

ATTACHMENT BOOKLET

NORTHERN BEACHES COUNCIL

TUESDAY 27 FEBRUARY 2024

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Cost Shifting 2023: How State Costs Eat Council Rates

Report Summary and Highlights



**ONE VOICE
FOR COUNCILS**



President's Foreword



It is with great concern that I present to you Local Government NSW's latest commissioned research on one of the most significant problems facing NSW councils today.

Cost Shifting 2023: How State Costs Eat Council Rates, by independent consultants Morrison Low, reveals the heavy financial burden carried by NSW councils and communities forced to assume ever-greater responsibility for state government services and infrastructure.

That burden is now valued at more than \$1.36 billion per year, up 78 per cent from \$820 million per year in just over five years.

It's fair to say that all levels of government – like families – are doing it tough.

But the difference is that with cost shifting, the financial pressure flows downhill – from the federal level to state governments, onwards to councils.

And of course ultimately to ratepayers, because councils must divert rate revenue away from existing services and infrastructure in order to fund the unrecoverable cost of the services, programs and functions imposed by the State Government.

This new report calculates that the total amount of cost-shifting to councils now represents an average of around \$460 per ratepayer, per year.

Councils are the closest level of government to the community and we see firsthand the very real impact of this endless financial squeeze.

We carry the can, as other levels of government wipe costs from their budgets by eating into ours. And we face the community to answer for rate increases, reduced services or degraded local infrastructure.

It is, quite simply, unsustainable and cannot continue.

After decades of advocacy by the local government sector, I welcomed the Minns' Government acknowledgement that the current funding system is broken. And I am more encouraged than I can say by their commitment to undertake a review of the financial modelling of councils.

LGNSW looks forward to contributing to this review, and to ensure that one of its key focuses will be to address this damaging practice, and drive a more financially sustainable future for the people of NSW.

Cr Darriea Turley AM
LGNSW President

What is Cost Shifting?

Cost shifting occurs when state and federal governments force councils to assume responsibility for infrastructure, services and regulatory functions without providing sufficient supporting funding.

NSW councils are currently being asked to absorb cost shifting worth more than \$1.36 billion each year, with the practice imposing an estimated cumulative burden of more than \$10.15 billion over the last decade.

This now amounts to an average \$460.67 paid by each NSW ratepayer, each and every year.

As councils work to rebuild their communities in the wake of the COVID pandemic and repeated natural disasters, they also find themselves grappling with the same economic challenges and headwinds impacting the State and Federal Governments. The difficult economic climate, rising costs and severe skills and labour shortages are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State (or Federal) functions and services onto local government, coupled with a defective rate peg system, is only making the situation worse.

Cost shifting onto local government remains one of the most significant challenges facing NSW councils today. The unrelenting growth of cost shifting to councils is increasingly eroding any possibility of financially sustainable local government and risking the capacity of councils to both deliver tailored, grassroots services to their communities and properly maintain vital local infrastructure.

Alarming, the latest research commissioned by LGNSW shows that the increase in cost shifting has been accelerated by various NSW Government policies.



Analysis by independent consultants Morrison Low calculated the total cost shifted onto councils in the 2021/22 financial year at \$1.36 billion.



This is a dramatic increase of 78 per cent since the 2015/16 financial year, when the total cost shift was estimated at \$820 million.



In 2021/22, each NSW ratepayer had the equivalent of \$460.67 of their paid rates eaten by state government costs.



The proportion of council rates subsumed by cost-shifted obligations ranged from \$420.90 for ratepayers on the metropolitan fringes to \$590.80 for rural ratepayers.

\$1.36 Billion

Cost shift to councils per annum

\$460.67

Per ratepayer per year

What is eating council rates?

The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million. However, the cost of rate exemptions is higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill.

A further \$156.7 million in costs for libraries is also being covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.

Top Five Cost Shifts onto NSW Councils

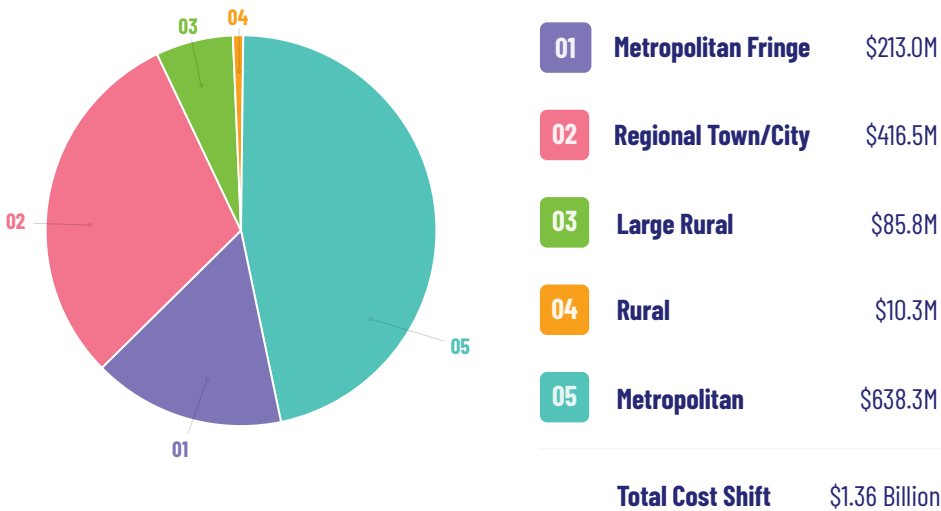




Cost shift per ratepayer per year by council classification



Total cost shift per year by council classification



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LGNSW Cost Shifting Report – How State Costs Eat Council Rates



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1 Executive Summary

Cost shifting remains one of the most significant challenges facing the NSW local government sector. As the peak organisation representing the interests of all 128 general purpose councils in NSW, as well as special purpose councils and related entities, Local Government NSW (LGNSW) regularly monitors the extent of cost shifting onto local government via its Cost Shifting Survey.

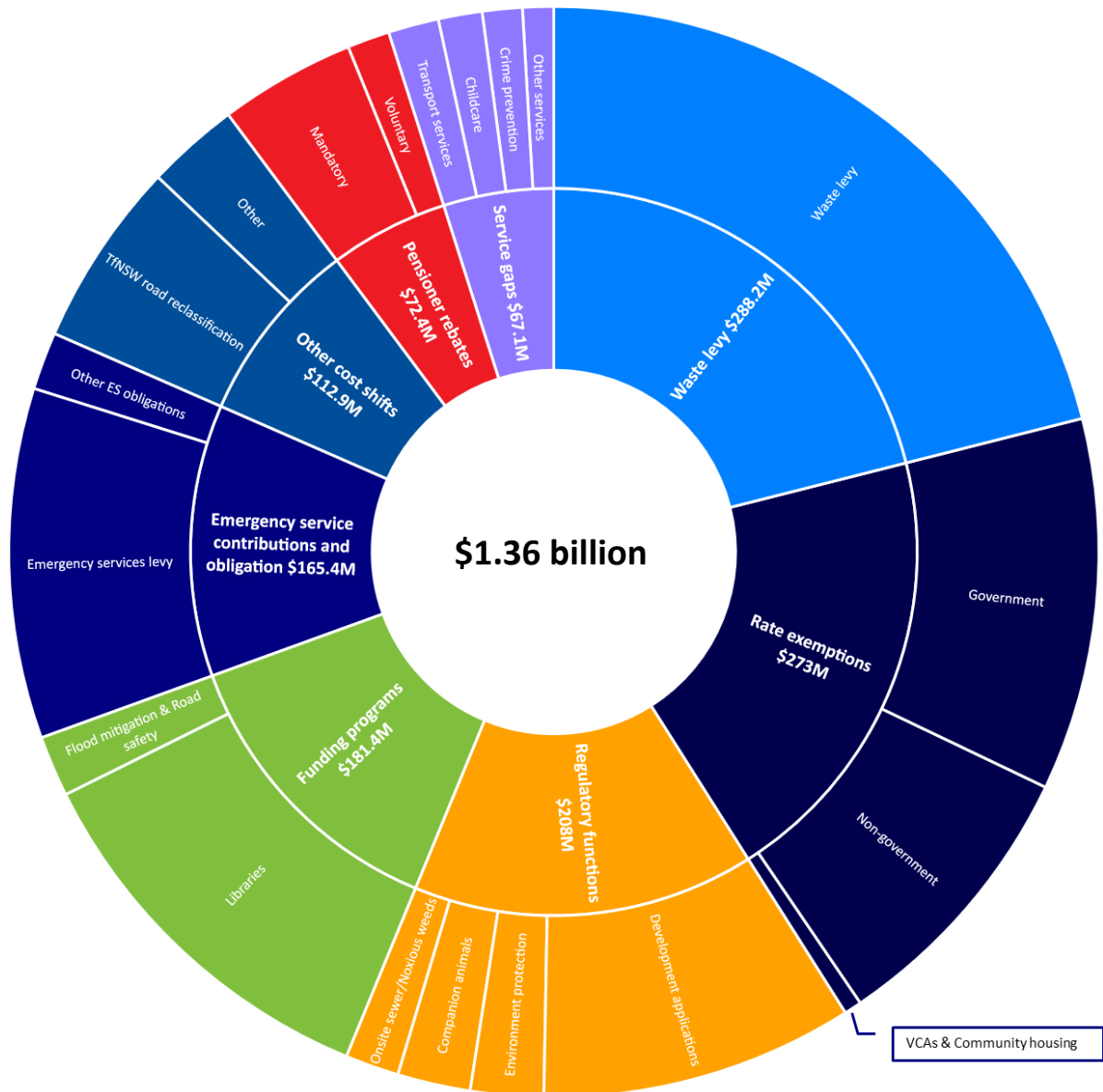
The 2021–22 Cost Shifting Survey has revealed that cost shifting totalled **\$1.36 billion** in 2021–22 (see figure on the next page), far exceeding historical records and representing an increase of \$540 million since the Cost Shifting Survey was last carried out in 2017–18. Alarmingly, the increase in cost shifting has been accelerated by various State Government policies, with the most significant examples of cost shifting in 2021–22 being:

- The **waste levy**, which remains the largest single contributor to cost shifting in NSW, totalling \$288.2 million, because the NSW Government did not fully reinvest the waste levy, paid by local councils, back into waste and circular economy infrastructure and programs.
- The **Emergency Services Levy** and associated **emergency service contributions**, which totalled \$165.4 million and represented the largest direct cost shift to local councils. In 2021–22, councils contributed \$142 million through the Emergency Services Levy, \$12.7 million through Rural Fire Service (RFS) obligations, and \$10.7 million in depreciation expenses on RFS assets.
- The NSW Government’s failure to fully reimburse local councils for mandatory **pensioner rate rebates**, resulting in councils losing \$55.2 million.
- The NSW Government’s failure to cover the originally committed 50 per cent of the cost of libraries operations, resulting in an additional \$156.7 million in costs to councils.

Local councils and their communities are facing unprecedented challenges. As they lead the recovery efforts from both the COVID pandemic and repeated natural disasters across much of NSW, local councils are also grappling with the same challenges affecting the State and Federal Governments, such as rising costs, increased economic uncertainty, and severe skills and labour shortages – all of which are impacting council budgets and affecting service and infrastructure delivery in local communities. The continual shifting of the obligations and costs for State and Federal functions and services onto local government coupled with a defective rate peg system, is only making the situation worse. In 2021-22, each ratepayer of NSW has approximately \$460.67 from councils’ rates eaten by state government costs.



Figure 1 2021–22 cost shifting components





2 Background

2.1 What is cost shifting?

Cost shifting describes a situation where the responsibility for, or merely the costs of, providing a certain service, concession, asset, or regulatory function is imposed onto local government from a higher level of government (Commonwealth or State Government) without the provision of corresponding funding or the conferral of corresponding and adequate revenue raising capacity other than out of general rates.

As the council cannot raise or receive sufficient revenue to fund the imposed service concession asset or function, cost shifting forces councils to divert funding collected from ratepayers away from planned projects or services that the council has committed to the community to deliver in its Delivery Program.

In NSW, cost shifting has taken a number of forms including:

- **The Emergency Service contributions:** Councils are required to fund 11.7 per cent of the cost of Fire & Rescue NSW, Rural Fire Service (RFS) NSW and the NSW State Emergency Service (SES) through an Emergency Service Levy (ESL). 73.7 per cent of emergency services costs is funded through insurance premiums and the remaining 14.6 per cent from the NSW Government's treasuries. Councils provide additional financial contributions to emergency services agencies in addition to the ESL.
- **The waste levy:** The waste levy is not as much a cost shift to councils as an invisible tax levied on ratepayers through councils. The waste levy is a levy paid by all waste facilities to the NSW Government, the cost of this levy is recovered through the waste collection fees levied by councils, in effect shifting the burden of this tax on to ratepayers.
- **Forced rates exemptions:** Councils are required to exempt government and other organisations from paying rates in the local government area. These organisations utilise local government services and infrastructure. As they are exempt from paying rates, the burden of the costs they incur is shifted to the ratepayers to fund. Examples of exempt organisations include government departments, private schools, and non-government social housing providers.
- **Imposing additional regulatory functions:** State and Federal levels of government implement or increase regulatory requirements through legislation that is then administered by local government. The costs of this new or increased regulatory function is often not funded by the determining level of government and councils must fund this through their own revenue sources including rates.
- **Cutting or failing to adequately continue to fund programs for services that need to continue:** Many funding programs announced by State or Federal government are required to be delivered by local government but are either not fully funded from their initiation or, if an ongoing initiative, funding is reduced over time leaving councils with the decision to either continue the program and make up the burden of the cost or cease the program entirely. An example of this in Libraries, where the original commitment from State Government was to fund 50 per cent of libraries cost, it now covers approximately 8 per cent of the total costs, leaving councils to fund an additional \$156.7 million to make up the difference.



- **Pensioner rebates:** Councils are required to provide pensioner rebates on rates and other charges, for which the State government only subsidises 55 per cent of the cost, the remaining 45 per cent is funded by other ratepayers.
- **Councils absorbing the costs of service and market gaps that should have been provided by State or Federal governments:** This is particularly an issue in rural and regional NSW, where councils often must step in to provide or support a service that is traditionally delivered either directly or through subsidised private providers. This can be for a diverse range of services from aged, disability or childcare through to medical services, education, or public transport services.

2.2 Cost shifting and the rate peg

Cost shifting has been a term used for many years to describe the cost impact on local government of decisions made at the State and Federal level. It is particularly relevant in NSW where a rate pegging system is applied to restrict how local government can raise rates revenue.

The issue of State and Federal decisions having a direct financial impact on local government exists in all States and territories of Australia to some extent. In many cases, local government can be the best and most efficient partner for State and Federal government to deliver its programs or services.

Challenges arise with respect to how the State and Federal initiatives are, or continue to be, funded. In States where there is not a rate pegging system in place, local councils are able to better manage the financial impacts by adjusting rates or levying specific fees and charges to reflect the change in costs of providing the imposed service, concession, asset, or regulatory function.

The rate peg in NSW sets out the maximum amount that local councils can increase their rates by and is set by the Independent Pricing and Regulatory Tribunal (IPART) each year. In determining the rate peg, IPART does not adequately consider the cost shifting impacts on councils. As a result, increases in the costs shifted to councils identified here are not covered by a commensurate increase in rates revenue. This means that councils have to divert funding from other commitments agreed with their communities in their Community Strategic Plan and Delivery Program to fund the cost shift incurred. This has a direct impact on councils' ability to deliver services to the community and their overall financial sustainability.

2.3 This report

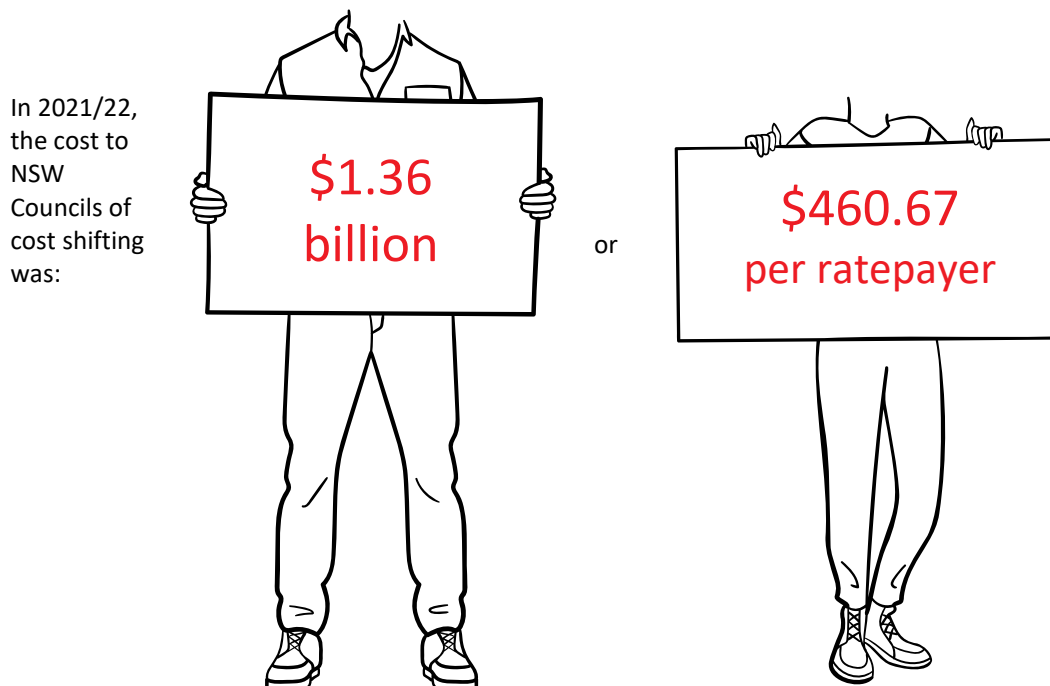
This report provides analysis and insights from the 2021–22 Cost Shifting Survey conducted in May 2023.

Section 3 of this report provides more detail on the findings from the survey, breaking down the findings into their key cost shifting areas, as identified in section 2.1 above, and Section 4 outlines the approach and methodology used in the survey and analysis..



3 Findings

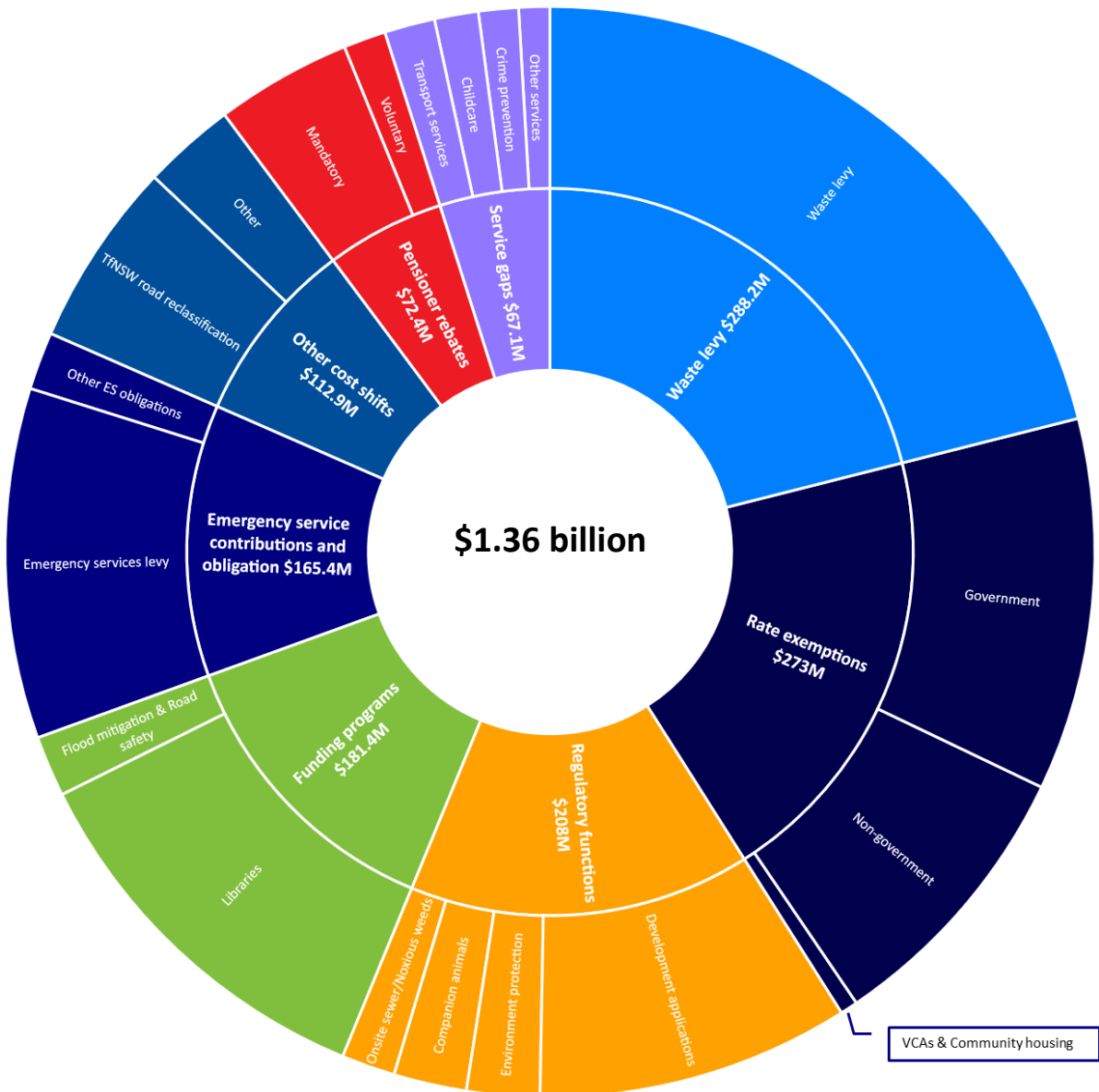
Our survey found that cost shifting cost NSW councils \$1.36 billion in 2021–22, which represents \$460.67 for each ratepayer. In effect, this is the average amount of rates that councils must divert from the services and infrastructure that council has committed to provide the community in order to fund the unrecoverable cost services, programs and functions that are imposed from the State or Federal governments.



Many services, programs, and functions that the State and Federal governments require local councils to deliver, in turn provide benefits to the local communities they serve. This report does not provide an assessment on the merit of these costs, only to bring them to light. Due to the nature of how the services, programs and functions are provided and funded, cost-shifting can be hidden from view. This analysis helps to quantify and highlight these costs for all tiers of government and the community.



Figure 2 2021–22 cost shifting components



The largest direct cost shift to councils is from emergency service contributions and other emergency service obligations, totalling \$165.4 million.

However, the cost of rate exemptions are higher still, representing a total of \$273.1 million of potential rates that are exempted and redistributed to other ratepayers to pay. An additional \$288.2 million in waste levies are passed onto the ratepayers through the waste collection fees in their rates bill. A further \$156.7 million



in costs for libraries has been covered by councils to make up the difference between the committed funding for councils' libraries and the subsidies received.

While in nominal terms the largest total cost shifts have been seen metropolitan councils, was on a per ratepayer basis rural and large rural councils have seen a greater impact, as the graphs below indicate.

Figure 3 Total cost shift by council classification

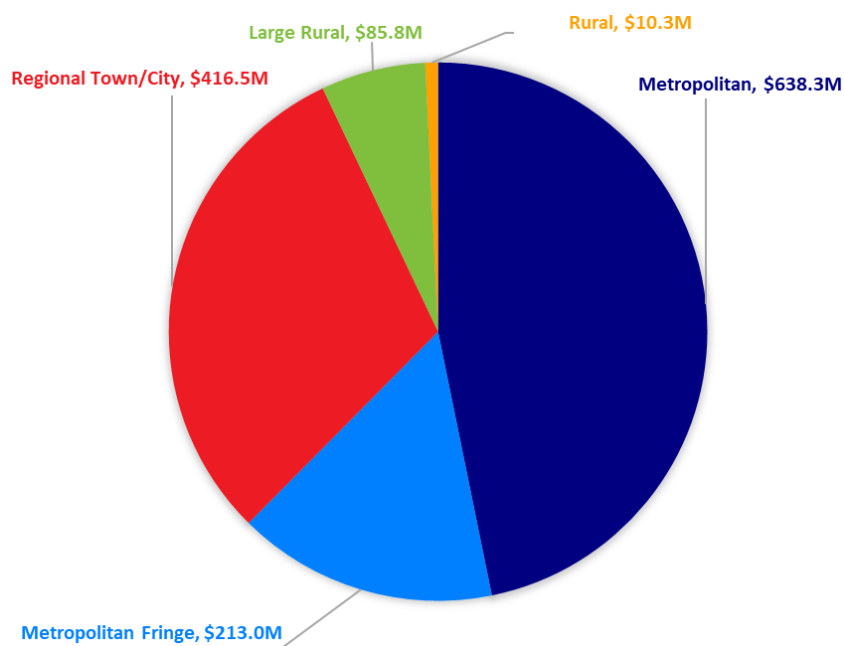
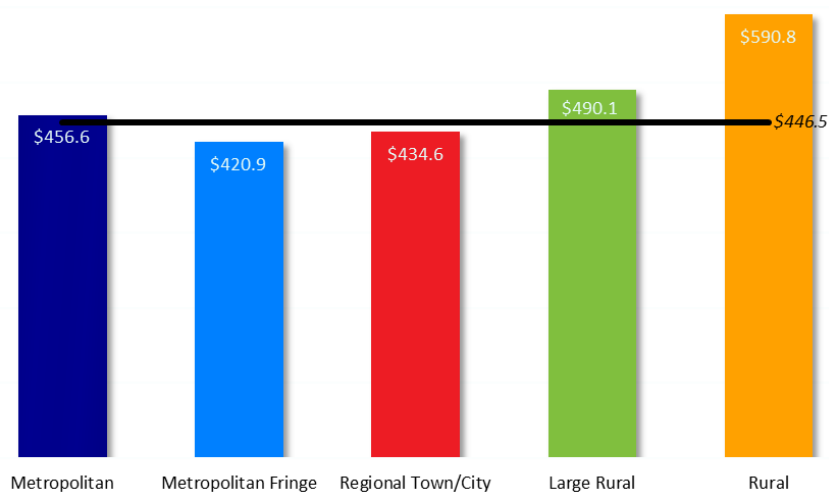


Figure 4 Cost shift per ratepayer by council classification





We will explore each component of rate shifting in the following sections.

3.1 Emergency service contributions and obligations

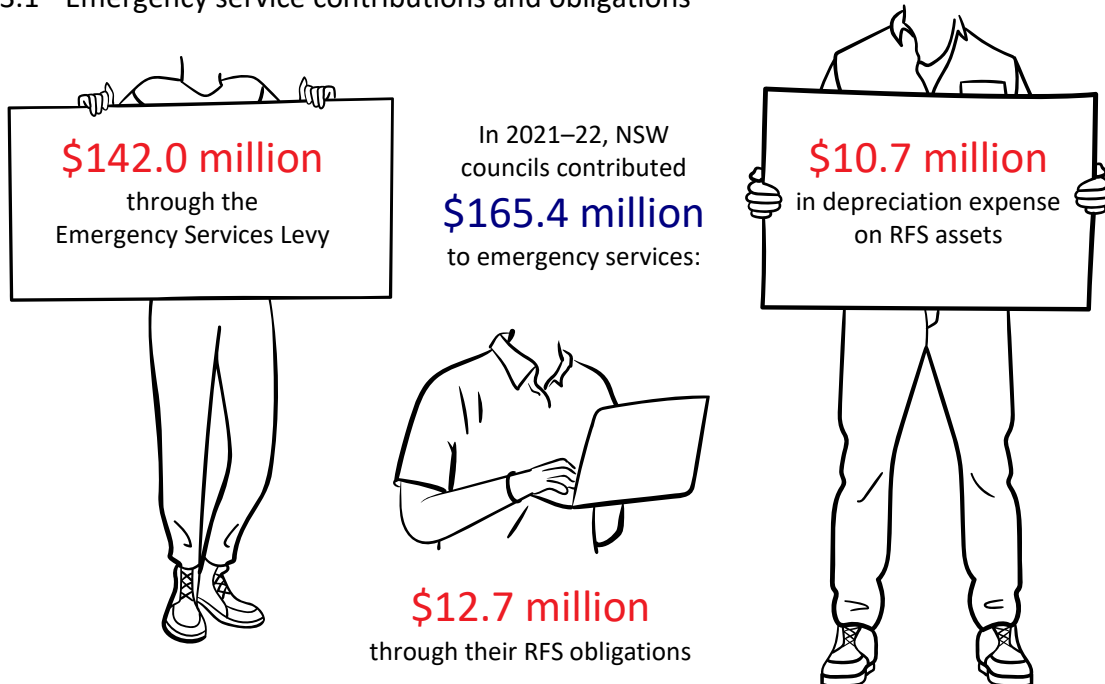




Figure 5 Emergency services contributions and obligations by council classification

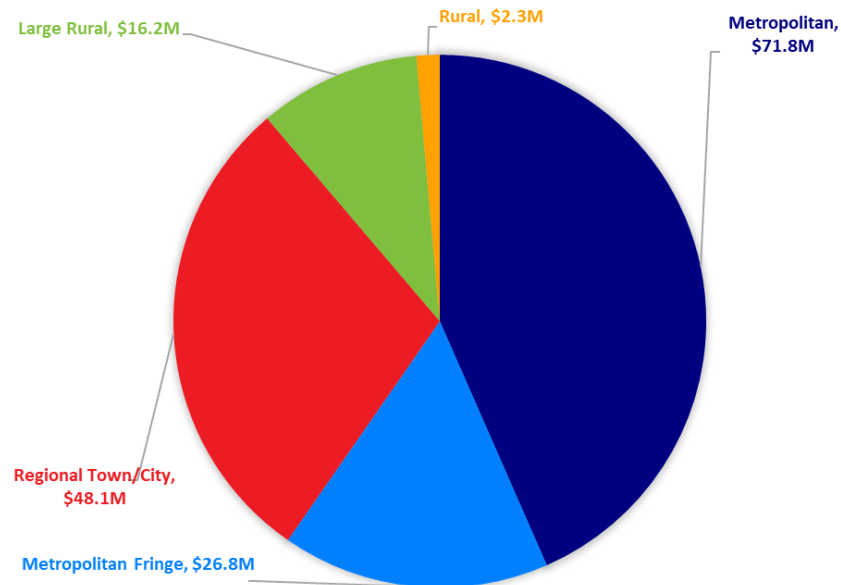


Figure 6 Respondent councils with the highest emergency services contributions and obligations burden

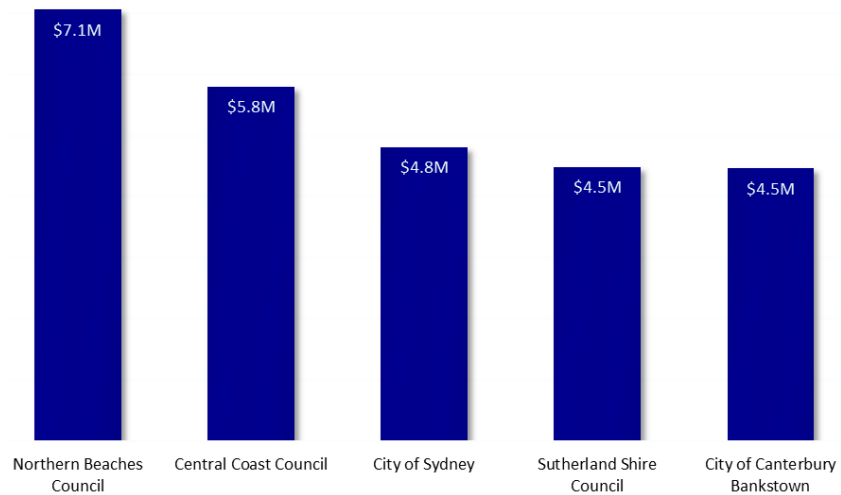
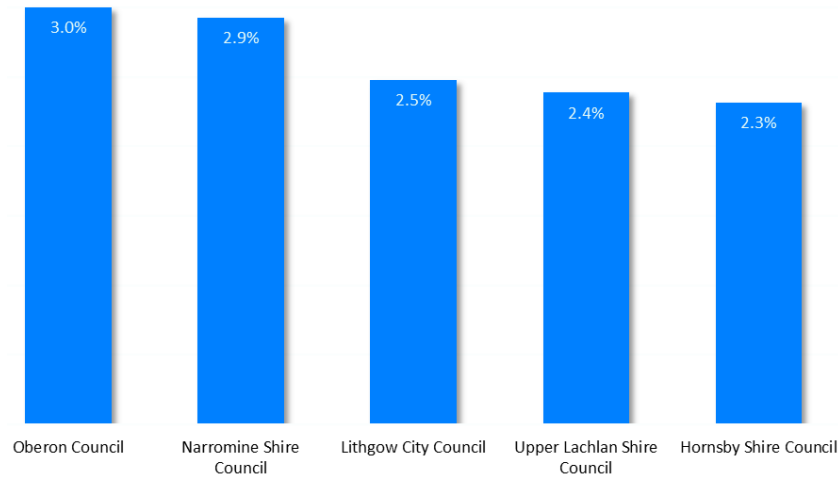




Figure 7 Respondent councils with the highest emergency services contributions and obligations burden as a proportion of total operating expenditure



NSW councils are required to fund 11.7 per cent of the NSW SES, NSW Fire and Rescue and NSW RFS budgets through a direct contribution levied each year by the State Revenue Office. This is funded directly from general revenue, primarily rates, as councils have no ability to raise revenue to fund this in any other way.

