name as it is the true name. Should be renamed the true original Aboriginal name or another Aboriginal name.
8	Agree, good name, respects indigenous heritage. Differentiates from nearby street.
9	<p>Congratulations on proposing local Aboriginal nomenclature.</p> <p>A shame that is to solve the problem of dual naming "impacting deliveries and general wayfinding" rather than to acknowledge the original owners of the land.</p> <p>Let's find ways to really celebrate our NB indigenous heritage.</p> <p>I propose re-naming any number of the following with indigenous nomenclature: Passmore Reserve, Millers Reserve, Nolan Reserve, John Fisher Park, Adam St Reserve, Stirgess Reserve, Weldon Oval, Mike Pawley Oval, Walter Gors Park, Ted Jackson Reserve, Jamieson Park, McLean Lookout, Berry Reserve, Jaf Renwick Park, Rowland Reserve, Bert Payne Park, Rowland Reserve, Eric Green Reserve, Dunbar Park, Hitchcock Park, Lionel Watts Reserve, Eric Green Reserve etc etc and now proposed Brian Green Lookout.</p> <p>We need more interpretive information on indigenous local matters.</p>
10	Why do we have to rename everything

**Personal details and inappropriate language have been redacted where possible. Spelling and grammatical errors have been amended only where misinterpretation or offence may be caused.*

11	<p>I appreciate it must be terribly frustrating to the 6 or so families concerned and short of having literate delivery staff with modest eyesight, NBC and the residents may wish to review signage placement (across the LGA!) to ensure that the existing signage is appropriately located in a prominent location where it is clearly legible.</p> <p>All of this assumes that the delivery staff can be bothered to try to deliver to the correct address in the first instance - the occupants of Guru / Walworth / Whatever Court may discover, like everyone else in the developed world, that this is not always the case . . .</p>
12	In contrast to the proposed Brian Green lookout, this is a good name as it reflects a deeper history of the area.
13	I love this name!!!! It's perfect
14	<p>What about illawong court</p> <p>Aboriginal for "between two waters" Exactly what Newport is</p> <p>YARINGA: near the sea ELANDRA home by the sea</p> <p>There are so many better names than GURU Court. It doesn't compliment any of the surrounding street names and will cheapen the property valuations, in my opinion.</p>
15	<p>Guru court sounds like a good idea, although initially it seemed like a yoga connection, which felt a bit weird.</p> <p>But I like the idea of an Aboriginal name. Were any other Aboriginal names put forward?</p> <p>If no other Aboriginal names are suggested, then Guru Court will be good. Very memorable.</p>
16	I fully agree with the renaming proposal and use of indigenous names
17	<p>As a descendent of the Garigal Clan of the Northern Beaches, I suggest that the word proposed to change the name of Walworth Court to 'GURU' is incorrect as the local Aboriginal word for 'sea'.</p> <p>Jakelin Troy (The Sydney Language 1994) translates 'guru' as deep water.</p> <p>It is not a word from the Wannungine/GuriNgai local language.</p> <p>The correct spelling for the word 'sea' is Kurrawa as transcribed in James Larmer - Notebook of Aust Aboriginal Vocabularies, 1823-1853 (State Library NSW) Please see this link - TRANSCRIPTION: JAMES LARMER - NOTEBOOK OF AUSTRALIAN ABORIGINAL VOCABULARIES, 1832-1853, MLMSS 7213 [Page 1] Larmer's Native vocabulary transmitted to the Surveyor-General 24th November 1853-1834 Brisbane Water. Tuggera Beach Lakes. https://www2.sl.nsw.gov.au/archive/discover_collections/history_nation/indigenous/vocabularies/larmer/index.html</p>
18	Sounds like a great idea

19	Yes please - totally support recognition of indigenous Australians in the naming of our streets. There would seem to be merit in changing the name to reduce confusion with respect to Walworth Ave.
20	This sounds like a sensible idea for the residents of the street and small way to recognise our local aboriginal culture positively. Anything we can do to be a little more inclusive is a good idea.
21	Fabulous that the residents of Walworth Court had the opportunity to rename their own street. Love the new name
22	Congratulations, finally good to see you naming a place in an Aboriginal word!
23	Guru also means "a personal religious teacher and spiritual guide in Hinduism. 2a : a teacher and especially intellectual guide in matters of fundamental concern has been a guru to many young writers. b : one who is an acknowledged leader or chief proponent became the guru of the movement." Would a more uniquely Aboriginal name be more appropriate?
24	Happy with Guru Court
25 <i>Emailed submission</i>	<p>just reading the naming proposal and seen that the changing of Walworth court Newport to Guru court. Guru is not a local aboriginal word. Guru is an Dharawal (south of Sydney) and not sea, but the word meaning is deep water. as per att</p> <p>The word for sea in Garigal(broken bay GuriNgai) language is Kuriwa it was noted by James Larmer 1853 as per note att (he noted it as rough sea and smooth sea)</p> <p>It is great that the people at Walworth court would want a local Aboriginal name but it needs to be the right name and if they want to use sea it needs to be KURIWA not guru</p> <p>I hope that the correct local word can and should be used and not the language of a other nation</p> <p>kind regards</p>

Document administration	
Version	1.0
Date	21 December 2021
Status	Draft
Notes	Community and stakeholder views contained in this report do not necessarily reflect the views of the Northern Beaches Council or indicate a commitment to a particular course of action.

Division of Local Government
Department of Premier and Cabinet

GUIDELINES FOR THE
APPOINTMENT & OVERSIGHT OF
GENERAL MANAGERS



July 2011

These are Director General's Guidelines issued pursuant to section 23A of the *Local Government Act 1993*.

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ISBN 1 920766 93 6

Produced by the Division of Local Government, Department of Premier and Cabinet

TABLE OF CONTENTS

DEFINITIONS.....	4
PURPOSE.....	5
INTRODUCTION.....	5
A. STAFFING OF COUNCIL	6
1. ORGANISATION STRUCTURE	6
2. APPOINTMENT OF STAFF.....	6
B. RECRUITMENT AND SELECTION	7
1. REQUIREMENTS OF THE LOCAL GOVERNMENT ACT 1993	7
2. THE PRE-INTERVIEW PHASE	7
3. INTERVIEW PHASE.....	8
4. SELECTION PANEL REPORT	8
5. FINALISING THE APPOINTMENT.....	9
C. ROLE OF THE GENERAL MANAGER.....	10
1. KEY DUTIES OF ALL GENERAL MANAGERS	10
2. DUTIES DELEGATED TO GENERAL MANAGERS.....	11
D. DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER	13
E. PERFORMANCE MANAGEMENT.....	14
1. GENERAL MANAGER PERFORMANCE MANAGEMENT FRAMEWORK	14
2. ESTABLISHING THE FRAMEWORK FOR PERFORMANCE MANAGEMENT	14
3. ESTABLISHING THE PERFORMANCE AGREEMENT	16
4. PERFORMANCE REVIEW PROCESS	16
5. CONTRACT RENEWAL OR SEPARATION	17
6. REWARD AND REMUNERATION	17
F. SEPARATION OR RENEWAL	18
1. TERMINATION OF A GENERAL MANAGER'S EMPLOYMENT.....	18
2. SUSPENSION OF GENERAL MANAGER	18
3. DISPUTE RESOLUTION.....	19
4. RENEWING A GENERAL MANAGER'S CONTRACT	19
APPENDIX 1 - PERFORMANCE MANAGEMENT TIMELINES	21
APPENDIX 2 - STAGES OF PERFORMANCE MANAGEMENT	22
APPENDIX 3 – STANDARD CONTRACT OF EMPLOYMENT.....	23

DEFINITIONS

Code of Meeting Practice means a code of meeting procedure complying with requirements set out in the *Local Government Act 1993* and the Local Government (General) Regulation 2005

GIPA means the *Government Information (Public Access) Act 2009*

Integrated Planning and Reporting:

Integrated Planning and Reporting Guidelines means the Guidelines issued by the Division of Local Government in 2009

Community Strategic Plan as prescribed under the *Local Government Act 1993*

Delivery Program as prescribed under the *Local Government Act 1993*

Operational Plan as prescribed under the *Local Government Act 1993*

Resourcing Strategy as prescribed under the *Local Government Act 1993*

LGSA means the Local Government and Shires Associations of NSW

LGMA means Local Government Managers Australia (NSW)

Model Code of Conduct means the Model Code of Conduct for Local Councils in NSW prescribed by the *Local Government Act 1993*

Ministerial Investment Order means any investment order approved by the Minister for Local Government under the *Local Government Act 1993*

Quarterly Budget Review Statements means the draft Guidelines issued by the Division of Local Government in October 2010

Senior Staff means senior staff as defined by the *Local Government Act 1993*

Standard Contract means the standard form of contract for the employment of the general manager approved by the Director General (or delegate) pursuant to section 338(4) of the *Local Government Act 1993*

Statutory and Other Offices Remuneration Tribunal means the Statutory and Other Offices Remuneration Tribunal (SOORT) as constituted under the *Statutory and Other Offices Remuneration Act 1975*

The Act means the *Local Government Act 1993*

The Regulation means the Local Government (General) Regulation 2005

PURPOSE

The purpose of these Guidelines is to assist councillors to be aware of their obligations under the *Local Government Act 1993* (the Act) and the Local Government (General) Regulation 2005 (the Regulation) when recruiting, appointing, reappointing and overseeing general managers. It provides a summary of the essential matters that must be addressed by councils when engaging in these processes.

These Guidelines are issued under section 23A of the *Local Government Act 1993* and must be taken into consideration by council's governing body when exercising council functions related to the recruitment, oversight and performance management of general managers.

These Guidelines should be read in conjunction with the following:

- Provisions of the Act and the Regulation 2005
- Local Government General Managers Performance Management Guidelines – LGSA & LGMA
- Practice Note 5: Recruitment of General Managers and Senior Staff – DLG
- The standard form of contract for the employment of the general manager

Any references to sections are references to sections of the Act. Where there are any inconsistencies between these Guidelines and the documents above (with the exception of the Act and Regulation 2005), the Guidelines prevail.

INTRODUCTION

The position of general manager is pivotal in a council. It is the interface between the governing body comprised of elected councillors, which sets the strategy and monitors the performance of the council, and the administrative body of the council, headed by the general manager, which implements the decisions of the governing body. The relationship between the general manager and the councillors is of utmost importance for good governance and a well functioning council.

The Act requires all councils' governing bodies to appoint a person to be general manager (section 334). The Guidelines provide a guide and checklist for councillors to refer to when considering:

- the recruitment and appointment of general managers
- re-appointment of general managers or ending contracts
- conducting performance reviews of general managers, and
- engaging in the day to day oversight of general managers.

They are designed to promote a consistent approach across NSW councils to the recruitment, appointment, and oversight of general managers.

There are appendices to the Guidelines which do not form part of the Guidelines.

These Guidelines were prepared with the assistance of the Local Government and Shires Associations of NSW (LGSA) and the Local Government Managers Association (NSW) (LGMA).

A. STAFFING OF COUNCIL

1. Organisation structure

A council should have sufficient and appropriately qualified staff for the efficient and effective delivery of its functions.

The Act requires the governing body of council to determine an organisation structure, the senior staff positions within that structure and the resources to be allocated towards the employment of staff (s332).

When considering the most appropriate organisation structure for council to adopt, the governing body of council needs to consider what human resources are necessary to successfully achieve the goals articulated in the council's Community Strategic Plan, Delivery Program and Resourcing Strategy. For this reason, a Workforce Strategy is an essential component of a council's Resourcing Strategy. A council's organisation structure should align with its Workforce Strategy and be designed to support its Delivery Program and the achievement of its Community Strategic Plan.