Councils also have no influence on the costs or budget setting of these organisations. This contribution of ratepayers' funds is in addition to the Emergency Services Insurance Contribution that is extracted through insurance companies, who cover 73.7 per cent of the agencies' budgets and results in higher insurance premiums for policy holders

The emergency service levy is estimated to have cost NSW councils overall \$142.0 million in 2021–22. That is a total of \$46.23 per ratepayer, which goes directly to the NSW Government as part of the emergency services contribution.



Figure 8 Respondent metropolitan and fringe councils with the largest ESL bill for 2021–22

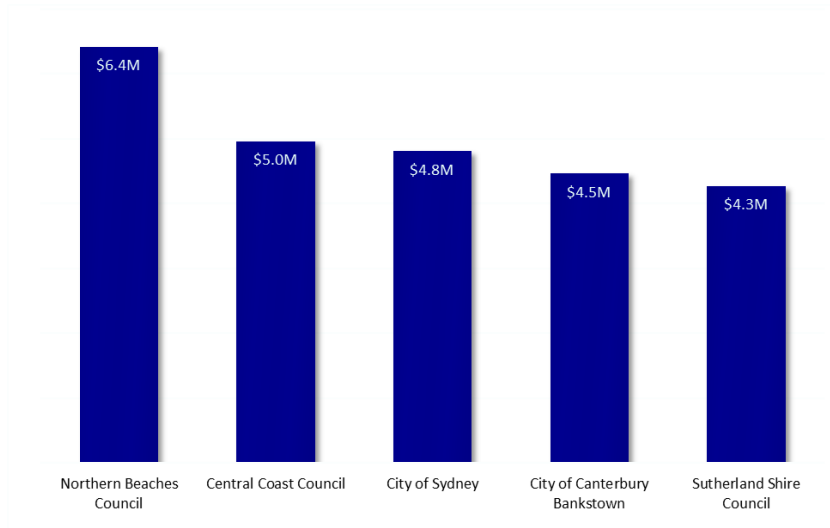


Figure 9 Respondent regional and rural councils with the largest ESL bill for 2021–22

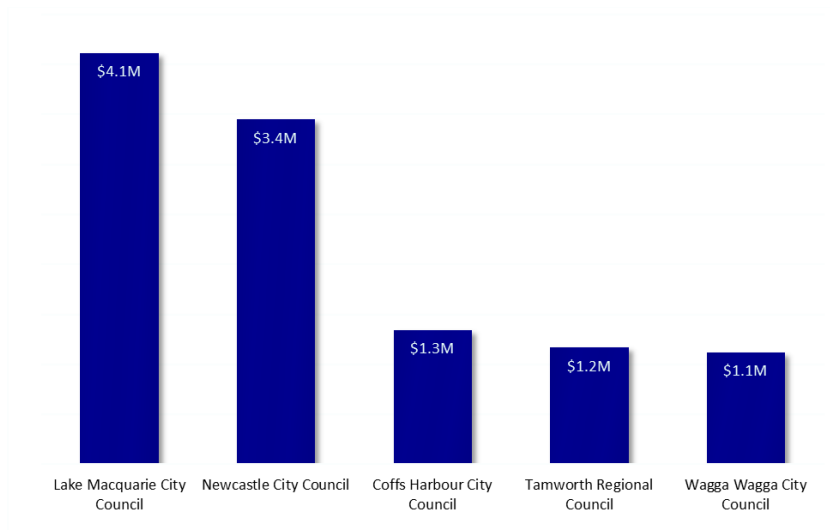
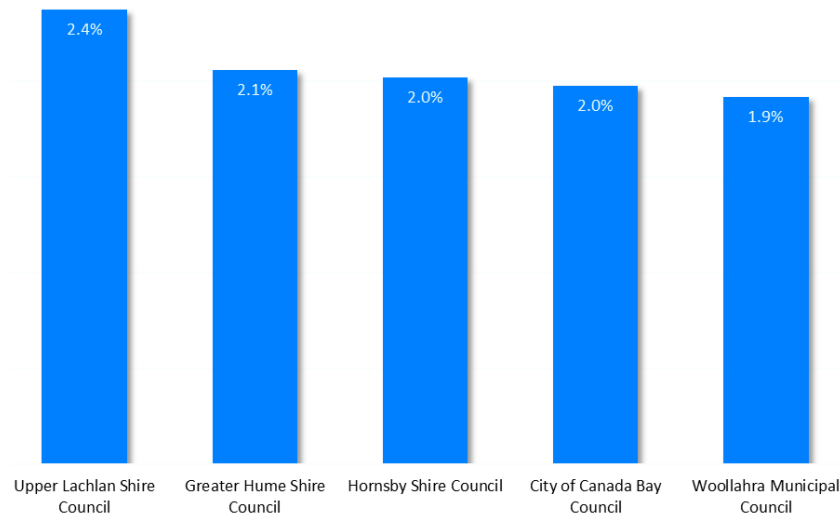




Figure 10 Respondent councils with the largest ESL bill as a proportion of total operating expenditure



In 2019, the NSW Government subsidised councils for the increase in Emergency Service Contribution costs, because of a large increase in the ESL resulting from large increase in workers compensation costs followed by the Black Summer Bushfires and the unfolding COVID pandemic. From the 2023–24 financial year, the NSW Government increased the budgets and therefore costs for the three relevant agencies and removed the subsidy at the same time. Councils were not advised of this change until after they had developed and put their 2023–24 budget on public exhibition as they are required to do. The increase represented a \$41.2 million cost increase from the prior 2022–23 financial year.

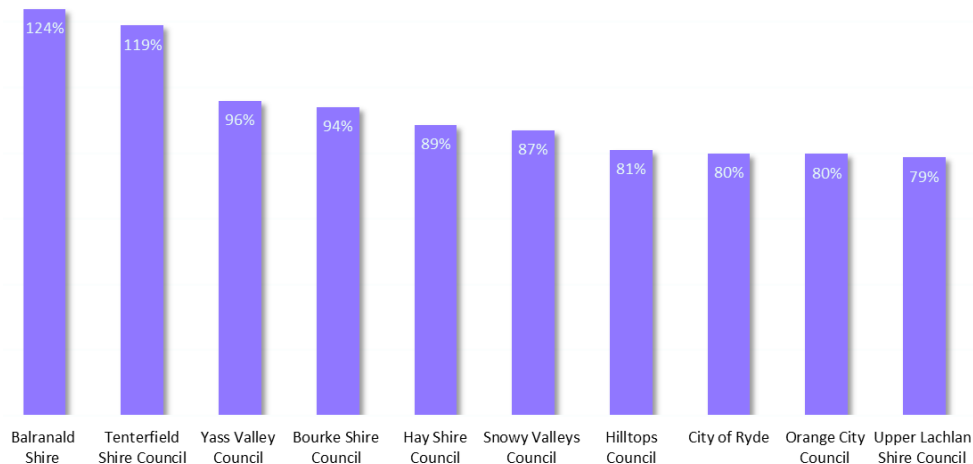
With the rate peg set at 3.7 per cent for the 2023–24 rating year, the increase in emergency services contributions has put substantial pressure on the financial sustainability of local government.

Figure 11 Top 10 councils with the highest ESL bill in 2023–24





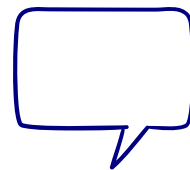
Figure 12 Top 10 councils with the highest 2023–24 ESL increase as a percentage of the rate revenue increase



The increases in emergency services contributions from councils have hit both the largest and smallest of councils.

“Two of the four biggest expense payments that Central Coast Council must make each year are for State government levies: the emergency services levy and the waste levy. They are in the millions each and are funded straight out of our rates and waste revenue.”

David Farmer, CEO, Central Coast Council



“Central Darling Shire is the largest shire in NSW covering an area of 53,000 square kilometres in Far Western NSW, but it has the smallest (and declining) population of less than 2000. CDS is not a typical shire as it consists of a series of isolated communities (Menindee, Ivanhoe, Wilcannia and White Cliffs) and large pastoral holdings. It borders the large unincorporated area of the Far West.

For Council, the Emergency Services Levy has increased by \$70,000 for 2023/24, bringing the total Council contribution to \$318,989. The increase is some \$70,000 which is more than double the increase in rates due to rate pegging.

For the 2023/2024 financial year the Council income from rates is budgeted to be \$913,000. This includes the rate peg increase of 3.7 per cent, which looks like being eaten up by the hike in the ESL.

For a Council like Central Darling this level of increase is simply unsustainable and will result in the further reduction of services to our residents.

There is a clear case for the NSW Government to fully fund this increase as part of its community service obligation as small rural councils with a limited rate base cannot afford to continue to pay.”

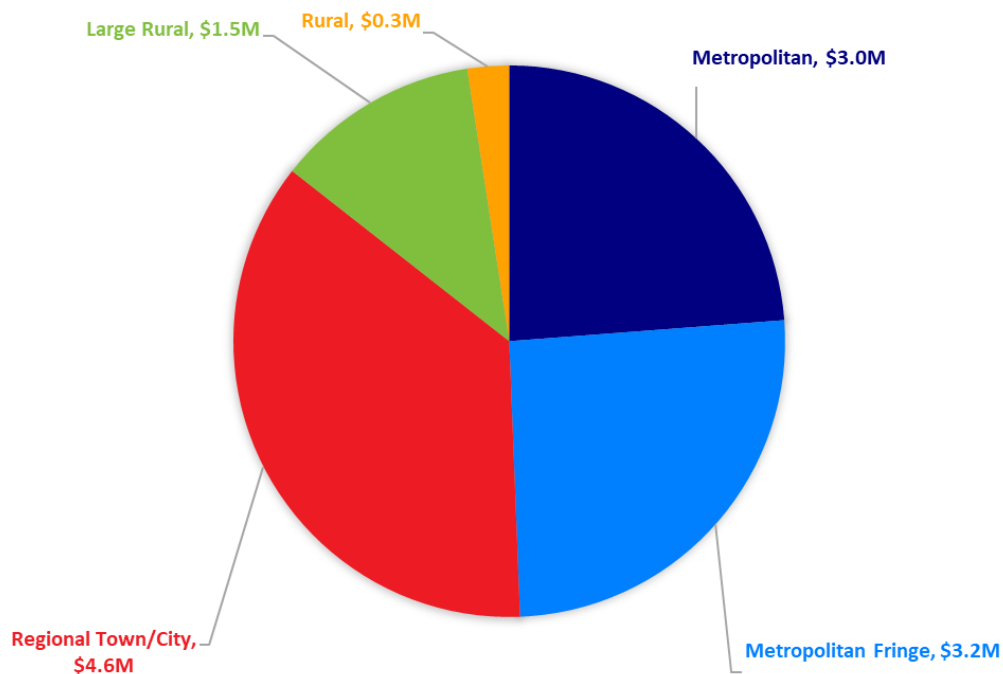
Bob Stewart, Administrator, Central Darling Council¹

¹ Figure 11 does not include Central Darling’s actual result as it was not provided to LGNSW.



In addition to the emergency service levy, local councils are required to support the RFS and SES in other ways. This commitment seems to be different for different Councils. For example, for some councils, when the RFS annual budget is allocated back to the districts, some of these funds are vested in councils through the Rural Fire Fighting Fund (RFFF). These funds are then administered by councils to deliver repairs and maintenance of buildings and a small amount of plant and equipment. In some cases, Councils also fund other functions such as training and provision of office supplies. If the RFFF is insufficient to provide these in any one year, some councils will then provide further financial support directly to the districts to meet the difference. In 2021–22, the cost of this additional support has been estimated at \$12.7 million.

Figure 13 Additional RFS contributions by council classification



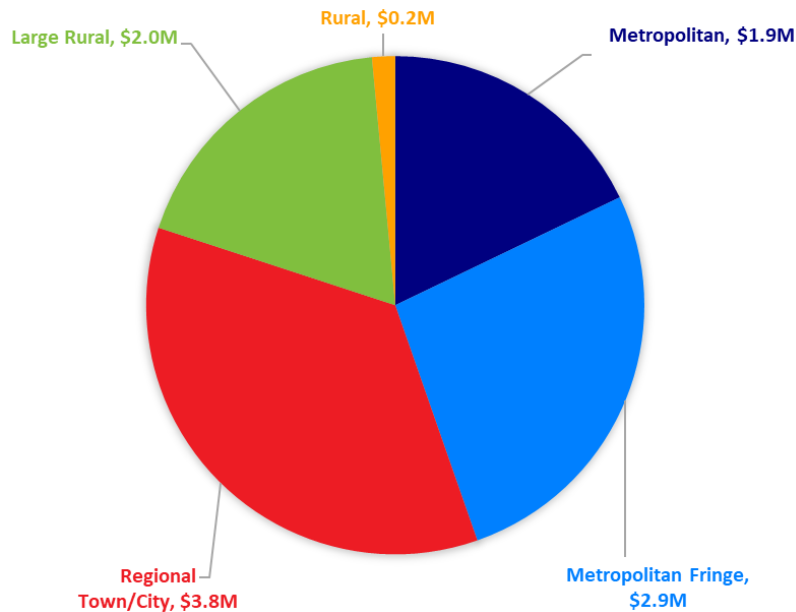
The RFS funding arrangements are the most complex of all the emergency services and creates challenges for both councils and the RFS. While councils are aware that their obligations to provide financial support to the RFS are generally over and above the RFFF, the costs at a district level are extremely volatile from one year to the next and dependent on whether there is a bushfire in the district (in which instance the district will fund some aspects of other districts' costs if they come to support the local bushfire response) or if the district comes to the aid of another district (in which instance they will receive additional funding which reduces the pressure on its own budget and therefore the financial support required from the local council).

What results is that councils have to bear the budget risk of the volatility of RFS costs and funding, while RFS districts don't have accountability for their own budgets and costs, and are not able to help to provide certainty because they don't know where the next emergency will be. Much of these volatility issues are resolved at a State level, when looking at the RFS services overall.



In addition to the direct repair and maintenance costs, councils are also required to recognise RFS red fleet assets and account for their depreciation expense in council financial reports. In 2021–22, this depreciation cost is estimated at \$10.7 million.

Figure 14 RFS Depreciation Expense by council classification



This has been a somewhat contentious issue in recent years and ultimately comes down to identifying where control of these assets lie. In summary, the NSW Government has concluded under the *Rural Fire Services Act 1997*, which states that these assets are vested to councils and therefore “on balance, councils control this equipment” under the Australian Accounting Standards². The NSW Audit Office has accepted this position in undertaking their audit function of local government.

Many councils, with the support of LGNSW, have refused to accept this position, which has resulted in 43 NSW councils receiving a qualified audit opinion of their 2021–22 financial reports. Their position is that control of these assets sits with the RFS, and therefore the NSW Government, based on the Australian Accounting Standards Board Conceptual Framework, which does not necessarily define control as a legal ownership right, but rather:

“... the present ability to direct the use of the economic resource and obtain the economic benefits that may flow from it. Control includes the present ability to prevent other parties from directing the use of the economic resource and from obtaining the economic benefits that may flow from it. It follows that, if one party controls an economic resource, no other party controls that resource.”³

² Audit Office of New South Wales (2023) *Regulation and monitoring of local government*, NSW Government, 23 May 2023.

³ Australian Accounting Standards Board (2022) *Conceptual Framework for Financial Reporting*, AASB, 7 April 2022.



This issue is ongoing, and while depreciation itself is not a cash expense, the accounting for depreciation in local government has two key financial implications. Firstly, the increase in depreciation expense will reduce a council's overall surplus or increase its deficit, which has implication for a council's measures of financial sustainability. Secondly, for most local government assets, depreciation is used as the estimate of required renewal expenditure for councils to maintain assets at their current condition. In other words, councils must fund depreciation with a similar level of capital cashflow to ensure assets are kept at required standards, this is not the case for firefighting equipment, which is funded through the State Government's budget allocation to the RFS. This remains an ongoing issue at the time of writing this report.

3.2 Waste levy

The waste levy is a tax on landfill facilities and only applies to 42 metropolitan and 19 regional levy areas shown in Figure 18. Although, not technically a "cost shift" – as the cost of the levy is recovered through waste charges – it represents a somewhat "invisible tax".

The purpose of the waste levy is to provide economic incentive to alternative waste management processes, such as recycling and resource recovery. The funds raised by the waste levy go directly to NSW Government general revenue. Some funds do come back to communities and councils through grants for a variety of projects, but this only represents 10 to 15 per cent of the funds raised through the tax.

The metropolitan levy at \$147.10 per tonne in 2021–22 is nearly twice the amount per tonne of the regional levy at \$84.70 per tonne in 2021–22. Some councils, such as Central Coast and Newcastle, operate their own landfill facilities and pay the levy directly to the NSW Government. Not all councils operate landfills directly, many councils have their waste managed through contracts with private providers. While these providers will incur the levy directly, councils in the levy areas will collect waste charges that include the waste levy as a component of the waste fees. Depending on how their waste management contracts are structured, some councils have been able to provide an estimate of this levy collected in the waste fees while others have not.

Of the 51 councils surveyed who are in the levy area, 36 provided an estimate of the amount paid, which totalled \$287.8 million in 2021–22. Based on this data, we have estimated the total amount of the waste levy paid through waste collection fees in 2021–22 at \$292.9 million.



Figure 15 Waste levy by council classification

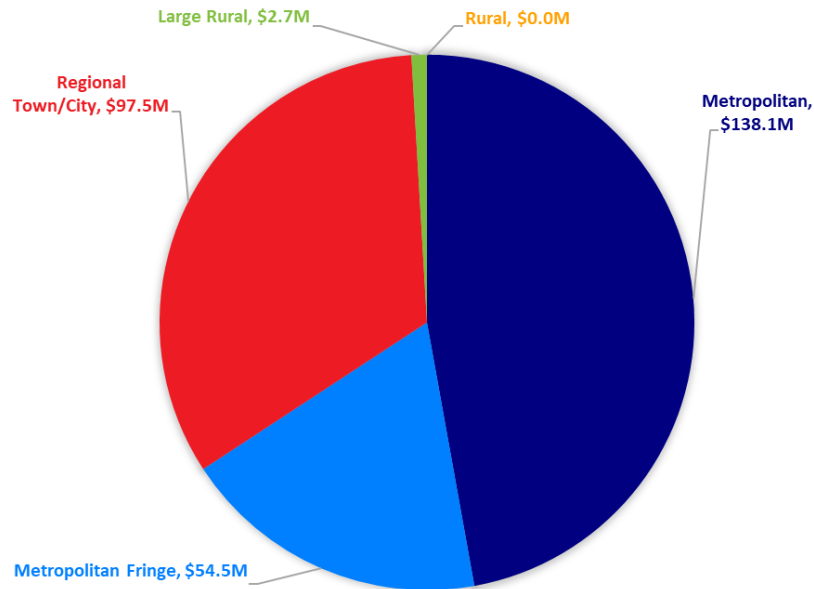


Figure 16 Respondent councils with the highest waste levy

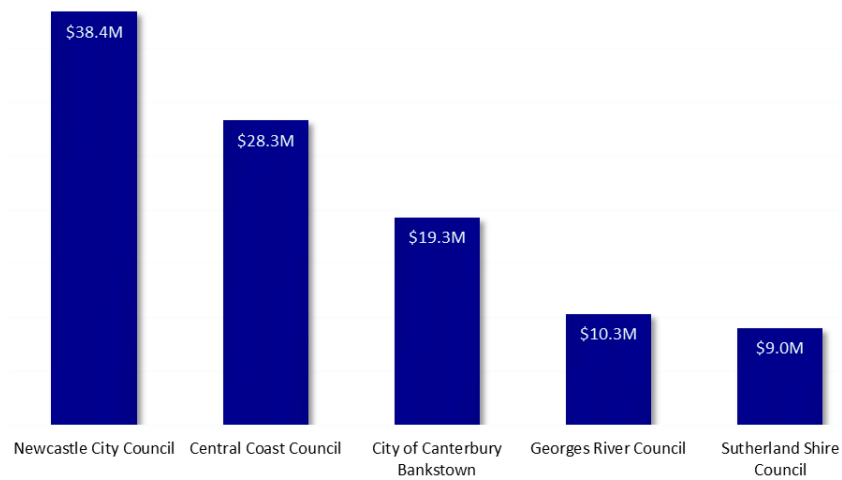
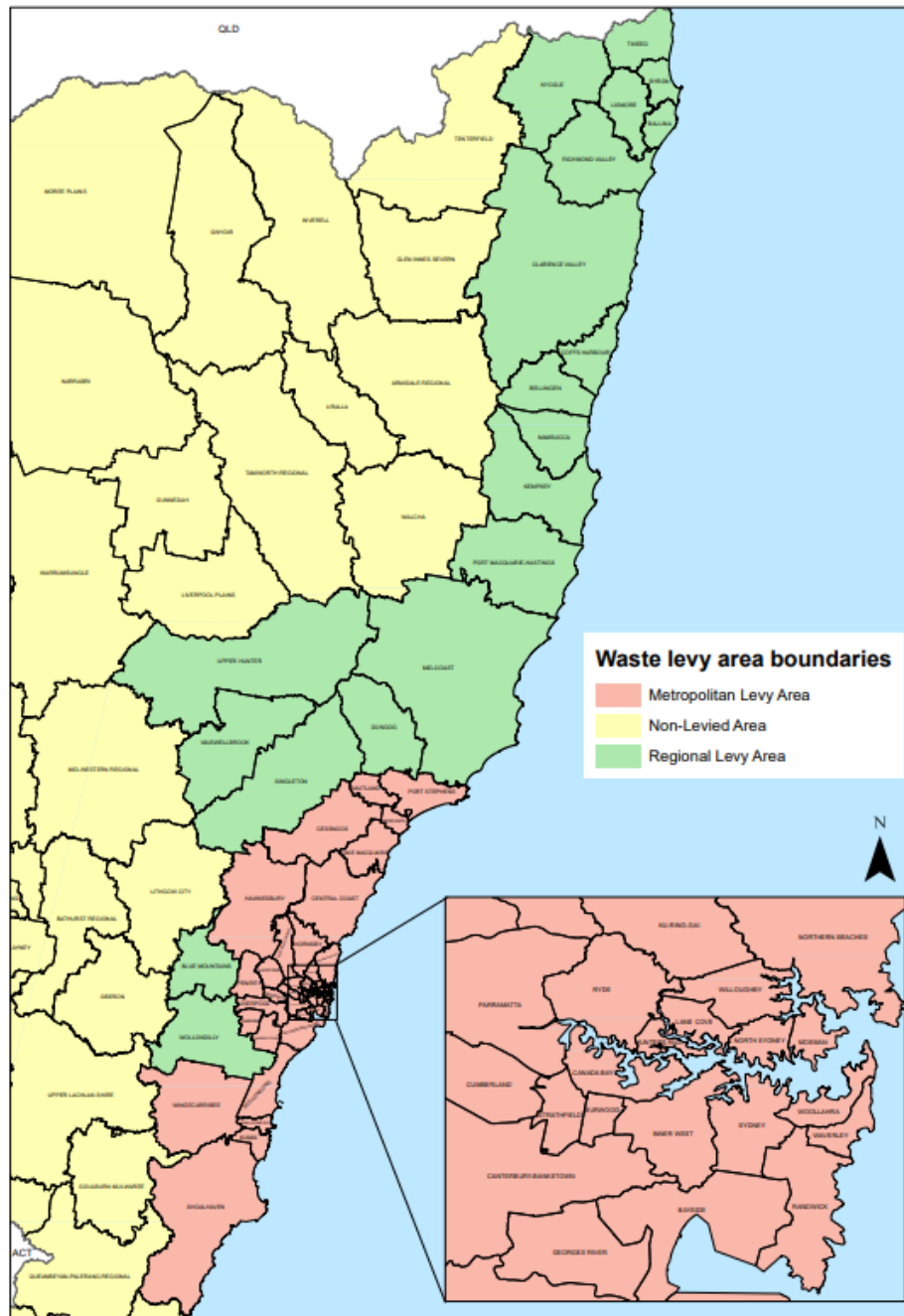




Figure 17 Waste levy area map⁴



⁴ <https://www.epa.nsw.gov.au/-/media/epa/corporate-site/resources/wasteregulation/levy-area-map.pdf?la=en&hash=C00135E31055627BB8A41EAE222864C2655B186>.



3.3 Rate exemptions

Many government and private property owners in a local government area are exempt from paying rates to councils. Due to the way rates are calculated, this doesn't usually affect the total amount of revenue that councils are able to raise through rates. It does mean that the distribution of the rates burden falls more heavily on the existing ratepayer base.

For government-owned properties, rate exemptions are a part of a complex set of arrangements for exemptions of some taxes between the different tiers of government. State Owned Corporations (SOCs and GTEs) pay tax on lands owned and used for commercial purposes. This is provided for under competitive neutrality policy/National Competition Policy (a notable exception to this arrangement is the Forestry Corporation). Councils are exempt from most State and Federal taxes (for example land tax, payroll tax, stamp duty, and income tax). Councils are also involved in delivering a wide range of services or regulatory functions under various State and Commonwealth Acts and they receive a large number of different grants from State and Federal governments, including the untied Financial Assistance Grants that the States administer and distribute to councils.

Additionally, there are many non-government organisations that are also exempt from paying rates, including private schools, hospitals and retirement villages, as well as not-for-profit organisations such as religious organisations. While these organisations are exempt from paying rates; all expect and receive services and infrastructure from councils, the cost of which is funded by ratepayers.

Community housing was an area that we asked councils about specifically as the NSW government has been in the process of transitioning the ownership and management of public and social housing to non-government Community Housing Providers. Under past practice, social and public housing provided by State Government agencies paid rate equivalents on all their properties. CHPs are exempt from rates and more and more social and public housing is moving into this category. As a result, the rates exempt status seems to be moving with the community housing property.

The total amount of rate exemptions represented \$273.1 million, shifting approximately \$89.04 to each NSW ratepayer.



Figure 18 Rate exemptions by category

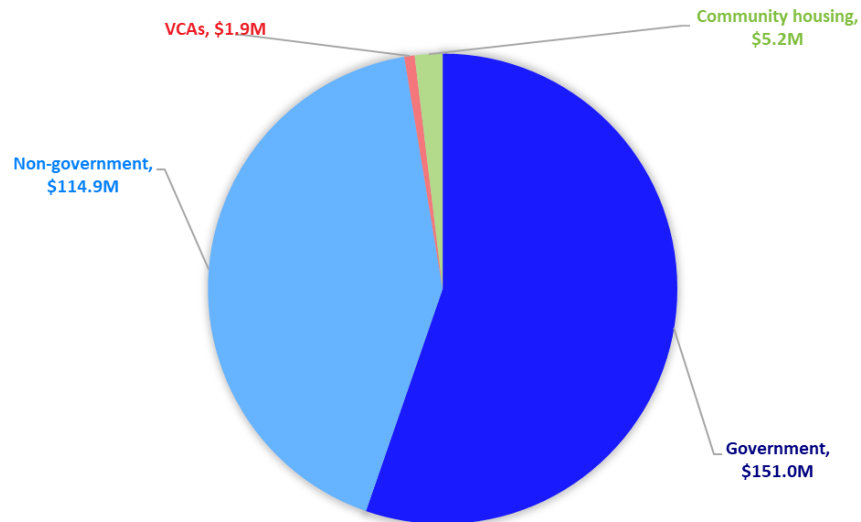


Figure 19 Rate exemptions by council classification

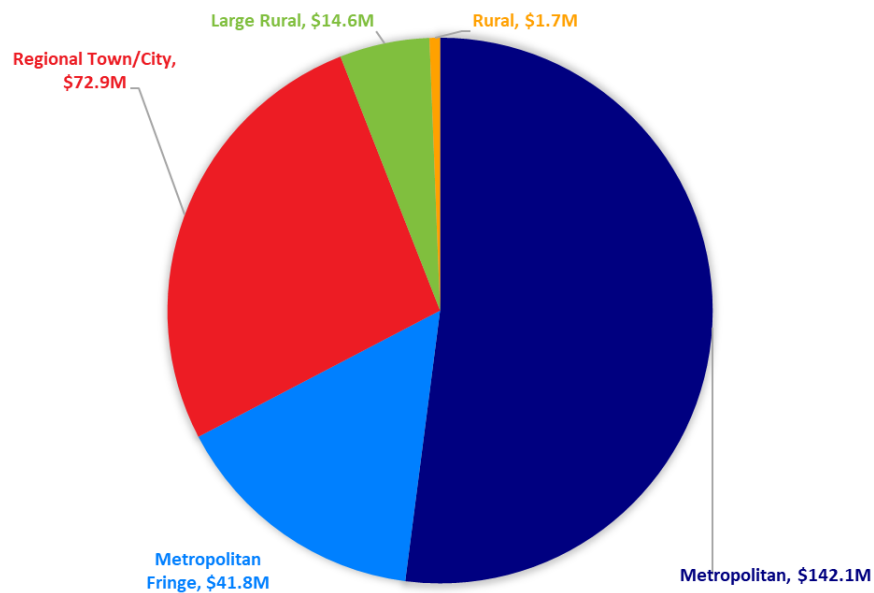




Figure 20 Average rate exemption for respondent councils as a proportion of rates revenue by council classification

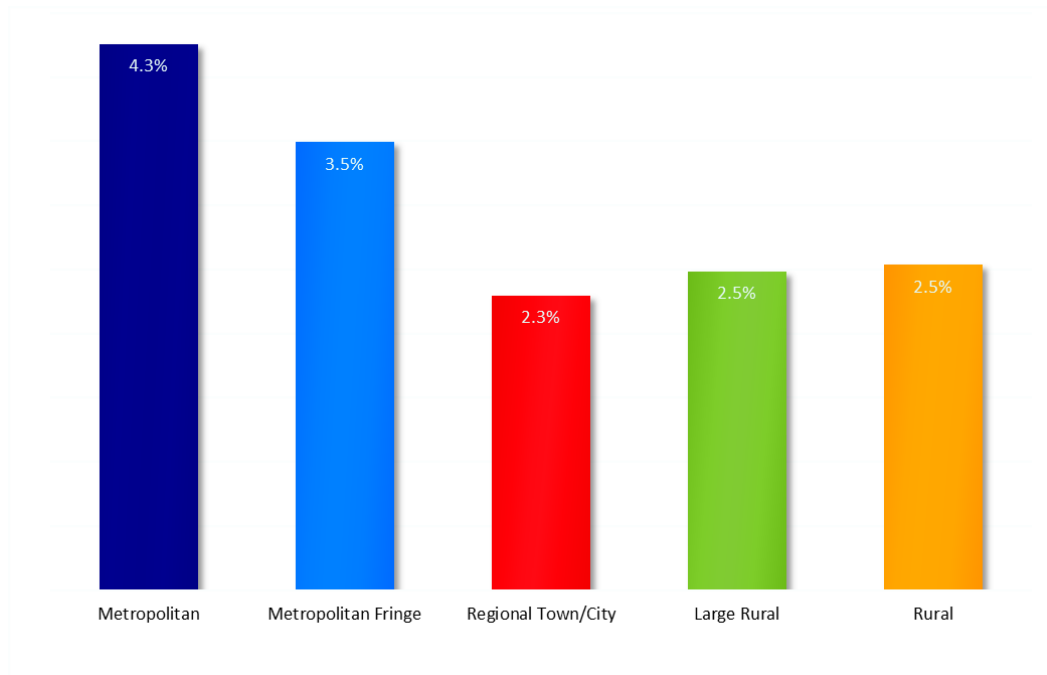


Figure 21 Respondent councils with the highest rate exemptions as a proportion of rates revenue

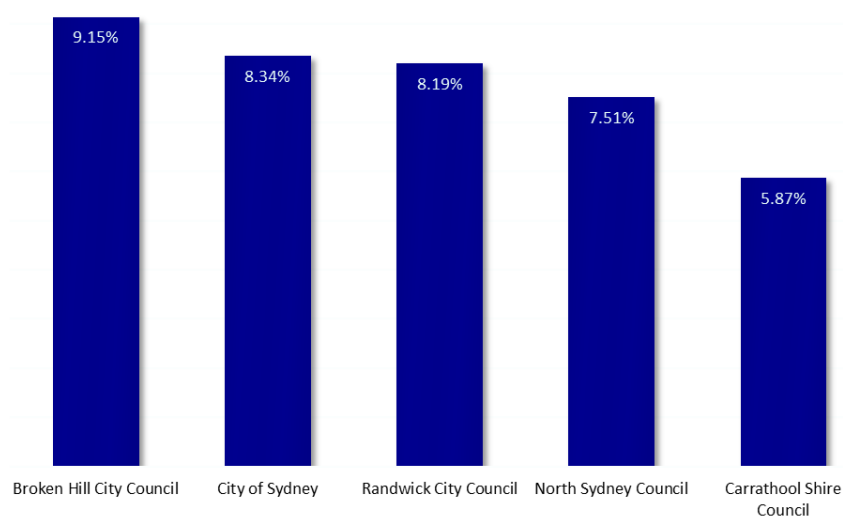




Table 1 Cost for rate exemptions

Rate exemption	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Government-owned property	62 (from which two councils put a figure of 0)	\$95.5M	\$151M
Non-government-owned property	61 (from which one council put a figure of 0)	\$72M	\$115M
Voluntary conservation agreements	47 (from which ten councils put a figure of 0)	\$1.2M	\$1.9M
Community housing	53 (from which 11 councils put a figure of 0)	\$3.3M	\$5.2M

3.4 Regulatory functions

In addition to the obligations under the *Rural Fire Services Act 1997*, *Fire and Rescue NSW Act 1989* and the *State Emergency Service Act 1989*, councils incur additional costs of increased regulatory responsibilities. These are additional functions or requirements that are not fully funded by increases in fees and charges.