The governing body of council must approve and adopt their organisation structure by council resolution. Councils must review and re-determine the council's organisation structure within 12 months of an ordinary election.

Councils may review and re-determine the council's organisation structure at any other time. Generally a council should consider reviewing its organisation structure in the event of a significant change to its Community Strategic Plan, Delivery Program or Resourcing Strategy.

Councillors are entitled to access the council's organisation structure when required and upon request to the general manager.

2. Appointment of Staff

The only staff position that is appointed by the governing body of council is that of the general manager. The position of general manager is a senior staff position (s334).

The general manager is responsible for the appointment of all other staff (including senior staff) in accordance with the organisation structure and resources approved by the council's governing body (s335(2)).

However, the general manager may only appoint or dismiss senior staff after consultation with the governing body of council (s337).

B. RECRUITMENT AND SELECTION

1. *Requirements of the Local Government Act 1993*

As with the appointment of all council staff, the council must ensure that the appointment of the general manager is made using merit selection principles (section 349).

Recruitment using merit selection is a competitive process where the applicant who demonstrates that they have the best qualifications and experience relevant to the position is appointed.

Equal Employment Opportunity principles also apply to the recruitment of general managers (sections 349 and 344).

The recruitment process must be open and transparent, but the confidentiality of individual applicants must be maintained. A failure to maintain appropriate confidentiality may constitute a breach of the Act and/or Privacy legislation.

2. *The pre-interview phase*

The council's governing body is responsible for recruiting the general manager.

The governing body of council should delegate the task of recruitment to a selection panel and approve the recruitment process. The panel will report back to the governing body of council on the process and recommend the most meritorious applicant for appointment by the council.

The selection panel should consist of at least the mayor, the deputy mayor, another councillor and, ideally, a suitably qualified person independent of the council. The LGSA and the LGMA can be contacted for assistance to identify suitable independent recruitment committee members and recruitment consultants. The selection panel membership should remain the same throughout the entire recruitment process.

Selection panels must have at least one male and one female member (other than in exceptional circumstances).

The council's governing body should delegate to one person (generally the mayor) the task of ensuring:

- the selection panel is established
- the general manager position description is current and evaluated in terms of salary to reflect the responsibilities of the position
- the proposed salary range reflects the responsibilities and duties of the position
- the position is advertised according to the requirements of the Act
- information packages are prepared
- applicants selected for interview are notified.

The mayor, or another person independent of council staff, should be the contact person for the position and should maintain confidentiality with respect to contact by potential applicants.

3. Interview Phase

Interviews should be held as soon as possible after candidates are short listed.

Questions should be designed to reflect the selection criteria of the position and elicit the suitability of the candidate for the position.

Interviews should be kept confidential.

All written references must be checked.

A selection panel must delegate the task of contacting referees to one panel member. Other panel members should not contact referees.

If contact with someone other than a nominated referee is required, the applicant's permission is to be sought.

At least 2 referees must be contacted and asked questions about the candidate relevant to the selection criteria.

Where tertiary qualifications are relied on they should be produced for inspection and if necessary for verification.

Appropriate background checks must be undertaken, for example bankruptcy checks. For more guidance on better practice recruitment background checks, councils are referred to the Australian Standard AS 4811-2006 *Employment Screening* and ICAC publications, which can be found on the ICAC website at <http://www.icac.nsw.gov.au>.

4. Selection Panel Report

The selection panel is responsible for preparing a report to the council's governing body that:

- outlines the selection process
- recommends the most meritorious applicant with reasons
- recommends an eligibility list if appropriate
- recommends that no appointment is made if the outcome of interviews is that there are no suitable applicants.

This report should be confidential and reported to a closed meeting of council.

The council's governing body must by resolution approve the position of the general manager being offered to the successful candidate before that position is actually offered to that candidate.

5. *Finalising the appointment*

The mayor makes the offer of employment after the governing body of council has resolved to appoint the successful candidate. The initial offer can be made by telephone.

Conditions such as term of the contract (1-5 years) and remuneration package (within the range approved by the governing body of council) can be discussed by phone, but must be confirmed in writing.

The Standard Contract for the Employment of General Managers as approved by the Chief Executive of the Division of Local Government must be used. The Standard Contract (Annexure 3 of these Guidelines) is available in the 'Information for Councils', 'Directory of Policy Advice for Councils' section of the Division's website at <http://www.dlg.nsw.gov.au>.

The terms of the Standard Contract must not be varied. Only the term and the schedules to the Standard Contract can be individualised.

General managers must be employed for 1 – 5 years.

The contract governs:

- the duties and functions of general managers
- performance agreements
- the process for renewal of employment contracts
- termination of employment and termination payments
- salary increases
- leave entitlements.

It should be noted that the Chief Executive of the Division of Local Government cannot approve individual variations to the standard terms of the contract.

Those candidates who are placed on the eligibility list and unsuccessful applicants should be advised of the outcome of the recruitment process before the successful applicant's details are made public.

6. *Record keeping*

Councils should keep and store all records created as part of the recruitment process including the advertisement, position description, selection criteria, questions asked at interview, interview panel notes, selection panel reports and notes of any discussions with the selected candidate. These records are required to be stored and disposed of in accordance with the *State Records Act 1998*.

C. ROLE OF THE GENERAL MANAGER

Councillors comprise the governing body of a council and make decisions by passing resolutions. It is the general manager's role to implement council decisions and carry out functions imposed by legislation. A council's governing body monitors the implementation of its decisions via reports by the general manager to council meetings.

1. *Key duties of all general managers*

The general manager is generally responsible for the effective and efficient operation of the council's organisation and for ensuring the implementation of the council's decisions without undue delay. The general manager carries out all their functions within the guidelines and policy framework approved by the council.

The general manager also has a role to play in assisting the governing body of council develop its strategic direction. The general manager is responsible for guiding the preparation of the Community Strategic Plan and the council's response to it via the Delivery Program. The general manager is responsible for implementing the Delivery Program and will report to the governing body of council on its progress and conduct regular updates and reviews.

The general manager is responsible for recruiting and appointing staff within the organisation structure determined by the governing body of council. This must be in accordance with the budget approved by the council's governing body and be for the purpose of carrying out the council's statutory functions and implementing council's Community Strategic Plan, Delivery Program and Operational Plan.

The general manager must consult with the governing body of council before appointing or dismissing senior staff. The general manager must report to the council at least annually on the contractual conditions of senior staff (cl.217 of the Regulation).

The general manager is responsible for performance management of staff, including staff discipline and dismissal.

The general manager is also responsible for ensuring councillors are provided with information and the advice they require in order to make informed decisions and to carry out their civic duties.

The governing body of council may direct the general manager to provide councillors with advice or a recommendation, but cannot direct as to the content of that advice or recommendation.

Generally, requests by councillors for assistance or information should go through the general manager, except where he or she has authorised another council officer to undertake this role. The Guidelines for the Model Code of Conduct contemplate that a council should develop a policy to provide guidance on interactions between council officials. This policy should be agreed to by both the council's governing body and the general manager.

Councillors could reasonably expect general managers will report routinely on significant industrial issues and/or litigation affecting the council, particularly those that impact on the council's budget or organisation structure.

The general manager should ensure that the council meeting business papers are sufficient to enable the council to make informed decisions, as well as to allow councillors to properly monitor and review the operations of the council. This will assist councils in ensuring that they are complying with any relevant statutory obligations, keeping within the budget approved by the council and achieving the strategic goals set by the council in its Delivery Program and Operational Plan.

Councillors should receive a number of financial reports during the year, including the Quarterly Budget Review Statements included in the Code of Accounting Practice and Financial Reporting and which are referred to in the draft Quarterly Budget Review Statements Guidelines, reports required by the Regulation and any legislation. In addition, the council should receive at least quarterly a report about any significant litigation affecting the council.

Councillors should also receive reports, at least half yearly, on progress towards implementation of the Community Strategic Plan and Delivery Program (see clause 203 of the Regulation or page 20 of the Integrated Planning and Reporting Guidelines).

Clause 10 of the Model Code of Conduct sets out the obligations on general managers and council staff to provide councillors with information in order for councillors to carry out their civic functions.

Councillors have a right to sufficient information to make informed decisions. Applications for information under the *Government Information (Public Access) Act* 2009 (GIPAA) are available to everyone including councillors.

2. Duties delegated to general managers

A governing body of council may delegate certain functions to the general manager. A delegation of a council function must be made by a council resolution (Chapter 12 Part 3 ss 377-381 of the Act).

A governing body of council cannot delegate the functions set out in section 377(1) of the Act.

A council's governing body may not delegate the adoption of a Code of Meeting Practice, a Code of Conduct, or the endorsement of Community Strategic Plans, Resourcing Strategies, Delivery Programs and Operational Plans.

Each governing body of council must review its delegation of functions during the first 12 months of each term of office (s.380). To assist with this review, it is recommended that, within the first 6 months of the new term, the governing body of council reviews what functions have been delegated and to whom they have been delegated to determine if the delegation and the policies guiding those delegated decisions have been working effectively.

It should be noted that the general manager may sub-delegate a function delegated to him/her by the governing body of council (s378). However, the general manager still retains responsibility to ensure that any sub-delegated function is carried out appropriately.

Where functions are delegated to the general manager to perform on behalf of a governing body of council, it is important for the governing body of council to ensure there are policies in place to guide the decision making. The governing body of council should keep policies guiding the delegated decisions under regular review.

For example, where media liaison is delegated to the general manager, the governing body of council should adopt a media policy to guide statements to the media.

It is important that council's governing body ensure that proper records are kept of applications that are determined under delegation and that there is regular reporting on the implementation of delegated functions. This is essential so that council's governing body can be provided with assurance that the delegated function is being undertaken in accordance with any relevant council policies and regulatory framework, eg, development application decisions.

The council's internal audit function is another important internal control to ensure that delegated functions are complying with relevant policy and legislation. A well designed internal audit program should give council independent assurance that council's internal controls are working effectively.

Where authority to make a decision is delegated this does not remove a council's authority to make a decision.

Matters that fall outside the terms of a council policy, delegation, or day to day management (section 335), should be referred to the governing body of council for a decision.

D. DAY-TO-DAY OVERSIGHT AND LIAISON WITH THE GENERAL MANAGER

Council's governing body is required to monitor and review the performance of the general manager as discussed in Section C, above. However, a council's governing body should delegate to the mayor the role of day-to-day oversight of and liaison with the general manager.

The mayor's role in the day-to-day management of the general manager should include:

- approving leave
- approving expenses incurred
- managing complaints about the general manager.

The council's governing body should ensure there are adequate and appropriate policies in place to guide the mayor in the day-to-day oversight of and liaison with the general manager and keep those policies under regular review.

Some of the key policies the governing body of council should have in place relate to:

- leave
- travel
- credit cards
- purchasing and procurement
- expenses and facilities
- petty cash
- financial and non-financial delegations of authority.

The governing body of council should also ensure there are adequate policies in place with respect to expenditure of council funds, as well as adequate reporting requirements in relation to that expenditure.

The council's governing body should satisfy itself that any policy governing the conferral of a benefit on the general manager, such as use of a motor vehicle, allows the actual dollar value of that benefit to be quantified so it can be accurately reflected in the general manager's salary package in Schedule C to the Standard Contract.

Within 6 months of the date of these Guidelines, council's governing body should check to ensure these key policies are in place. They should then be kept under regular review.

E. PERFORMANCE MANAGEMENT

1. *General manager performance management framework*

The general manager is made accountable to their council principally through their contract of employment.

The role of the governing body is to oversee the general manager's performance in accordance with the Standard Contract.