In 2021–22, the unfunded costs for regulatory functions represented \$208.0 million.

Figure 22 Unfunded regulatory costs by category

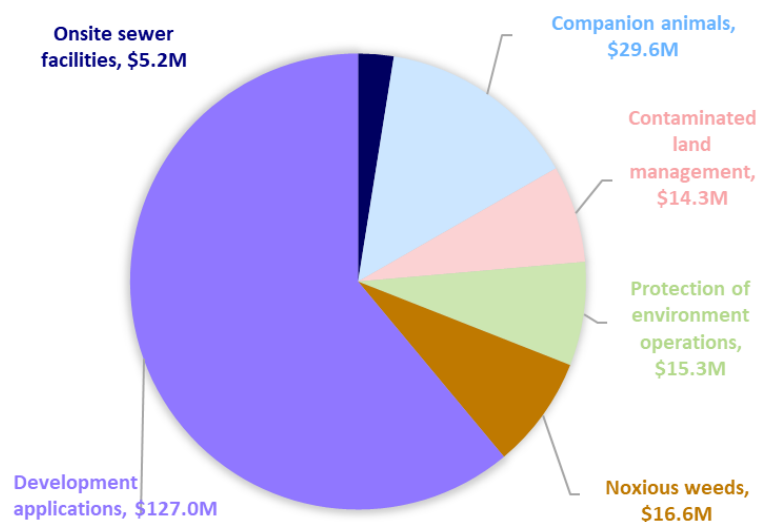




Figure 23 Unfunded regulatory costs by council classification

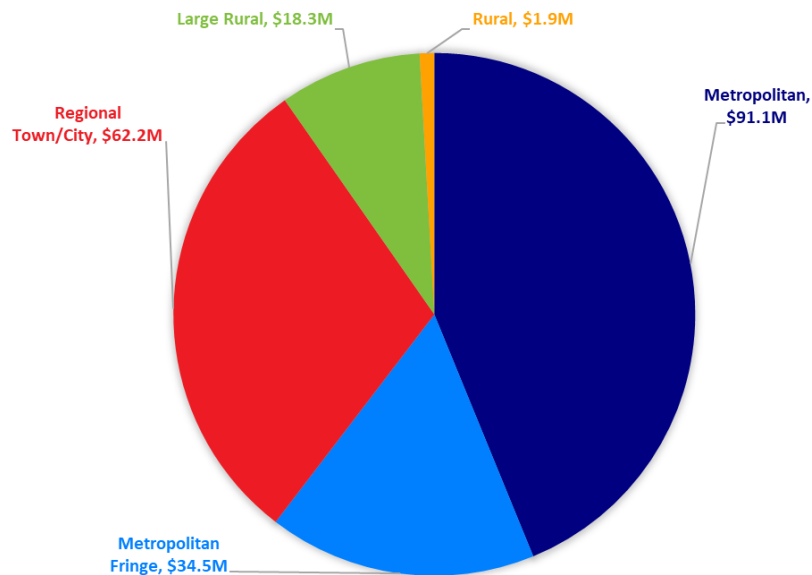
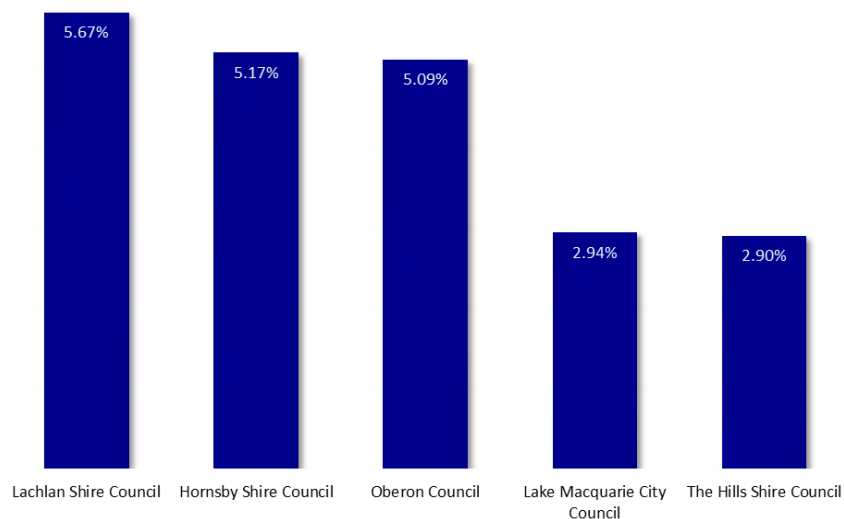


Figure 24 Respondent councils with the largest regulatory cost as a proportion of total operating expenditure



The function and total estimated costs from councils are outlined in the table below.



Table 2 Cost for increased regulatory functions that cannot be recovered through fees and charges

Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Onsite sewer facilities	35 (from which 15 councils put a figure of 0)	\$3.4M	\$5.2M
Companion animals	69 (from which four councils put a figure of 0)	\$19.6M	\$29.6M
Contaminated land management	45 (from which nine councils put a figure of 0)	\$7.2M	\$14.3M
Protection of environment operations	48 (from which four councils put a figure of 0 and one a negative amount)	\$9.9M	\$15.3M
Noxious weeds	64 (from which eight councils put a figure of 0)	\$11.1M	\$16.6M
Development applications	64 (from which five councils put a figure of 0 and one a negative amount)	\$86.7M	\$127.0M

3.5 Funding programs

Councils are occasionally required to fund the continuation of several funding programs that were instigated by the NSW Government, but for which funding commitments have, over time, either been reduced or removed entirely. The three main funding programs councils currently continue to fund are:

- Library subsidies: the original library funding subsidy was 50 per cent of the library services costs, however this has reduced over time. In 2021–22, councils paid an estimated \$156.7 million on library services that would have been covered by the originally committed 50 per cent State government subsidy.
- Flood mitigation: the program was originally established with the State and Federal governments providing 80 per cent of the costs and councils funding 20 per cent, the shortfall of this funding is estimated to be costing councils \$18.2 million in 2021–22.
- Road safety program: funding for programs and ongoing staff for education, however councils were not able to reduce the costs with the removal of the funding program. In 2021–22, councils have an estimated cost burden of \$6.4 million as result.

The total cost to council to continue to meet the funding shortfall of these programs was \$181.3 million, the vast majority which was the shortfall in the library subsidy of \$156.7 million.



Figure 25 Funding program costs shifted by category

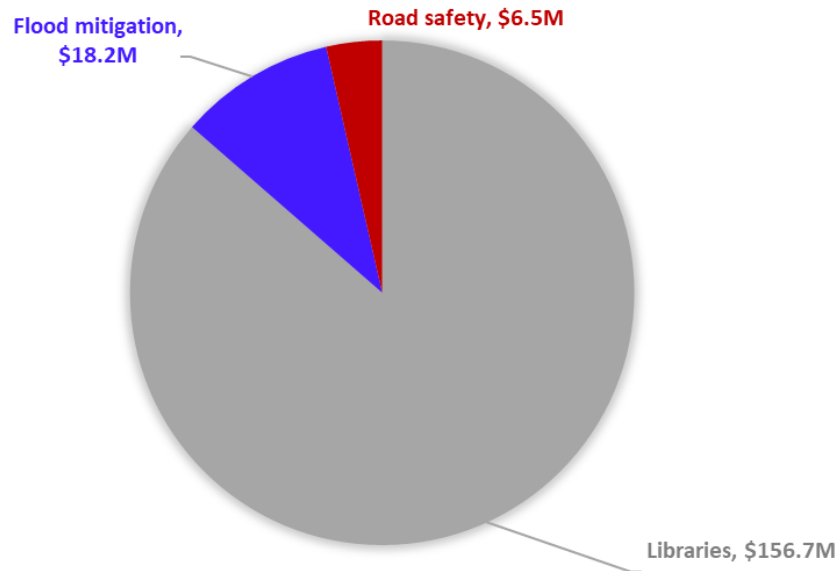


Figure 26 Funding program costs shifted by council classification

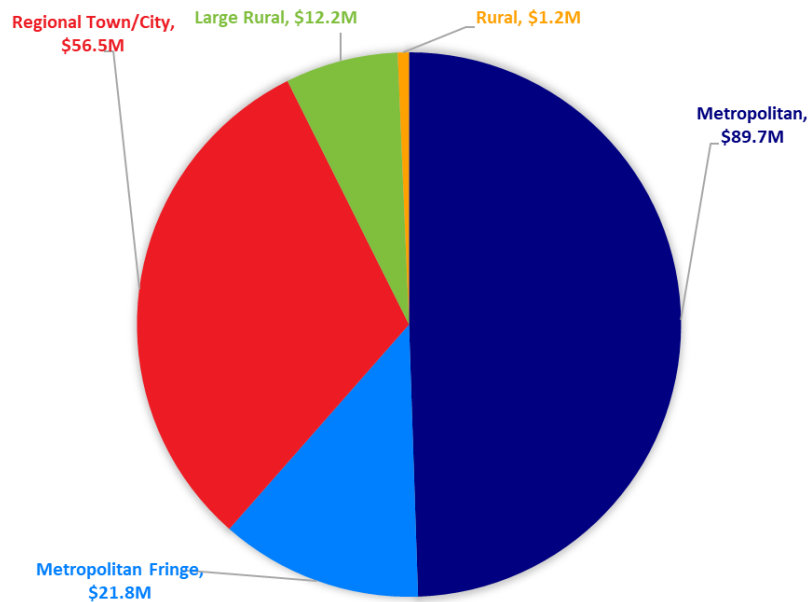
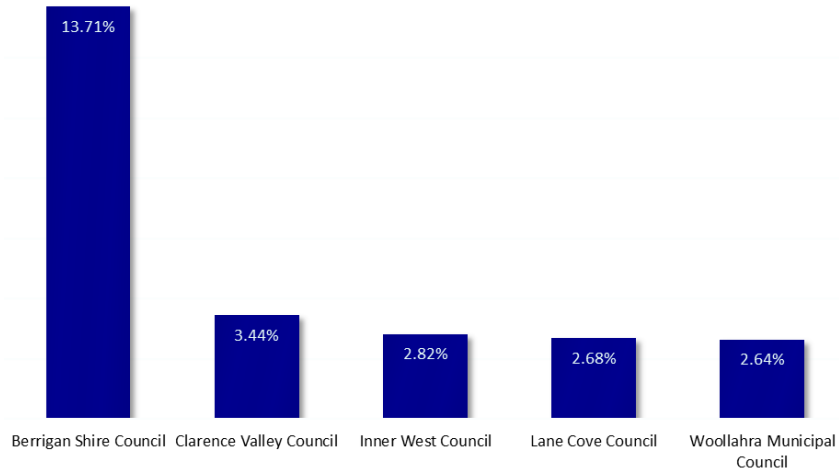




Figure 27 Respondent councils with the largest funding program costs shifted as a proportion of total operating expenditure



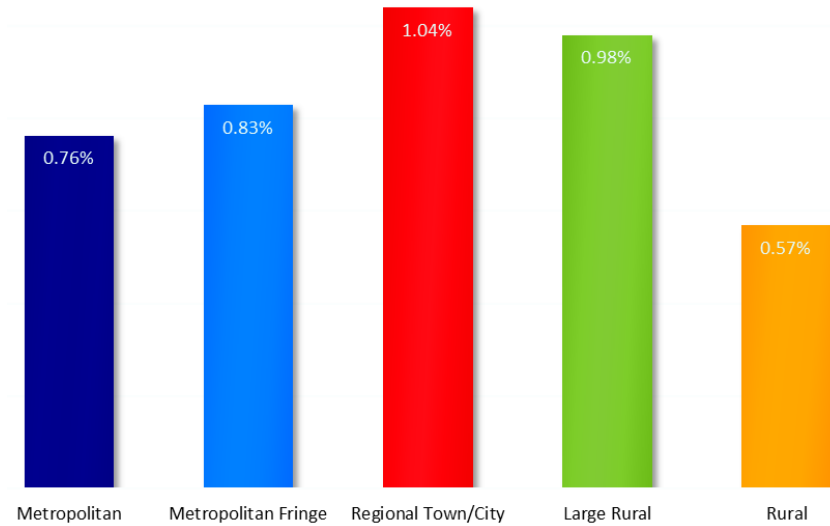
3.6 Pensioner rebates

Councils are required to provide rates rebates to pensioners, which are partially subsidised by the NSW Government. This mandatory pensioner rebate is an estimated net cost to councils of \$55.2 million. This does not include the cost of administering the mandatory pensioner rebates, as each pensioner claim needs to be registered and their details checked by the council.

The level of mandatory rebate has not risen substantially over many years, and therefore has not kept pace with inflation. As a result, many councils have elected to apply further voluntary rebates to ease the financial burden on pensioners. NSW councils incur an additional \$17.2 million in voluntary pensioner rebates. The total cost of pensioner rebates is estimated to be \$72.4 million.



Figure 28 Average total pensioner rebates as a proportion of total rates revenue by council classification





3.7 Service gaps

This section captures costs incurred by councils in providing services as a result of insufficient service provision by another level of government or a market failure of a subsidised or privatised public service. In 2021–22, it is estimated that councils spent \$66.6 million on filling these gaps.

Figure 29 Service gap costs by council classification

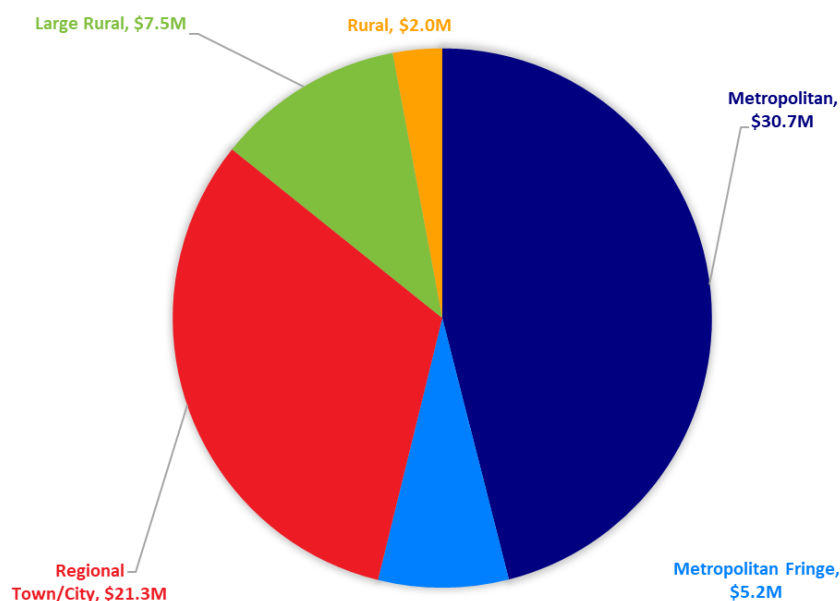
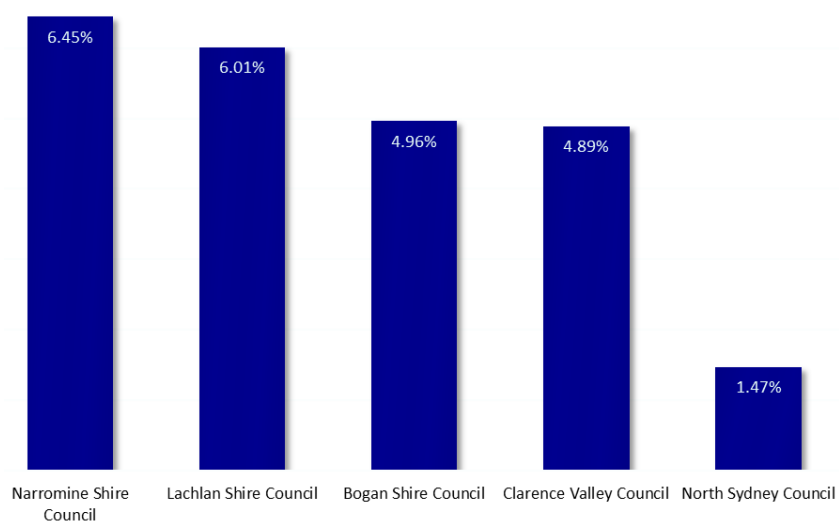


Figure 30 Respondent councils with the highest service gap cost as a proportion of total operating expenditure





The estimated costs are set out in Table 3, below.

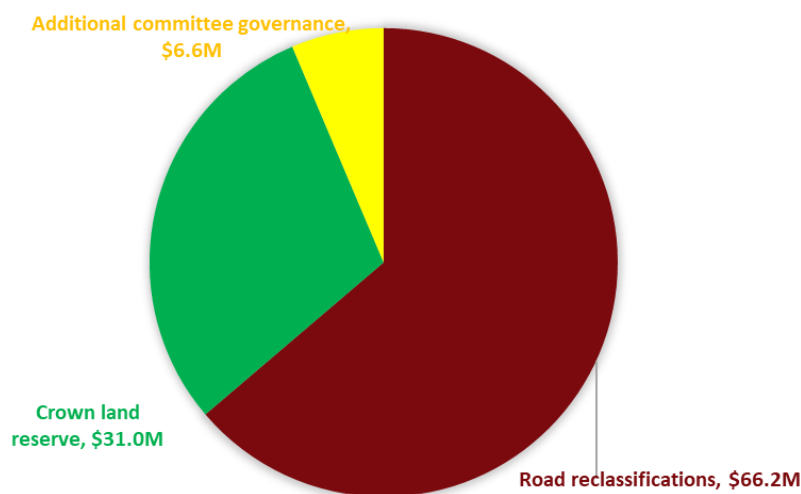
Table 3 Cost for services provided by Council as a result of a State or Federal service gap or market failure

Regulatory function	Number of councils who responded to this question in the survey with a figure	Total amount of cost shift provided	Estimated total cost shift for all NSW Councils (based on population)
Immigration and citizenship ceremonies	60 (from which ten councils put a figure of 0)	\$1.1M	\$1.6M
Crime prevention and policing	51 (from which 11 councils put a figure of 0)	\$10.2M	\$16.2M
Medical services	33 (from which 15 councils put a figure of 0)	\$2.2M	\$3.2M
Aged care services	36 (from which 19 councils put a figure of 0)	\$3.9M	\$5.6M
Disability care services	28 (from which 17 councils put a figure of 0)	\$1.4M	\$2.2M
Childcare services	49 (from which 19 councils put a figure of 0 and two councils a negative figure)	\$12.0M	\$17.8M
Transport services	37 (from which 20 councils put a figure of 0)	\$14.1M	\$20.5M

3.8 Other cost shifts

A number of other areas for cost shifting were identified and gathered in the survey and are outlined here.

Figure 31 Other cost shifts by category





Under the Transport for NSW (formerly RMS) road reclassification program in the 1990s, many roads were reclassified as local or regional road for councils to own and maintain. Of the 68 councils that responded to the survey, 32 were able to estimate the cost of this reclassification, 12 were not able to reliably estimate, and 24 stated that it was not applicable. The total estimate of costs provided by councils was \$26.7 million in 2021–22.

Under the Crown Lands Act 1989, councils have full responsibility to maintain crown reserves under council management and are expected to subsidise shortfalls in maintenance cost from general revenue. This is considered appropriate as the benefits from crown reserves under council management generally accrue to the local community. However, as a result, councils should also be entitled to any current or potential revenue from crown reserves that is required to cover maintenance and improvement cost (e.g., revenue from refreshment facilities, telecommunication facilities). The NSW Government will on occasion take over allowable revenue raising activities on council managed crown reserve land (not including national parks) or will require councils to transfer revenue from council managed crown reserve land to the State Government.

Of the 68 councils surveyed, 22 estimated the lost revenue at \$14.8 million in 2021–22. A further 27 councils were not able to reliably estimate the costs and 19 councils advised that this item didn't apply to them. This estimate does not represent the total net cost of managing (maintaining) crown lands. Nor does it include in transfers associated with the caravan park levy. Only any action by the State Government to limit revenue raising capacity or require the transfer revenue to the State Government has been considered cost shifting.

3.9 Future survey considerations

We asked councils what other areas that should be considered for future surveys. The key areas that respondents identified as costs to be captured in future surveys included:

- Monopoly services costs:
 - NSW Audit Office being the monopoly on local government external audits.
 - NSW Electoral Commission holding a near monopoly on council election administration.
- Cost of Joint Regional Planning Panels (JRPPs) requirement to access councils DAs as per mandated policy.
- Costs of mandatory On-Line Planning Portal – Implementation and ongoing operational costs.
- The Sydney Regional Development Fund Levy.
- Costs associated with Forestry NSW and impact of logging on council owned infrastructure. Rates foregone on State Forest land.
- Capturing the additional cost of Emergency Services administration staff.
- Heritage advisor costs, whilst there is some grant funding towards this it still needs to be administered by council who hand out the grant funds and do general administration.
- Cost involved in Special Variations applications given that councils have to undertake this process to recover costs shifted. This is a lengthy and resource intensive process, which is particularly challenging for smaller councils.
- Net cost of Street Lighting (Less subsidy from Transport for NSW).



- Cost of ongoing maintenance associated with the Community Water Bore program from early 2000s (the program was in conjunction with NSW Office of Water).
- Cost of management of overabundant native species doing damage to infrastructure. This is a NSW government function which is not being undertaken by the State and therefore some councils are doing it.
- Crown Land right to native title compensation (falling to Councils instead of the State).
- Any costs imposed by Service NSW (e.g., disability parking).
- Costs of sharing of facilities especially with Department of Education (schools, parks, playgrounds etc).
- Costs of maintaining State facilities that are located on Crown land.
- Provision of stormwater trunk drainage.

These additional items will need to be validated in terms of the details of what is entailed and whether they are indeed cost shifts before inclusion in any future survey.

We also recommend that some items in the current survey be considered for exclusion in future survey on the basis that they are onerous for councils to quantify and do not materially contribute to the total estimated cost shift for councils, nor are they expected to increase over time. The following items should be reviewed for exclusion:

- Road safety program (Q7) – (0.5% of total cost shift estimate).
- Onsite sewer facilities (Q10) – (0.4% of total cost shift estimate).
- Immigration and citizenship services (Q16) – (0.1% of total cost shift estimate).
- Waste management license fee (Q29) – (0.03% of total cost shift estimate).



4 About the survey

This section outlines the methodology employed to develop and administer the 2021–22 cost shifting survey.

4.1 Development of the survey

The last cost shifting survey of NSW councils was undertaken with 2015–16 financial data. We have used this last survey as the starting point for the 2021–22 Cost Shifting Survey questions. We undertook a review of the previous questionnaire guided by the following guiding principles:

- Ensure that questions are still relevant.
- Where possible maintain questions so that there can be direct year on year comparisons if required.
- Ensure that interpretation of questions is understood and consistent across all councils.
- Identify new areas of cost shifting where required.

An initial review of questions was undertaken by the project team, consisting of Morrison Low and LG NSW staff. We also established a working group that included representatives of senior leaders and financial staff of a cross section of rural, regional, and metropolitan councils. The working group undertook a review of the questions and provided their feedback through a facilitated workshop and feedback gathering tool. We also asked two leading local government academics to provide their feedback through email and one on one meetings on the questionnaire and our approach to understanding cost shifting in local government.

4.2 Conducting the survey

The final survey was provided in a Microsoft Excel format to councils on 17 April 2023 along with a request of councils' 2021–22 Financial Data Return (FDR), which contained council's audited financial Statement information. The FDR was used to gather a small amount of cost shifting information, but predominantly for data validation purposes.

4.3 Responses to the survey

Councils were asked to return their survey responses and FDRs by 8 May 2023. Some councils requested extensions to this date, which were granted up to 19 May 2023. A total of 75 out of 128 councils provided completed surveys (a 58.6% response rate), although not all answers were completed by all responding councils. Only 72 councils provided their FDRs, as three councils were still finalising their 2021–22 financial Statements at the time of survey completion date.

4.4 Data validation and analysis

Data validation included review of outliers both in total terms as well as a proportion of the council's proportion of total operating expenditure. Where possible, we also compared survey responses with councils FDR data returns to understand if there may have been discrepancies or misinterpretations of questions. This



required us to seek further information and validation with some councils on their responses to some questions.

We also utilised State Government financial reports for the Emergency Services agencies to validate to estimate of the ESL against the contributions that these agencies reported in their financial Statements.

For most questions, we have used population as the basis for estimating the total cost shift to all NSW councils for the survey data received. For some we were able to directly estimate through published reports. For example, we used the State Library's 2021–22 report on local council libraries with included operating costs and subsidies received. For other questions, such as the waste levy, where it is not relevant to all councils and there are different levels of the levy between metropolitan and regional councils, we used populations within the relevant and group councils as a basis for estimating the total cost of the waste levy.



28 February 2024

Independent Pricing and Regulatory Tribunal
Via online submission form

Our Ref: 2024/060852

Dear Sir / Madam

Submission: NSW Government's Draft Terms of Reference for NSW council financial model review

Northern Beaches Council welcomes the opportunity to provide feedback to IPART on the Terms of Reference from the NSW Government to investigate and make recommendations on the NSW council financial model. **This submission was endorsed by Council at their meeting on 27 February 2024.**

The current terms of reference cover issues identified by IPART in your 'Review of the rate peg methodology' in 2023 in terms of transparent governance and better accountability, streamlined frameworks and processes and better engagement with the community to build trust and understanding.

However, they do not effectively cover better financial sustainability for councils including looking at restrictions which currently limit fair and reasonable increases on revenue sources and ensuring rates affordability and the equity of the rating system.

To address this gap, the following other measures, should be included in the terms of reference:

- Ensuring that statutory charges reflect the efficient costs incurred by councils in providing statutory services.
- Consideration of a rate peg exemption model for councils that demonstrate an agreed level of performance and streamlining and simplification of the Special Rate Variation process.
- A comprehensive evaluation of existing pensioner concessions should be conducted, including the funding model and support for vulnerable ratepayers.
- Consideration of the eligibility criteria for rates exemptions.
- Consideration of the use the Capital Improved Value method to set the variable component of rates.

Should you require any further information or assistance in this matter, please contact my office on 8495 6286.

Yours faithfully

Scott Phillips
Chief Executive Officer

The Hon Chris Minns MP
Premier of New South Wales



Ref: A5922499

Carmel Donnelly PSM
Chair
IPART
PO Box K35
HAYMARKET POST SHOP
NSW 1240

Re: Referral to commence review of the financial modelling of councils

Dear Ms Donnelly,

I refer the financial modelling of councils to IPART under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (the Act).

Enclosed are a draft terms of reference as provided to me by the Minister for Local Government. I understand that IPART will consult on the draft terms of reference in line with the requirements of the Act.

I look forward to hearing about the next steps and outcomes of this work.

Sincerely,



Chris Minns MP
Premier of New South Wales

CC: The Hon. Ron Hoenig MP, Minister for Local Government

11 / JAN / 2024

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DRAFT TERMS OF REFERENCE

Investigation of council financial model in NSW

I, the Hon. Christopher John Minns MP, Premier, under section 12A of the *Independent Pricing and Regulatory Tribunal Act 1992* (NSW), request the Independent Pricing and Regulatory Tribunal (IPART) to investigate and report on the financial model for councils in NSW.

The task

IPART should review and recommend improvements on the following matters:

- 1. The visibility of councillors and the community over the financial and operational performance of their councils**
 - Are the mechanisms for reporting on council performance clear and understood. Does the accounting code for local government provide meaningful financial information to enable councillors to understand and influence the financial and budget performance of their council. Is there a need to update the performance indicators to make them more useful for 'real time' monitoring.
 - Are councillors receiving timely and appropriate information to enable decisions on allocation of public funds in an efficient and cost effective way.
 - Are there benefits to moving to dedicated budget or expenditure review committee models to ensure budget decisions are understood by councillors and the communities they serve?
- 2. Whether the current budget and financial processes used by councils are delivering value-for-money for ratepayers and residents**
 - Is the Integrated Planning and Reporting process, currently used by councils to make budget decisions, effective in allowing councillors to engage with the community on the challenges in setting a budget and meeting service level expectations
 - How well Councils are setting service delivery standards that match revenue, managing their expenses within allocated budgets, and what opportunities exist for improvement in efficiency, service quality and sustainability.
 - How to visibly boost elected councillor accountability for council budgets and expenditure to the community
- 3. Whether the current funding model will sustainably support the needs of communities** 
 - How do councils balance cash flow to manage the different (and sometimes uncertain), timeframes for revenue and grants money (including Financial Assistance Grants), coming into council
 - How effective are councils in identifying and using other revenue sources beyond grants and rates to support the needs of communities and sustainably provide services required to be delivered by councils.
 - Identify measures to put downward pressure on rates through other 'own source' revenue or closer scrutiny of expenditure.
 - Consider the needs of diverse communities and councils and protect the interests of current and future ratepayers from unnecessary impact on their cost of living

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4. Whether councils (both councillors and staff) have the financial capacity and capability to meet current and future needs of communities.

- Are councils equipped with the right internal capabilities to deliver on the services which their community requires?
- Has the Audit Mandate been successful in providing a consistent view on the accounting and risk management practices of councils?
- Are there opportunities to look at long term expenditure and service delivery improvements by insourcing services? Where outsourcing models have been used, do they provide an efficient and effective means of meeting community needs?
- What examples of best practice capability building and innovation could be implemented more widely?



5. How can better planning and reporting systems improve long term budget performance, transparency and accountability to the community?

- How effective councils are in managing their assets and planning for future growth and renewal of assets.
- Whether current community engagement allows for effective long-range planning and sustainable funding.
- Whether the current framework of reporting and compliance is appropriate and effective.

6. Any other matters IPART considers relevant.

The review process and timeline

IPART is required to consult publicly as part of this review, including publishing a Draft Report for comment and undertaking a public hearing prior to finalising its Final Report. IPART may undertake other methods, including targeted consultation, that it considers appropriate.

IPART will provide the final report to the Minister administering the Independent Pricing and Regulatory Tribunal Act 1992 (IPART Act) and the Minister for Local Government within 12 months of receiving the final terms of reference.

The Minister administering the IPART Act will table the final report in each House of Parliament and forward a copy to the Parliamentary Librarian in accordance with section 19 of the IPART Act. Once the final report has been tabled in Parliament or earlier if requested by the Minister administering the IPART Act, IPART will publish a copy of the report on its website.

The Hon. Christopher John Minns MP
Premier

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1 Introduction

This Code of Meeting Practice is prescribed under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

This code applies to all meetings of council and committees of council of which all the members are councillors (committees of council). Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Councils must adopt a code of meeting practice that incorporates the mandatory provisions of the Model Meeting Code.

A council's adopted code of meeting practice may also incorporate the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. However, a code of meeting practice adopted by a council must not contain provisions that are inconsistent with the mandatory provisions of this Model Meeting Code.

2 Meeting Principles

2.1 Council and committee meetings should be:

Transparent	Decisions are made in a way that is open and accountable.
Informed	Decisions are made based on relevant, quality information.
Inclusive	Decisions respect the diverse needs and interests of the local community.
Principled	Decisions are informed by the principles prescribed under Chapter 3 of the Act.
Trusted	The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
Respectful	Councillors, staff and meeting attendees treat each other with respect.
Effective	Meetings are well organised, effectively run and skilfully chaired.
Orderly	Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.

3 Definitions

chief executive officer	means the person who carries out the role of the general manager of a council in accordance with the Local Government Act 1993.
the Act	means the Local Government Act 1993.
the Regulation	means the Local Government (General) Regulation 2021.
audio-visual link	means a facility that enables audio and visual communication between persons at different places
act of disorder	means an act of disorder as defined in clause 16.11 of this code.
<u>addition</u>	<u>in relation to a motion, a change or addition, accepted by the mover and seconder,–</u>
amendment	in relation to an original motion, means a motion moving an amendment to that motion.
business day	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales.
chairperson	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 7.1 and 7.2 of this code; and in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 21.11 of this code.
this code	means the council's adopted code of meeting practice
committee of council	means a committee established by the council in accordance with clause 21.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 13.1.
council official	has the same meaning as in the Model Code of Conduct for Local Councils in NSW and includes councillors, administrators, council staff, council committee members and delegates of the council.
day	means calendar day
division	means a request by two councillors under clause 12.6 of this code requiring the recording of the names of the councillors who voted both for and against a motion.
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 11.18 of this code during debate on the first amendment.
foreshadowed motion	means a motion foreshadowed by a councillor under clause 11.17 of this code during debate on an original motion.
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means.
planning decision	means a decision made in the exercise of a function of a council under the Environmental Planning and Assessment Act 1979 including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 2A of Part 6 of that Act.
performance improvement order	means an order issued under section 438A of the Act.
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting.
year	means the period beginning 1 July and ending the following 30 June.

4 Before the Meeting

Timing of ordinary council meetings

4.1 The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.

Extraordinary meetings

4.2 If the mayor receives a request in writing, signed by at least two councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

Note: Clause 4.2 reflects section 366 of the Act.

4.3 The mayor or the chief executive officer, in consultation with the mayor, may call an extraordinary meeting without the need to obtain the signature of two councillors to consider urgent business.

4.4 For the purpose of clause 4.3, urgent business is any matter that, in the opinion of the mayor or the chief executive officer, requires a decision by the council before the next scheduled ordinary meeting of the council.

Notice to the public of council meetings

4.5 The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

Note: Clause 4.5 reflects section 9(1) of the Act.

4.6 For the purposes of clause 4.5, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

4.7 For the purposes of clause 4.5, notice of more than one meeting may be given in the same notice.

Notice to councillors of ordinary council meetings

4.8 The chief executive officer must send to each councillor, at least three days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

Note: Clause 4.8 reflects section 367(1) of the Act.

4.9 The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

Note: Clause 4.9 reflects section 367(3) of the Act.

Notice to councillors of extraordinary meetings

4.10 Notice of less than three days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

Note: Clause 4.10 reflects section 367(2) of the Act.

Giving notice of business to be considered at council meetings

4.11 A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by noon, ~~7~~ 8 days before the meeting is to be held.

4.12 A councillor is not permitted to submit a notice of motion under clause 4.11 that comprises a complaint against the chief executive officer or a member of staff of the council, or that implies wrongdoing by the chief executive officer or a member of staff of the council.

4.1~~32~~ A councillor may, in writing to the chief executive officer, request the withdrawal of a notice of motion or question on notice submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

4.1~~43~~ The first two notices of motion submitted by each councillor will be dealt with in the order they are received at an ordinary meeting. Any subsequent notices of motion will be dealt with in the order they are received once all of the councillors' first two notices of motion have been put to the meeting.

4.1~~54~~ If the chief executive officer considers that a notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the chief executive officer may prepare a report in relation to the notice of motion for inclusion with the business papers for the meeting at which the notice of motion is to be considered by the council.

4.1~~65~~ A notice of motion for the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the notice of motion. Councillors should liaise with the chief executive officer for assistance in costing notices of motion and identifying potential funding sources in sufficient time to complete the notice of motion and meet the deadline in clause 4.11. If the notice of motion does not identify a funding source, the chief executive officer must either:

- (a) prepare a report on the availability of funds for implementing the motion if adopted for inclusion in the business papers for the meeting at which the notice of motion is to be considered by the council, or
- (b) by written notice sent to all councillors with the business papers for the meeting for which the notice of motion has been submitted, defer consideration of the matter by the council to such a date specified in the notice, pending the preparation of such a report.

4.1~~67~~ If a councillor wishes to include a photograph or image in the business papers with their notice of motion, councillors must provide appropriate evidence supporting copyright approval for use of the images to the chief executive or their delegate.

Questions with notice

4.1~~78~~ A councillor may, by way of a notice submitted under clause 4.11, ask a question for response by the chief executive officer about the performance or operations of the council.

4.1~~89~~ A councillor is not permitted to ask a question with notice under clause 4.1~~78~~ that comprises a complaint against the chief executive officer or a member of staff of the council, or a question that implies wrongdoing by the chief executive officer or a member of staff of the council.

4.19~~20~~ The chief executive officer or their nominee may respond to a question with notice submitted under clause 4.18~~7~~ by way of a report included in the business papers for the relevant meeting, or orally at the meeting. If the preparation of a response is likely to divert significant time and resources of staff the response will be provided no later than the third ordinary meeting of council following the meeting that the question was published.

Agenda and business papers for ordinary meetings

4.20~~1~~ The chief executive officer must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

4.24~~2~~ The chief executive officer must ensure that the agenda for an ordinary meeting of the council states:

- (a) all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- (b) if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- (c) all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and
- (d) any business of which due notice has been given under clause 4.11.

4.23~~2~~ Nothing in clause 4.24~~2~~ limits the powers of the mayor to put a mayoral minute to a meeting under clause 10.9.

4.23~~4~~ The chief executive officer must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the chief executive officer, the business is, or the implementation of the business would be, unlawful. The chief executive officer must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

4.24~~5~~ Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the chief executive officer, is likely to take place when the meeting is closed to the public, the chief executive officer must ensure that the agenda of the meeting:

- (a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- (b) states the grounds under section 10A(2) of the Act relevant to the item of business.

Note: Clause 4.25~~4~~ reflects section 9(2A)(a) of the Act.

4.25~~6~~ The chief executive officer must ensure that the details of any item of business which, in the opinion of the chief executive officer, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public, and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

Statement of ethical obligations

4.26~~7~~ Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

Availability of agenda and business papers to the public

4.278 Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

Note: Clause 4.278 reflects section 9(2) and (4) of the Act.

4.289 Clause 4.278 does not apply to the business papers for items of business that the chief executive officer has identified under clause 4.234 as being likely to be considered when the meeting is closed to the public.

Note: Clause 4.289 reflects section 9(2A)(b) of the Act.

4.2930 For the purposes of clause 4.278, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

Note: Clause 4.2930 reflects section 9(3) of the Act.

4.301 A copy of an agenda, or of an associated business paper made available under clause 4.278, may in addition be given or made available in electronic form.

Note: Clause 4.301 reflects section 9(5) of the Act.

Agenda and business papers for extraordinary meetings

4.312 The chief executive officer must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

4.332 Despite clause 4.301, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

4.334 A motion moved under clause 4.323(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

4.345 Despite clauses 11.21–11.31, only the mover of a motion moved under clause 4.323(a) can speak to the motion before it is put.

4.365 A motion of dissent cannot be moved against a ruling of the chairperson under clause 4.332(b) on whether a matter is of great urgency.

Pre-meeting briefing sessions

4.367 Prior to each ordinary meeting of the council, the chief executive officer may arrange a pre-meeting briefing session to brief councillors on the items of business to be considered at the meeting. The pre-meeting session may include other matters as determined by the chief executive officer including, but not limited to, legal briefings and staff reports deferred from previous council meetings for further discussion. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

4.378 Pre-meeting briefing sessions are to be held in the absence of the public.

4.389 The chief executive officer or a delegate nominated by the chief executive officer is to preside at pre-meeting briefing sessions.

4.3940 Councillors (including the mayor) are to make all reasonable efforts to attend pre-meeting briefing sessions.

4.401 Councillors (including the mayor) must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

4.412 It is the responsibility of councillors (including the mayor) to declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

Public forum

54.43-1 A public forum will be conducted prior to ~~at~~ each ordinary council meeting for a period of 30 minutes (maximum of 10 speakers at 3 minutes each).

4.445.2 — A public forum should not be used to raise routine questions, routine matters or routine complaints. Such matters should be forwarded in writing to council where they will be responded to by appropriate council officers.

4.455.3 — Any question to council must be submitted with the request to address council and will be reviewed by staff prior to the meeting:

(a) If the question is deemed to be a routine matter it will be processed as a customer request and a response will be provided in accordance with customer service standards.

(b) If the question is accepted staff and councillors are under no obligation to answer questions ~~at the meeting~~ however a written response will be provided in accordance with customer service standards.

4.465.4 — The order of speakers at the public forum is determined by the order of receipted applications.

5 Public Forum and Public Address

Public address

~~5.51~~ ~~Following the public forum, the~~ The council will hold a public address at each ordinary meeting of the council for the purpose of hearing oral submissions from members of the public on items of business, being mayoral minutes, reports to council and notices of motion, to be considered at the meeting. Public addresses may also be held at extraordinary council meetings and meetings of committees of the council if included on the order of business.

~~5.62~~ No more than two speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting. The order of speakers for each item is determined by the order of receipted "for" and "against" applications.

~~5.73~~ Councillors (including the mayor) must disclose and manage any conflicts of interest they may have in relation to any item of business at public address.

Conducting the public forum and public address

~~5.84~~ For each meeting, a person may apply to speak during a public address on no more than two items of business on the agenda of the council meeting and no more than once at a public forum.

~~5.95~~ Legal representatives acting on behalf of others are not to be permitted to speak at a public address or public forum unless they identify their status as a legal representative when applying to speak at the public address.

~~5.106~~ To speak at the public forum or public address, a person must first make an application to the council in the approved form. Applications to speak open when the business papers are published and must be received by 5pm on the business day prior to the date on which the council meeting is to be held, and must identify:

- (a) the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item, or
- (b) the subject matter of what they would like to speak to at the public forum
- (c) whether they wish to attend in person or provide a written statement for staff to read.

~~5.147~~ The chief executive officer or their delegate may refuse an application to speak at the public forum or public address for the following reasons:

- (a) the application does not meet the requirements of the Code of Meeting Practice
- (b) there is a genuine and demonstrable concern relating to the applicant or their dealings with council or their intentions.

~~5.128~~ Speakers may use and distribute information such as photos, maps and petitions to councillors in support of their address if submitted to and approved by the chief executive officer or their delegate by 12 noon on the day of the meeting.

~~5.139~~ Subject to clause 5.10 ~~Each~~ speaker will be allowed three minutes to address the council. This time is to be strictly enforced by the chairperson with no extensions given.

5.10 In circumstances where the chairperson considers it appropriate, in order to conclude the business of the meeting in the time remaining, the chairperson may reduce each speaker's time to address the council to two minutes for the remainder of the meeting. This time is to be strictly enforced by the chairperson with no extensions given.

Note: Any reduction in the duration of speeches is applied consistently to all speeches, not on an individual basis.

5.141 Speakers at the public forum or public address must not digress from the item on the agenda of the council meeting or the subject matter they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

5.152 A councillor (including the chairperson) may through the chairperson, for the purpose of clarification only, ask a question of a speaker following their address at the public forum or public address. A question put to a speaker must be direct, succinct and without argument. Once the speaker has answered any questions there will be no further debate on the matter.

5.163 Speakers are under no obligation to answer a question put under clause 5.152. Answers by the speaker, to each question are to be limited to two minutes per question. A maximum of two questions may be asked of a speaker.

5.174 Speakers at the public forum or public address may ask questions of the council, councillors or council staff. Councillors or council staff are under no obligation to answer questions at the public forum or public address and a written response to questions ~~will~~ may be provided in accordance with customer service standards.

5.185 When addressing the council, speakers must comply with this code and all other relevant council codes, policies and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

5.196 If the chairperson considers that a speaker has engaged in conduct of the type referred to in clause 5.185, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

5.2017 Clause 5.196 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at the public forum or public addresses in accordance with the provisions of Part 16 of this code.

5.2418 Where a speaker engages in conduct of the type referred to in clause 5.185, the chief executive officer or their delegate may refuse further applications from that person to speak at the public forum or public addresses for such a period as the chief executive officer or their delegate considers appropriate.

Invited speakers

5.2219 Other parties may be permitted to address an ordinary meeting of council subject to:

- (a) Notice of that person's attendance at the meeting being included by the chief executive officer on the relevant business paper or advised to councillors via a memo prior to the meeting.
- (b) Public forum or address not being considered the most appropriate forum in which to hear that person(s).
- (c) Not more than ten (10) minutes in total being provided at any ordinary council meeting to hear such person(s).

6 Coming Together

Attendance by councillors at meetings

6.1 All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.

6.2 A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, unless permitted to attend the meeting by audio-visual link under this Code.

6.3 Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

6.4 A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

6.5 The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

6.6 A councillor's civic office will become vacant if the councillor is absent from three consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because he or she has been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

Note: Clause 6.6 reflects section 234(1)(d) of the Act.

6.7 A councillor who intends to attend a meeting of the council despite having been granted leave of absence should, if practicable, give the chief executive officer at least two days' notice of their intention to attend.

The quorum for a meeting

6.8 The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 6.8 reflects section 368(1) of the Act.

6.9 Clause 6.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

Note: Clause 6.9 reflects section 368(2) of the Act.

6.10 A meeting of the council must be adjourned if a quorum is not present:

- (a) at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b) within half an hour after the time designated for the holding of the meeting, or
- (c) at any time during the meeting.

6.11 In either case, the meeting must be adjourned to a time, date and place fixed:

- (a) by the chairperson, or
- (b) in the chairperson's absence, by the majority of the councillors present, or
- (c) failing that, by the chief executive officer.

6.12 The chief executive officer must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

6.13 If during a meeting of council or a committee, a quorum is not present, the chairperson shall suspend the proceedings for a period of **five** minutes. If a quorum is not then present at the end of the **five**-minute suspension, the provisions of Clause 6.11 shall apply.

6.14 If the meeting is to resume on another day any decisions of council made prior to the lapsing of the meeting are to be implemented acted-upon by the chief executive officer staff and do not need to await the resumption of the adjourned meeting. Unless resolved otherwise, it is council's practice not to implement decisions of the council until 12 noon on the working day following the day on which the meeting was adjourned.

The outstanding items are to be resubmitted to the adjourned meeting for determination.

6.15 Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster, or a public health emergency, the mayor may, in consultation with the chief executive officer and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

6.16 Where a meeting is cancelled under clause 6.15, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 4.2.

Meetings held by audio-visual link

6.17 A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the chief executive officer and, as far as is practicable, with each councillor.

6.18 Where the mayor determines under clause 6.17 that a meeting is to be held by audio-visual link, the chief executive officer must:

- (a) give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b) take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c) cause a notice to be published on the council's website and in such other manner the chief executive officer is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

6.19 This code applies to a meeting held by audio-visual link under clause 5.16 in the same way it would if the meeting was held in person.

Note: Where a council holds a meeting by audio-visual link under clause 6.17, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.

Attendance by councillors at meetings by audio-visual link

6.20 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.

6.21 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing in the approved form to the mayor / chairperson, chief executive officer or their delegate by 12 noon on the day of the meeting and provide the reasons why the councillor will be prevented from attending the meeting in person.

6.22 The chairperson of the meeting must be personally present in order to chair the meeting where there are councillors participating in person and by remote audio visual link. Where the mayor is not personally present, the provisions outlined in clause 7.1 and 7.2 will apply.

- 6.23 Councillors may request approval to attend more than one meeting by audio-visual link. Where a councillor requests approval to attend more than one meeting by audio-visual link, the request must specify the meetings the request relates to in addition to the information required under clause 6.20.
- 6.24 The council must comply with the Health Privacy Principles prescribed under the Health Records and Information Privacy Act 2002 when collecting, holding, using and disclosing health information in connection with a request by a councillor to attend a meeting by audio-visual link.
- 6.25 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.
- 6.26 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:
- (a) the meetings the resolution applies to, and
 - (b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.
- 6.27 If the council or committee refuses a councillor's request to attend a meeting by audio-visual link, their link to the meeting is to be terminated.
- 6.28 A decision whether to approve a councillor's request to attend a meeting by audio-visual link is at the council's or the relevant committee's discretion. The council and committees of the council must act reasonably when considering requests by councillors to attend meetings by audio-visual link. However, the council and committees of the council are under no obligation to approve a councillor's request to attend a meeting by audio-visual link where the technical capacity does not exist to allow the councillor to attend the meeting by these means.
- 6.29 The council and committees of the council may refuse a councillor's request to attend a meeting by audio-visual link where the council or committee is satisfied that the councillor has failed to appropriately declare and manage conflicts of interest, observe confidentiality or to comply with this code on one or more previous occasions they have attended a meeting of the council or a committee of the council by audio-visual link.
- 6.30 This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.
- 6.31 A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting to be recorded as present in the minutes. Should a councillor have their video turned off, it will be assumed they are absent from the meeting.
- 6.32 A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

- 6.33 Councillors attending a meeting by audio-visual link must cast their vote verbally and by show of hand. The use of software icons and emojis will not be recorded as a vote and will be recorded as 'Abstained from vote'.
- 6.34 Councillors attending the meeting remotely are responsible for ensuring their internet connection is adequate to support audio-visual attendance. A councillor experiencing a technical outage will be recorded as absent for the purpose of the meeting and will not be able to participate by other 'remote' means (such as by telephone).
- 6.35 Councillors attending a meeting by audio-visual link must ensure that no other person is in within sight or hearing of the meeting at any time that the meeting has been closed to the public under section 10A of the Local Government Act.
- 6.36 The mayor / chairperson or a staff member (at the direction of the mayor / chairperson) may mute a councillor's audio link to the meeting to ensure sound quality, or maintain order of the meeting.

Entitlement of the public to attend council meetings

6.37 Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

Note: Clause 6.137 reflects section 10(1) of the Act.

- 6.38 Clause 6.137 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.
- 6.39 A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:
- (a) by a resolution of the meeting, or
 - (b) by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

Note: Clause 6.139 reflects section 10(2) of the Act.

Webcasting of meetings

- 6.40 Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.
- 6.41 At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:
- (a) the meeting is being recorded and made publicly available on the council's website, and
 - (b) persons attending the meeting should refrain from making any defamatory statements.
- 6.42 The recording of a meeting is to be made publicly available on the council's website:
- (a) at the same time as the meeting is taking place, or
 - (b) as soon as practicable after the meeting.
- 6.43 The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.
- 6.44 Clauses 6.22 and 6.23 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

Note: Clauses 6.40 – 6.44 reflect section 236 of the Regulation.

6.45 Recordings of meetings may be disposed of in accordance with the State Records Act 1998.

Attendance of the chief executive officer and other staff at meetings

6.46 The chief executive officer is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

Note: Clause 6.46 reflects section 376(1) of the Act.

6.47 The chief executive officer is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 6.47 reflects section 376(2) of the Act.

6.48 The chief executive officer may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the chief executive officer or the terms of employment of the chief executive officer.

Note: Clause 6.48 reflects section 376(3) of the Act.

6.49 The attendance of other council staff at a meeting, (other than as members of public) shall be with the approval of the chief executive officer.

7 The Chairperson

The chairperson at meetings

7.1 The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

Note: Clause 7.1 reflects section 369(1) of the Act.

7.2 If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

Note: Clause 7.2 reflects section 369(2) of the Act.

Election of the chairperson in the absence of the mayor and deputy mayor

7.3 If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

7.4 The election of chairperson must be conducted:

- (a) by the chief executive officer or, in their absence, an employee of the council designated by the chief executive officer to conduct the election, or
- (b) by the person who called the meeting or a person acting on their behalf if neither the chief executive officer nor a designated employee is present at the meeting, or if there is no chief executive officer or designated employee.

7.5 If, at an election of a chairperson, two or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

7.6 For the purposes of clause 7.5, the person conducting the election must:

- (a) arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b) then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

7.7 The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

7.8 Any election conducted under clause 7.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

Chairperson to have precedence

7.9 When the chairperson rises or speaks during a meeting of the council:

- (a) any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b) every councillor present must be silent to enable the chairperson to be heard without interruption.

8 Modes of Address

- | 8.1 If the chairperson is the mayor, they are to be addressed as 'Mayor', 'Mr Mayor' or 'Madam Mayor'.
- | 8.2 Where the chairperson is not the mayor, they are to be addressed as either 'Chairperson', 'Mr Chairperson' or 'Madam Chairperson'.
- 8.3 A councillor is to be addressed as 'Councillor [surname]'.
- 8.4 A council officer is to be addressed by their official designation or as Mr/Ms [surname].
- 8.5 A councillor shall address all remarks or questions, either through or to the chairperson.

9 Order of Business for Ordinary Council Meetings

9.1 The general order of business for an ordinary meeting of the council shall be:

01 Acknowledgement of country

02 Apologies and applications for leave of absence and remote attendance by councillors

03 Confirmation of minutes

04 Disclosures of interests

05 Public ~~forum and public~~ address

06 Items resolved by exception

07 Mayoral minute(s)

08 Reports to council

09 Notices of motions

10 Matters of urgency

11 Notices of rescission

12 Questions with notice

13 Responses to questions

14 Confidential matters

9.2 The order of business as fixed under clause 9.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

Note: The chairperson will have regard to attendance of members of the public and may, where the chairperson considers appropriate, move a motion to change the order of business so as not to unreasonably delay the consideration of matters of interest to the attending public.

Note: Part 14 allows council to deal with items of business by exception.

9.3 Despite clauses 11.21-11.31, only the mover of a motion referred to in clause 9.2 may speak to the motion before it is put.

10 Consideration of Business at Council Meetings

Business that can be dealt with at a council meeting

10.1 The council must not consider business at a meeting of the council:

- (a) unless a councillor has given notice of the business, as required by clause 4.11, and
- (b) unless notice of the business has been sent to the councillors in accordance with clause 4.8 in the case of an ordinary meeting and clause 4.10 in the case of an extraordinary meeting called in an emergency.

10.2 Clause 10.1 does not apply to the consideration of business at a meeting, if the business:

- (a) is already before, or directly relates to, a matter that is already before the council, or
- (b) is the election of a chairperson to preside at the meeting, or
- (c) subject to clause 10.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d) is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

10.3 Despite clause 10.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- (a) a motion is passed to have the business considered at the meeting, and
- (b) the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

10.4 A motion moved under clause 10.3(a) can be moved without notice. Despite clauses 11.20-11.30, only the mover of a motion referred to in clause 10.3(a) can speak to the motion before it is put.

10.5 A motion of dissent cannot be moved against a ruling by the chairperson under clause 10.3(b).

Late items

10.6 In exceptional circumstances reports not listed for consideration on the business paper may be tabled at an ordinary meeting. The chief executive officer is authorised to submit late agenda items.

10.7 Late reports should only be brought forward in the case of necessity and urgency, on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council, and are to be forwarded to councillors via email no later than 12 noon on the day prior to the meeting at which the item is to be considered.

10.8 For matters not listed on the agenda of meetings and where less than three days' notice has been provided in accordance with clause 4.8, a motion of urgency will need to be passed by the council prior to the matter being considered. The motion of urgency is to include the reason why the matter is considered to be urgent.

Mayoral minutes

10.9 Subject to clause 10.12, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of council, or of which the council has official knowledge.

10.10 A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

10.11 A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

10.12 A mayoral minute must not be used to put without notice (in accordance with clauses 4.8 and 4.10) matters that are routine and not urgent, or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council or is considered by the mayor to have currency and importance.

10.13 Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. The mayor should liaise with the chief executive officer for assistance in costing a mayoral minute and identifying potential funding sources. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending a report from the chief executive officer on the availability of funds for implementing the recommendation if adopted.

Staff reports

10.14 A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

Reports of committees of council

10.15 The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

10.16 If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

Questions

10.17 A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 4.11 and 4.16.

10.18 A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

10.19 A councillor may, through the chief executive officer, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the chief executive officer at the direction of the chief executive officer.

10.20 A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

10.21 The councillor must put questions directly, succinctly, respectfully and without argument.

10.22 The chairperson must not permit discussion on any reply to, or refusal to reply to, a question, including questions with notice asked in accordance with clause 4.16~~8~~, put to a councillor or council employee.

11 Rules of Debate

Motions to be seconded

11.1 Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

Notices of motion

11.2 A councillor who has submitted a notice of motion under clause 4.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered, unless the motion was dealt with by exception.

11.3 If a councillor who has submitted a notice of motion under clause 4.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council. Councillors are encouraged to withdraw their motion prior to public address at the meeting.

11.4 In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

- (a) any other councillor may move the motion at the meeting, or
- (b) the chairperson may defer the motion until the next meeting of the council at which the motion can be considered.

11.5 Where multiple councillors have submitted a joint notice of motion, only one mover and one seconder will be recorded in the minutes.

11.6 Where a notice of motion is carried by exception, the councillor who submitted the motion will be noted in the minutes.

Chairperson's duties with respect to motions

11.76 It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

11.87 The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

11.98 Before ruling out of order a motion or an amendment to a motion under clause 11.78, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

11.109 Any motion, amendment or other matter that the chairperson has ruled out of order is taken to have been lost.

Motions requiring the expenditure of funds

11.110 A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. Councillors should liaise with the chief executive officer for assistance in costing notices of motion and identifying potential funding sources in sufficient time to complete the notice of motion and meet the deadline in clause 4.11. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the chief executive officer on the availability of funds for implementing the motion if adopted.

Amendments and additions to motions

11.12 An addition to a motion may be made after the motion has been moved and seconded.

11.143 An amendment to a motion must be moved and seconded before it can be debated.

11.124 An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

11.135 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.

11.146 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one motion and one proposed amendment can be before council at any one time.

11.157 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.

11.168 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.

11.179 Without limiting clause 11.12 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion and the seconder.

Note: Where possible, it is helpful for proposed amendments to be circulated in advance of the meeting to allow the chief executive officer to consider any legal, strategic, financial or policy implications.

Foreshadowed motions

11.48-20 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.

11.49-21 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.

11.20-22 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

Limitations on the number and duration of speeches

11.243 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and to any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.

11.224 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.

11.2~~35~~ A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than three minutes at any one time.

11.2~~46~~ Despite clause 11.2~~35~~, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment and for longer than five minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.

11.2~~57~~ Despite clause 11.2~~35~~, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

Note: Council resolved on ~~28 May 2019 (Resolution 170/19)~~ (resolution to be updated) that as a matter of efficiency in Council meetings, there be a standing reduction applied to all councillor speeches from five minutes to three minutes with the option of an additional two minutes to conclude a speech where resolved by Council.

In circumstances where the chairperson considers it appropriate, in order to conclude the business of the meeting in the time remaining, the chairperson may reduce the duration of speeches to two minutes for the remainder of the meeting.

Note: Any reduction in the duration of speeches is applied consistently to all speeches, not on an individual basis.

11.2~~68~~ Despite clauses 11.2~~43~~ and 11.2~~24~~, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
- (b) if at least two councillors have spoken in favour of the motion or amendment and at least two councillors have spoken against it.

11.2~~79~~ The chairperson must immediately put to the vote, without debate, a motion moved under clause 11.2~~68~~. A seconder is not required for such a motion.

11.2~~830~~ If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 11.2~~43~~.

11.2~~931~~ If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

11.3~~92~~ All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

11.3~~43~~ Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

12 Voting

Voting entitlements of councillors

12.1 Each councillor is entitled to one vote.

Note: Clause 12.1 reflects section 370(1) of the Act.

12.2 The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

Note: Clause 12.2 reflects section 370(2) of the Act.

12.3 Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

Voting at council meetings

12.4 A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

12.5 If a councillor who has voted against a motion put at a council meeting so requests, the Chief Executive Officer must ensure that the councillor's dissenting vote is recorded in the council's minutes.

12.6 The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

12.7 When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The Chief Executive Officer must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

12.8 When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 12.4 of this code.

12.9 Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

12.10 All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

Voting on planning decisions

12.11 The chief executive officer must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

12.12 For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

12.13 Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

12.14 Clauses 12.11–12.13 apply also to meetings that are closed to the public.

Note: Clauses 12.11–12.13 reflect section 375A of the Act.

13 Committee of the Whole

13.1 The council may resolve itself into a committee to consider any matter before the council.

Note: Clause 13.1 reflects section 373 of the Act.

13.2 All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

Note: Clauses 11.21-11.31 limit the number and duration of speeches.

13.3 The chief executive officer or, in the absence of the chief executive officer, an employee of the council designated by the chief executive officer, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full but any recommendations of the committee must be reported.

13.4 The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

14 Dealing with Items by Exception

14.1 The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda (including mayoral minutes, reports to council and notices of motion) together by way of a single resolution.

14.2 Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 14.1, the chairperson must list the items of business to be adopted and ask councillors to identify any of the individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.

14.3 The council or committee must not resolve to adopt any item of business under clause 14.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.

14.4 Where a councillor wishes to commend council staff on an item of business due to be adopted under clause 14.1 a notation in the minutes can be included at the discretion of the chief executive officer. If councillors wish to include specific wording this must be submitted to the chief executive officer by 12 noon on the working day following the meeting.

14.5 Where the consideration of multiple items of business together under clause 14.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 9.2.

14.6 A motion to adopt multiple items of business together under clause 14.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.

14.7 Items of business adopted under clause 14.1 are to be taken to have been unanimously adopted.

14.8 Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a report that councillor should remove themselves from the council chamber and not vote on the resolution to adopt the reports by exception.

15 Closure of Council Meetings to the Public

Grounds on which meetings can be closed to the public

15.1 The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
 - (i) prejudice the commercial position of the person who supplied it, or
 - (ii) confer a commercial advantage on a competitor of the council, or
 - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
- (i) alleged contraventions of the council's code of conduct.

Note: Clause 15.1 reflects section 10A(1) and (2) of the Act.

15.2 The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

Note: Clause 15.2 reflects section 10A(3) of the Act.

Matters to be considered when closing meetings to the public

15.3 A meeting is not to remain closed during the discussion of anything referred to in clause 15.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

Note: Clause 15.3 reflects section 10B(1) of the Act.

15.4 A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 15.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and
- (b) are clearly identified in the advice, and

- (c) are fully discussed in that advice.

Note: Clause 15.4 reflects section 10B(2) of the Act.

15.5 If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 15.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 15.1.

Note: Clause 15.5 reflects section 10B(3) of the Act.

15.6 For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
 - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
 - (ii) cause a loss of confidence in the council or committee.

Note: Clause 15.6 reflects section 10B(4) of the Act.

15.7 In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the departmental chief executive of the Office of Local Government.

Note: Clause 15.7 reflects section 10B(5) of the Act.

Notice of likelihood of closure not required in urgent cases

15.8 Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 4.23 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 15.1, and
- (b) the council or committee, after considering any representations made under clause 15.9, resolves that further discussion of the matter:
 - (i) should not be deferred (because of the urgency of the matter), and
 - (ii) should take place in a part of the meeting that is closed to the public.

Note: Clause 15.8 reflects section 10C of the Act.

Representations by members of the public

15.9 The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

Note: Clause 15.9 reflects section 10A(4) of the Act.

15.10 A representation under clause 15.9 is to be made after the motion to close the part of the meeting is moved and seconded.

15.11 Where the matter has been identified in the agenda of the meeting under clause 4.24 as a matter that is likely to be considered when the meeting is closed to the public, in order to

make representations under clause 15.9, members of the public must first make an application to the council in the approved form. Applications must be received by 12 noon on the day before the meeting at which the matter is to be considered.

15.12 The chief executive officer (or their delegate) may refuse an application made under clause 15.11. The chief executive officer or their delegate must give reasons in writing for a decision to refuse an application.

15.13 No more than two speakers are to be permitted to make representations under clause 15.9.

15.14 If more than the permitted number of speakers applies to make representations under clause 15.9, the chief executive officer or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 15.9, the chief executive officer or their delegate is to determine who will make representations to the council.