The performance of the general manager must be reviewed at least annually against the agreed performance criteria for the position. Council may also choose to undertake more frequent interim reviews of the general manager's performance.

The agreed performance criteria are set out in an agreement that is signed within three months of the commencement of the contract. Development of the performance agreement is discussed below.

2. *Establishing the framework for performance management*

The council's governing body is to establish a performance review panel and delegate the task of performance reviews of the general manager to this panel. The extent of the delegation should be clear.

It is recommended that the whole process of performance management be delegated to the performance review panel, including discussions about performance, any actions that should be taken and the determination of the new performance agreement.

Performance review panels should comprise the mayor, the deputy mayor, another councillor nominated by council and a councillor nominated by the general manager. The council's governing body may also consider including an independent observer on the panel. Panel members should be trained in the performance management of general managers.

The role of the review panel includes:

- conducting performance reviews
- reporting the findings and recommendations of those reviews to council
- development of the performance agreement.

The governing body of council and the general manager may agree on the involvement of an external facilitator to assist with the process of performance appraisal and the development of new performance plans. This person should be selected by the governing body of council or the performance review panel. The LGSA and the LGMA can be contacted for assistance to identify suitable independent facilitators to assist in the performance management process.

All councillors not on the panel can contribute to the process by providing feedback to the mayor on the general manager's performance.

All councillors should be notified of relevant dates in the performance review cycle and be kept advised of the panel's findings and recommendations.

The panel should report back to the governing body of council in a closed session the findings and recommendations of its performance review as soon as practicable following any performance review. This should not be an opportunity to debate the results or re-enact the performance review of the general manager. The general manager should not be present when the matter is considered.

The performance management report of any council staff member, including the general manager, should not be released to the public and should be retained on the appropriate confidential council employment file. Release of such personal information to other than the Performance Review Panel, the general manager and the councillors in confidence may be a breach of privacy legislation.

3. *Establishing the performance agreement*

The performance agreement is the most important component of successful performance management. The performance agreement should include clearly defined and measurable performance indicators against which the general manager's performance can be measured.

As one of the general manager's key responsibilities is to oversee the implementation of council's strategic direction, it is important to align the general manager's performance criteria to the goals contained in the council's Community Strategic Plan, Resourcing Strategy, Delivery Program and Operational Plan.

The performance agreement should also include the general manager's personal contribution to the council's key achievements and the general manager's core capabilities, including leadership qualities.

The performance agreement should contain but not be limited to key indicators that measure how well the general manager has met the council's expectations with respect to:

- service delivery targets from the council's Delivery Program and Operational Plan;
- budget compliance;
- organisational capability;
- timeliness and accuracy of information and advice to councillors;
- timely implementation of council resolutions;
- management of organisational risks;
- leadership etc.

4. *Performance Review Process*

The Standard Contract requires that the performance of the general manager must be formally reviewed at least annually. The governing body of council may also undertake interim performance reviews as appropriate.

The assessment should include:

- self assessment by the general manager
- assessment by the review panel of the general manager's performance against the performance agreement.

The performance review meeting should be scheduled with sufficient notice to all parties and in accordance with clauses 7.6 and 7.7 of the Standard Contract.

The meeting should concentrate on constructive dialogue about the general manager's performance against all sections of the agreed performance plan.

The meeting should identify any areas of concern and agree actions to address those concerns.

In undertaking any performance review, care must be taken to ensure that the review is conducted fairly and in accordance with the principles of natural justice and that the laws and principles of anti-discrimination are complied with. The

appointment by a council, in agreement with the general manager, of an external facilitator (see above) to advise on the process should assist council in complying with these laws and principles.

The council's governing body must advise the general manager, in writing, in clear terms, the outcome of any performance review.

The new performance agreement for the next period should be prepared as soon as possible after the completion of the previous period. The agreement should be presented to the governing body of council for discussion in a closed meeting together with the outcomes of the previous review period.

5. Contract Renewal or Separation

It is important that any decision by the governing body of council to renew a contract for the general manager and the term of that contract be reported back to an open meeting of council, together with the total amount of any salary package agreed to.

Termination of a contract on the basis of poor performance can only occur where there has been a formal review undertaken against the signed performance agreement where performance difficulties were identified and have not subsequently been remedied. For further discussion on separation or renewal of general managers' contracts, see section F, below.

6. Reward and Remuneration

An annual increase in the salary package, equivalent to the latest percentage increase in remuneration for senior executive office holders as determined by the Statutory and Other Offices Remuneration Tribunal, is available to the general manager under the Standard Contract on each anniversary of the contract.

Discretionary increases to the general manager's total remuneration package under the provisions of the Standard Contract may only occur after a formal review of the general manager's performance has been undertaken by the governing body of council and the governing body of council resolves to grant such a discretionary increase because of better than satisfactory performance.

Discretionary increases are intended to be an incentive for general managers to perform at their maximum throughout the life of the contract. Discretionary increases are also intended to encourage contracts of the maximum duration.

Any discretionary increases should be modest and in line with community expectations.

All discretionary increases in remuneration, together with the reasons for the increase, must be reported to an open meeting of council.

F. SEPARATION OR RENEWAL

1. *Termination of a general manager's employment*

The Standard Contract for general managers sets out how a general manager's contract can be terminated before its expiry date by either the governing body of council or the general manager (clause 10 of the Standard Contract).

Termination can be by agreement of both parties. The general manager may terminate the contract by giving 4 weeks written notice to the governing body of council.

A governing body of council may terminate the contract by giving 4 weeks written notice where the general manager has become incapacitated for 12 weeks or more, has exhausted their sick leave and the duration of the incapacity is either indefinite or for a period that would make it unreasonable for the contract to be continued.

Termination of a contract on the basis of poor performance may only occur where there has been a formal review undertaken against the signed performance agreement, where performance difficulties have been identified and have not been remedied as agreed. In these instances, the council must give the general manager either 13 weeks written notice of termination or termination payment in lieu of notice calculated in accordance with Schedule C of the Standard Contract.

A governing body of council may terminate the general manager's contract at any time by giving the general manager 38 weeks written notice or pay the general manager a lump sum of 38 weeks remuneration in accordance with Schedule C of the Standard Contract. If there are less than 38 weeks left to run in the term of the general manager's contract, a council can pay out the balance of the contract in lieu of notice.

In the circumstances set out at 10.4 of the Standard Contract, a council may summarily dismiss a general manager. The remuneration arrangements under these circumstances are set out in clause 11.4 of the Standard Contract.

Section 336 (2) of the Act sets out other circumstances where a general manager's appointment is automatically terminated.

2. *Suspension of General Manager*

The governing body of council may suspend the general manager. However, great caution should be exercised when considering such a course of action and it would be appropriate for a governing body of council to seek and be guided by expert advice from a person or organisation that is suitably qualified and experienced in such matters. The governing body may authorise the Mayor to obtain such expert advice.

Suspension should be on full pay for a clearly defined period.

Any decision to suspend a general manager should be taken by a governing body of council at a closed council meeting, having first carefully considered any independent expert advice obtained on the specific matter.

It would not be appropriate to seek advice from council human resources staff on the issue of suspending the general manager.

The principals of natural justice and procedural fairness apply to any decision to suspend a general manager, ie, the general manager must be advised of the circumstances leading to the suspension, the reasons for the suspension, the period of the suspension and be given a right to respond to the decision to suspend.

3. *Dispute resolution*

The Standard Contract contains a dispute resolution clause at clause 17.

These provisions are designed to encourage councils and general managers to attempt to negotiate agreement on disputes where they arise.

The governing body of council should ideally resolve to delegate this function to the mayor or a panel of 3 councillors including the mayor.

If the dispute involves the mayor then the deputy mayor should take the mayor's place. If there is no deputy mayor then the governing body should resolve to appoint another councillor to take the mayor's place.

The governing body of council and general manager should agree on an independent mediator to mediate the dispute. The LGSA and LGMA can provide assistance to their members to identify a suitable mediator.

The Standard Contract allows the Chief Executive of the Division of Local Government to appoint a mediator where the parties cannot agree on one.

4. *Renewing a general manager's contract*

Clause 5 of the Standard Contract describes how a general manager's appointment may be renewed.

The terms of the new contract, and in particular the schedules to the new contract, should be set out in the letter of offer. Before offering a new contract, the council should carefully review the terms of the schedules to the new contract.

The governing body of council should ensure that the performance management terms of the new contract adequately reflect its expectations as to the general manager's performance.

The governing body of council should also have regard to the previous performance reviews conducted under previous contracts.

The process of deciding whether or not to offer a general manager a new contract should be that:

- a performance review is conducted
- findings and recommendations are reported to a closed council meeting in the absence of the general manager
- the closed meeting considers and decides whether or not to offer a new contract and on what terms as set out in the schedules to the contract
- the general manager is then advised of the governing body of council's decision in confidence by the mayor.

Details of the decision to offer a new contract and a salary package should be reported to an open council meeting.

Appendix 1 - Performance Management Timelines

Timeline	Activity	Responsibility
At commencement of each new council	Provide induction training on performance management of the general manager	Council
Within 3 months of the commencement date of the contract	A performance agreement setting out agreed performance criteria must be signed between the general manager and the council	Council or council panel General Manager
Within 2 months of the signing of the performance agreement	The general manager must prepare and submit to council an action plan which sets out how the performance criteria are to be met	General Manager
21 days notice (before annual review)	The general manager gives the council written notice that an annual performance review is due	General Manager
At least 10 days notice	The council must give the general manager written notice that any performance review is to be conducted	Council or council panel
After 6 months	The council may also decide, with the agreement of the general manager, to provide interim feedback to the general manager midway through the annual review period	Council or council panel General Manager
Prior to the annual review	Ensure all councillors on the Review Panel have been trained in performance management of general managers	Council
Prior to the annual performance review	The general manager may submit to council a self assessment of his/her performance	General Manager
Annually	The general manager's performance must be reviewed having regard to the performance criteria in the agreement	Council or council panel General Manager
Annually	The performance agreement must be reviewed and varied by agreement	Council or council panel General Manager
Within 6 weeks of the conclusion of the performance review	Council will prepare and send to the general manager a written statement with council's conclusions on the general manager's performance during the performance review period	Council or council panel
As soon as possible after receipt of the statement	The general manager and the council will agree on any variation to the performance agreement for the next period of review	Council or council panel General Manager

Appendix 2 - Stages of performance management

STAGE	ACTION	PROCESS
1. Developing performance agreement	<ul style="list-style-type: none"> Examine the position description and contract List all position responsibilities from the position description Identify stakeholder expectations List the key strategic objectives from the Service Delivery and Operational Plans Develop performance measures (identify indicators - set standards) 	<ul style="list-style-type: none"> Good planning Direct and effective communication Open negotiation Joint goal setting
2. Action planning	<ul style="list-style-type: none"> Develop specific strategies to meet strategic objectives Identify resources Delegate tasks (eg, put these delegated tasks into the performance agreements for other senior staff) 	<ul style="list-style-type: none"> Detailed analysis Two way communication Detailed documentation
3. Monitoring progress (feedback half way through the review period)	<ul style="list-style-type: none"> Assess performance Give constructive feedback Adjust priorities and reset performance measures if appropriate 	<ul style="list-style-type: none"> Communication Avoid bias Counselling Coaching Joint problem solving
4. Annual	<ul style="list-style-type: none"> Assess performance against measures Give constructive feedback Identify poor performance and necessary corrective action Identify outstanding performance and show appreciation 	<ul style="list-style-type: none"> Evaluation of the reasons behind performance being as assessed Open, straightforward communication (as bias free as possible) negotiation Counselling, support, training Documenting Decision making
5. Developing revised agreement	See stage 1	See Stage 1

Appendix 3 – Standard Contract of Employment

STANDARD CONTRACT OF EMPLOYMENT

for

**GENERAL MANAGERS OF LOCAL
COUNCILS IN NEW SOUTH WALES**

Acknowledgements

TABLE OF CONTENTS

CLAUSE	PAGE NO
1. Position	4
2. Term of employment	4
3. Definitions	5
4. Contract operation and application	6
5. Renewal of appointment	7
6. Duties and functions	7
7. Performance agreement and review	10
8. Remuneration	11
9. Leave	12
10. Termination	14
11. Termination payments	16
12. Expenses and credit cards	17
13. Intellectual property	17
14. Confidential information	18
15. Waiver	18
16. Inconsistency and severance	18
17. Dispute resolution	18
18. Service of notices	19
19. Variations	20
20. Other terms and conditions	20
21. Signed by the employee and Council	21
Schedule A	22
Schedule B	23
Schedule C	24

Contract of Employment

This Contract of Employment is made on

Date _____

between

Name of Council _____

[Referred to in this contract as "Council"]

Address _____

and

Name of Employee _____

[Referred to in this contract as "the employee"]

Address _____

1 Position

The position to which this contract applies is that of General Manager.

Note: A person who has held civic office in relation to Council must not be appointed to any paid position on the staff of Council within 6 months after ceasing to hold the office: section 354 of the Act.

2 Term

Subject to the terms and conditions in this contract, Council will employ the employee for a term of:

[Length of term] _____

Note: The term of this contract must not be less than 12 months or more than 5 years (including any option for renewal): section 338 of the Act.

commencing on [date] _____

and terminating on [date] _____

3 Definitions

3.1 In this contract, unless otherwise stated or indicated:

the Act means the *Local Government Act 1993*.

Code of conduct means the document within the meaning of section 440 of the Act adopted by Council and which incorporates the provisions of the model code.

Commencement date means the date that this contract commences as specified in clause 2.

Confidential information means any and all confidential information, data, reports, operations, dealings, records, materials, plans, statistics, finances or other agreements and things (other than that which is already in the public domain), whether written or oral and of whatever type or nature relating to property, assets, liabilities, finances, dealings or functions of Council or any undertaking from time to time carried out by Council.

Director-General means the Director-General of the New South Wales Department of Local Government.

Equal employment opportunity management plan means the document a council must prepare under Part 4 of Chapter 11 of the Act.

Minister means the New South Wales Minister for Local Government.

Model code means the Model Code of Conduct for Local Councils in NSW prescribed by the Regulation.

Month means a calendar month.

Performance agreement means the agreement referred to in clause 7.

Performance criteria means the criteria to which a performance review is to have regard.

Performance review means a review of the employee's performance conducted in accordance with the procedures under clause 7.

the position means the position referred to in clause 1.

the Regulation means the *Local Government (General) Regulation 2005*.

Senior executive office holder (New South Wales Public Service) means the holder of a senior executive position within the meaning of the *Public Sector Employment and Management Act 2002*.

Statutory and Other Officers Remuneration Tribunal means the Statutory and Other Officers Tribunal constituted under the *Statutory and Other Officers Remuneration Act 1975*.

Termination date means the date that this contract terminates as specified in clause 2.

3.2 Expressions in this contract corresponding with expressions that are defined in the Act have those meanings.

4 Contract operation and application

- 4.1 This contract constitutes a contract of employment for the purposes of section 338 of the Act, and governs the employment of the employee while in the position.
- 4.2 A reference in this contract to any Act or regulation, or any provision of any Act or regulation, includes a reference to subsequent amendments of that Act, regulation or provision.
- 4.3 A reference to a Schedule to this contract refers to a Schedule as may be varied in accordance with this contract, and applies whether or not the Schedule has been physically attached to this contract.
- 4.4 Where the mayor or any other person is lawfully authorised to act as Council or Council's delegate for the purpose of this contract, this contract will be construed as if:
- (a) any reference to Council includes a reference to that authorised person, and
 - (b) any reference to a requirement for Council's approval includes a reference to a requirement for that authorised person's written approval,
- 4.5 Any staff entitlement under a lawful policy of Council as adopted by Council from time to time and that is set out in Schedule A will apply to the employee unless this contract makes express provision to the contrary. Schedule A may be varied from time to time by agreement between the employee and Council, such agreement not to be unreasonably withheld.

Note: Only those policies that create entitlements are to be set out in Schedule A. Schedule A policies are distinct from those which create a *duty or function* as referred to in subclause 6.1.4 and which are *not* required to be set out in Schedule A.

- 4.6 Subject to clauses 7 and 13, the terms of this contract, as varied from time to time in accordance with this contract, represent the entire terms of all agreements between the employee and Council and replace all other representations, understandings or arrangements made between the employee and Council that relate to the employment of the employee in the position.

Note: The contract authorises the making of agreements that are linked to the contract. Clause 7 requires the parties to sign a performance agreement. Clause 13 allows either party to require the other to sign a confidentiality agreement for the purpose of protecting intellectual property.

5. Renewal of appointment

- 5.1 At least 9 months before the termination date (or 6 months if the term of employment is for less than 3 years) the employee will apply to Council in writing if seeking re-appointment to the position.
- 5.2 At least 6 months before the termination date (or 3 months if the term of employment is for less than 3 years) Council will respond to the employee's application referred to in subclause 5.1 by notifying the employee in writing of its decision to either offer the employee a new contract of employment (and on what terms) or decline the employee's application for re-appointment.
- 5.3 At least 3 months before the termination date (or 1 month if the term of employment is for less than 3 years) the employee will notify Council in writing of the employee's decision to either accept or decline any offer made by Council under subclause 5.2.
- 5.4 In the event the employee accepts an offer by Council to enter into a new contract of employment, a new contract of employment will be signed.

6. Duties and functions

- 6.1 The employee will:
 - 6.1.1 to the best of their ability, meet the performance criteria set out in the performance agreement as varied from time to time,
 - 6.1.2 carry out the duties and functions imposed by the Act and Regulation, or any other Act and associated regulations, which include but are not limited to:
 - (a) the efficient and effective operation of Council's organisation,
 - (b) implementing, without undue delay, the decisions of Council,
 - (c) exercising such of the functions of Council as are delegated by Council to the employee,
 - (d) appointing staff in accordance with an organisation structure and resources approved by Council,
 - (e) directing and dismissing staff,
 - (f) implementing Council's equal employment opportunity management plan,

-
- (g) consulting with Council prior to the appointment or dismissal of senior staff,
 - (h) reporting to Council, at least once annually, on the contractual conditions of senior staff,
 - (i) giving immediate notice to Council on becoming bankrupt or making a composition, arrangement or assignment for the benefit of the employee's creditors and providing Council, within the time specified by Council with any further information concerning the cause of the bankruptcy or of the making of the composition, arrangement or assignment,
 - (j) subject to subclause 6.2.3, providing advice and recommendations to Council or the mayor if directed to do so,
 - (k) not engaging, for remuneration, in private employment or contract work outside the service of Council without the approval of Council,
 - (l) not approving, where appropriate, any member of Council staff from engaging, for remuneration, in private employment or contract work outside the service of Council that relates to the business of Council or that might conflict with the staff member's Council duties,
 - (m) acting honestly and exercising a reasonable degree of care and diligence in carrying out the employee's duties and functions,
 - (n) complying with the provisions of the code of conduct,
 - (o) preparing and submitting written returns of interest and disclosing pecuniary interests in accordance with the Act and the Regulation,

Note: Sections 335, 337, 339, 341, 352, 353, 439, 440 and 445 of the Act.

- 6.1.3 carry out the duties and functions set out in Schedule B as varied from time to time by agreement between the employee and Council, such agreement not to be unreasonably withheld,

Note: Schedule B may include additional duties and functions, for example, those related to special projects.

- 6.1.4 carry out the duties and functions set out in the policies of Council as adopted by Council from time to time during the term of this contract,

-
- 6.1.5 observe and carry out all lawful directions given by Council, in relation to the performance of the employee's duties and functions under this contract,
 - 6.1.6 work such reasonable hours as are necessary to carry out the duties and functions of the position and the employee's obligations under this contract,
 - 6.1.7 obtain the approval of the Council for any absences from the business of Council,
 - 6.1.8 promote ethical work practices and maintain a culture of integrity and professionalism where Council staff members treat each other, members of the public, customers and service providers with respect and fairness,
 - 6.1.9 facilitate Council staff awareness of the procedures for making protected disclosures and of the protection provided by the *Protected Disclosures Act 1994*,
 - 6.1.10 take all reasonable steps to ensure that actions and policies of Council accord with the strategic intent of Council,
 - 6.1.11 take all reasonable steps to maximise compliance with relevant legislative requirements,
 - 6.1.12 maintain effective corporate and human resource planning,
 - 6.1.13 maintain the Council staff performance management system,
 - 6.1.14 maintain satisfactory operation of Council's internal controls, reporting systems (including protected disclosures), grievance procedures, the documentation of decision-making and sound financial management,
 - 6.1.15 develop procedures to ensure the code of conduct is periodically reviewed so that it is in accordance with the Act and Regulation and adequately reflects specific organisational values and requirements,
 - 6.1.16 promote and facilitate compliance with the code of conduct ensuring that each councillor and Council staff member is familiar with its provisions, and
 - 6.1.17 report to Council on any overseas travel taken by the employee or any Council staff member where that travel is funded in whole or in part by Council.
- 6.2 Council:

-
- 6.2.1 will provide adequate resources to enable the employee to carry out the duties and functions specified in subclause 6.1 and Schedule B,
 - 6.2.2 will provide the employee with reasonable opportunities to participate in professional development initiatives relevant to the duties and functions under this contract subject to the operational needs of Council, and
 - 6.2.3 will not direct the employee as to the content of any advice or recommendation made by the employee.

Note: section 352 of the Act.

7. Performance agreement and review

- 7.1 Within 3 months after the commencement date, the employee and Council will sign a performance agreement setting out agreed performance criteria.
- 7.2 In the event that the employee and Council are unable to agree on the performance criteria, Council will determine such performance criteria that are reasonable and consistent with the employee's duties and functions under clause 6 and in Schedule B.
- 7.3 The performance agreement may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 7.4 Within 2 months after signing or varying the performance agreement, the employee will prepare and submit to Council an action plan which sets out how the performance criteria are to be met.
- 7.5 Council will ensure that the employee's performance is reviewed (and, where appropriate, the performance agreement varied) at least annually. Any such review is to have regard to the performance criteria.

Note: Council may review the employee's performance every 6 months or more frequently if necessary.

- 7.6 The employee will give Council 21 days' written notice that an annual performance review in accordance with subclause 7.5 is due.
- 7.7 Council will give the employee at least 10 days notice in writing that any performance review is to be conducted.

-
- 7.8 The structure and process of the performance review is at the discretion of Council following consultation with the employee.
- 7.9 The employee may prepare and submit to Council an assessment of the employee's own performance prior to a performance review.
- 7.10 Within 6 weeks from the conclusion of a performance review, Council will prepare and send to the employee a written statement that sets out:
- (a) Council's conclusions about the employee's performance during the performance review period,
 - (b) any proposal by Council to vary the performance criteria as a consequence of a performance review, and
 - (c) any directions or recommendations made by Council to the employee in relation to the employee's future performance of the duties of the position.
- 7.11 The employee and Council will, as soon as possible after the employee receives the written statement referred to in subclause 7.10, attempt to come to agreement on any proposal by Council to vary the performance criteria and on any recommendations by Council as to the future performance of the duties of the position by the employee.
- 7.11 Subject to the employee being available and willing to attend a performance review, Council undertakes that if a performance review is not held in accordance with this clause, this will not operate to the prejudice of the employee unless the employee is responsible for the failure to hold the performance review.