15.15 The chief executive officer (or their delegate) is to determine the order of speakers.

15.16 Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 4.24 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 15.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two speakers to make representations in such order as determined by the chairperson.

15.17 Each speaker will be allowed three minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers are to confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

Expulsion of non-councillors from meetings closed to the public

15.18 If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.

15.19 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

Information to be disclosed in resolutions closing meetings to the public

15.20 The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public

interest.

Note: Clause 15.20 reflects section 10D of the Act.

Resolutions passed at closed meetings to be made public

15.21 If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

15.22 Resolutions passed during a meeting, or a part of a meeting, that is closed to the public will be made public by the chairperson under clause 15.21 by displaying the resolutions on the public screens during the meeting and on the livestream of the meeting webcast.

16 Keeping Order at Meetings

Points of order

16.1 A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.

16.2 A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.

16.3 A point of order must be taken immediately it is raised. The chairperson must suspend business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

Questions of order

16.4 The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.

16.5 A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.

16.6 The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.

16.7 The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

Motions of dissent

16.8 A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.

16.9 If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.

16.10 Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

Acts of disorder

16.11 A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:

- (a) contravenes the Act, the Regulation or any regulation in force under the Act or this code, or
- (b) assaults or threatens to assault another councillor or person present at the meeting, or
- (c) moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or
- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or

- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

16.12 The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 16.11(a) or (b), or (e) or
- (b) to withdraw a motion or an amendment referred to in clause 16.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 16.11(d) and (e).

How disorder at a meeting may be dealt with

16.13 If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

Expulsion from meetings

16.14 All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person other than a councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act. Councillors may only be expelled by resolution of the council or the committee of the council.

16.15 Clause 16.14, does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

16.16 A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 16.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

16.17 A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

16.18 Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

16.19 If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

How disorder by councillors attending meetings by audio-visual link may be dealt with

16.20 Where a councillor is attending a meeting audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.

16.21 If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

Use of mobile phones and the unauthorised recording of meetings

16.22 Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.

16.23 A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording or photograph before, during or after ~~of~~ the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee whilst in the vicinity of the meeting location.

Note: Clause 16.23 does not apply to circumstances where the chief executive officer arranges for photographs of councillors and/or the chambers for record keeping purposes.

16.24 Without limiting clause 16.17, a contravention of clause 15.20 or an attempt to contravene that clause, constitutes disorderly conduct for the purpose of clause 16.17. Any person who contravenes or attempts to contravene clause 16.20, may be expelled from the meeting as provided for under section 10(2) of the Act.

16.25 If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

17 Conflicts of Interest

17.1 All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

17.2 Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

18 Decisions of the Council

Council decisions

18.1 A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

Note: Clause 18.1 reflects section 371 of the Act.

18.2 Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

Rescinding or altering council decisions

18.3 A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 4.11.

Note: Clause 18.3 reflects section 372(1) of the Act.

18.4 If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, or up to 12 noon on the working day following the meeting, the resolution must not be carried into effect until the motion of rescission has been dealt with.

Note: Clause 18.4 reflects section 372(2) of the Act (excluding italics text).

18.5 Unless resolved otherwise, it is council's practice not to implement decisions of the council until 12 noon on the working day following the council and/ or committee meeting.

18.6 If a motion has been lost by the council, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 4.11.

Note: Clause 18.6 reflects section 372(3) of the Act.

18.7 A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost by the council, must be signed by three councillors if less than three months has elapsed since the resolution was passed, or the motion was lost.

Note: Clause 18.7 reflects section 372(4) of the Act.

18.8 If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

Note: Clause 18.8 reflects section 372(5) of the Act.

18.9 The provisions of clauses 18.6–18.8 concerning lost motions do not apply to motions of adjournment.

Note: Clause 18.9 reflects section 372(7) of the Act.

18.10 A notice of motion submitted in accordance with clause 18.7 may only be withdrawn under clause 4.12 with the consent of all signatories to the notice of motion.

18.11 A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

Note: Clause 18.11 reflects section 372(6) of the Act.

18.12 Subject to clause 18.8, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

18.13 Where a notice of rescission that was submitted without a replacement motion is carried, a new replacement motion cannot be considered unless prior notice has been given in accordance with clause 4.11.

Note: The provisions of clause 10.2 and 10.3 have no effect in respect of a replacement motion given without notice in accordance with clause 4.11, where clause 18.7 applies.

18.1~~34~~ A motion moved under clause 18.12(b) can be moved without notice. Despite clauses 11.20–11.30, only the mover of a motion referred to in clause 18.12(b) can speak to the motion before it is put.

18.1~~45~~ A motion of dissent cannot be moved against a ruling by the chairperson under clause 18.12(c).

Recommitting resolutions to correct an error

18.15 Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution

18.16 In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 18.15(a) the councillor is to propose alternative wording for the resolution.

18.17 The chairperson must not grant leave under clause 18.16, unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

18.18 A motion moved under clause 18.15 can be moved without notice. Despite clauses 11.20–11.30, only the mover of a motion referred to in clause 18.15 can speak to the motion before it is put.

18.19 A motion of dissent cannot be moved against a ruling by the chairperson under clause 18.15.

18.20 A motion moved under clause 18.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

19 Time Limits on Council Meetings

19.1 A short break of not less than 10 minutes is to be taken within the first three hours at each ordinary and extraordinary meeting of council and committees of the council.

19.2 Meetings of the council and committees of the council are to conclude no later than ~~11.00pm~~10.30pm.

19.3 If the business of the meeting is unlikely to be finished by, or is unfinished at ~~11.00~~10.30pm the council or the committee of council may by resolution extend the time of the meeting by one 30 minute interval for the purpose of dealing with the remaining items on the agenda. If at ~~11.3000~~pm the business of the meeting is not concluded an automatic extension will occur to enable the completion of debate and voting on the current matter (where the matter under consideration has already been moved and seconded).

19.4 If the business of the meeting is unfinished at ~~11.00~~10.30pm and the council does not resolve to extend the meeting or at the conclusion of any extensions in accordance with clause 19.3, the chairperson must conclude debate and voting on the current matter (where the matter under consideration has already been moved and seconded), then either:

- (a) defer consideration of the remaining items of business on the agenda to the next ordinary meeting of the council, or
- (b) adjourn the meeting to a time, date and place fixed by the chairperson.

19.5 Clause 19.4 does not limit the ability of the council or a committee of the council to resolve to adjourn a meeting at any time. The resolution adjourning the meeting must fix the time, date and place that the meeting is to be adjourned to.

19.6 Where a meeting is adjourned under clause 19.4 or 19.5, the chief executive officer must:

- (a) individually notify each councillor of the time, date and place at which the meeting will reconvene, and
- (b) publish the time, date and place at which the meeting will reconvene on council's website and in such other manner that the chief executive officer is satisfied is likely to bring notice of the time, date and place of the reconvened meeting to the attention of as many people as possible.

19.7 Any decisions of council made prior to the adjournment of a meeting are to be implemented by the chief executive officer and do not need to await the resumption of an adjourned meeting. The outstanding items are to be resubmitted to an adjourned meeting for determination. Unless resolved otherwise, it is council's practice not to implement decisions of the council until 12 noon on the working day following the day on which the meeting was adjourned.

20 After the Meeting

Minutes of meetings

20.1 The council is to keep full and accurate minutes of the proceedings of meetings of the council.

Note: Clause 20.1 reflects section 375(1) of the Act.

20.2 At a minimum, the chief executive officer must ensure that the following matters are recorded in the council's minutes:

- (a) The names of councillors attending a council meeting and whether they attended the meeting in person or by audio-visual link,
- (b) details of each motion moved at a council meeting and of any amendments moved to it, including:
 - (i) motions which are validly moved, but which lapsed for the want of a seconder,
 - (ii) motions that are ruled out of order by the mayor/chairperson because they are:
 - a) not considered urgent,
- b) are considered unlawful,
- c) are considered to be outside of council's jurisdiction.

Note: The wording of motions ruled out of order by the mayor/chairperson will not be included in the minutes (in this case only the mayor's ruling will be included).

- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

20.3 Notations in minutes requested by individual councillors, except those identified in clause 14.4, will only be included following a resolution of council approving their inclusion.

20.4 The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

Note: Clause 20.4 reflects section 375(2) of the Act.

20.5 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

20.6 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

Note: Clause 20.6 reflects section 375(2) of the Act.

20.7 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

20.8 The confirmed minutes of a council meeting, when the meeting was open to the public, must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

Access to correspondence and reports laid on the table at, or submitted to, a meeting

20.9 The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

Note: Clause 20.9 reflects section 11(1) of the Act.

20.10 Clause 20.9 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

Note: Clause 20.10 reflects section 11(2) of the Act.

20.11 Clause 20.9 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

Note: Clause 20.11 reflects section 11(3) of the Act.

20.12 Correspondence or reports to which clauses 20.10 and 20.11 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

Implementation of decisions of the council

20.13 The chief executive officer is to implement, without undue delay, lawful decisions of the council.

Note: Clause 20.13 reflects section 335(b) of the Act.

21 Council Committees

Application of this Part

21.1 This Part only applies to committees of the council whose members are all councillors.

Council committees whose members are all councillors

21.2 The council may, by resolution, establish such committees as it considers necessary.

21.3 A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

21.4 The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

Functions of committees

21.5 The council must specify the functions of each of its committees when the committee is established, but may from time to time amend those functions.

Notice of committee meetings

21.6 The chief executive officer must send to each councillor regardless of whether they are a committee member, at least three days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

21.7 Notice of less than three days may be given of a committee meeting called in an emergency.

Attendance at committee meetings

21.8 A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

21.9 Clause 21.8 does not apply if all of the members of the council are members of the committee.

Non-members entitled to attend committee meetings

21.10 A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

Chairperson and deputy chairperson of council committees

21.11 The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

21.12 The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

21.13 If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

21.14 The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

Procedure in committee meetings

21.15 Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

21.16 Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 21.15.

21.17 Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

Closure of committee meetings to the public

21.18 The provisions of the Act and Part 15 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

21.19 If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

21.20 Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 21.19 during a part of the meeting that is webcast.

Disorder in committee meetings

21.21 The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

Minutes of council committee meetings

21.22 Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting and whether they attended the meeting in person or by audio-visual link
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

21.23 All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

21.24 The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

21.25 Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

21.26 When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

21.27 The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

21.28 The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

22 Irregularities

22.1 Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to disclose a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

Note: Clause 22.1 reflects section 374 of the Act.

Appendix One – Procedural Motions

Motion	Moved without Notice	Requires Second	Speakers / Debate Permitted	Right of Reply
(i) Change the Order of Business	Yes	Yes	Mover of motion only	No
(ii) Business without Notice (matter of urgency) (clause 10.3)	Yes	Yes	Mover of motion only	No
(iii) Dissent from Chairperson's ruling on Point of Order	Yes	Yes	Mover and chairperson only may speak	No
(iv) Adjournment of Meeting	Yes	Yes	No debate permitted	No
(v) Limitation to number of speakers (motion be now put)	Yes if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or if at least 2 councillors have spoken in favour of the motion or amendment and at least 2 councillors have spoken against it.	No	No debate permitted. Motion must be put immediately after mover of original motion/amendment has right of reply	No
(vi) Deferment of a Matter	Yes	Yes	Yes	Yes
(vii) Motion be dealt with in seriatim	Yes	Yes	Mover of motion only	No

Version Control

Revision	Date	Change	Ref
1	22/11/2016	Northern Beaches Council Code of Meeting Practice adopted	2016/299769
2	22/05/2018	Northern Beaches Council Code of Meeting Practice adopted	2018/104009
3	28/5/2019	Northern Beaches Council Code of Meeting Practice adopted based on 2018 Office of Local Government Model Code of Meeting Practice	2019/019769
4	03/03/2022	Northern Beaches Council Code of Meeting Practice – review - 2022	2022/135642
5	24/05/2022	Northern Beaches Council Code of Meeting Practice adopted	2022/271071
<u>6</u>	<u>15/02/2024</u>	<u>Northern Beaches Council Code of Meeting Practice – review</u>	<u>2024/078707</u>



Warringah Council Policy

Policy No. PL 640 FITNESS

Policy for the Use of Council Open Space for Commercial Fitness Groups and Personal Trainers

1 Purpose of Policy

In implementing this policy, Council aims to:

- Ensure equity of access to Council's developed Open Space;
- Manage equitably the impact of commercial fitness activities on open space asset condition and maintenance; and
- Address and manage Public Liability concerns and risk exposure to Council in relation to commercial operations on Council and Crown land categorised as community land

1.1 Background

Personal fitness training is one of the strongest growth segments in the Fitness Industry. Increasing numbers of commercial fitness trainers using Council Open Space have raised a number of issues including:

- Equity of access issues – eg. potential conflict with displaced users, management of demand, noise, domination and monopolisation of areas and unpaid use of Council land by commercial operators.
- Impact on the asset – eg. trainers, especially of large groups, are causing wear and tear.
- Public liability concerns – eg. trainers with insufficient insurance.

1.2 Scope

This policy targets specifically the operation of Commercial Fitness Groups and Fitness Trainers relating to:

- One on one sessions and/or group activities.
- Use of beaches, parks, public reserves categorised as community land within the Warringah Local Government Area in accord with the requirements of the Local Government Act 1993 for the management of community land.
- Use of Crown Land under Council's Trusteeship

Council approved commercial fitness trainers must operate only in the areas specified in an approved permit.

In addition, where conflict exists between this policy and Policy CCS-PL 612 Interim Policy on the Management of the Commercial Use of Beaches, Reserves and Buildings/Facilities in Warringah, Policy CCS-PL 612 shall take precedence.

1.3 Groups excluded from this policy

This policy does not apply to:



Policy No. PL 640 FITNESS

- Sporting clubs
- Schools
- Surf Life Saving Clubs
- Corporate groups
- Defence Forces
- Social groups

Organised group activities undertaken on public reserves are however subject to an approval process under the general beach and reserve usage and booking procedures (See Reserves Booking Operating Management Standard).

2 Principles

2.1 Commercial fitness groups and personal fitness trainers must have a permit to operate at any public reserves.

2.2 Exclusion Zones

No commercial fitness training will be permitted in high activity areas and/or areas of cultural, environmental or natural significance. Specific areas where these activities are prohibited include but are not limited to the following:

- Intertidal Protected Areas (such as Dee Why Headland)
- Dee Why Headland (areas of bushland)
- Areas of Long Reef Headland (shown as environmentally sensitive in the Griffith Park Plan Of Management)
- Dee Why Lagoon Wildlife Refuge (excluding the developed areas of James Meehan Reserve)
- Manly and Curl Curl Lagoon water bodies
- Watercourses and wetland areas
- High conservation bushland (eg supporting threatened species)
- 10 metres from memorials
- 10 metres from any playground and play equipment
- 10 metres from any public change room, toilet or kiosk areas
- 30 metres from any neighbouring residential property
- 30 metres from any flagged area of beaches and/or as directed by the duty lifeguard
- Any designated sport ground when occupied by an approved hirer or allocated user
- Any rock pool when occupied by an approved hirer

Council may exclude other public areas at its discretion in the interests of meeting legislative responsibilities for the management of community land.

Council does not warrant that any public open space is suitable for the conduct of personal training or any other purpose. The permit holder must take steps to ensure that the area to be used is suitable for the intended purpose and use.



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2.3 Permissible fitness activities under the policy (subject to Council approval)

- Resistance training
- Boxing and pad training
- Organised aerobic activity
- Yoga, Tai Chi and Pilates classes and like activities
- Circuit training
- A combination of any of the above
- Other industry endorsed fitness activities having been submitted and approved by Council.

2.4 Excluded activities

- Any activity that is deemed to be aggressive or intimidating in nature whether real or perceived by participants or the general public.
- Amplified music or amplified audio (voice) equipment and loud shouting is not permitted.

2.5 Eligibility

The following criteria must be met by applicants to be eligible for a permit. Evidence of the following must be provided at the time of application:

- Current Senior First Aid Certificate
- Current public Liability Insurance which indemnifies Warringah Council to a minimum of \$10,000,000.
- Recognised qualifications (Certificate III or IV in Fitness) and/or registration with Fitness Australia.

2.6 Size of groups

Permits may be issued for groups of 1-20 excluding the applicant with the exception of Dee Why and Collaroy beach reserves and all rock pools where groups will be restricted to 10 excluding the applicant.

Council may consider larger groups by way of an approved Reserves Booking.

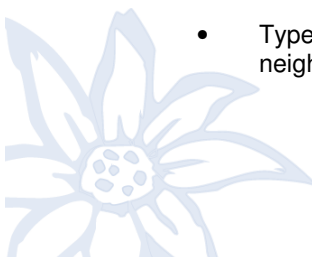
3 Permit allocation

A permit will be valid for a maximum of **one (1) year** and will authorise each trainer to use community land for fitness activities in accordance with this policy on a **non exclusive basis**.

3.1 Application process

Applications for permits and the number of permits to be issued will be determined by the Reserves Booking Officer taking into account the following factors:

- Usage demand, intensity of use of the area and times requested.
- Number of approved trainers already using the area.
- Other activities (passive and active) being undertaken in the area.
- Type of activities being undertaken and the potential impact on other users and neighbouring residents during the times requested.



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- Whether the activities will contribute to increasing congestion or user conflict in the area requested.

In considering the above factors, the Reserves Booking Officer may decide to:

- Approve an application and issue a permit.
- Issue a limited permit with restrictions on the number and type of activities, group size and time and location of the activities.
- Not approve the application.

One trainer only will be authorised by Council to operate at any one time under the permit issued. Other trainers providing assistance will be included as part of the training group number. In the event that the nominated trainer is unable to operate under the approved permit a replacement may be approved subject to meeting the eligibility requirements of this policy.

All trainers must be insured and eligible to operate under the permit in accordance with the policy.

3.2 Permit fees

Applicants can choose from a “one-off” annual permit fee or alternatively seasonal quarterly permit of 12 week duration. The fees for these permits are set out in the Council's adopted Fees and Charges and are available on the Council's website www.warringah.nsw.gov.au.

For 2010/2011 the fee schedule inclusive of GST is proposed as follows:

Category A Permits

Beach Areas and Beach Reserves

Groups 1-5	Per quarter	\$200.00
Groups 1-5	Per Year	\$700.00
Groups 6-10	Per Quarter	\$400.00
Groups 6-10	Per Year	\$1,400.00
Groups 11-20	Per Quarter	\$600.00
Groups 11-20	Per Year	\$2,200.00

Category B Permits

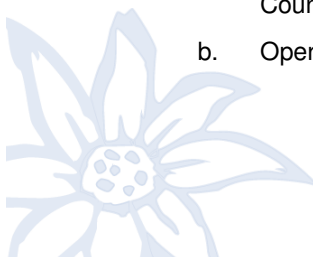
Non-Beach Areas and Sportsgrounds

Groups 1-5	Per quarter	\$125.00
Groups 1-5	Per Year	\$400.00
Groups 6-10	Per Quarter	\$225.00
Groups 6-10	Per Year	\$900.00
Groups 11-20	Per Quarter	\$350.00
Groups 11-20	Per Year	\$1,200.00

4 General Conditions

Any commercial fitness trainer operating under a permit approved by Warringah Council must:

- Provide only activities for which they are suitably qualified and have been approved by Council.
- Operate only in the areas and at the times specified by the Council permit.



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- c. Manage the activities to minimise wear and tear on grassed areas (this includes rotating within the designated area and/or alternating activities).
- d. Comply with all reasonable directions of Council Rangers or other authorised Council Officers.
- e. Ensure all hazards are made safe and reported to Council immediately.
- f. Not assign their rights under this permit or attempt to transfer their rights to another person. The permit issued to an individual and is not transferable unless approved by Council in accordance with this policy.
- g. Always conduct themselves in a proper and orderly manner and be considerate to other users and adjacent residents when conducting training on public Open Space.
- h. Conduct their activities so as not to dominate, monopolise and/or obstruct any stairways or pathways.
- i. Not create any noise from training activities that may unreasonably disturb other users and adjacent residents. Noise associated with the activity shall not be audible at any residence eg: No whistles, horns, blasters, loud speakers, etc
- j. Not suspend boxing or kick boxing bags from trees and/or structures in the reserves.
- k. Ensure that any exercise equipment used is under supervision at all times and does not create any hazards or obstruction.
- l. Ensure that any training group, for which they are responsible, runs in single file when running in narrow areas.
- m. Ensure that their clients do not use inappropriately in any way picnic tables and park furniture.
- n. Ensure that the training area is restored to the same condition it was at the commencement of the training.
- o. Not sell clothing or equipment or refreshments or any other good, service or product. at the reserves etc
- p. Not display any unauthorised advertising signage including banners or unauthorised 'A' frame signs on Council's public reserves.
- q. Must provide on site advertisement of operator details and permit approval in a form approved/issued by Council.
- r. Not interfere with any Council approved or booked activity including, but not limited to a wedding, birthday party, corporate BBQ, sport or sporting activity that is being carried out on any oval or reserve or part thereof and the trainer acknowledges that such a booking has priority over the trainer's use.
- s. Take responsibility for satisfying all occupational health and safety legislation and regulations.
- t. Ensure all fees and levies required by WorkCover or any other public body or statutory authority are paid.
- u. Indemnify and hold the Council harmless from and against all damages, sums of money, costs, charges, expenses, actions, claims and demands, which may be sustained or suffered or recovered or made against the Council by any person for any loss of life or injury or damage any person may sustain during the conduct of a training session.



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- v. Take out and maintain in their name, for the duration of the term of the permit, approved public liability insurance for a minimum of \$10,000,000 and produce documentary evidence of this at the time of application.
- w. Agree that, notwithstanding an implication or rule of law to the contrary, the Council shall not be liable for any damage or loss that the trainer and their clients may suffer by the act, default or neglect of any other person or by reason of Council failing to do something on or to the public space used.
- x. Ensure that all members of the training group are aware and comply with these conditions.

Council does not, and will not accept liability for any debts incurred by the trainer. Council shall not be in any way responsible for any property of a trainer or any other person that may be left on the land or for any loss of any such property by theft or otherwise.

5 Enforcing this policy

In accordance with council's Compliance and Enforcement Policy PDS-PL 120, where commercial fitness or personal training activities are observed (as described in this policy) without a permit, the operator will be directed to cease the activity and be instructed to apply for a permit from council within 7 Days. On subsequent occasions where the same commercial fitness or personal training operator(s) is observed to be conducting activities without a permit, the operator will be issued with a penalty notice under Section 626 of the Local Government Act 1993 — carry out without prior approval of council an activity specified in item 1 of Part D (Community land). Should the activity continue without approval, council will consider taking further legal action.

6 Termination

Council reserves the right to terminate its agreement with a trainer without notice if in its sole opinion it has determined that the trainer has failed to comply with the reasonable direction of its staff or has breached the terms of the permit or the terms of the Council's Policy on the Use of Council's Reserves by commercial fitness groups and personal trainers.

A trainer whose permit has been terminated or application refused, can appeal in writing to the Director of Community and Environmental Services, Warringah Council, Civic Centre, 725 Pittwater Rd, Dee Why, NSW, 2099

7 Authorisation

This Policy was adopted by Council on 25 May 2010.

It is effective from 1 July 2010.

It is due for review in July 2012.

8 Amendments

Nil.

9 Who is responsible for implementing this Policy?

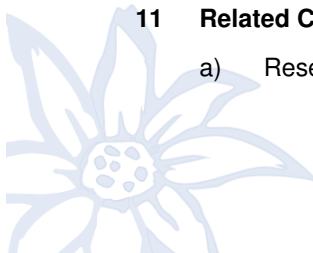
Manager Parks Reserves and Foreshores

10 Document owner

Director Community and Environmental Services

11 Related Council Policies

- a) Reserves, Beaches, Sports Fields and Rock Pools Operating Management Standard



Policy No. PL 640 FITNESS

- b) CCS-PL 612 Interim Policy on the Management of the Commercial use of Beaches
- c) PDS-PL 120 Compliance and Enforcement

12 Legislation and references

- a) Local Government Act 1993
- b) Local Government (General) Regulation 2005

13 Definitions

Open Space: Includes parks, beaches, rockpools, foreshores, reserves, sportsgrounds and streets.



H10. Hire Boat Operations - Beaches and Reserves

Title: Hire Boat Operations – Beaches and Reserves Policy
Policy No: H10
Keywords: Hire Boat, Sailing Craft, Non-motorised Craft
Responsible Officer: Deputy General Manager – Land Use and Sustainability

1. PURPOSE AND AUTHORITY

The purpose and overall objective of this policy is to set out Manly Council's considered and adopted policy position with respect to the issuing of licences or other approvals for the hiring of sailing craft from beaches or reserves in the Manly Council local government area.

2. POLICY STATEMENT

As a matter of policy Council disapproves of the issue of licences or other approvals for the hiring of sailing craft from beaches or reserves in the Manly Council local government area.

Applications for other non-motorized craft are to be considered on their merits provided the applicants can obtain an aquatic licence from the Maritime Services Board.

1. (F&GP 25.7.78)
2. (Confirmed 20.10.97)

3. PRINCIPLES

The underlying principle of this policy is the recognition by Manly Council of the need to ensure that public beaches and public reserves are not alienated or made the subject of commercial use in a manner that might derogate from the right of the general public to use and enjoy those beaches and reserves. The policy also seeks to uphold the principle of public safety and convenience and the need to protect the public from reasonably foreseeable risks and dangers arising from a conflict of uses as respects public land.

4. SCOPE

This policy applies to all Council officials (including Councillors and Council staff and consultants engaged by Council) who are involved, directly or indirectly, in decision-making (including preparatory and recommendatory decision-making) with respect to the subject-matter of this policy.

Insofar as land is concerned, this policy applies to all beaches and reserves in the Manly local government area on or from which boats operate or can be operated.

5. DEFINITIONS

See the Dictionary at the end of the Local Government Act 1993 for definitions of relevant terms and expressions.

6. IMPLEMENTATION

This policy will be implemented without delay once adopted by Council. Upon adoption this policy will be entered into Council's policy register, made available online and provided to all staff and any other people directly affected by this policy.

Council and/or the General Manager may, during a civil emergency only, set aside any policy terms to ensure public safety.

7. MONITORING AND BREACHES

Regular monitoring of compliance with this policy, relevant legislation and Manly policies and procedures will be undertaken and documented by the responsible officer for this policy.

Breaches of this policy are considered to be breaches of Manly Council's Code of Conduct and therefore invoke the relevant sanctions outlined in that Code. Persons in breach of any legislation may be subject to relevant criminal action.

8. REPORTING

No specific reporting is required by this policy.

9. POLICY REVIEW

This policy is subject to regular review at a maximum interval of Insert the review period as required by legislation, generally every two (2) years.

For the purposes of carrying out and giving effect to this policy, the General Manager may from time to time prepare, adopt or vary, and otherwise issue to Council staff, guidelines and directions relating to any aspect of this policy.

Any recognised change to relevant legislation; or directives or guidelines issued by agencies including the NSW Ombudsman and the Division of Local Government; or to Manly Council's related guidelines and procedures will activate an immediate review of this policy to ensure it remains current and aligned to best practice policies.

10. RELEVANT REFERENCES AND LEGISLATION

Local Government Act 1993

11. RELEVANT COUNCIL POLICIES

Nil.

12. REVISION SCHEDULE

Minute No	Date of Issue	Action	Author	Checked by
PS53/11	2 May 2011	Periodic Review	Secretariat, Corporate Services	Manager, Administration
	June 2013	Comprehensive Review		General Counsel
PS16/14	3 March 2014	Periodic Review	OM CSS	Manager Governance



Policy – No 169	Adopted:	OM: 08.10.2007
	Reviewed:	
	Amended:	OM: 08.10.2007, OM: 17.10.2011 OM: 03.02.2014
	Revoked:	

TITLE:	OPEN AIR CINEMA EVENTS ON COUNCIL CONTROLLED LAND
STRATEGY:	Building Communities Recreation Management
BUSINESS UNIT:	Reserves, Recreation & Building Services
RELEVANT LEGISLATION:	Protection of the Environment Operations (Noise Control) Regulation 2000
RELATED POLICIES:	None

Objective

To make available suitable areas of recreational open space for a wide variety of activities and events, including open air cinemas.

To facilitate the operation of open air cinemas and like events to provide a greater choice of entertainment for the whole community.

To ensure that open air cinema events are conducted to industry best practice standards.

Policy Statement

Pittwater Council, through its network of recreational open space, is committed to offering suitable venues for a diversity of social, cultural and recreational activities and events for the whole community.

Open air cinema events provide a distinctive entertainment experience that enhances social interaction, particularly for families, whilst being compatible with the outdoor lifestyle of the Pittwater community.

Conditions of Operation

- Open air cinema events will have either a 'G', 'PG' or 'M' rating. No films with ratings of 'MA' or 'R' will be permitted. 'M' rated movies to only be shown after 8.00pm.
- That major commercial new release motion pictures be restricted from being shown on Council controlled public reserves for the first six weeks after their Australian release date.
- Open air cinema events will be conducted in strict accordance with the provisions of the conditions set down in the relevant legislation and plans of management.
- All Councillors and the Senior Management Team will be advised of open air cinema event bookings prior to final approval being granted.

* * *



Council Policy – No 120	Adopted:	UE: 12.7.1999
	Reviewed:	
	Amended:	OM: 17.10.2005 OM: 17.10.2011 OM: 04.11.2013
	Revoked:	

TITLE:	OPEN AIR CONCERTS
STRATEGY:	RECREATION MANAGEMENT BUILDING COMMUNITIES
BUSINESS UNIT:	RESERVES, RECREATION & BUILDING SERVICES
RELEVANT LEGISLATION:	ENVIRONMENTAL PROTECTION & ASSESSMENT ACT
RELATED POLICIES:	NONE

Objective

To ensure that the amenity of surrounding residents is observed when approving open air concerts in the Pittwater LGA.

Policy Statement

This policy does not apply to festivals, market days and the like, where music forms part of the event.

Open air concerts can only take place in reserves when it is an approved activity as nominated in the adopted Plan of Management for that area.

- 1) An open air concert that will have over 3,000 persons in attendance may be required to apply for Development Consent, depending on the relevant Plan of Management for the area.
- 2) Applications for open air concerts (where it is perceived that the event will have a significant effect on the surrounding amenity) must be reported to full Council for consideration.
- 3) Council Officers are to ensure that in giving any approval to hold an open air concert that appropriate conditions are placed on the concert's operator to require compliance with the Environmental Protection Authority's guidelines, and the promoter is to fund the attendance for the duration of the concert of a suitably qualified person (agreed to by Council) to measure noise levels and certify compliance with appropriate regulations.
- 4) Any approval stipulates the hours of operation of the concert.
- 5) The promoter must provide a contact telephone number to all notified residents as a contact point in the event of complaints.
- 6) The promoter or his agent must ensure that they are contactable by telephone at all times for the duration of the event.
- 7) Promoters are to ensure that abusive and offensive language in amplified music and over the microphone is not tolerated.

R40. Reserves – Exclusive Use for Private Functions

Title: Reserves – Exclusive Use for Private Functions Policy

Policy No: R40

Keywords: Reserves, Events, Functions

Responsible Officer: Divisional Manager – Civic and Urban Services

1. PURPOSE AND AUTHORITY

The purpose and overall objective of this policy is to set out Manly Council's considered and adopted policy position with respect to the use of Council reserves for private functions.

2. POLICY STATEMENT

Council's considered and adopted policy position with respect to the use of Council reserves for private functions is as follows:

- (i) No function be permitted if it interferes unduly with public use of the reserve.
- (ii) Only functions coming under Council sponsorship be permitted on weekends, holidays and between the months of December and February inclusive.
- (iii) For any functions a charge be made. A reduction or waiving of the fee to be considered in especially meritorious occasions. (Refer to Fees and Charges Schedule).
- (iv) Any other conditions such as siting of the function, bonds against damages or abnormal cleaning, insurance etc., being to the requirements of the appropriate Council Officer.

*(W & CS 25.8.87)
(Confirmed 20.10.97)*

3. PRINCIPLES

The underlying philosophical principle behind this policy is that any alienation or use of public land, in particular, Council parks and reserves, needs to be proportionate and reasonable, and must not compete or devalue the opportunities otherwise available for the local community and the wider public to use and enjoy those parks and reserves. In addition, Council needs to take appropriate measures and safeguards to ensure that, if there is any damage to any property as a result of private use of that property, Council is appropriately and fully reimbursed or recompensed.

4. SCOPE

This policy applies to all Council officials (including Councillors and Council staff and consultants engaged by Council) who are involved, directly or indirectly, in decision-making (including preparatory and recommendatory decision-making) with respect to the subject-matter of this policy.