8. Remuneration

- 8.1 Council will provide the employee with the total remuneration package set out in Schedule C.
- 8.2 The total remuneration package includes salary, compulsory employer superannuation contributions and other benefits including any fringe benefits tax payable on such benefits.

Note: Compulsory employer superannuation contributions are those contributions required under the *Superannuation Guarantee Charge Act 1992* of the Commonwealth and any contributions required to be paid for an employee under a superannuation arrangement entered into by Council for that employee. See Schedule C.

-
- 8.3 Council may, on only one occasion during each year of this contract, approve an increase in the total remuneration package where the employee's performance has been assessed in accordance with a performance review as being of a better than satisfactory standard.
- 8.4 Any increase in remuneration approved under subclause 8.3 will not be paid as a lump sum.
- 8.5 On each anniversary of the commencement date, the total remuneration package will be increased by a percentage amount that is equivalent to the latest percentage amount increase in remuneration for senior executive office holders as determined by the Statutory and Other Officers Remuneration Tribunal.

Note: When making determinations referred to in subclause 8.5, the Tribunal takes into account key national economic indicators and movements in public sector remuneration across Australia, market conditions, the Consumer Price Index and wages growth as measured by the Wage Cost Index. Tribunal determinations are published in the Government Gazette and are available at www.remtribunals.nsw.gov.au. The Premier's Department issues periodic Memoranda summarising the Tribunal's determinations. These Memoranda are available at www.premiers.nsw.gov.au.

- 8.6 The structure of the total remuneration package may be varied from time to time during the term of this contract by agreement between the employee and Council, such agreement not to be unreasonably withheld.
- 8.7 The total remuneration package, as varied from time to time, remunerates the employee for all work undertaken by the employee while in the position. No other remuneration, benefit, overtime or allowances other than those to which the employee may be entitled under this contract will be paid to the employee during the term of this contract.

9. Leave

9.1 General

- 9.1.1 Council will pay remuneration calculated in accordance with Schedule C to the employee proceeding on paid leave under this clause.
- 9.1.2 On the termination of this contract, and if the employee is not re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure, the Council will pay:
- (a) to the employee in the case of annual leave, or

- (b) to the employee or new employer council in the case of long service leave,

accrued but unused leave entitlements calculated at the monetary value of the total remuneration package as specified in Schedule C.

- 9.1.3 If the employee is re-appointed to the position under clause 5 or appointed to any other position in Council's organisation structure within 3 months after the termination of this contract, the employee will be taken to have continuing service with Council for the purpose of determining the employee's entitlement to annual leave, long service leave and sick leave.

- 9.1.4 Any leave accrued with Council standing to the credit of the employee immediately prior to entering into this contract will be taken to be leave for the purposes of this contract.

9.2 Annual leave

The employee is entitled to four weeks paid annual leave during each year of employment under this contract to be taken as agreed between the employee and Council.

9.3 Long service leave

- 9.3.1 The employee's entitlement to long service leave is to be calculated by the same method that applies to a non-senior member of Council staff.
- 9.3.2 Long service leave is transferable between councils in New South Wales in the same manner that applies to a non-senior member of Council staff.

9.4 Sick leave

- 9.4.1 The employee is entitled to 15 days paid sick leave during each year of employment under this contract provided that:
 - (a) Council is satisfied that the sickness is such that it justifies time off, and
 - (b) satisfactory proof of illness to justify payment is provided to Council for absences in excess of two days.
- 9.4.2 Sick leave will accumulate from year to year of employment under this contract so that any balance of leave not taken in any one year may be taken in a subsequent year.

9.4.3 Council may require the employee to attend a doctor nominated by Council at Council's cost.

9.4.4 Accrued but unused sick leave will not be paid out on the termination of this contract.

9.5 Parental leave

9.5.1 Parental leave includes supporting parent's leave, maternity leave, paternity leave and adoption leave.

9.5.2 The employee is entitled to the same parental leave that a non-senior member of Council staff would be entitled.

9.6 Carer's leave

The employee is entitled to the same carer's leave that a non-senior member of Council staff would be entitled.

9.7 Concessional leave

The employee is entitled to the same concessional leave that a non-senior member of Council staff would be entitled.

9.8 Special leave

Council may grant special leave, with or without pay, to the employee for a period as determined by Council to cover any specific matter approved by Council.

10 Termination

10.1 General

On termination of this contract for any reason the employee will immediately return to Council all property of Council in the employee's possession including intellectual property and confidential information and will not keep or make any copies of such property and information.

10.2 Termination date

The employment of the employee under this contract terminates on the termination date.

10.3 Termination by either the employee or Council

This contract may be terminated before the termination date by way of any of the following:

10.3.1 written agreement between the employee and Council,

10.3.2 the employee giving 4 weeks' written notice to Council,

10.3.3 Council giving 4 weeks' written notice to the employee, or alternatively by termination payment under subclause 11.1, where:

- (a) the employee has been incapacitated for a period of not less than 12 weeks and the employee's entitlement to sick leave has been exhausted, and
- (b) the duration of the employee's incapacity remains indefinite or is likely to be for a period that would make it unreasonable for the contract to be continued,

10.3.4 Council giving 13 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.2 where Council:

- (a) has conducted a performance review, and
- (b) concluded that the employee has not substantially met the performance criteria or the terms of the performance agreement,

10.3.5 Council giving 38 weeks' written notice to the employee, or alternatively, by termination payment under subclause 11.3.

10.4 Summary dismissal

10.4.1 Council may terminate this contract at any time and without notice if the employee commits any act that would entitle an employer to summarily dismiss the employee. Such acts include but are not limited to:

- (a) serious or persistent breach of any of the terms of this contract,

-
- (b) serious and willful disobedience of any reasonable and lawful instruction or direction given by Council,
 - (c) serious and willful misconduct, dishonesty, insubordination or neglect in the discharge of the employee's duties and functions under this contract,
 - (d) failure to comply with any law or Council policy concerning sexual harassment or racial or religious vilification,
 - (e) commission of a crime, resulting in conviction and sentencing (whether or not by way of periodic detention), which affects the employee's ability to perform the employee's duties and functions satisfactorily, or in the opinion of Council brings Council into disrepute,
 - (f) absence from the business of Council without Council approval for a period of 3 or more consecutive business days.

10.4.2 This contract is terminated immediately without notice if the employee becomes bankrupt, applies to take the benefit of any law for the relief of bankrupt or insolvent debtors, compounds with his or her creditors or makes an assignment of his or her remuneration for their benefit.

11 Termination payments

- 11.1 On termination of this contract under subclause 10.3.3, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 4 weeks' remuneration calculated in accordance with Schedule C.
- 11.2 On termination of this contract under subclause 10.3.4, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 13 weeks' remuneration calculated in accordance with Schedule C.
- 11.3 On termination of this contract under subclause 10.3.5, where written notice has not been given, Council will pay the employee a monetary amount equivalent to 38 weeks' remuneration calculated in accordance with Schedule C, or the remuneration which the employee would have received if the employee had been employed by Council to the termination date, whichever is the lesser.
- 11.4 On termination of this contract under subclause 10.3.1, 10.3.2, 10.4.1 or 10.4.2, Council will pay the employee remuneration up to and including the

date of termination calculated in accordance with Schedule C and any other payment to which the employee is entitled under this contract.

12 Expenses and credit cards

In addition to any duties or entitlements that may be set out in any relevant policies of Council as adopted by Council from time to time, the employee will:

- 12.1 keep such records of expenses, travel and motor vehicle use as required by Council from time to time,
- 12.2 be reimbursed by Council for expenses properly incurred on Council business, subject to Council's prior approval to this expense being incurred,
- 12.3 only use any credit card provided by Council for expenses incurred on Council business, and
- 12.4 return any credit card provided by Council on request from Council.

13 Intellectual property

- 13.1 Any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract is the sole property of Council and Council will unless otherwise agreed have the exclusive right to use, adapt, patent and otherwise register it.
- 13.2 The employee will immediately disclose to Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee after the commencement date to enable Council to ascertain whether it was discovered, developed or produced wholly outside and wholly unconnected with the course of employment under this contract.
- 13.3 To protect disclosures made in accordance with subclause 13.2, Council or the employee may require a confidentiality agreement to be signed prior to, during or immediately after discussion of the intellectual property being considered.

Note: IP Australia, the Commonwealth Government intellectual property agency, has developed a Confidentiality Agreement Generator for the purpose of preparing intellectual property confidentiality agreements. It is available at <http://www.ipaustralia.gov.au/smartstart/cag.htm>.

-
- 13.4 The employee assigns to Council by way of future assignment all copyright, design, design right and other property rights (if any) in respect to any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract.
- 13.5 At the request and expense of Council the employee will complete all necessary deeds and documents and take all action necessary to vest in Council any literary work, computer program, invention, design, patent, copyright, trademark, improvement or idea developed by the employee in the course of employment under this contract and obtain for Council the full benefit of all patent, trademark, copyright and other forms of protection throughout the world.

14 Confidential Information

The employee will not divulge any confidential information about Council either during or after the term of their employment under this contract.

15 Waiver

The failure of either the employee or Council to enforce at any time any provision of this contract or any right under this contract or to exercise any election in this contract will in no way be considered to be a waiver of such provision, right or election and will not affect the validity of this contract.

16 Inconsistency and severance

- 16.1 Each provision of this contract will be read and construed independently of the other provisions so that if one or more are held to be invalid for any reason, then the remaining provisions will be held to be valid.
- 16.2 If a provision of this document is found to be void or unenforceable but would be valid if some part were deleted, the provision will apply with such modification as may be necessary to make it valid and effective.

17 Dispute resolution

- 17.1 In relation to any matter under this contract that may be in dispute, either the employee or Council may:

-
- (a) give written notice to each other of the particulars of any matter in dispute, and
 - (b) within 14 days of receiving a notice specified in subclause 17.1(a), a meeting will be convened between Council (along with any nominated representative of Council) and the employee (along with any nominated representative of the employee) in an attempt to resolve the dispute.
- 17.2 The employee and Council will attempt to resolve the dispute at the workplace level.
- 17.3 Upon failure to resolve the dispute at the workplace level, the employee and Council will:
- (a) refer the dispute to an independent mediator as agreed by the employee and Council, or otherwise as appointed by the Director-General,
 - (b) agree to participate in any mediation process in good faith, with such mediation to operate in a manner as agreed by the employee and Council, and
 - (c) acknowledge the right of either the employee or Council to appoint, in writing, another person to act on their behalf in relation to any mediation process.
- 17.4 The cost of the mediation service will be met by Council.
- 17.5 The employee and Council will each be responsible for meeting the cost of any advisor or nominated representative used by them.

18 Service of notices and communications

- 18.1 Any communication, including notices, relating to this contract will be in writing and served on the employee or Council at their last known residential or business address in accordance with subclause 18.2.
- 18.2 Any written communication including notices relating to this contract is taken to be served:
- (a) when delivered or served in person, immediately,
 - (b) where served by express post at an address within New South Wales in the Express Post Network, on the next business day after it is posted,

- (c) where served by post otherwise in the ordinary course of postage, as set down in Australia Post's delivery standards, and
- (d) where sent by facsimile, within standard business hours otherwise on the next business day after it is sent.

19 Variations

- 19.1 Where this contract provides that its terms may be varied, that variation will be by agreement in writing signed by the employee and Council.