Insofar as land is concerned, this policy applies to all beaches, parks and reserves, and all associated facilities and premises, in the Manly local government area.

5. DEFINITIONS

See the Dictionary at the end of the Local Government Act 1993 for definitions of various terms and expressions used in this policy.

6. IMPLEMENTATION

This policy will be implemented without delay once adopted by Council. Upon adoption this policy will be entered into Council's policy register, made available online and provided to all staff and any other people directly affected by this policy.

Council and/or the General Manager may, during a civil emergency only, set aside any policy terms to ensure public safety.

7. MONITORING AND BREACHES

Regular monitoring of compliance with this policy, relevant legislation and Manly policies and procedures will be undertaken and documented by the responsible officer for this policy.

Breaches of this policy are considered to be breaches of Manly Council's Code of Conduct and therefore invoke the relevant sanctions outlined in that Code. Persons in breach of any legislation may be subject to relevant criminal action.

8. REPORTING

No specific reporting is required by this policy.

9. POLICY REVIEW

This policy will be subject to a review every two (2) years.

For the purposes of carrying out and giving effect to this policy, the General Manager may from time to time prepare, adopt or vary, and otherwise issue to Council staff, guidelines and directions relating to any aspect of this policy.

Any recognised change to relevant legislation; or directives or guidelines issued by agencies including the NSW Ombudsman and the Division of Local Government; or to Manly Council's related guidelines and procedures will activate an immediate review of this policy to ensure it remains current and aligned to best practice policies.

10. RELEVANT REFERENCES AND LEGISLATION

Local Government Act 1993

Local Government (General) Regulation 2005

11. RELEVANT COUNCIL POLICIES

R50 Reserves – Outdoor Furniture – Dedication.

12. REVISION SCHEDULE

Minute No	Date of Issue	Action	Author	Checked by
PS53/11	2 May 2011	Periodic Review	Secretariat, Corporate Services	Manager, Administration
	June 2013	Comprehensive Review		General Counsel
PS16/14	3 March 2014	Periodic Review	OM CSS	Manager Governance



Policy – No 93	Adopted:	OM: 02.03.1998
	Reviewed:	
	Amended:	OM: 16.06.2003 OM: 04.11.2013
	Revoked:	

TITLE: RESERVES, SPORTSGROUNDS, BEACHES & HEADLANDS BOOKING POLICY

STRATEGY: RECREATIONAL MANAGEMENT

BUSINESS UNIT: RESERVES, RECREATION & BUILDING SERVICES

RELEVANT LEGISLATION: LOCAL GOVERNMENT ACT 1993, WORKCOVER AUTHORITY OF NSW, PLANS OF MANAGEMENT.

RELATED POLICIES: NO. 88 – BEACH AND ROCKPOOL MANAGEMENT POLICY
NO. 192 – COUNCIL EVENT MANAGEMENT - SUSTAINABILITY POLICY

Objective

To monitor and control the use of reserves, sportsgrounds and headlands under Council's control for the purpose of social, sporting, community and commercial events, having regard to issues such as environmental impacts and the amenity of nearby residents and other users.

Policy Statement

1. Permitted organised uses on Council reserves, sportsgrounds, beaches and headlands, subject to approval and conditions include but are not limited to:
 - Wedding Ceremonies and Receptions
 - Charity Events
 - Recreational / Sporting Uses
 - Social Uses
 - Commercial Uses
 - Religious Services
 - Fireworks

provided the relevant Plan of Management for that area permits such a use.
2. With the exception of established annual market days and events (such as Avalon Market Day and the Pittwater Food and Wine Festival), any application for use of a beach, reserve, sportsground or headland where:

- The event has an estimated daily attendance in excess of 2,000 people;
- Rock concerts;
- Any other event considered by the General Manager to require further notification;

shall be referred to the General Manager and Councillors for comment.

3. Application Forms must be submitted for the use of reserve, sportsground, beach and headland bookings. All proposals for bookings in categories listed under clause (1) be referred to the Reserves & Recreation Officer for consideration and all applications in categories listed under clause (2) be referred to Council for determination.
4. That where deemed appropriate by the Reserves and Recreation Manager, the Reserves and Recreation Officer will advise Councillors and other relevant staff of any other reserve booking application.
5. That prior to Council granting approval, the applicant is to produce evidence of a current Public Liability Policy, held with an acceptable Insurance Company, with a minimum cover of \$20,000,000 indemnity in the joint names of the applicant and Pittwater Council for their respective rights and liabilities, or an endorsement to such a policy stating that the policy will be held jointly with the applicant and Council on the days of the event. Public Liability Insurance is not required for wedding ceremonies, social sporting events or social gatherings such as picnics, family reunions etc. providing the booking is not made on behalf of a Company or Association and the individual does not book more than 10 times in the year. These bookings are covered under Council's insurance as 'Casual Hirers'.
6. Booking fees and bonds will be set in accordance with Council's Fees and Charges as contained within Council's adopted Delivery Plan. These fees/bonds are reviewed annually.
7. The reserve / sportsground /headland / beach must be left in a clean and tidy condition. If extra cleaning or maintenance is required as a result of a booking, any associated costs will be deducted from the bond.
8. In the case of an application that requests permission to erect a marquee, this will be considered providing the marquee is no larger than 15m x 15m or 225m². If the applicant wishes to erect a larger marquee, a report must be submitted to Council for their consideration. The erection of marquees must take into consideration the location of essential services in reserves.
9. A variety of conditions will be placed on all bookings and these may include, depending on the booking, noise restrictions, waste requirements, residential notification, structural, electrical, noise and/or food hygiene inspections, access restrictions, advertising restrictions, safety requirements, requirements for temporary food premises, requirement for Traffic Management Plans etc. In addition to these, any restrictions and/or required permits or licences imposed by other bodies, such as WorkCover, will be required prior to Council confirming approval of the booking.
10. In the case of an application for the use of a beach, reserve, sportsground or headland, which includes the consumption of alcohol, such approval, if given, shall be conditional upon appropriate signposting i.e. "The consumption of alcohol on the reserve / beach / headland is prohibited without the express permission of Council".
11. In the case of Wedding Ceremonies:
 - These shall be permitted on nominated Council reserves / beaches / headlands with only one (1) ceremony per location per day. Ceremonies are permitted every day of the year, subject to availability.

- Included in the booking fee is the option to erect a small (3m x 3m) shade structure / marquee. If the applicant wishes to erect a larger marquee, additional fees will apply. The erection of marquees must take into consideration the location of essential services in reserves.
 - No confetti is allowed, however rose petals and rice are acceptable.
12. In the case of Wedding Receptions:
- These are NOT permitted in the period from mid November to mid February (with the exception of McCarrs Creek Reserve and Bilarong Reserve giving due consideration to the impact on regular users of these areas).
 - Applications for wedding receptions will be considered out of the period stipulated above only in areas deemed appropriate for such an activity.
13. In the case of major events (excluding filming), such as large charity events etc:
- These shall be permitted on Councils reserves, beaches and headlands at the discretion of the Reserves Manager.
14. In the case of sportsfields all allocations of use for seasonal and casual users shall be undertaken by Council's delegated officer. All Sportsfields Bookings are subject to Council's Wet Weather Policy.
15. Sustainability - When organising a Pittwater Council event in accordance with Policy No: 192 *Council Event Management*, staff will consider the following:
- Minimising the carbon footprint and greenhouse gas emissions of the event
 - Minimising the amount of waste generated at the event and properly managing the recycling of any waste generated
 - Minimising the amount of water consumed at the event
 - Minimising the impact of any promotional materials in organising the event
 - Minimising the impact of any products and supplies used at the event.
16. Where any person or association is found to be in breach of this policy, or has not complied with the requirements of relevant Acts and Regulations, the following procedure shall apply:
- Following a first reported offence, the person or association be given written warning requiring future compliance with the provision of Council's policies, Regulations and By Laws.
 - Failure to comply with any or all conditions of approval set by the Reserves Booking Officer shall prejudice future applications by the applicant.



Council Policy

Waste Minimisation for Functions and Events Approved by Council NB-P-10

Policy Statement

Council aims to promote best practice waste management through waste avoidance, resource recovery and sustainable procurement practices at all public events held in the Northern Beaches local government area.

All public events and functions held on Council property and public open space must adhere to the Event Waste Management Guidelines.

Principles

Event organisers are required to promote and practice waste avoidance principles by:

- minimising the amount of waste generated
- prohibiting the sale and/or distribution of single-use plastic products and single use sachets, polystyrene, plastic bags, plastic straws and/or balloons
- prohibiting the sale/and or distribution of bottled water. Alternative sources of water must be considered.
- responsibly managing any waste to ensure the cleanliness of the area is maintained during and after the event
- maximising recycling
- promoting and engaging in sustainable procurement practices
- minimising the environmental impact of any products, supplies and promotional materials used at the event

Scope and application

This policy applies to any individual or organisation applying to hold an event on Council land or Council facilities within the Northern Beaches local government area, and includes events produced by Council.

The policy is implemented through Northern Beaches Council Event Waste Management Guidelines and Application Form, which forms part of Council's event and reserve booking application and approval process.

The policy does not apply to the ongoing or seasonal operation of sports club canteens and other community venues that hold events and functions as part of their normal operations, however these organisations are encouraged to transition towards the principles of this policy.

References and related documents

- Event Waste Management Guidelines and Application Form
- Local Government Act, 1993
- Protection of the Environment Operations Act, 1997
- Waste Avoidance and Resource Recovery Act, 2007
- Events policy



Definitions

"Waste" includes any substance that is discharged or deposited in the environment in such volume, constituency, or manner as to cause an alteration in the environment.

"Single use plastics" include any disposable plastic and polystyrene items such as straws, balloons, bags, cutlery and food and drink packaging designed to be used once and then discarded.

"Single use sachets" include tomato sauce, sugar, salt & pepper sachets, sunscreen sachets, or giveaways such as shampoo sachets.

Community Strategic Plan

This Council policy relates to the Community Strategic Plan Outcome of:

- Environmental sustainability - Goal 6 Our Council is recognised as a leader in environmental sustainability

Responsible Officer

Executive Manager Waste Management and Cleansing

Review Date

Insert 4 years from date of adoption or sooner in response to relevant change.

Revision History

Revision	Date	Change	TRIM Ref
1	27/6/2017	First draft Northern Beaches Council policy for exhibition	2017/288880
2	22/8/2017	Policy adopted by Council with amendments to scope and application section following public exhibition.	2017/288880



December 2023

**Quarterly Report on service
performance –**

**Implementing the
Operational Plan 2023/24**

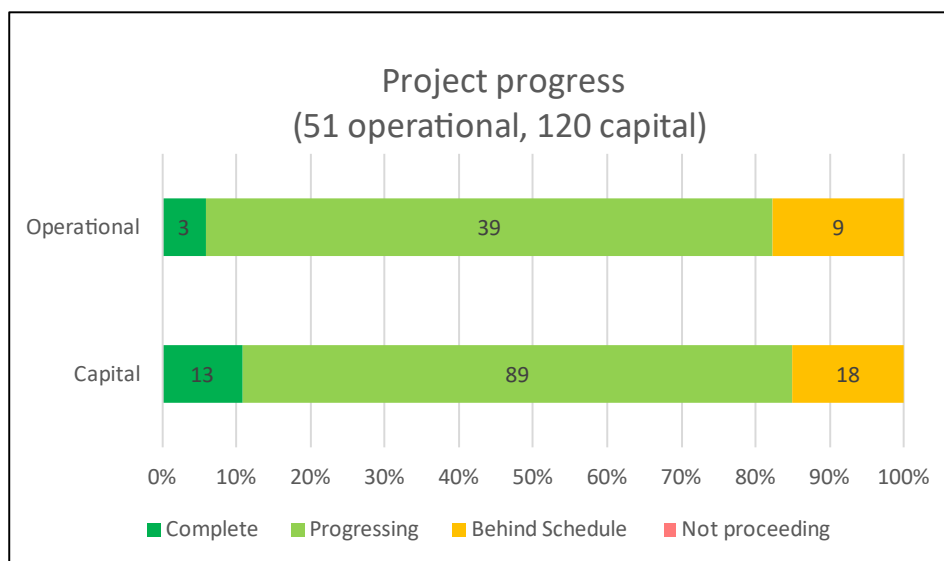
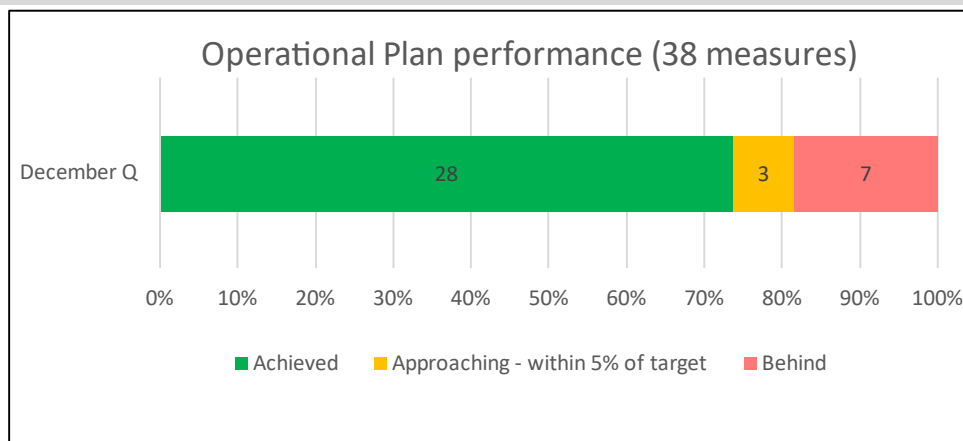
Executive summary

This is a report on progress in implementing the Operational Plan 2023/24 for the quarter ending 31 December 2023. It is structured by the four sustainability elements – environmental, social, economic, and civic - with a total of 16 key services. This report details each service's highlights, progress of projects, and the performance of services and finances. An overview of progress and performance is below.

Of the 171 projects, 84% were either progressing or completed (comprised of 82% of operational and 85% of capital projects). Council's target is for 80% of all projects to be completed or progressing on schedule by 30 June 2024. In total, 16 projects have been completed. Over half of the projects that are behind schedule are due to delays caused by third-party issues out of Council's control, additional data being needed for decision making, resources being committed to other projects or further community consultation being required.

Results for 38 performance measures are included. Overall 82% of targets were met or approaching, and 18% were behind target. Most results that were behind target were impacted by factors such as time of year, dependencies effected by limited opportunities, and lack of staff resources.

Performance at a glance



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ENVIRONMENTAL

Environment and Sustainability

HIGHLIGHTS

Biodiversity

Staff participated in surveys for the Urban Rewilding - Australian Research Council - linkage grant project with University of Sydney. The initial works involved surveying 14 Bushland Reserves designated as Wildlife Protection Areas and aims to get a better understanding of wildlife species assemblages and predation risks. A total of 45 wildlife camera traps have been deployed over 20-week period (November – April). Over 20,000 pictures including native and introduced fauna have been captured so far.

Initiatives to conserve and monitor threatened species included a community engagement campaign to raise awareness of the impacts of boat strike on Little Penguins. This included a chalk art event at Manly Wharf, penguin-themed signage installed through penguin habitat areas, a news story, and social media posts asking people to report their penguin sightings.

Other progress during the quarter:

- Continued development of the Northern Beaches LEP and DCP program, with focus on the C-zones pilot project.
- Continued assessment of development applications involving bushland and biodiversity with over 230 development application referrals completed and eight development application pre-lodgements completed.
- Provided biodiversity referral advice on a number of internal and external proposals, including the new Forest High School at Allambie Heights, Transport for NSW (TfNSW) Wakehurst Parkway Upgrades, the Parks for People project at Nandi Reserve in Frenchs Forest, and a planning proposal at Mona Vale.
- Staff responded to 19 native animal community enquiries, 15 weed enquiries and 20 vertebrate pest enquiries.
- Staff helped organise and attended a Weeds Round Table Forum with community stakeholders from across the Northern Beaches.
- Undertook 99 priority weed inspections on public and private property.
- Removed 18 foxes and 168 rabbits.

Bushland management

Bushland restoration projects underway included revegetation at David Thomas Reserve with 170 plants including 60 trees planted to provide increased shade coverage. Burnt Bridge Creek site preparation for mulching and planting in the new year has been completed. Work including initial selective control of the invasive native vine - Cissus, along Barrenjoey Road to prevent impact and loss of the Eucalypt canopy. Staged Lantana removal and habitat enrichment was undertaken at Crown of Newport Reserve. Restoration of an unauthorised bike track within Deep Creek Bushland was also undertaken.

Progress during the quarter also included:

- Works to restore endangered ecological communities including bush regeneration across 260 sites.

- 574 local native plants were planted as part of scheduled revegetation and canopy enrichment across our contract areas.
- Responded to 214 customer requests, primarily in relation to vegetation management, hazardous trees & weed control, noting the recent increase in bushfire related requests as we move into the summer season.

Bush fire management

Council continued to work hard on the 2023/24 bush fire management program throughout the quarter. Favourable weather conditions allowed seven prescribed burns to be completed on Council land throughout the second quarter. These burns have seen approximately 10 hectares of Council bushland subject to hazard reduction, protecting 470 nearby properties, as well as achieving important ecological outcomes. Another 15 priority Council sites are prepared and awaiting fire agencies to undertake the controlled burns, with Council finalising preparations at four other priority sites.

Council's contractors have been working on maintaining the Asset Protection Zone (APZ) network leading into the fire season. First quarter maintenance works have been completed on all priority APZs in addition to 159 priority sites which have also been completed in the second quarter. Council's contractors are now finalising remaining priority sites from the second quarter and looking to commence third quarter maintenance early into the new year. To support both ongoing APZ works and the hazard reduction burning program, Council recently secured \$1,394,700 (ex GST) in grant funding through funding programmes administered by the NSW Rural Fire Service (RFS).

Council has been continuing to target maintenance works on the fire trail network to ensure that any trails which cross Council land are open and accessible for firefighters during the fire season. Council is working closely with the RFS and the Bush Fire Management Committee (BFMC) to seek grant funding support to conduct minor maintenance works to multi-tenure trails throughout Manly Dam, Elvina Bay and Towler's Bay. In addition, Council is organising minor maintenance works to trails on Council land throughout Great Mackerel Beach, Duffys Forest, Ingleside, Belrose, Forestville and Cromer early in the new year.

Corporate sustainability and climate change adaptation

Council received grant funding under Sydney Water's Water Efficiency Grant Program which enabled the completion of water audits at Keirle Park, Seaforth Village Community Centre, and Kangaroo Street Youth & Community Centre. Rainwater harvesting and leak repairs were conducted at Keirle Park, and investigations undertaken for further rainwater harvesting upgrades at Warringah Aquatic Centre.

Plans for additional rooftop solar progressed along with energy efficient upgrades. Procurement is underway for rooftop solar at Beacon Hill. An energy efficient lighting upgrade at Newport Community Centre was also completed.

The application for Palm Beach Headland to be designated as an Urban Night Sky Place was finalised with support from National Parks and Wildlife Service and subsequently submitted to DarkSky International for consideration. The project celebrates the night sky and acts as a demonstration site to Greater Sydney of good lighting practices that allow for safe public use.

Community sustainability & education

The Coastal Environment Centre (CEC) had 3,723 students attending our programs and ran nine nature-based school holiday programs with 200 local children attending.

The CEC also ran its annual open day with local community groups hosting stalls, groups in attendance were Permaculture, Boomerang Bags, Sydney Wildlife Rescue, Canopy Keepers, Surf Rider, PNHA, Stony Range Volunteers. In addition, other Council teams including Active Transport, Bushland and Biodiversity, Bushcare Volunteers and Community sustainability also hosted stands. Various talks and workshops ran including two from Bush to Bowl on bush tucker. There were also numerous activities for families to participate in, music, face painters painting native animals and the local scouts running a sausage sizzle. Mayor Heins, Councillors Korzy and local members Dr Sophie Scamps and Rory Amon were all in attendance.

Our Coastal Environment Centres were host to multiple events, including:

- the whale census at Long Reef in collaboration with ORCCA, something both parties agree to build on next year
- environments stalls at Taste of Manly and Stony Range Festival
- students from CASE – California Association of Science Educators as well as OZ Green's Youth saving the World leadership program.

Environment Centre Staff attended the 2023 AACC conference in Wollongong.

CEC collaborated with local high schools – Manly Selective, Mackellar Girls and Cromer High to mentor and judge 70 students who participated in the week-long Illuminate Challenge, this year the focus was Environmental problems in the Northern Beaches – working in teams students identified environmental issues and created solutions.

CEC continues to run its preschool program with two preschools participating this quarter. CEC continues to collaborate with Kimbriki and Narrabeen Sports High to find solutions to their waste issues through composting. CEC also collaborated with Australian Museum and ran a Frog walk through Warriewood Wetlands with Dr Jodi Rowley to highlight the importance of citizen science programs such as Frog ID.

Manly Environment Centre (MEC) ran a series of walks and talks called the Manly Dam Series focusing on engaging our local community through the local flora and fauna found at the Dam. 243 community members attended eight talks and night walks. Guest speakers included Dr Jodi Rowley and Dr Brad Law.

Stormwater and floodplain

Stormwater Operations:

- Stormwater rectification works completed at the Manly Corso.
- Stormwater Investigation open Customer Requests fell below 100 for the first time since pre-amalgamations.
- Multiple pipeline rectification and pit remediation packages completed across the LGA.

Stormwater Design and Delivery:

Planned Renewal programme is ahead of schedule for the first time in many years with various projects in execution stage. Over 44% of the budget has been spent and 24% is currently in committed funds. More purchase orders ready to be raised in January.

Planned New programme has picked-up with multiple projects now in planning and execution stage. Over 21% of the budget has been spent and 35% is currently in committed funds. More purchase orders will be raised for several catchment studies, multiple asset capacity inspection packages, and construction-ready projects that are expected to commence next quarter.

Project highlights:

- Pipe remediation - multiple packages have been awarded. Works have already been completed and invoiced on some packages. Evaluation for additional packages is being finalised with contract awards expected in January
- Marine Parade - majority of upgrade works completed
- Whale Beach - majority of renewal works completed
- South Creek - headwall renewal works completed
- Freshwater Beach Outlet - pipework renewal detailed design completed
- Bligh Crescent - concept design report finalised
- Lindley Avenue - concept design finalised
- Holmes Avenue - concept design finalised
- Willandra Road - detailed design finalised. Construction planning underway
- Surf Side Avenue - contracted engaged. Works scheduled after summer
- North Harbour - background works completed. Preliminary concepts developed
- Walker Avenue - detailed design finalised. Construction planning underway.

Coast and catchments

Public consultation on the Concept Designs and draft Review of Environmental Factors (REF) for the Stuart and Ramsey Street road ends (public works) closed on the 3 December 2023. The Review of Environmental Factors and Community Engagement Report have now been approved with detailed designs in the process of being finalised. Construction anticipated to commence towards the end of the financial year, however, is dependent on the progress of the adjoining private works.

For the 12th consecutive year, water quality monitoring to inform the estuarine health of Pittwater and our coastal lagoons has commenced, building a valuable record to help better manage them.

Other progress included:

- The new bioretention wetland at Prosperity Place Warriewood has been completed which will improve habitat and water quality in Narrabeen Creek and Lagoon.
- Council is also developing or partnering in a number of coastal management programs (CMPs) that establish the long-term strategy for the coordinated management of our coastal environments. CMPs currently being prepared include:
 - Open Coast and Lagoons
 - Significant Open Coast Hazard Locations (Collaroy-Narrabeen & Fishermans, Bilgola and Basin Beaches)

- Sydney Harbour Catchment, and
- Hawkesbury-Nepean Catchment.
- Council continues to work with residents regarding their development applications and private construction works for permanent protection at Collaroy-Narrabeen beach
- Continued development of the Northern Beaches Conservation Zone review, LEP and DCP program
- Preparation of a Catchment Rehabilitation Plan that aims to improve water quality, reduce litter and single use plastics, improve natural waterways, enhance sustainable recreation and enjoyment, manage risk and compliance and deliver research, collaboration and innovation
- Collaborating with Sydney Institute of Marine Science to improve marine habitats in Sydney Harbour
- Partnering with CSIRO to install low-cost AI sensors installed inside gross pollutant traps to determine when they are approaching capacity and require cleaning, in addition to identifying pollutant types
- Investigation of sand recycling projects at Currawong and Fisherman's beaches are continuing
- Bush regeneration and weed control in dunes, headlands and riparian areas across 93 hectares of bushland
- Continued assessment of development applications involving coastal and waterway environments and their impact on water quality.

Environment and Sustainability - Performance measures	Target	December quarter
Volunteer bushland regeneration (hours)	1,575	1,863
No. sustainability education events	40	58
No. invasive pest animals controlled to protect native flora and fauna	125	186
- Workload measures		
Gross pollutants removed from stormwater networks (tonnes)	-	119
No. DA referrals for assessment of environmental controls [†]	-	393

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

[†] DA referrals for assessment of environmental controls include those for coastal protection works, development engineering, stormwater/ floodplain/ creek works, or others that affect 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



Expand and optimise volunteer, sustainability, and environment centre programs in response to community priorities - Executive Manager Environment & Climate Change

Our Environment Centres at Manly and Narrabeen hosted over 3,000 students during the school terms, with the Kids on the Coast program proving ever popular with over 150 children attending the vacation programs focusing on nature-based education.

The Centres collaborated with ORCCA (Organisation for the Rescue and Research of Cetaceans in Australia) and ran a very popular Whale census at Long Reef. We also hosted OzGREEN's Youth Leading the World leadership program. Environment Centre Staff attended the 2023 Australian Association of Environmental Education conference held in Wollongong.

We collaborated with Manly Selective, Mackellar Girls and Cromer High to mentor and judge 70 students who participated in the annual Illuminate Challenge. This year the focus was Environmental issues on the Northern Beaches, and students worked in teams to identify environmental issues and created solutions.

The Centres continue to run their preschool program with two preschools participating this quarter and we continue to partner with Kimbriki and Narrabeen Sports High to find solutions to their waste issues through composting.

The Centres also collaborated with Australian Museum and ran a frog finding walk in Warriewood Wetlands with Dr Jodi Rowley to highlight the importance of citizen science programs including Frog ID. In the lead up to Christmas we trialled a successful adults natural Christmas decorations workshop demonstrating how to both plant natives in the garden and create Christmas decorations from them.

The Manly Environment Centre continued its Manly Dam Series with 4 more events - a series of walks and talks focusing on engaging our local community through the local flora and fauna found at the Dam. Guest speakers included Dr Brad Law from the CSIRO.

Environmental Volunteering continues with great vigour with over 290 active Lagoon, Creek, Dune and Bushcare volunteers contributing their time and skills to improve our reserves and natural areas, with 60 sites now operational across the beaches and groups meeting 364 days of the year. The Friends of Cabbage Tree Bay continue to educate the community every weekend about what is to be found below the water and appropriate behaviour above the water in Cabbage Tree Bay Aquatic Reserve. The recent Ocean Festival and Underwater! Photo Celebration also attracted many local residents to celebrate our oceans.

Much of the Community Sustainability Team's energy was placed into launching and promoting the 100% Renewables PPA (Power Purchase Agreement) for businesses whilst also resourcing the community education Charge Ahead programs around solar, energy, EVs & batteries. Planning has also begun in earnest for the Net Zero Expo to be held at later this year.



Investigate and implement viable options to reduce minor flooding on Wakehurst Parkway - Executive Manager Environment & Climate Change

Transport for NSW (TfNSW) funding approval and concurrence about the ownership of the works at Oxford Falls on Wakehurst Parkway has been resolved with TfNSW agreeing to take on these works in parallel with other safety and congestion works to be undertaken at the same site later this year.

Council will now progress with developing final designs and securing a contractor to undertake culvert works at Oxford Falls Road West as soon as possible.

Concurrently with the above, Council is working on refining the newly identified options for The Bends and will be progressing these in consultation with TfNSW to understand the potential construction impacts on traffic before finalising designs and associated State required approvals. Once that work is complete, these will also be shared with the community. Council will make every effort to coordinate works with Transport for NSW in a complementary way to minimise the impacts of construction on the community.

As design progresses for the preferred option identified for The Bends site, design work can also progress at the Academy site, along with relevant approvals.



Develop and review flood, bushfire and coastal management strategies and plans - Executive Manager Environment & Climate Change

Coastal Management update:

Planning and designs for coastal protection works at Collaroy-Narrabeen beach street ends has progressed including the completion of the community consultation regarding the concept designs for the Ramsey and Stuart Street road ends. The Review of Environmental Factors has now been approved with works to commence towards the end of the financial year.

Council continues to work with residents regarding their development applications and private construction works for permanent protection at Collaroy-Narrabeen beach. Council is also developing or partnering in a number of coastal management programs (CMPs) that establish the long-term strategy for the coordinated management of our coastal environments. CMPs currently being prepared include:

- Open Coast and Lagoons
- Significant Open Coast Hazard Locations (Collaroy-Narrabeen)
- Sydney Harbour Catchment, and
- Hawkesbury-Nepean Catchment.



Develop and implement a Transition from Gas Plan for Council facilities - Executive Manager Environment & Climate Change

A review of the Draft Transition for Gas Plan for Council facilities has been completed and preparation of a Final Report is underway.



Develop a Northern Beaches Recovery Plan - Director Environment & Sustainability

Project planning and initial stakeholder engagement has commenced for this project. A scoping meeting was undertaken with key staff from Council and NSW Reconstruction Authority to better understand the State framework underpinning disaster recovery planning. The Northern Beaches Local Emergency Management Committee was also briefed on the project, the State recovery framework and associated recovery planning

principles. This project was also discussed with Council's Better Together Community of Practice and flagged as a project requiring stakeholder input for 2024.



Develop a catchment rehabilitation plan - Executive Manager Environment & Climate Change

The development of the Catchment Rehabilitation Plan project is continuing, however there has been pause in its progress due to staff vacancies. A draft framework has been created with field work to commence soon to verify catchment condition and value.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Coastal Protection



Collaroy-Narrabeen Coastal Protection Works - Executive Manager Environment & Climate Change

Public consultation on the Concept Designs and draft Review of Environmental Factors (REF) for the Stuart and Ramsey Street road ends (public works) closed on the 3 December 2023.

The proposed works have been approved with detailed designs being finalised. Construction is anticipated to commence towards the end of the financial year, however, is dependent on the progress of the adjoining private works and seasonal conditions.

Property owners with constructed works continue to submit applications for funding assistance which are currently being assessed.

Stormwater Program



Planned stormwater new works - Executive Manager Environment & Climate Change

Projects are in various stages of planning and delivery with 21% of the program budget expended and another 35% committed in purchase orders. Multiple packages for asset capacity inspections are being prepared. Catchment studies are currently being combined (where practical) and are planned to be tendered as packages in the next quarter.



Warriewood Valley Creekline works - Executive Manager Environment & Climate Change

Works are now complete with site safety fencing removed with vegetation continuing to establish. Maintenance of the planting area will continue particularly through the warmer months.



Planned stormwater renewal works - Executive Manager Environment & Climate Change

The program is ahead of schedule. Projects are in various stages of delivery with 44% of the program budget expended and another 24% committed in purchase orders. Pipe and pit

remediation sub-programs are progressing well with the remaining major work packages for this financial year to be awarded in January.



Reactive stormwater renewal works - Executive Manager Environment & Climate Change

The reactive stormwater renewal project covers customer requests, emergency works, and high-risk minor construction works for Council's stormwater assets.

The number of open stormwater investigation customer requests has been trending downward since the 2022 storms, with 103 currently open and 10 being received during December.

Lower than average rainfall is permitting the delivery of various reactive minor works across the LGA, including reactive pipeline relining, pit modification packages, and CCTV investigations.



Gross Pollutant Trap renewal works - Executive Manager Environment & Climate Change

There is a total of 287 Water Quality Devices across Northern Beaches Council LGA. This project manages the renewals of the Gas Pollutant Traps within this group.

Total Waste Removal to date this financial year is 356.56 tonnes.

Water and Energy Saving initiatives



Energy saving Initiatives works program - special rate variation - Executive Manager Environment & Climate Change

The application for Palm Beach Headland to be designated as an Urban Night Sky Place was finalised with support from National Parks and Wildlife Service and subsequently submitted to DarkSky International for consideration. The project celebrates the night sky and acts as a demonstration site to Greater Sydney of good lighting practices that allow for safe public use.