Note: See clauses 4.5, 6.1.3, 7.3, 8.6 and 19.2.

- 19.2 Where the Director-General approves an amended or substitution standard form of contract for the employment of the general manager of a council, the provisions of this contract may be varied by agreement between the employee and Council to the extent that they are consistent with the provisions of that amended or substitution standard form of contract.

Note: See section 338 of the Act.

20 Other terms and conditions

- 20.1 The employee and Council acknowledge that they have sought or had the opportunity to seek their own legal and financial advice prior to entering this contract.
- 20.2 In accordance with section 731 of the Act, nothing in this contract gives rise to any action, liability, claim or demand against the Minister, the Director-General or any person acting under their direction.

21 Signed by the employee and Council

COUNCIL:

The Seal of

[Council name]

[Seal]

affixed by authority of a resolution of Council.

Signed
by Council

Date

Name of signatory
in full [printed]

Office held [printed]

Signed by Witness

Name of Witness
in full [printed]

THE EMPLOYEE:

Signed
by the employee

Date

Name of employee
in full [printed]

Signed by Witness

Name of Witness
in full [printed]

Schedule A – Council policies

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 4.5 and 19.1 of this contract.

This Schedule operates on and from

Date _____

For the purposes of subclause 4.5 of this contract, the following policies apply to the employee:

Signed by Council _____

Signed by the employee _____

Schedule B - Duties and functions

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 6.1.3 and 19.1 of this contract.

This Schedule operates on and from

Date _____

In addition to the duties and functions specified in clause 6 of this contract, the employee will carry out the following duties and functions:

Signed by Council _____

Signed by the employee _____

Schedule C - Remuneration

Note: This Schedule may be varied during the term of this contract in accordance with subclauses 8.7 and 19.1 of this contract.

This Schedule operates on and from

Date _____

The Annual Total Remuneration Package is as follows:

\$ _____

The Total Remuneration Package is comprised of:

ANNUAL REMUNERATION	\$

The employee agrees and acknowledges that deductions under subclause 8.2 of this contract are made principally for the benefit of the employee and that the Council relies on that statement in providing the non-cash benefits requested by the employee.

In the case of an employee who is a member of a defined benefit division of the Local Government Superannuation Scheme (or equivalent) compulsory employer superannuation contributions are the long term or "notional" employer contribution, as advised by the Actuary for the Local Government Superannuation Scheme from time to time.

The employee's superable salary will be the amount of the total remuneration package less the amount of compulsory superannuation contributions.

Signed by Council _____

Signed by the employee _____



QUARTERLY BUDGET REVIEW STATEMENT

DECEMBER 2021

2022/062202



Contents

<u>Income and operating expenses budget review statement</u>	<u>3</u>
<u>Income and operating expenses budget review statement – <i>excluding Kimbriki</i></u>	<u>4</u>
<u>Income and operating expenses – proposed changes to the budget</u>	<u>5</u>
<u>Capital budget statement</u>	<u>7</u>
<u>Capital expenditure – proposed changes to the budget</u>	<u>8</u>
<u>Cash and investments</u>	<u>15</u>
<u>Cash flow statement</u>	<u>16</u>
<u>Statement of financial position</u>	<u>17</u>
<u>Contracts listing</u>	<u>18</u>
<u>Budget review of consultancy and legal expenses</u>	<u>19</u>

Northern Beaches Council

Income and operating expenses budget review statement

For the period 1 July 2021 to 31 Dec 2021

		Annual				Year to date
	2020-21	ORIGINAL	REVISED	Recommended	CURRENT	YTD
	Actual	Budget	Budget	changes for Council resolution	Forecast	Actual
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from continuing operations						
Rates and annual charges	218,168	225,174	225,802	128	225,929	225,946
User charges and fees	79,105	90,481	74,849	1,749	76,598	36,934
Investment fees and revenues	1,430	997	997	(33)	964	515
Other revenues	17,797	15,149	11,795	5,071	16,866	7,722
Grants and contributions - Operating purposes	19,460	17,557	22,482	946	23,428	7,516
Grants and contributions - Capital purposes	26,544	45,435	55,278	(4,498)	50,781	16,016
Other income	3,284	8,953	8,992	(3,038)	5,954	3,213
Total income from continuing operations	365,788	403,747	400,195	325	400,520	297,861
Expenses from continuing operations						
Employee benefits and oncosts	(139,117)	(138,607)	(139,175)	(750)	(139,925)	(66,862)
Borrowing costs	(2,605)	(2,438)	(2,438)	6	(2,433)	(1,222)
Materials and services	(150,324)	(141,820)	(141,796)	(4,419)	(146,215)	(62,506)
Depreciation and amortisation	(47,407)	(44,919)	(45,471)	(371)	(45,842)	(22,849)
Other expenses	(24,666)	(19,269)	(21,772)	(24)	(21,796)	(9,755)
Gain/(Loss) on disposal of assets	(1,579)	(251)	(251)	-	(251)	587
Total expenses from continuing operations	(365,697)	(347,304)	(350,903)	(5,559)	(356,462)	(162,606)
Surplus / (Deficit) from continuing operations	91	56,443	49,292	(5,234)	44,058	135,256
Surplus / (Deficit) before Capital Grants & Contributions	(26,453)	11,007	(5,986)	(736)	(6,722)	119,240
Less: Rates yet to be allocated						
						(82,949)
Surplus / (Deficit) before Capital Grants & Contributions - adjusted for rates unallocated						36,291

Northern Beaches Council

Income and expenses budget review statement

excluding Kimbriki Environmental Enterprises

For the period 1 July 2021 to 31 Dec 2021

Council is the majority shareholder (96%) in Kimbriki Environmental Enterprises Pty Ltd. Kimbriki operates a waste and recycling business with a 25-year lease over a Council owned site. As a subsidiary of the Council, the consolidated financial reports of the Council incorporate the Kimbriki operation. For the information of the Council, an Income Statement has been prepared to represent the financial results of the Council's operations, excluding Kimbriki.

	Annual				Year to date
	ORIGINAL Budget \$'000	REVISED Budget \$'000	Recommended Changes \$'000	CURRENT Forecast \$'000	YTD Actual \$'000
Income from continuing operations					
Rates and annual charges	226,052	226,679	135	226,815	226,770
User charges and fees	65,191	49,558	2,148	51,706	24,961
Investment fees and revenues	943	943	925	1,868	1,446
Other revenues ^{1.}	12,708	9,354	4,144	13,498	5,759
Grants and contributions - Operating purposes	17,557	22,482	946	23,428	7,516
Grants and contributions - Capital purposes	45,435	55,278	(4,498)	50,781	16,016
Other income ^{1.}	11,836	11,875	(2,912)	8,963	4,725
Total income from continuing operations	379,722	376,170	888	377,058	287,193
Expenses from continuing operations					
Employee benefits and oncosts	(133,675)	(134,243)	(852)	(135,095)	(64,498)
Borrowing costs	(1,138)	(1,138)	-	(1,138)	(578)
Materials and services ^{2.}	(138,161)	(138,137)	(4,583)	(142,719)	(61,370)
Depreciation and amortisation	(42,192)	(42,744)	-	(42,744)	(21,332)
Other expenses	(10,895)	(13,398)	(71)	(13,468)	(5,614)
Gain/(Loss) on disposal of assets	(251)	(251)	-	(251)	587
Total expenses from continuing operations	(326,311)	(329,910)	(5,505)	(335,415)	(152,804)
Surplus / (Deficit) from continuing operations	53,410	46,260	(4,617)	41,643	134,389
Surplus / (Deficit) before Capital Grants & Contributions	7,975	(9,018)	(119)	(9,138)	118,373
Less: Rates yet to be allocated					(82,949)
Surplus / (Deficit) before Capital Grants & Contributions - adjusted for rates unallocated					35,424

^{1.} Other Revenues/Other income includes lease income and (when applicable) dividends received from Kimbriki

^{2.} Materials and Services includes disposal costs charged to Council by Kimbriki

Northern Beaches Council

Notes to the Income Statement

For the period 1 July 2021 to 31 Dec 2021

Recommended changes to the Revised Budget

Budget variations being recommended include the following material items:

Proposed variation		Details
Fav / (Unfav)		
\$'000	%	
128	0.1%	Rates and annual charges Additional income from new Domestic Waste services \$0.1m.
1,749	2.3%	User charges and fees Higher than anticipated income including: <ul style="list-style-type: none"> • Aquatic centres income \$1.5m • Road restorations income \$0.5m (offset by additional expenditure) • Development assessments \$0.3m • Golf driving range income \$0.3m Partially offset by income reductions including: <ul style="list-style-type: none"> • Children's Services income (\$0.2m) (offset by \$0.5m COVID support grant) • Community Centres income (\$0.1m) due to the impact of COVID-19 • Kimbriki fees income (excl income charged to Council) (\$0.4m)
(33)	(3.3%)	Investment fees and revenues Lower interest payable on overdue rates than forecast.
5,071	43.0%	Other revenues Increases in: <ul style="list-style-type: none"> • Parking fine income \$0.3m • Kimbriki recycling and other income \$0.8m • Advertising on Council's structures income \$0.3m Reclassification of budget items from Other Income to Other Revenues \$3.1m
946	4.2%	Grants and contributions - Operating purposes Additional operating grants and contributions including: <ul style="list-style-type: none"> • Children's Services COVID support grants - \$0.5m • Rural Fire Service bushfire mitigation - \$0.2m • Wakehurst Parkway project (SCF) - \$0.3m • Soil conservation Careel Creek - \$0.1m • Glen St Theatre COVID support grant - \$0.1m Partially offset by lower than expected required this year from the Bare Creek contribution funds - (\$0.2m)
(4,498)	(8.1%)	Grants and contributions - Capital purposes <ul style="list-style-type: none"> • Additional development contributions - \$0.9m New capital grants including: <ul style="list-style-type: none"> • New Traffic Facilities - \$1.4m (Federal Govt Black Spot Program) • Queenscliff Headland Access Ramp \$0.7m + Clontarf Reserve Tidal Pool \$0.9m + Manly Dam Boardwalk \$0.3m (NSW DPIE Public Spaces Legacy) Offset by grant funding rolled over to the 2022/23 financial year (\$9.5m)
(3,038)	(33.8%)	Other income Reclassification of budget items from Other Income to Other Revenues (\$3.1m)
325		TOTAL INCOME VARIATIONS

Proposed variation		Details
Fav / (Unfav)		
\$'000	%	
(750)	(0.5%)	Employee benefits and oncosts Primarily due to additional use of casual staff in Children's Services (offset by a reduction in agency staff) along with additional staff in Aquatic Centres and Development Assessment (offset by additional income).
6	0.2%	Borrowing costs • Minor adjustment to the unwinding of the discount on asset remediation.
(4,419)	(3.1%)	Materials and services Increases in: <ul style="list-style-type: none"> • IT and communications including additional security and infrastructure improvements and project management - (\$2.3m) • Waste collection primarily due to a higher than anticipated CPI increase and additional services (partly offset by additional income) (\$1.3m) • Environment & climate change offset by additional grant and development engineering income - (\$0.7m) • Kimbriki expenditure due to higher volumes (offset by income) (\$0.7m) • Road restorations expenditure (offset by additional income) - (\$0.5m) • COVID-19 response incl VMS traffic boards, logistics and cleaning - (\$0.4m) • Aquatic centres including utilities, cleaning and materials (offsets by additional income - (\$0.3m) • Property utilities (\$0.2m) and golf driving range (\$0.1m) offset by additional income • Parking patrol officers agency costs (\$0.2m) Decreases in: <ul style="list-style-type: none"> • Waste disposal primarily due to a KPI abatement discount offset by additional tonnage - \$1.3m less \$0.8m adjustment in elimination of Kimbriki - \$2.1m net • Children's Services agency costs (offset by increase employee costs) - \$0.3m
(371)	(0.8%)	Depreciation and amortisation Reforecast Kimbriki leasehold improvements
(24)	(0.1%)	Other expenses Increase in: <ul style="list-style-type: none"> • Outdoor dining fee subsidies - (\$0.4m) Decrease in: <ul style="list-style-type: none"> • Waste and environment levy - \$0.1m • Property rent relief subsidies - \$0.3m
(5,559)		TOTAL OPERATING EXPENDITURE VARIATIONS
(5,234)		TOTAL RECOMMENDED CHANGES TO INCOME AND OPERATING EXPENSES