Energy Savings Initiatives Program - Revolving Energy Fund - Executive Manager Environment & Climate Change

This program of works delivers energy savings initiatives for Council's assets and facilities. During December, the Dee Why Library structural assessment for proposed solar rooftop was completed and determined to be structurally sound. Evaluation of quotations completed for solar at Beacon Hill Memorial Hall.



Water saving and re-use initiatives - Executive Manager Environment & Climate Change

This program of works delivers water savings and re-use initiatives across Council's assets and facilities. During December, grant funding was received under Sydney Water's Water Efficiency Grant Program for completed Water Audits at Keirle Park, Seaforth Village Community Centre and Kangaroo Street Youth and Community Centre. Grant funds also received towards completed rainwater harvesting and leak repairs at Keirle Park.

FINANCIALS - Environment and Sustainability

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	1,262	1,164	98	2,293	2,293	2,293
Investment Fees and Revenues	2	-	2	0	0	0
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	792	3,148	(2,355)	3,638	4,724	4,202
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	2,057	4,312	(2,255)	5,932	7,018	6,496
Expenses from Operations						
Employee Benefits and Oncosts	(4,540)	(4,719)	179	(9,516)	(9,486)	(9,395)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(4,039)	(5,032)	993	(9,871)	(10,525)	(10,014)
Depreciation and Amortisation	(3,521)	(3,521)	-	(7,252)	(7,252)	(7,252)
Other Expenses	(4,649)	(5,399)	750	(9,358)	(10,058)	(10,158)
Internal Charges	(1,398)	(1,398)	(0)	(2,797)	(2,797)	(2,797)
Overhead Allocation	(1,676)	(1,676)	-	(3,354)	(3,354)	(3,357)
Total Expenses from Operations	(19,822)	(21,745)	1,922	(42,148)	(43,471)	(42,973)
Surplus / (Deficit) from Operations	(17,766)	(17,433)	(333)	(36,216)	(36,454)	(36,477)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	95	184	(89)	1,566	543	268
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(17,671)	(17,249)	(422)	(34,651)	(35,911)	(36,210)
Rates and Annual Charges						
Rates and Annual Charges	17,121	17,122	(1)	36,216	36,216	36,216

Budget commentary - year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$17.8)m is higher than forecast by (\$0.3)m at the end of the quarter.

Total Income from Operations of \$2.1m is lower than forecast by (\$2.3)m.

User Charges and Fees are higher by \$0.1m as a result of higher than forecast income received for Development Engineering fees.

Grants and Contributions for Operating Purposes are lower by (\$2.4)m due to delays in the receipt grant funding including the RFS Local Govt Program (\$1.1m), and Currawong (\$0.55m) and Collaroy-Narrabeen private works contributions (\$0.35m)

Total Expenses from Operations of (\$19.8)m are lower than forecast by \$2.0m.

Employee Benefits and Oncosts are lower by \$0.2m as a result of vacancies within the Service.

Materials and Services are lower by \$1.0m as a result of delayed expenditure on grant funded projects including the Currawong Environmental Project along with the timing of Bush Regeneration, Coast, Waterway and Natural Hazards expenditure.

Other Expenses are lower by \$0.8m as a result of timing of Collaroy-Narrabeen Coastal Protection Private Works grant expenditure.

Grants and Contributions for Capital Purposes are lower by (\$0.1)m as a result of timing of Collaroy Narrabeen Coastal Protection Public Works grant funding.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to remain at (\$36.5)m. Expenditure and grant income on the Currawong Environmental project has been rephased into future years.

Waste and Cleansing

HIGHLIGHTS

A comprehensive Waste and Circular Economy Strategy

A comprehensive Waste and Circular Economy Strategy was finalised and approved for public exhibition and community engagement at the October 2023 Council meeting. Community engagement was open from 27 October to 10 December 2023. During this time a number of engagement events were held, including drop-in events, webinar, digital communications and information via the project your say page.

Review of submissions received during the exhibition period is underway and will continue through January 2024.

Waste Education and community impact

The waste education team delivered a broad program of events including second-hand markets and reuse collection days at Dee Why and Avalon and collection days for polystyrene packaging at Beacon Hill and Kimbriki.

In December the team won the overall winner award for Local Government NSW, Excellence in the Environment Awards 2023, as well as winner of Division C of the Awards for Transition to a Circular Economy.

A comprehensive program of community engagement about the new Waste and Circular Economy Strategy, which included the following engagement activities was also delivered.

- Narraweena World Food Markets - Cutlery Packs
- Reuse & Recycling Event - North Narrabeen
- Manly Artwork Engagement
- Polystyrene Collection – Kimbriki
- Dee Why Artwork Engagement
- Collab Collective Meeting
- Beaches Markets Warriewood
- Belrose - Glen St Theatre - Plant Giveaway
- Palm Beach Markets - Plant Giveaway
- Engagement Pop Up Stall - Corso Manly
- Engagement Pop Up Stall – Forestville Shopping Centre

A Bush Fire Risk Mitigation 'fine fuels' vegetation collection was provided to the offshore communities of Pittwater and Scotland Island in consultation with the resident associations and RFS brigades ahead of the approaching bush fire season.

Council's Waste Services Calendar for 2024 was finalised printed and delivered to residential premises and completed in December.

Waste Service provision

Domestic waste collection continued with increasing volumes of waste and recycling being collected as the holiday season arrived.

Discussion continued with our contractors regarding potential improvements to services and draft proposals will be reviewed and specifications developed, analysed, and costed for presentation to

Council.

Public place litterbin services deployed additional bins at high use areas for the summer and increased frequency of servicing bins along the coast and popular visitor locations. A program of improving recycling signage and recovery in litter bins continued in the Manly Corso and South Steyne areas. The changes have made significant improvements in the quality of recycling being recovered.

Cleansing Services

Street sweeping service for the Manly precinct is transitioning to in-house service from January 2024. In the lead up to the transition, service profile including mapping, schedule and staffing have been gradually mapped out and ready for the service change.

Performance measures – Waste and Cleansing	Target	December quarter
No. participating in education events on waste and circular economy solutions	1,000	10,500*
Reports of missed waste collection and litterbin services	< 0.5%	0.19%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* The number of engagements increased during the quarter with the consultation on the Waste and Circular Economy Strategy

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Investigate and trial options for increased diversion of organics from red waste bins - Executive Manager Waste Management & Cleansing

New Waste and Circular Economy Strategy was placed on public exhibition until 10 December. Results and submissions are being analysed prior to reporting to Council - expected in March 2024.

A new position for a Food and Garden Organics Project officer was advertised and expected to be filled in January 2024.



Deliver education campaigns to maximise resource recovery from domestic waste, cleansing and litterbin service - Executive Manager Waste Management & Cleansing

Waste Education delivered several events including second-hand markets and Reuse Collection days.

Community engagement about the new Waste and Circular Economy Strategy included the following engagement activities:

Narraweena World Food Markets - Cutlery Packs
Reuse & Recycling Event - North Narrabeen
Manly Artwork Engagement
Polystyrene Collection - Kimbriki
Dee Why Artwork Engagement
Collab Collective Meeting - 5.30 to 8pm
Beaches Markets Warriewood
Belrose - Glen St Theatre - Plant Giveaway
Palm Beach Markets - Plant Giveaway
Engagement Pop Up Stall - Corso Manly
Engagement Pop Up Stall – Forestville Shopping Centre

A Bush Fire Risk Mitigation 'fine fuels' collection was provided to the offshore communities of Pittwater in consultation with the resident associations and Rural Fire Service brigades ahead of the approaching bush fire season.

Delivery of Councils Waste Calendar for 2024 to residential premises was completed in December.



Finalise and implement a new long-term waste and circular economy strategy - Executive Manager Waste Management & Cleansing

The Waste & Circular Economy Strategy was approved for community engagement at the October 2023 Council meeting.

Community engagement was open from 27 October to 10 December 2023. During this time several engagement events were held, including drop-in events, webinar, digital communications and information via the project your say page.

Review of submissions is currently underway, with the final report to be present to Council at the March 2024 meeting.



Promote innovative opportunities for the community to recycle a broad range of recoverable waste types - Executive Manager Waste Management & Cleansing

The main focus for the quarter was the promotion and engagement with the community for the development of Council's new Waste and Circular Economy Strategy.

Collection days were also delivered for recycling of polystyrene packaging.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Waste and Cleansing



Public place bin enclosures - Executive Manager Waste Management & Cleansing

Detailed planning of site locations has been completed.

FINANCIALS - Waste and Cleansing Services

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	28	30	(2)	60	60	60
Investment Fees and Revenues	63	25	38	50	50	50
Other Revenues	294	325	(31)	650	650	650
Grants and Contributions - Operating Purposes	198	97	102	-	148	207
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	583	476	107	759	907	966
Expenses from Operations						
Employee Benefits and Oncosts	(4,743)	(4,583)	(160)	(8,876)	(9,196)	(9,309)
Borrowing Costs	(108)	(103)	(4)	(206)	(206)	(206)
Materials and Services	(24,564)	(26,703)	2,139	(54,568)	(54,629)	(53,981)
Depreciation and Amortisation	(1,357)	(1,357)	(0)	(2,715)	(2,715)	(2,715)
Other Expenses	-	(8)	8	(16)	(16)	(6)
Internal Charges	(1,667)	(1,675)	8	(3,226)	(3,291)	(3,316)
Overhead Allocation	(942)	(942)	-	(1,885)	(1,885)	(1,887)
Total Expenses from Operations	(33,380)	(35,371)	1,991	(71,493)	(71,940)	(71,421)
Surplus / (Deficit) from Operations	(32,797)	(34,895)	2,098	(70,733)	(71,033)	(70,455)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(32,797)	(34,895)	2,098	(70,733)	(71,033)	(70,455)
Rates and Annual Charges						
Rates and Annual Charges	64,412	64,166	246	70,733	70,733	70,733

Budget commentary - year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$32.8)m is lower than forecast by \$2.1m at the end of the quarter.

Total Income from Operations of \$0.6m is higher than forecast by \$0.1m.

Grants and Contributions for Operating Purposes are higher by \$0.1m as a result of grant funding received for Litter Prevention and Waste Solutions projects.

Total Expenses from Operations of (\$33.4)m are lower than forecast by \$2.0m.

Materials and Services are lower by \$2.1m primarily due to lower than anticipated tonnages in general waste, bulky goods, recycling and vegetation and the delayed commencement of some waste projects.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease by \$0.6m to (\$70.5)m principally due to lower than forecast waste tonnages collected along with an extension to 1 September 2024 of the exemption of mixed waste organic outputs from the EPA's Waste Levy.

Kimbriki Resource Recovery Centre

HIGHLIGHTS

Over 100,000 vehicles visited the Kimbriki site in the December quarter averaging over 1,100 vehicles per day.

Kimbriki's newly completed Clean Water Diversion System has provided immediate benefits by reducing leachate (water contaminated by contact with waste) generated on site by up to 30% and diverting the clean storm water it captures into downstream creeks.

Kimbriki held its inaugural Hub Open Day on 4 November to showcase our four on site Not-For-Profit enterprises, Bikes4Life, Reverse Garbage, Boomerang Bags and the Peninsular Senior Citizens Toy Repair Group and their promotion of reuse and repair. The Open Day coincided with the Eco House and Garden's participation in the Edible Garden Trail, which provided the hundreds of attendees the opportunity to take part in both events. During National Recycling Week Kimbriki held a Tradie Breakfast on 17 November to promote waste reduction and source separation of recyclable materials.

Performance measures – Kimbriki	Target	December quarter
Total waste from all sources diverted from landfill onsite	82%	80.3%*
Waste diverted from landfill in the Mixed Waste section onsite from all sources	10%	6.1%**

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Awaiting results of waste audit to inform business plan for construction of resource recovery facilities to increase recovery from mixed waste.

** Awaiting results of waste audit to inform business plan for construction of resource recovery facilities to increase recovery from mixed waste

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Improve on-site systems for more efficient separation of recoverable waste loads - Executive Manager Waste Management & Cleansing

New Forklift purchased to assist with waste separation activities.



Research and develop improved resource recovery for specific waste types, consistent with the endorsed annual Business Plan - Executive Manager Waste Management & Cleansing

Awaiting Waste Audit Report.



Develop and improve waste avoidance, reuse, and repair initiatives to enhance social enterprise opportunities - Executive Manager Waste Management & Cleansing

Hub Open Day 4 November 2023 promotes reuse and repair.

Tradie Info Day 17 November 2023 as part of National Recycling Week. promote source separation, recycling and reuse.

Agreement reached with Boomerang Bags to hold regular textile repair workshops, sewing bees, etc in 2024.

CAPITAL PROJECTS

Kimbriki improvements



Kimbriki clean water diversion system - Executive Manager Waste Management & Cleansing

Construction complete.



Kimbriki gas capture system - Executive Manager Waste Management & Cleansing

Consultant engaged to develop plan for Cell 3B gas capture.



Kimbriki future cell development - Executive Manager Waste Management & Cleansing

Construction Complete.



Kimbriki vehicles - Executive Manager Waste Management & Cleansing

All Purchases complete.



Kimbriki renewal program - Executive Manager Waste Management & Cleansing

Kimbriki improvements

Installation of fencing of Eco Garden and Recyclables Area to improve litter control.
Purchase of Water fill barriers for traffic management.



Kimbriki other - Executive Manager Waste Management & Cleansing

Replacement of Office Equipment as needed.

FINANCIALS - Kimbriki Resource Recovery Centre

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	19,433	19,282	151	38,982	39,010	39,161
Investment Fees and Revenues	575	508	67	675	1,005	1,072
Other Revenues	1,821	1,810	11	3,852	3,828	3,839
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	140	142	(2)	274	279	277
Gains on disposal of Assets	8	13	(5)	-	13	8
Total Income from Operations	21,976	21,755	222	43,783	44,135	44,357
Expenses from Operations						
Employee Benefits and Oncosts	(2,576)	(2,693)	117	(5,345)	(5,267)	(5,150)
Borrowing Costs	(1,010)	(1,012)	2	(2,025)	(2,025)	(2,088)
Materials and Services	(9,641)	(9,706)	65	(19,658)	(19,813)	(19,690)
Depreciation and Amortisation	(1,684)	(1,771)	87	(3,784)	(3,649)	(3,513)
Other Expenses	(5,152)	(5,067)	(84)	(10,315)	(10,225)	(10,309)
Internal Charges	-	-	-	-	-	-
Overhead Allocation	-	-	-	-	-	-
Total Expenses from Operations	(20,063)	(20,250)	187	(41,127)	(40,980)	(40,750)
Surplus / (Deficit) from Operations	1,914	1,505	409	2,656	3,155	3,606
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	1,914	1,505	409	2,656	3,155	3,606
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 \$1.9m is higher than forecast by \$0.4m at the end of the quarter.

Total Income from Operations of \$22.0m is higher than forecast by \$0.2m.

User Charges and Fees are higher by \$0.2m as a result of YTD higher than forecasted demolition and landfill income that offsets the shortage on vegetation and recycables.

Investment Fees and Revenues are higher by \$0.1m as a result of high interest rates on term deposits which brought a better return on investment revenue.

Total Expenses from Operations of (\$20.1)m are lower than forecast by \$0.2m.

Employee Benefits and Oncosts are lower by \$0.1m as a result of reductions in staff headcount.

Materials and Services are lower by \$0.1m as a result of the saving on the processing costs of vegetation and comingled in line with the lower inbound tonnages.

Depreciation and Amortisation is lower by \$0.1m as a result of the delays in the CWDS and Landfill 4B construction projects which have now been capitalised and depreciated from December.

Other Expenses are higher by (\$0.1)m as a result of higher-than-expected EPA levies due to higher net volumes of leviabile material received during the period.

Annual Forecast

For the full financial year, the Total Surplus from Operations is forecast to increase by \$0.5m to \$3.6m principally due to the catch up of the YTD variance between the actual and the previous forecast, along with the adjustments on remediation expenses to align with the latest Site Closure and Post Closure model and a decrease in depreciation expenses as a result of the recent assessment of the useful life of CWDS.

SOCIAL

Community, Arts and Culture

HIGHLIGHTS

Socially sustainable Northern Beaches

The Better Together 2040 Social Sustainability Strategy is now in its third year of implementation. The second Better Together Forum was delivered in November 2023 with over 50 participants representing more than 25 social services from across the Northern Beaches, discussing the impacts on social sustainability on the Northern Beaches.

Council endorsed the draft Multicultural Inclusion Plan – Championing Diversity, being placed on public exhibition in January and February 2024.

Community Centres

The tender for Warriewood Community Centre was approved by Council with works to commence in April 2024.

The Mona Vale Performance Space has opened for hire and recently hosted a dance concert, author talk, piano concerts and a community meeting.

Regular community group bookings for 2024 in all community centres were allocated to a range of business, not-for-profit and community groups and organisations.

Arts and Culture

During the December quarter, the Arts and Creativity grants were awarded to 27 projects across a range of artforms including visual arts, music, creating writing, theatre, film and dance. Avalon Creative Space, Curl Curl Creative Space, and Mona Vale Creative Studios & Gallery hosted six exhibitions and 61 associated workshops and events, while Sharing Threads, part of Sydney Craft Week 2023, attracted 48 participants across four workshops.

Multi-media performance artist, Katherine Butcher was selected as the Eramboo Artist in Resident for 2024 and Council received a grant of \$25,000 to participate in the Live and Local program in 2024 to grow a local live music culture on the Northern Beaches.

The Manly Art Gallery & Museum (MAG&M) presented the critically well-received *Adam Cullen: Art is Pain Relief* and opened its summer exhibition program including *Lost in Palm Springs*, *Collection 100: Gifted*, and *Surface Effect: Ceramics Collection Stories*. The MAG&M Volunteer Program continued to grow, and public programs included curator talks, artist panel discussions and Life Drawing sessions at Manly and Mona Vale. The Design Shop continued to support and promote 35 local designers, makers, and artists.

The construction of the mili mili project at McKillop Park Freshwater is near completion.

Glen Street Theatre

Community use of the venue was high, making up 64% of overall utilisation including 21 local dance schools presenting 35 end of year dance concerts. Overall, the venue staged 91 events to 18,691 audience members.

The 2024 Season was launched for 2024 Members priority booking from 20 November to 18 December. The release of the Act One brochure focused on shows being staged in the January to June 2024 period and includes children's entertainment, film, drama, live music and comedy being presented for the community to access. Initial membership program re- engagement is high with 60% of 2023 Members already re-engaged for the coming year.

The 2024 Education program was released for local school engagement with 1,207 students and teachers already booked to attend a range of performances for early childhood to Year 12. This curated education program support classroom learning while engaging young people in live theatre and developing live long learning for engagement in arts and cultural activity.

Empowering young people and families

The Adolescent and Family Counselling Service provided over 250 free client counselling sessions to young people and their families. The service also hosted a youth social club to provide social capacity building and connection.

The 24/7 Youth Film Festival was held over September and October. Returning for the first time since 2019, the annual program drew 20 filmmakers aged 12-24, with an audience of 80 people watching the six finalist films at Glen Street Theatre.

Council continues to support the Beaches Leadership Team, made up of local School Captains, to start planning the next annual Have Your Say Day in 2024 with over 12 local high schools involved to date. Council staff presented on Have Your Say Day and our work in street art with young people at the Youth Action NSW annual conference in October showcasing our work with young people to councils and youth service organisations across the state.

Council has been an active contributor to the Northern Sydney Youth Council collective, supporting the planning of a Northern Sydney planning day for 2024 to increase the voice of young people across the Northern Sydney region.

The *Need a Lift* youth photography competition focusing on positive mental health held an awards presentation in October with six young people receiving prizes. This was delivered by a partnership of councils and youth services in the Northern Sydney area.

Council completed the final two murals in October from a Graffiti management Grant including *Coastal Mona* by Sofles in Mona Vale Village Green and *Beneath the Waves* by Cindy Sinn in Peninsula carpark, Manly.

Supporting Seniors

Meals on Wheels delivered over 5,100 meals to older people in the community to enable them to live at home for longer and prevent social isolation. This included more than 260 community lunch meals that increase social connections for older people. Meals on Wheels was recognised by the NSW Meals on Wheels Association with the inaugural Helping Hands Award for the staff and volunteers contribution in supporting the association.

Carers Week activities included a Celebrating Carers Week Morning Tea at Warriewood on Thursday 19 October, with 31 attending including two webinars on Planning Ahead for Carers with Carers NSW.

Valuing volunteers

5 December marked International Day of the Volunteer and Council celebrated this with social media coverage recognising the contribution of our amazing volunteers. Many teams across Council held Christmas gatherings with volunteers to say thank you for the year past.

Volunteers were active in all programs across Council to continue delivering valued services to our community including Bushcare, Community Gardens, Cemeteries, Libraries, Meals on Wheels, Manly Art Gallery & Museum, Manly Environment Centre, Manly Visitor Information Centre, and the Aboriginal Heritage Office.

Community Safety

Council continues to lead a coordinated response to community safety in the Northern Beaches through consultative meetings with local Police, local agency and interagency representatives and other stakeholders. The Community Safety Advisory Committee considered the natural hazards and shocks in the Northern Beaches and the emergency management frameworks in place to address them.

Council has made progress on actions within the Community Safety Plan 2021-26, including undertaking consultations with key stakeholders to improve safety on public transport and to identify strategies that promote a safe, inclusive and welcoming environment for LGBTQIA+ individuals and community through a new Northern Beaches LGBTQIA+ Working Group. The Sexual Assault Prevention and Response Working Group has established a new online information hub in support of community members experiencing sexual assault and the local services responding to their disclosures.

A pilot Community Safety Update was launched to support communication of public safety messaging through the Community Safety Advisory Committee networks.

Community Development

Council approved the 2023/24 Community Development Grants Program at the October Council Meeting with 30 community organisations receiving a total of \$159,642 in funding including \$90,000 for the Community Development Grants Program, \$30,000 for a new Small Grants Program supporting new and smaller community groups and \$39,642 for the Youth Voice Grants program supporting young people at the Northern Beaches PCYC.

There were 30 *Meet Your Neighbour* street parties with over 2,000 residents participating over weekends held in November and December under Council's *It takes a Village* program. A Disability Services Expo was held on 6 December at Dee Why RSL to mark The International Day for People with Disability with 49 exhibitors and over 80 community members.

Council supported the 16 Days of Activism and *Beaches Says No To Violence* campaign by displaying seven printed banners across the Northern Beaches, online messaging including social media posts and newsletters and with three schools participating in the 16 Days of Activism including fundraising for local domestic violence services. Council supported the 16 Days of Activism Walk coordinated by Rotary Warringah alongside the Northern Beaches Domestic Violence Network and Zonta Northern Beaches, with over 100 participants.

Council collaborated with the Mental Health Interagency to hold a Services Expo for Mental Health Month on 20 October with 20 local mental health service providers held at the North Narrabeen Farmers markets.

Community Arts and Culture - Performance measures	Target	December quarter
Volunteers who actively participate in ongoing programs across Council	650	541*
Community centre bookings	8,450	8,922
No. Meals services	4,500	5,193
- Workload measures		
No. information and referral enquiries	-	131

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Below target as there were less key community events needing volunteers this quarter

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Implement the Youth Voice Grants Program - Executive Manager Community, Arts & Culture

Council approved funding to four organisations at the November Council meeting, with activities and programs to be conducted by the end of 2024. This included grant funding to KYUP! Project Limited, StreetWork Australia Limited, The Burdekin Association Incorporated and Young Change Agents Limited.



Develop a Community Connection Action Plan - Executive Manager Community, Arts & Culture

The project has commenced.



Plan for an integrated community and cultural hub at Mona Vale Framework and associated actions - Executive Manager Community, Arts & Culture

Report complete outlining options for the integration of community and cultural activities at Mona Vale. Investigation into co-locating activities is ongoing.



Develop a Multicultural Inclusion Plan - Executive Manager Community, Arts & Culture

The project was taken to the November Council Meeting and is proposed to go on a public exhibition period, requesting submissions from the 15 January to 28 February.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule  Not proceeding

Art Works



Theo Batten Bequest purchases - Executive Manager Community, Arts & Culture

There were no artwork purchases during the quarter.

Community Centre Improvements



Warriewood Valley Community Centre - Executive Manager Capital Projects

Council has formally entered into a contract for the construction of the new facility.



Community buildings works program - Executive Manager Property

This program of work is allocated to community buildings projects. This financial year, the main project is for the playground upgrade works at the Harbord Literary Institute which commenced in late December 2023. The Stage 2 Air-conditioning upgrade at Glen Street Theatre will commence at the backend of the financial year.



Community centres minor works program - Executive Manager Property

This program of works includes for minor renewal works to community centres buildings.

Works include concept design updates for the Dee Why Women's Refuge (currently waiting for the outcome of a grant application), minor works to the ex-Computer Pals room at Forestville Memorial Hall for a new hirer (now completed) and building stabilisation works at Ted Blackwood Community Centre where works will commence in early 2024.

Cultural Improvements



Coast walk - art trail - Executive Manager Community, Arts & Culture

Coast Walk Public Art Strategic Plan implementation continues, with installation underway in Freshwater at McKillop Park.



Glen Street Theatre - renewal works

This program generally includes for minor renewal works and the replacement of equipment at Glen Street Theatre, to improve the customer experience.

The replacement of the soft AC duct in the auditorium is scheduled to be undertaken early 2024.

The contract for Stage 2 air-conditioning upgrade work was executed in September 2023; procurement of equipment is under way and works on site are scheduled to commence towards the end of the financial year 2024.

The recommended tenderer for Stage 2 air-conditioning upgrade work was approved by Council and the work is scheduled to be undertaken in July 2024. The contract for the work was executed on 20 September.



Creative Arts Space - Mona Vale design works - Executive Manager Property

This project relates to making changes at Mona Vale Admin building/customer services/library connected with implementing improvements for arts uses. A study into options has been received and those options are being assessed.

FINANCIALS - Community, Arts and Culture Service

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	1,852	2,015	(162)	4,450	4,450	4,382
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	600	395	205	814	781	942
Grants and Contributions - Operating Purposes	609	353	256	679	679	660
Other Income	22	22	(0)	43	43	43
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	3,083	2,784	299	5,986	5,954	6,026
Expenses from Operations						
Employee Benefits and Oncosts	(3,805)	(3,716)	(89)	(7,421)	(7,421)	(7,406)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(1,276)	(1,505)	229	(3,229)	(3,292)	(3,419)
Depreciation and Amortisation	(310)	(310)	-	(621)	(621)	(621)
Other Expenses	(509)	(431)	(78)	(578)	(567)	(567)
Internal Charges	(34)	(33)	(1)	(55)	(65)	(65)
Overhead Allocation	(429)	(429)	-	(858)	(858)	(859)
Total Expenses from Operations	(6,362)	(6,424)	61	(12,762)	(12,824)	(12,937)
Surplus / (Deficit) from Operations	(3,280)	(3,640)	360	(6,775)	(6,870)	(6,910)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	22	-	22	-	-	22
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(3,258)	(3,640)	382	(6,775)	(6,870)	(6,888)
Rates and Annual Charges						
Rates and Annual Charges	3,553	3,553	-	6,668	6,668	6,668

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$3.3)m is lower than forecast by \$0.4m at the end of the quarter.

Total Income from Operations of \$3.1m is higher than forecast by \$0.3m.

User Charges and Fees are lower by (\$0.2)m as a result of reduced Community Centre hire.

Other Revenues are higher by \$0.2m as a result of increased in Glen Street Theatre sales of beverages and Manly Art Gallery donations received.

Grants and Contributions for Operating Purposes are higher by \$0.3m as a result of the timing of Meals on Wheels and Community & Youth Development grants.

Total Expenses from Operations of (\$6.4)m are lower than forecast by \$0.1m.

Employee Benefits and Oncosts are higher by (\$0.1)m as a result of higher Glen Street casual, overtime and shift penalties related directly to increase usage.

Materials and Services are lower by \$0.2m as a result of the timing of contract payments associated with theatre hire and advertising at Glen Street Theatre and social planning and public art expenditure.

Other Expenses are higher by (\$0.1)m as a result of timing differences associated with the PYCY Merger Savings funded grants program.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase to (\$6.9)m principally due to a reduction in Community Centre hire income. Higher beverage sales at Glen Street Theatre were offset by increased expenses to purchase goods for sale and ticket sale charges.

Children's Services

HIGHLIGHTS

National Quality Framework

All Early Learning Services have completed Transition to School Statements for children going to school in 2024 and end of year developmental summaries for all other children.

Family Day Care focused on the importance of maintaining assessments of learning on children's development and participation in the program as a tool to help guide their decisions, inform their practices, and help develop programs that best fit each child's individual needs within their service. Educators also reviewed and updated their annual risk assessments for their service including:

- Sleep and rest
- Evacuation and emergency situations
- Visitors
- Pets
- Excursion and in-service events

Statewide Eyesight Preschooler Screening (StEPS) Eye Vision testing for 4 years old children has taken place across the services to support early detection.

Narrabeen Children's Centre celebrated the 2023 School leavers farewell with a number of extended family members joining us. One of the highlights were the songs sung in a number of languages including Spanish (as a result of the Ella program) and the Indigenous language, (Yawuru) in "We are Australian" and a Torres Strait Islander song. The children also displayed their skills in using Auslan to sign some songs.

Narrabeen Children's Centre has refurbished UV meters for upgrade and recalibration. Understanding of the role the UV ratings is part of the routine information shared between Pre-schoolers and their Educators and enhances maths and climate knowledge as part of that exchange.

The Roundhouse Children's Centre recently purchased My Nook couches for each room. The My Nook couches are modular so the children can use their creativity to create and build using the cushions.

Vacation Care obtained high-vis vests for excursions to support best supervision practices. Staff attended training for supporting children with additional inclusion rights.

Embedding cultural safety into our programs

Educators attended a Safe Series – Protective Behaviours Workshop and workshop. Plans are in place for implementing an intentional teaching program from NSW Office of Children's Guardian on the SAFE series books.

Brookvale Preschool was successful in obtaining grant funding to create a sensory space in a quiet area for those children requiring extra self-regulation support or those with additional sensory sensitivity.

Four representatives attended the Early Childhood Australia Conference titled Kumarninhti — which had as its theme, Becoming one: Old ways, new wisdom. The theme title reinforced that

although we still hold on to and value old ways, theoretical perspectives and knowledge, there is and can be a contemporary approach to implementing this in our services.

Narrabeen Children's Centre was visited by the support worker for a child in receipt of NDIS funding to assess the child in a larger play environment and provided feedback/strategies to Educators on how to best support the child.

Community Connections

Our Early Learning Services are partnering with parents, children and staff and a number of community organisations to support those in need. The Give Hub was selected as they support organisations with whom we have a close connection in Northern Beaches including Women and Children First - Women's refuge and Dalwood Spilstead.

Harbour View Children's Centre collected donations from families for mothers and babies in Galiwin'ku, a remote Aboriginal community as part of the Yothu Basket Project.

Each year Council's Early Learning team seek input from families utilising our services through an annual satisfaction survey. The survey results for 2023 indicate a very high level of satisfaction with an overall parent satisfaction rating of 4.8 out of five, or 96%.

New families who are starting in 2024 have been visiting for tours and orientation sessions.

Harbour View Children's Centre have planted the and vegetable trees received from Bunnings through the Landcare Australia Environment Grant. These have been planted at the front of the service to help our families access herbs, fruits and vegetables to take home.

Manly Community Pre-school recently enjoyed their Christmas Party and Transition to School Celebration for all our school leavers with a huge turnout of families and friends attending. It was a wonderful to further develop the children's and families sense of belonging

North Harbour Pre-school held our end of year celebration for our children and families. It included presenting the children with a certificate, face painting, lots of food, cakes and a little concert performance by the children for the families.

Performance measures – Children's Services	Target	December quarter
No. children attending Long Day Care programs	700	894
No. children attending Family Day Care programs	340	325*
No. children attending Preschool programs	150	204
No. children attending Vacation Care Programs	350	425

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

- * Reduced number of FDC educators due to Council's requirement for COVID vaccination, and constraints on affordable suitable premises for new FDC sites. This has affected the service capacity in terms of Educator numbers and locations. There has been a slight increase this quarter in number of Educators providing Family Day Care.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Childcare Buildings



Children's centres works program - Executive Manager Property

This program delivers renewal works on Council owned and operated Children's Centres. This financial year the program will see improvements to staff facilities at Narrabeen Children's Centre. Minor improvements have been delivered at North Harbour Preschool.