Northern Beaches Council

Capital Budget Statement

For the Period 1 July 2021 to 31 December 2021

	ORIGINAL Budget \$'000	REVISED Budget \$'000	<u>RECOMMENDED</u> changes for Council Resolution \$'000	CURRENT Forecast \$'000	Actual 1 July 2021 to 31 Dec 2021 \$'000
Capital Funding					
Working Capital	19,428	18,977	(3,298)	15,679	2,883
Depreciation	38,163	25,873	(601)	25,272	9,543
Capital Grants & Contributions					
- New Grants	35,389	30,288	522	30,810	5,928
- Grants from prior years	3,924	18,698	(5,927)	12,771	5,021
Externally restricted reserves					
- Developer contributions	17,542	18,815	(1,034)	17,781	4,108
- Domestic waste	-	-	-	-	-
- Other	1,867	2,275	-	2,275	682
Internally restricted reserves					
- Merger Savings Fund	2,272	3,019	(260)	2,759	773
- Other	5,281	5,362	(249)	5,113	2,364
Income from Sale of Assets					
- Plant and equipment	1,633	1,633	-	1,633	770
Total Capital Funding	125,499	124,940	(10,847)	114,093	32,072

Capital Expenditure (by Service)

Children's Services	399	440	-	440	299
Community, Arts and Culture Service	10,424	7,878	(216)	7,662	705
Corporate Support Services	1,968	3,013	290	3,303	739
Economic Development, Events and Engagement Services	1,027	1,097	50	1,147	924
Environment and Sustainability Services	12,678	9,727	-	9,726	2,008
Kimbriki Resource Recovery Centre	10,454	11,289	(3,190)	8,099	1,180
Library Services	2,380	2,385	(370)	2,015	497
Parks and Recreation Services	30,418	31,025	16	31,041	12,756
Property and Facilities Services	6,677	8,135	(2,724)	5,412	1,953
Transport, Traffic and Active Travel	48,974	49,881	(4,703)	45,178	10,954
Waste and Cleansing Services	100	70	-	70	57
Total Capital Expenditure	125,499	124,940	(10,847)	114,093	32,072

Capital Expenditure - recommended changes to the budget

December 2021

SOURCE OF FUNDS								
Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
Budget funding reallocation between projects / funding sources								
CR050 75	Bridge Renewal Works	203,244	Funding transferred to cover the contingency and staff costs of the Ocean Street Narrabeen Abutment Replacement project.					203,244
CR050 10	Car Park Renewal Works	(150,000)						(150,000)
CR050 14	Road Resheeting Program	(53,244)						(53,244)
CR051 30	Carol's Wharf Renewal	437,860	Funding transferred for additional variations to the project scope.				40,000	397,860
CR051 31	Bells Wharf Renewal	62,140						62,140
CR050 81	Wharves Works Program	(500,000)					(40,000)	(460,000)
CN01 034	Connecting all Through Play - Active Play	50,000	Funding transferred for lighting tender that came in 10% exceeding budget.					50,000
CN01 152	Headland Fencing and Other Measures	(50,000)						(50,000)
CN01 124	Mona Vale Surf Life Saving Club	0	Swap working capital funds for Pittwater SRV funds.			25,941		(25,941)
CR050 41	Manly Art Gallery	44,426	Funding transferred for Manly Art Gallery air conditioner chiller replacement					44,426
CR051 53	PCYC Renewal Works	(44,426)						(44,426)
CR050 63	Building Code of Australia Compliance Works (BCA)	30,400	Funding transferred for Avalon Bowling Club fire order works and Clontarf Reserve Amenities re-roofing works.					30,400
CR051 46	Clontarf Reserve Amenities Renewal	29,177						29,177
CR051 33	Multi Storey Car Park Renewal Works	(59,577)						(59,577)

SOURCE OF FUNDS								
Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
CR051 40	Creative Arts Space - Avalon Golf Course	11,910	Funding transferred for Avalon Golf Course Creative Space acoustic panel installation.			11,910		
CR051 37	Creative Arts Space - Mona Vale Design Works	(11,910)				(11,910)		
CN01 017	Dee Why Town Centre – Construction – Phase 1	100,000	Funding transferred for construction of Dee Why Town Centre.	100,000				
CN01 016	Dee Why Town Centre – Design	(100,000)		(100,000)				
Total budget funding reallocation between projects/funding sources		-		-	-	25,941	-	(25,941)
Budget funding reallocation (to) / from operating budget								
CN01 012	IT Infrastructure - New Works	45,000	Funding transferred from operating project for SD WAN brief approved by the Governance and Budget Panel.					45,000
CR050 82	Library Books - Replacement	(370,000)	Funding transferred to operating project 34411005 eCollection Library Items.					(370,000)
Total budget funding reallocation (to) / from operating budget		(325,000)		-	-	-	-	(325,000)
Increase in capital works budget								
CN01 012	IT Infrastructure - New Works	244,805	Additional funding required for software-defined wide-area network (SD WAN)					244,805

SOURCE OF FUNDS								
Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
CN01 011	New Traffic Facilities	501,000	Additional grants funding for Black Spot Program (Grandview Drive, Newport) and Safer Roads Program (Pringle Avenue, Belrose).				501,000	
CN01 182	Traffic Facility Delivery - Accelerated	929,000	Additional grants funding for Black Spot Program (North Steyne and Raglan Street) and Safer Roads Program (Manly High Pedestrian Activity Area).				929,000	
CN01 221	Queenscliff Headland Access Ramp	747,500	NSW Public Spaces Legacy Grant funding to provide improved access between Manly and Queenscliff through the construction of a continuous ramp suitable for both pedestrians and cyclists.				747,500	
CR050 14	Road Resheeting Program	300,000	Additional grants funding for road repairment at Winbourne Road, Brookvale; Fisher Road, Dee Why; and McIntosh Road, Narrabeena.				300,000	
CR051 51	Clontarf Reserve Tidal Pool	900,000	NSW Public Spaces Legacy Grant funding for the design and construction of Clontarf Reserve Tidal Pool.				900,000	
CN01 197	Manly Dam Boardwalk	300,000	NSW Public Spaces Legacy Grant funding for delivery of a boardwalk and connecting trails at Manly Dam.				300,000	
CN01 223	Warriewood Beach Foreshore Upgrades	50,000	Additional capital contribution for project design with construction expected to start in early 2022/23.				50,000	

SOURCE OF FUNDS

Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
CR050 01	Reserves Renewal Program	50,000	Grant funding for North Harbour Reserve upgrade works.				50,000	
CN01 109	Terrey Hills Emergency Services Headquarters	66,290	Grants funding obtained for emergency management equipment.				66,290	
'CN01 110	Currawong Cottages New Cottages, Games Room and Amenities	148,815	Grant funding for restoration of 'Platypus' cabin.				148,815	
CN01 180	Little Manly Point Amenity	45,000	Additional development contribution funding to replace prior quarter reduction due to COVID.	45,000				
CN01 017	Dee Why Town Centre – Construction – Phase 1	50,000	Additional development contribution funding for construction of Dee Why Town Centre infrastructure.	50,000				
CN01 034	Connecting all Through Play - Active Play	84,400	Additional capital contribution for the construction of sportsfields lighting at Passmore Reserve Manly Vale.				84,400	
Total increase in capital works budget		4,416,810		95,000	-	-	4,077,005	244,805
Decrease in capital works budget								
CN01 121	Coast Walk Art Trail	(260,655)	Adjust current FY budget to be aligned with Council Resolution Feb 2021 item No. 10.2.			(260,655)		
Total decrease in capital works budget		(260,655)		-	-	(260,655)	-	-

SOURCE OF FUNDS

Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
Rollover to future years								
CN01 141	Church Point Commuter Wharf Expansion	(271,900)	Project delayed with detailed design postponed due to COVID impact on the progress of feasibility study.	(271,900)				
CN01 202	Jacka Park Playground Upgrade	(100,000)	Project delayed due to new flood investigation information indicating the Playground will need to moved from its current location. A new concept plan will be prepared and exhibited in the first half of 2022.	(100,000)				
CN01 203	Griffith Park Playground Upgrade	(100,000)	Project delayed to allow for additional community engagement to further inform the design.	(100,000)				
CN01 211	Fern Creek Bridge and Shared Paths	(388,621)	Project construction will commence in 2022/23 with the Plan of Management expected to be adopted by Council in February 2022.	(388,621)				
CN01 214	Lynne Czinner Park	(268,660)	Project construction will commence in 2022/23 with the Plan of Management expected to be adopted by Council in February 2022.	(268,660)				
CN01 110	Currawong Cottages New Cottages, Games Room and Amenities	(1,148,815)	Project rephased for construction to proceed in off-season across two financial years.				(1,148,815)	
CN01 139	Duffys Forest Rural Fire Station	(1,000,000)	Project rephased pending outcome of grant application.				(1,000,000)	

SOURCE OF FUNDS

Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
CN01 161	Marine Rescue Broken Bay Building	(150,000)	Project rephased for construction to proceed across two financial years.				(150,000)	
CN01 173	Manly Cemetery Columbarium	(300,000)	Project delayed due to heritage related planning application.				(97,106)	(202,894)
CN01 181	Porters Reserve Clubhouse Changespace	(400,000)	Project rephased for construction to proceed across two financial years.					(400,000)
CN01 031	Connecting Communities - Footpaths Programs	(1,112,889)	Project rephased pending decision on Newport to Avalon footpaths in March 2022.			(274,858)	(838,031)	
CN01 032	Connecting Communities - Cycleways Program	(5,247,464)	Project rephased pending decision on Newport to Avalon cycleways in February 2022.				(5,247,464)	
CN01 138	Narrabeen Lagoon Pedestrian and Cycle Bridge	(1,000,000)	Project rephased due to COVID impacts on contractor availability and supply chain delays.				(1,000,000)	
Total rollover to future years		(11,488,349)		(1,129,181)	-	(274,858)	(9,481,416)	(602,894)
Kimbriki								
CN01 084	Kimbriki Clean Water Diversion System	(3,090,149)	Project delayed pending approval of Consent Modification.					(3,090,149)
CN01 086	Kimbriki Landfill Cell Development Area 4A	90,000	Landfill 4a stage 2 brought forward in accordance with the recent site masterplan.					90,000
CN01 166	Kimbriki Cell Develop Western Shelf Landfill	90,444	Western Shelf Landfill cell is expected to be completed before 30 June 2022 based on current progress of cell lining works.					90,444

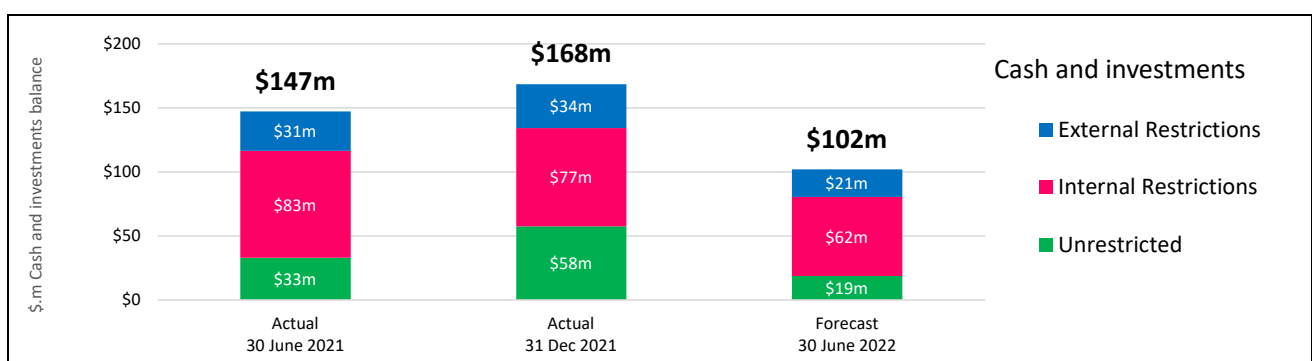
SOURCE OF FUNDS

Job	Job Description	Budget Variation + INCR / (DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
CN01 195	Kimbriki Cell Develop Mid-West Landfill	(49,238)	Project rephased with Mid-West Landfill development moved to 2022/23 according to the recent site masterplan.					(49,238)
CR050 99	Kimbriki Vehicles	(50,000)	Project completed with no purchase plan for the rest of current financial year.					(50,000)
CR051 00	Kimbriki Renewal Program	(181,500)	Project budget reduced according to site upgrade plan. Non-critical site upgrade projects suspended due to COVID.					(181,500)
CR051 01	Kimbriki Other	700	Minor adjustment to align with required expenditure.					700
Total Kimbriki		(3,189,743)		-	-	-	-	(3,189,743)
TOTAL VARIATIONS		(10,846,937)		(1,034,181)	-	(509,572)	(5,404,411)	(3,898,773)
Approved Budget		124,940,121						
Revised Forecast		114,093,184						

Northern Beaches Council
Cash and investments

For the period 1 July 2021 to 31 Dec 2021

	Annual Budget 2021/22					
	ACTUAL	ACTUAL	ORIGINAL	REVISED	Recommended	CURRENT
	Balance 30 June 2021 \$'000	Balance 31 Dec 2021 \$'000	Budget Balance 30 June 2022 \$'000	Budget Balance 30 June 2022 \$'000	changes for Council resolution \$'000	Forecast Balance 30 June 2022 \$'000
Total cash and investments	147,238	168,439	84,838	90,225	11,806	102,031
represented by:						
Externally restricted						
Development contributions	29,542	30,562	16,073	16,961	1,941	18,902
Unexpended grants - not tied to liability	262	256	20	0	0	-
Domestic waste management	364	2,626	1,532	2,335	(17)	2,318
Stormwater management	194	453	192	199	0	199
Other - e/r	410	198	0	26	0	26
Total externally restricted	30,771	34,094	17,817	19,521	1,923	21,444
Internally restricted						
Deposits, retentions and bonds	13,749	13,749	13,169	13,749	0	13,749
Employee leave entitlements	7,633	7,633	7,248	7,633	0	7,633
Kimbriki landfill remediation	12,153	12,153	13,670	13,661	(37)	13,624
Manly Environmental Levy	1,839	1,752	1,455	1,455	0	1,455
Merger Savings Fund	3,647	2,854	1,036	546	261	807
Mona Vale Cemetery	5,023	5,028	5,501	5,100	0	5,100
Pittwater SRV	2,611	1,080	0	26	249	275
Plant and fleet replacement	1,406	2,540	1,794	2,586	0	2,586
Unexpended grants - tied to liability	22,306	20,852	5,959	6,257	4,133	10,390
Stronger Communities Fund (I/R)	11,789	7,800	4,495	4,297	576	4,873
Other i/r	1,242	1,220	1,179	1,219	4	1,223
Total internally restricted	83,399	76,662	55,507	56,528	5,185	61,714
Total restricted cash and investments	114,170	110,755	73,325	76,049	7,109	83,158
Total unrestricted cash and investments	33,068	57,684	11,513	14,175	4,697	18,872



Northern Beaches Council

Cash flow statement

For the period 1 July 2021 to 31 December 2021

Original Budget 2021/22 \$'000		Actual For the period 1 Jul 2021 to 31 Dec 2021 \$'000	Actual 2020/21 \$'000
Cash flows from operating activities			
Receipts:			
224,866	Rates and annual charges	137,933	218,524
93,344	User charges and fees	34,731	82,123
1,231	Investment revenue and interest	546	2,123
57,168	Grants and contributions	19,033	58,012
6,386	Bonds, deposits and retentions received	1,575	7,356
43,620	Other	18,821	37,697
Payments:			
(137,588)	Employee benefits and on-costs	(69,008)	(134,939)
(151,895)	Materials and services	(72,843)	(164,584)
(1,142)	Borrowing costs	(1,247)	(1,429)
(6,386)	Bonds, deposits and retentions refunded	(1,539)	(6,416)
(19,130)	Other	(12,359)	(23,879)
110,474	Net Cash provided (or used in) Operating Activities	55,643	74,588
Cash flows from investing activities			
Receipts:			
332,000	Sale of investment securities	124,175	367,193
1,633	Sale of infrastructure, property, plant & equipment	765	2,539
Payments:			
(300,000)	Purchase of investment securities	(145,939)	(355,613)
(136,671)	Purchase of infrastructure, property, plant and equipment	(32,073)	(77,720)
(103,039)	Net cash provided from (or used in) investing activities	(53,072)	(63,601)
Cash Flows from financing activities			
Receipts:			
-	Proceeds from borrowings	-	-
Payments:			
(5,021)	Repayment of borrowings	(2,489)	(5,130)
(1,267)	Principal component of lease payments	(606)	(1,241)
-	Dividends paid to minority interests	(38)	(154)
(6,288)	Net cash provided from (or used in) financing activities	(3,133)	(6,525)
1,147	Net increase/(decrease) in cash and cash equivalents	(562)	4,462
2,812	Cash and cash equivalents at beginning of reporting period	10,661	6,199
3,959	Cash and cash equivalents at end of reporting period	10,099	10,661
(30,853)	Net increase/(decrease) in cash, cash equivalents and investments	21,202	(7,118)
115,691	Cash, cash equivalents and investments at beginning of reporting period	147,238	154,356
84,838	Cash, cash equivalents and investments at end of reporting period	168,440	147,238

Northern Beaches Council
Statement of Financial Position
as at 31 December 2021

Original Budget 2021/22 \$'000	Actual as at 31 Dec 2021 \$'000	Actual as at 30 June 2021 \$'000	Actual as at 31 Dec 2020 \$'000
ASSETS			
Current Assets			
7,338 Cash and cash equivalents	10,087	10,661	12,088
76,713 Investments	157,576	135,751	149,232
15,481 Receivables	105,835	15,993	105,729
407 Inventories	386	378	430
1,593 Prepayments	4,279	2,028	3,470
101,532 Total Current Assets	278,163	164,811	270,950
Non-Current Assets			
787 Investments	777	826	826
1,163 Receivables	1,087	1,087	1,136
5,229,843 Infrastructure, property, plant and equipment	5,071,858	5,062,151	5,080,291
6,085 Investment properties	5,835	5,835	5,835
8,493 Right of use assets	9,814	10,475	10,613
5,246,371 Total Non-Current Assets	5,089,371	5,080,374	5,098,702
5,347,903 Total Assets	5,367,534	5,245,185	5,369,652
LIABILITIES			
Current Liabilities			
42,084 Payables	36,521	44,606	33,831
2,511 Contract Liabilities	21,580	26,546	15,047
1,196 Lease Liabilities	662	1,269	666
4,862 Borrowings	2,544	5,033	2,599
36,231 Employee benefit provisions	38,958	37,044	35,401
575 Provisions	1,533	762	1,060
87,459 Total Current Liabilities	101,798	115,260	88,604
Non-Current Liabilities			
150 Payables	150	200	200
7,944 Contract Liabilities	9,815	9,815	6,580
7,659 Lease Liabilities	9,474	9,474	10,121
12,442 Borrowings	17,293	17,293	22,320
2,283 Employee benefit provisions	2,432	2,432	3,806
40,082 Provisions	44,792	44,150	37,913
70,560 Total Non-Current Liabilities	83,956	83,364	80,940
158,019 Total Liabilities	185,754	198,624	169,544
5,189,884 Net Assets	5,181,780	5,046,561	5,200,108
EQUITY			
1,186 Non-controlling equity interests	1,168	1,136	385
4,909,572 Accumulated surplus	5,001,383	4,866,196	4,981,567
IPPE revaluation reserve	179,229	179,229	218,156
279,127 Council equity interest	5,180,612	5,045,425	5,199,723
5,189,885 Council Equity Interest	5,181,780	5,046,561	5,200,108
5,189,884 Total Equity	5,181,780	5,046,561	5,200,108

Contracts Listing

For the period 1 October 2021 to 31 December 2021

Contracts entered into during the three months to 31 December 2021 that exceed \$50,000 are detailed below:

Contract Number	Contractor's Name	Description	Total Value Ex GST(\$)	Actual Start Date	Expected Finish Date	Budgeted Y/N
2020/103	Inter-Chillers Pty Ltd	Manly Art Gallery & Museum – HVAC Upgrade	\$122,000	12/11/2021	22/12/2022	Y
2021/105	Mili Mili Pty Ltd	Coast Walk Public Art – McKillop Park, Freshwater	\$430,000	7/12/2021	15/06/2022	Y
2021/117	Mark Eymes Manly Markets Pty Ltd operating as Manly Markets 2095	Licence for the Operation of Manly Arts and Craft Markets	\$360,000	1/11/2021	31/10/2022	Y
2021/123	Australian Bushland Restoration Pty Ltd	Manly Dam Walking Trails Park Circuit Track East	\$243,000	21/10/2021	21/07/2022	Y
2021/124	Polytan Asia Pacific Pty Ltd	Synthetic Sportsfield Resurfacing for Cromer Park, Field 1	\$1,242,886	30/09/2021	2/05/2022	Y
2021/181	Northern Fencing Specialists Pty Ltd	Frenchs Forest Showground Fencing	\$67,586	11/10/2021	13/12/2021	Y
2021/200	Terra Australis Regeneration	Manly Dam Northern Park Bush Regeneration 2021-2022	\$176,000	11/10/2021	30/06/2022	Y
2021/208	Pro-Asset Painting Maintenance	Weekly Pressure Cleaning of Fairlight and Fairy Bower Rock Pools	\$90,000	12/10/2021	24/05/2022	Y
2021/222	A2K Technologies	Autodesk Renewal	\$58,352	3/12/2021	2/12/2022	Y
2021/226	GHD	Environmental Monitoring and Reporting for the Former Landfill Site Addiscombe Rd, Manly Vale	\$79,411	17/11/2021	15/12/2022	Y
2021/227	Western Earth Moving	Stormwater Construction Dove Lane to Fern Creek, Warriewood	\$114,148	1/12/2021	31/01/2022	Y
2021/235	Data#3 Limited	Zerto Software Renewal	\$60,000	29/11/2021	29/12/2022	Y

Northern Beaches Council

Budget review of consultancy and legal expenses

For the period 1 July 2021 to 31 Dec 2021

The table below discloses expenditure to date on consultancies and legal expenses:

Expense	1 July 2021 to 31 Dec 2021 \$	Budgeted (Y/N)
Consultancies	196,288	Y
Legal services	930,896	Y