FINANCIALS - Children's Services

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	7,241	6,816	425	14,740	14,346	14,346
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	6	2	4	4	4	4
Grants and Contributions - Operating Purposes	2,179	1,840	339	2,416	2,712	2,862
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	9,426	8,658	768	17,160	17,062	17,212
Expenses from Operations						
Employee Benefits and Oncosts	(7,738)	(6,783)	(955)	(13,666)	(13,603)	(14,208)
Borrowing Costs	(3)	(6)	3	(6)	(6)	(6)
Materials and Services	(744)	(1,060)	316	(2,062)	(2,068)	(1,681)
Depreciation and Amortisation	(27)	(27)	(0)	(54)	(54)	(54)
Other Expenses	(0)	-	(0)	-	-	-
Internal Charges	(277)	(286)	9	(584)	(573)	(573)
Overhead Allocation	(393)	(393)	-	(787)	(787)	(785)
Total Expenses from Operations	(9,182)	(8,556)	(627)	(17,159)	(17,092)	(17,308)
Surplus / (Deficit) from Operations	243	102	141	1	(31)	(97)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	243	102	141	1	(31)	(97)
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 \$0.2m is higher than forecast by \$0.1m at the end of the quarter.

Total Income from Operations of \$9.4m is higher than forecast by \$0.8m.

User Charges and Fees are higher by \$0.4m primarily as a result of changes to Start Strong Fee Relief payments to support families and a slightly higher occupancy level than anticipated.

Grants and Contributions for Operating Purposes are higher by \$0.3m as a result of increased Start Strong funding to offset the fee paid by families and preschool funding received.

Total Expenses from Operations of (\$9.2)m are higher than forecast by (\$0.6)m.

Employee Benefits and Oncosts are higher by (\$1.0)m as a result of higher casual salaries filling vacant positions.

Materials and Services are lower by \$0.3m as a result of lower than anticipated spending on Agency Personnel, Materials, Minor Office Equipment, Maintenance & Servicing, Childcare Supplies.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase by (\$0.1)m to (\$0.1)m principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Library Services

HIGHLIGHTS

Valued social institutions

Receiving more than 220,000 visits during the last quarter, Northern Beaches Libraries are one of the most valued social institutions in the Northern Beaches. Northern Beaches Libraries supports 66,700 active members of our library service, with over 2,000 new members in the last quarter. These members borrow from our collection, attend programs and events, use our Home Library Service or simply visit our spaces for work, education or recreation.

Our library service delivers a wide variety of contemporary, popular collections in both print and digital formats, with more than 220,000 physical loans and over 111,000 eLoans from our service this quarter.

Experience – Explore and Engage

Second quarter saw a diverse and exciting events calendar with libraries holding more than 725 programs and events which equates to approximately seven programs held every single day across the service.

These events included our regular daily early literacy sessions held across all branches, to events supporting community connection such as Mental Health Month talks, Scrabble and Scones, a new initiative supporting social inclusion and several events supporting adults living with a disability including author talks, art workshops and exhibitions.

Children and young people continue to be supported through the delivery of HSC takeovers, literacy and art workshops and our perpetually popular school holiday programs including slime labs, comedy shows and robotics sessions.

Author talks have developed considerable momentum with libraries hosting a variety of diverse evening talks with sold out events such as Richard Glover, Nedd Brockman, Deborah Fitzgerald and Benjamin Stevenson.

Connection – Belonging and Pride

Supporting Mental Health Month and International Day of Disability were key areas of focus during the last quarter with libraries hosting a variety of events, programs and exhibitions. Events were designed to invite in members of the community including Artability workshops for adults living with a disability, carers information sessions and author talks supporting mental health.

Dr Jessica Kirkness delivered an AUSLAN supported author talk for the d/Deaf community and Services Australia offered information sessions in Spanish.

Artability, a local program providing art classes for people living with a disability worked collaboratively with libraries to host exhibition works across branches showcasing creativity and imagination.

The exhibitions program continues to grow with a kids bookmark design competition held during school holidays, showcased winners across all branches. Other exhibitions included local artists, and Voices of Insight Collection illuminating the unseen narratives of domestic and family violence.

Our local studies team delivered eight talks featuring local history resources and migrant experiences on the Northern Beaches. With a continued focus on the preservation of our rich local studies collections, over 495 items were digitised this quarter and a total 29,612 items accessible on History Hub. An online portal, History Hub provides instant access to photographs, videos and oral histories.

Together – Partnerships and Collaboration

Ongoing partnerships with external organisations allow libraries to provide a wide range of education and information sessions. Services NSW hosted a wide range of information sessions in multiple languages including scams awareness, disability and carer support, gamble aware and MyGov.

Carers Gateway held sessions supporting carers including young people supporting people with a disability. November saw a new program hosting Speech awareness talks for parents and caregivers hosted by Speech Pathology Australia and the Australian Library & Information Association.

Our volunteers continue to take an invaluable role in the delivery of library services with 118 volunteers providing support to operate our Justice of the Peace service, Tech Help, Family History Fridays and Home Library service deliveries. Working with our volunteers, more than 576 of our community members received home library deliveries, providing valuable recreational and education material to those in our community unable to visit our libraries.

Leadership – Excellence and Innovation

In October 2023 Council endorsed the Library Strategic Plan 2023-2028, outlining the vision for the future of public library services on the Northern Beaches. Over the next five years we will focus on four strategic directions to strengthen the service, strive for innovation, and continue to push the boundaries of what it means to be a modern library.

Launching permanent ongoing 24/7 service in March 2023, Forestville 24/7 continues to grow in popularity within the Forestville community. More than 360 members have signed up for 24/7 access with 10,800 visits outside of staffed hours during the last quarter.

Minor refurbishments and layout changes have continued at Mona Vale and Warringah Mall Libraries providing more efficient and flexible spaces for community use including improving promotion and usage of the collection.

Library Services - Performance measures	Target	December quarter
No. Home Library customers	525	576
No. library programs and activities	400	725
No. of physical visits to libraries	175,000	223,732
- Workload measures		
No. events, programs and exhibitions that align with diverse and inclusive programming	-	23

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

Library Strategic Plan 2023-2028 adopted.



Review and implement opportunities for 24/7 access to the physical library space - Executive Manager Library Services

Project Steering Committee has endorsed the Project Working Group to commence early 2024.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule  Not proceeding

Library Upgrades



Mona Vale Library - upgrades and new works - Executive Manager Property

This project will deliver improvements to the Mona Vale Library in line with recommendations from the study into arts uses for the library/admin building/ memorial hall precinct.



Library buildings works program - Executive Manager Property

Project is scheduled to start early in 2024.

Community Space and Learning



Library local priority grant purchases - Executive Manager Library Services

Purchase orders raised for furniture and digital screens. Planning for Manly 24/7 continues.



Library books - replacement - Executive Manager Library Services

Of the physical items received, Adult Fiction comprised 54% of stock, Adult Non-Fiction 16%, Junior items 26%. The remaining 4% of stock received was Young Adult and Audiovisual items.

FINANCIALS - Library Services

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	89	61	28	121	121	121
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	60	65	(6)	131	131	131
Grants and Contributions - Operating Purposes	770	20	750	826	770	770
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	918	146	772	1,078	1,022	1,022
Expenses from Operations						
Employee Benefits and Oncosts	(3,672)	(4,028)	356	(8,056)	(8,037)	(7,848)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(693)	(720)	27	(1,423)	(1,435)	(1,435)
Depreciation and Amortisation	(1,000)	(1,000)	-	(2,001)	(2,001)	(2,001)
Other Expenses	(97)	(98)	1	(118)	(125)	(125)
Internal Charges	(44)	(44)	-	(88)	(88)	(88)
Overhead Allocation	(488)	(488)	-	(976)	(976)	(973)
Total Expenses from Operations	(5,993)	(6,378)	385	(12,661)	(12,661)	(12,470)
Surplus / (Deficit) from Operations	(5,075)	(6,232)	1,157	(11,583)	(11,639)	(11,448)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	38	84	(47)	169	205	72
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(5,037)	(6,147)	1,110	(11,414)	(11,434)	(11,376)
Rates and Annual Charges						
Rates and Annual Charges	6,211	6,211	-	11,583	11,583	11,583

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$5.1)m is lower than forecast by \$1.2m at the end of the quarter.

Total Income from Operations of \$0.9m is higher than forecast by \$0.8m.

Grants and Contributions for Operating Purposes are higher by \$0.7m as a result of timing differences associated with the receipt of the Library subsidy.

Total Expenses from Operations of (\$6.0)m are lower than forecast by \$0.4m.

Employee Benefits and Oncosts are lower by \$0.4m as a result of vacant positions within the Service.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease by \$0.2m to (\$11.4)m principally due to vacancies held within the Service offset by additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Strategic Land Use Planning

HIGHLIGHTS

Northern Beaches Local Environmental Plan and Development Control Plan

Council continues work on the Planning Proposal for the new Local Environmental Plan (LEP) and the new Development Control Plan (DCP). Council received final detailed comments from the Department of Planning and Environment on the Conservation Zones Review methodology and Local Housing Strategy actions to be implemented via the new LEP in November. Amended zoning maps are currently being prepared in accordance with that advice.

A Councillor briefing was held on 12 December 2023 to outline these changes. A Councillor workshop was held on 28 October 2023 to discuss other key Local Environmental Plan issues and proposed controls.

Work continues on preparing Council's new Development Control Plan (DCP), incorporating Local Character Statements. This has involved reviews of other Council DCPs, meetings with internal and external experts, and drafting of new controls. It is proposed to exhibit the draft DCP together with the Planning Proposal for Council's new LEP following Gateway Determination from the Department of Planning and Environment.

Local Housing Strategy and Affordable Housing

A review of Council's Affordable Housing Policy has commenced. SGS consultants provided a briefing to Councillors on the current state of play in affordable housing on 21 November 2023, including high level options that Council might wish to consider in the preparation of a more detailed affordable housing strategy.

Council's Local Housing Strategy continues to be implemented through:

- The establishment of "Housing Diversity Areas" allowing for dual occupancy and boarding house development in limited areas around identified local centres as part of the new Northern Beaches Local Environmental Plan-making process.
- Separate "structure plan" processes either completed or in-train for Frenchs Forest, Brookvale, and Mona Vale to provide additional housing supply.
- Requiring a percentage of all new housing in areas re-zoned to permit higher residential densities to be given to Council for use in perpetuity as affordable housing units (including Frenchs Forest, Brookvale, and Mona Vale).

Morgan Road Planning Proposal (Lizard Rock)

In October 2022 Council received notice from the Department of Planning and Environment of a Planning Proposal by the Metropolitan Local Aboriginal Land Council to rezone land in Morgan Road, Oxford Falls Valley, to permit a 450-allotment subdivision of their land.

Despite detailed submissions by Council opposing the Planning Proposal, in December 2022 the Sydney North Planning Panel determined that the Planning Proposal should be submitted to the Minister for Planning and Public Spaces for a "Gateway" determination.

In January 2023 Council resolved not to be the Planning Proposal Authority (PPA) for the proposal – that is, to be responsible for its governance including preparation, submission for a

Gateway determination, public exhibition, and finalisation. The Sydney North Planning Panel was subsequently appointed to this role.

In June 2023 the Department issued a Gateway Determination for the Planning Proposal to proceed to public exhibition, subject to conditions.

The Planning Proposal was placed on public exhibition from 26 September to 7 November 2023 without significant change. Council made a detailed submission opposing the Planning Proposal during the exhibition period. It is anticipated that the Sydney North Planning Panel will make a recommendation to the Minister regarding the Planning Proposal in the first quarter of 2024.

Brookvale Structure Plan

Council endorsed the Brookvale Structure Plan at its meeting on Tuesday 28 November.

The plan will shape the future development of Brookvale over the next 15 years. More than 1,350 new homes will be built, with at least five per cent set aside as affordable housing, and 900 jobs created under the new plan. There will be more diverse housing, including much needed affordable housing, in one of the most accessible areas on the Northern Beaches.

Additional highlights of the plan include:

- 5,000 sqm town square/greenspace and improvements to streetscapes
- a new town centre around the B-line stop
- 2,000-2,500 sqm of community facilities in the proposed town square
- improved pedestrian and bike connectivity throughout Brookvale.

The plan balances the need for parking in future development in Brookvale as well as promoting the use of sustainable forms of transport. It is underpinned by rigorous traffic, transport, employment and housing studies and strategies. Feedback from extensive community consultation was taken into consideration in developing the final plan.

Manly Place Plan

The Draft My Place: Manly public exhibition closed on 3 December following an eight-week engagement with stakeholders interested in the future of Manly centre. A thorough community engagement plan was implemented to drive visibility of the place plan and encourage the public and relevant stakeholders to provide feedback.

There was genuine excitement and keen interest in the prospect of Manly centre getting a makeover and that the community were being asked to contribute their ideas. The concepts and strategies outlined in the Place Plan were generally well received by all stakeholders. Community members engaged positively and constructively with Council staff at our pop-up information stands throughout Manly and we had more than 800 official written contributions either via survey responses, written submission and questions posted to our live webinar.

Council's social media content around the project saw a particularly high level of engagement across social media platforms for October. Across all known and reported social media channels we reached more than 133,000 people and saw high engagement activity with over 62,000 likes, comments, shares. Our joint post with the Manly Observer reached over 65,000 people garnering over 7,000 comments, likes, shares and clicks to the YourSay project page.

Digital engagement tools such as polls on Instagram drove engagement reach which saw over 900 people participate. 505 online surveys were submitted via the project YourSay page, while

149 responses were received for the survey on the Nighttime Economy. Our consultants, Ethos Urban, facilitated a 90 minute live online webinar co-presented with Council staff and achieving participation with 45 stakeholders. 126 written submissions received via Council email or post. Four pop-up information stalls were well attended affording opportunity to get community sentiment from stakeholders with limited connection to social media or online communication platforms.

The project team are now reviewing the feedback submitted across the various platforms in conjunction with the recently passed NSW Government Vibrancy reforms.

Frenchs Forest Town Centre Contribution Plan

On 19 December, Council resolved to adopt the Frenchs Forest Town Centre Contributions Plan 2023. This Plan came into force on 20 December and replaces the Frenchs Forest Town Centre Contributions Plan 2022 (2022 Plan). This now allows Council to levy residential contributions rates in accordance with the Plan, which are above the \$20,000/dwelling cap.

The 2022 Plan was the subject of a review by the Independent Pricing and Regulatory Tribunal (IPART).

Mona Vale Place Plan

Draft Request for Quotation to engage an independent traffic consultant to undertake a detailed Traffic and Parking Report has been prepared and distributed to internal stakeholders for review and comment. Internal comments have been received, collated, and considered with a range of changes to the final Request for Quotation being applied.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Develop a Place Plan for Mona Vale - Executive Manager Strategic & Place Planning

The Traffic and Parking Study brief is being updated to reflect housing density changes promoted by the State Government that may in turn influence traffic demand through increased population outside of Council's current plans.

Prepare Northern Beaches Local Environmental Plan, Development Control Plan and associated studies - Executive Manager Strategic & Place Planning

Council had been awaiting important advice from Department of Planning required to finalise key elements of the Planning Proposal, including the Conservation Zones Review methodology and residential uses in the R2 zone. This advice was received in the December quarter. Conservation Zones mapping is being updated to reflect advice received. A Councillor workshop was held on key LEP issues on 28 October and December 2023, with advice to internal stakeholders also issued in early December 2023. It is anticipated that a report presenting the draft LEP will be tabled in the first half of 2024.

Complete Brookvale Structure Planning and Rezoning - to revitalise Brookvale town centre - Executive Manager Strategic & Place Planning

The Brookvale Structure Plan was endorsed by Council at the Council meeting held on 28 November 2023.

Develop a Place Plan for Manly - Executive Manager Strategic & Place Planning

Exhibition undertaken from 9 October 2023 for six weeks, including various engagement and promotional activities completed.

FINANCIALS - Strategic Land Use Planning

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	435	603	(168)	1,206	1,206	1,206
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	2	-	2	-	-	-
Grants and Contributions - Operating Purposes	328	334	(6)	341	341	341
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	765	937	(173)	1,547	1,547	1,547
Expenses from Operations						
Employee Benefits and Oncosts	(2,535)	(2,613)	78	(5,066)	(5,141)	(5,164)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(163)	(432)	269	(704)	(847)	(847)
Depreciation and Amortisation	(28)	(28)	-	(55)	(55)	(55)
Other Expenses	(546)	(546)	0	(728)	(728)	(728)
Internal Charges	(117)	(117)	-	(233)	(233)	(233)
Overhead Allocation	(225)	(225)	-	(450)	(450)	(452)
Total Expenses from Operations	(3,613)	(3,960)	348	(7,237)	(7,455)	(7,479)
Surplus / (Deficit) from Operations	(2,848)	(3,023)	175	(5,689)	(5,908)	(5,932)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(2,848)	(3,023)	175	(5,689)	(5,908)	(5,932)
Rates and Annual Charges						
Rates and Annual Charges	2,864	2,864	-	5,281	5,281	5,281

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$2.8)m is lower than forecast by \$0.2m at the end of the quarter.

Total Income from Operations of \$0.8m is lower than forecast by (\$0.2)m.

User Charges and Fees are lower by (\$0.2)m as a result of a lower level of planning activity.

Total Expenses from Operations of (\$3.6)m are lower than forecast by \$0.3m.

Employee Benefits and Oncosts are lower by \$0.1m as a result of vacant positions within the Service.

Materials and Services are lower by \$0.3m as a result of timing differences associated with land use planning services.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase to (\$5.9)m principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Development Assessment

HIGHLIGHTS

This quarter 332 Development Applications and 135 Modifications of Consent were lodged for assessment. A total of 486 applications were determined and 17 Pre-Lodgement meetings were held.

In December, Council went live with integration between Council's core systems and the NSW Planning Portal for the DA Online service. The project implementation was a success, and as a result Council's internal administration processes have been made more efficient through a significant reduction in manual data entry at the time of application lodgement, formal acceptance, and determination stages.

Council also held the annual development application customer experience workshop with invitations going to all our frequent customers. The purpose of this workshop was to obtain feedback on the service, and to share information regarding upcoming legislative changes as well as planned service improvements. This workshop was well attended, and useful feedback was received that will assist to shape the service moving forward.

Performance measures – Development Assessment	Target	December quarter
Average determination time of 90% of Development applications, modifications and reviews (days)	≤ 75	71
Outstanding applications, modifications and reviews older than 100 days (since application received)	≤ 20%	28%*

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Resourcing challenges have impacted on this KPI over the quarter. Reducing the number of long outstanding applications remains a focus as these are applications that are more contentious and complex.

FINANCIALS - Development Assessment

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	2,076	1,843	232	3,688	3,688	3,688
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	2,076	1,843	232	3,688	3,688	3,688
Expenses from Operations						
Employee Benefits and Oncosts	(2,833)	(2,879)	46	(5,757)	(5,757)	(5,793)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(368)	(390)	22	(764)	(714)	(714)
Depreciation and Amortisation	(43)	(43)	-	(87)	(87)	(87)
Other Expenses	-	-	-	-	-	-
Internal Charges	(96)	(96)	-	(191)	(191)	(191)
Overhead Allocation	(340)	(340)	-	(681)	(681)	(681)
Total Expenses from Operations	(3,680)	(3,748)	68	(7,480)	(7,430)	(7,466)
Surplus / (Deficit) from Operations	(1,605)	(1,904)	300	(3,791)	(3,741)	(3,777)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(1,605)	(1,904)	300	(3,791)	(3,741)	(3,777)
Rates and Annual Charges						
Rates and Annual Charges	1,874	1,874	-	3,711	3,711	3,711

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$1.6m) is lower than forecast by \$0.3m at the end of the quarter.

Total Income from Operations of \$2.1m is higher than forecast by \$0.2m.

User Charges and Fees are higher by \$0.2m as a result of the value of development being greater than forecast.

Total Expenses from Operations of (\$3.7m) are lower than forecast by \$0.1m.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase by \$0.033 to (\$3.8m) principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Environmental Compliance

HIGHLIGHTS

Environmental Health Officers (EHOs) are progressing with their food inspection program for 2023/24 which assesses compliance with the Food Act and Food Standards Code. To date 350 inspections have been undertaken. These inspections are necessary to ensure the likelihood of food contamination, bad hygiene and food borne illnesses is eliminated or reduced and that there is no imminent risk to public and/or environmental health.

Environmental Health worked with the NSW Government on National Asbestos Awareness Week (NAAW) 20 – 26 November 2023 to inform the community, especially DIYers, renovators and tradespeople, to 'be asbestos ready' before beginning a renovation project. Information was provided on Council's website and was included in our weekly digital newsletter.

The Council's Rangers commenced proactive high visibility dog patrols on beaches which will continue into January 2024. The Rangers Team have started 'going green' by introducing two electric vehicles to its vehicle pool. The Council's Parking officers continued to undertake proactive school zone patrols.

Environmental Compliance - Performance measures	Target	December quarter
All mandatory food inspections completed	100%	91%*
Respond to public safety and environmental concerns within 24 hours for urgent/high risk requests and within 10 days for non-critical requests	100%	92%**
Follow up of outstanding enforcement actions at 60 days and 90 days	100%	85%***
Respond to companion animal concerns within 24 hours for urgent/high risk requests	100%	100%
- Workload measures		
No. of proactive companion animal patrols	-	24
No. of companion animal investigations	-	555
No. of swimming pool barrier inspections	-	96
No. of responses to liquor application referrals from Liquor and Gaming NSW	-	18

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* This is an annual target, reported quarterly - on track to meet KPI for the 2023/24 period. Staff on annual leave during December reduces the inspection rate for the quarter.

** Matters of high public and/environmental risk are being prioritised, representing a satisfactory level of compliance.

*** regular follow-ups ensure outstanding enforcement action is progressed in a timely manner. A review of the compliance service has occurred and service levels and expectations are being reviewed as part of that review.

FINANCIALS - Environmental Compliance

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	1,283	1,234	50	2,468	2,468	2,498
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	3,049	3,192	(143)	8,735	6,485	6,485
Grants and Contributions - Operating Purposes	(3)	-	(3)	-	-	(3)
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	4,330	4,426	(96)	11,203	8,953	8,981
Expenses from Operations						
Employee Benefits and Oncosts	(4,906)	(5,358)	452	(10,716)	(10,716)	(10,516)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(751)	(842)	92	(2,023)	(1,653)	(1,718)
Depreciation and Amortisation	(85)	(85)	-	(169)	(169)	(169)
Other Expenses	(10)	(0)	(10)	(2)	(2)	(2)
Internal Charges	(382)	(382)	-	(762)	(762)	(762)
Overhead Allocation	(565)	(565)	-	(1,130)	(1,130)	(1,129)
Total Expenses from Operations	(6,698)	(7,232)	533	(14,803)	(14,432)	(14,297)
Surplus / (Deficit) from Operations	(2,368)	(2,806)	437	(3,600)	(5,479)	(5,316)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(2,368)	(2,806)	437	(3,600)	(5,479)	(5,316)
Rates and Annual Charges						
Rates and Annual Charges	1,813	1,813	-	3,600	3,600	3,600

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$2.4)m is lower than forecast by \$0.4m at the end of the quarter.

Total Income from Operations of \$4.3m is lower than forecast by (\$0.1)m.

Other Revenues are lower by (\$0.1)m as a result of lower Parking, Fire Safety and Environmental Health Fines revenue.

Total Expenses from Operations of (\$6.7)m are lower than forecast by \$0.5m.

Employee Benefits and Oncosts are lower by \$0.5m as a result of high vacancies in Environmental Health, Regulatory Support, Building Control and Animal Management.

Materials and Services are lower by \$0.1m as a result of lower processing fees.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease by \$0.2m to (\$5.3)m principally due to a reduction in salaries in Environmental Health and Regulatory Support due to vacancies and increased in Building Control Fees.

Parks and Recreation

HIGHLIGHTS

Beach Safety

The summer season is well and truly underway with favourable beach conditions for most of the past quarter.

On 1 December 2023 a Beach Safety program was launched. Several Beach Safety videos were produced and displayed on Councils website, social media platforms and on Channel 9 news.

In the past quarter, lifeguards have recorded over 4 million visitors and completed 350 rescues, 118,210 preventative actions and 1,637 first aid actions.

Business Operations and Open Space Bookings

Council has been working hard on adding more venues to our online booking system. Our community can now view availability and book our sportsgrounds and filming locations online.

This quarter we have processed the hundreds of bookings for our schools, they are now ready for all their excursions, PE lessons and school sport for 2024. We also finalised the 2023 winter sports season, which ran smoothly and was not overly impacted by poor weather as it had been in previous years.

There continues to be plenty to enjoy this summer with Council processing hundreds of bookings for activities on our outdoor spaces, including Christmas markets and carols, New Year's fireworks, circuses and carnivals, vintage car shows, surf lifesaving carnivals, holiday programs and various sporting competitions such as surfing, women's cricket and the NSW Gridiron Grand Finals at Brookvale Park.

Open Space and Recreation Planning

In response to a range of Council resolutions and recreation planning matters, draft Plans of Management have been completed for Mona Vale Beach (southern end), Seaforth Oval, North Narrabeen Reserve and for Lot 2, 316 Hudson Parade Clareville.

Community engagement was completed with key venue managers and sports groups for Council's Indoor Sport and Recreation Needs Study. This Study will inform the preparation of an Indoor Sport and Recreation Strategy.

The Manly Warringah War Memorial State Park Advisory Committee met in December 2023 during which a range of strategic matters and operational and capital projects were considered.

In this quarter Council approved:

- The dual name Gunganagina Kookaburra Lookout for the lookout area on the corner of Upper Beach Street and West Street in Balgowlah.
- Naming the viewing deck on Curl Curl Lagoon, at John Fisher Park, the Ray Cox Viewing Deck.
- The establishment of an online Northern Beaches Sporting Honour Roll to recognise residents selected to represent Australian in sport.
- The proposal for a community garden at Annam Road Reserve in Bayview.

Park Assets - Planning Design and Delivery

Work on implementing the Freshwater Masterplan continues, with new pathways and landscaping constructed in the southern area of Freshwater Reserve, improving connectivity and amenity.

Landscaping improvements to the Forestville Commercial Centre have been completed, improving the amenity of the area and refurbishing the war memorial.

Bush Regeneration works have commenced at Brickpit Reserve, Frenchs Forest, with further improvement of the reserve's recreational opportunities and amenity expected in 2024.

Griffith Park playground refurbishment has been completed in December.

Work on the Manly Dam mountain bike track is continuing. Council is liaising with stakeholders to fine tune track alignments to improve rider safety and experience and minimise environmental impacts. Construction has begun on the 19th hole section of the track.

Construction of the new park at Lynn Czinner Reserve in Warriewood has commenced. This reserve is expected to be open to the public in 2024. This includes a new 30 metre single span bridge across Fern Creek that was completed this quarter.

Landscaping upgrades at Warriewood Beach have commenced and are expected to be completed in early 2024. These works will improve amenity around the Surf Life Saving Club building.

Dual use posts have been installed at the outdoor courts at the Forestville War Memorial Playing Fields and at Lionel Watts Reserve, Frenchs Forest.

Safety works to the sandstone cliff face at Marine Parade, Manly have been undertaken. These works include removal of loose rocks and installation of rock anchors.

Renewal of the access road between Gourlay Avenue and Forty Baskets Beach in Balgowlah have been completed. These works have improved the drainage and safety of this section of the Manly Scenic Walkway and provided better protection for the natural environment by preventing erosion and sediment entering the waterway.

The renewals of Allington Reserve playground, Elanora Heights and Windrush playground, Belrose have been completed.

Park Operations

To improve swimming conditions across our beach rockpools Freshwater Rockpool was repainted and large sections of concrete were repaired around North Narrabeen rockpool. Several thousand tonnes of sand were removed from Palm Beach, Bilgola, North Narrabeen and Whale beach pools to keep them available and safe for swimming

Repairs to turf surfaces were undertaken at high profile reserves to improve conditions for the upcoming peak summer period, including Manly Beachfront, Lagoon Park, and East Esplanade.

To improve playing surfaces of sportsfields over 2,250 tonne of material was applied to ovals including Aquatic Reserve Field 1, Weldon Oval, LM Graham Reserve, Manly Oval, Lionel Watts, Forestville War Memorial Playing Fields, Harbord, John Fisher Park Ovals 3, 4 and 5, Millers Reserve, Keirle Park, Careel bay 1 and 2, Newport Oval, Hews Reserve, James Morgan, North Narrabeen Reserve AFL oval and fields 2, 3 and 4, and Pittwater Rugby Park Field 1.

Returfing of approximately 800m² was undertaken at selected sport field goal mouths including 100m² at North Narrabeen Reserve field 2. The fifth green at Avalon Golf Course was rebuilt to continue recent improvements to the course for golfers.

A variety of infrastructure works were delivered to improve facilities for the community. The water features along The Corso at Manly were reinstated following significant stormwater repair works. Fencing around Cromer Park Fields 1 and 2 were repaired. The supernova playground equipment in Dunbar Park was replaced and 30 tonne of sand soft fall was added to the playground at Woorarra Reserve.

The boardwalk and ramp at East Esplanade were rebuilt, pedestrian bridge at Honey Eater Grove replaced and the trail adjacent to the Curl Curl Lagoon entrance channel upgraded. We also delivered extensive asphalt repairs to the Burnt Bridge Cycle way and installed new fencing at Des Creagh Reserve, Avalon.

Repairs to dog off-leash areas were undertaken including topdressing with over 100 tonnes of material at Rowland Reserve and Deep Creek Reserve.

Gardens were improved with over 400m³ of mulch installed across the Northern Beaches, and 1,500 shrubs and 60 trees planted. A new garden was constructed at Rolfe Street, Manly. The swale along Wakehurst Parkway was cleaned out with local residents claiming it is the best it is looked in many years.

We have taken steps to reduce pesticide use with a steam weeding program initiated in Commercial Centres across the Northern Beaches.

Tree Services

1,296 requests were received from the community regarding trees on public land; 14 requests were the result of storm events. Responses were provided for these requests.

133 private tree applications were received and processed (some applications were for multiple trees). In response 39 trees were approved for removal, eight trees approved for pruning, seven applications refused, and 98 applications recommended for a tree replacement.

151 private property advice requests were received and processed, and 63 alleged illegal tree activity investigations carried out.

323 trees were planted across the Northern Beaches as part of our ongoing public open space tree planting program.

Parks and Recreation		
- Performance measures	Target	December quarter
Rockpools cleaned weekly during summer season and every two weeks outside of summer – subject to tidal conditions	95%	100%
Sportsfields mowed weekly in summer playing season and monthly in winter – subject to weather conditions	95%	100%
- Workload measures		
Number of preventative actions by professional lifeguards on patrolled beaches [†]	-	118,210

Results Key:  Achieved  Approaching - within 5% of target  Behind - more than 5% off target

Notes on results:

[†] Preventative actions are highly seasonal and reflect the number of beach visitors.

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Finalise the Tree Canopy Plan - Executive Manager Parks & Recreation

The Tree Canopy plan was adopted by Council on 26 September 2023.



Develop the Indoor Sport and Recreation Strategy and action plan - Executive Manager Parks & Recreation

Stage 1 engagement with stakeholder sports and venue managers was completed and a draft engagement report was prepared by the project consultant and presented to Council for review.



Install lighting and irrigation at Freshwater High School sportsfield - Executive Manager Parks & Recreation

Community engagement results on the proposed lighting at Freshwater High are being reviewed. Council will incorporate the feedback into the Statement of Environmental Effects. The project is behind schedule due to a delay in obtaining owners consent from the Department of Education to lodge the Development Application.

CAPITAL PROJECTS

Key: Complete Progressing Behind schedule Not proceeding

Sportsgrounds improvements



Sports Club Capital Assistance Program - Executive Manager Parks & Recreation

The Mona Vale Golf Club have commenced their project to rebuild a teaching and practice chipping green and bunker at the Mona Vale Golf Course.



Warringah Recreation Centre, North Manly upgrades - Executive Manager Capital Projects

Design development and investigations for the new recreation centre are ongoing.

The Sydney North Planning Panel have requested further information on the Golf Club DA and deferred their decision. This will delay Council works.



Aquatic Reserve, Frenchs Forest sportsfield lighting - Executive Manager Parks & Recreation

Council has commenced design work for the proposed lighting at Aquatic Reserve. A quotation request has been released for preparation of a review of environmental factors.



Seaforth Bike Park - Executive Manager Parks & Recreation

The site survey has been completed which will inform the design of the bike park. The Plan of Management for Seaforth Oval to permit the Bike Park is in progress.



New basketball facilities - Executive Manager Parks & Recreation

Installation of the dual use hardcourt posts for Melwood Oval, Forestville and Lionel Watts Reserve, Frenchs Forest is underway. Design for the new halfcourts at Killarney Heights Oval and Winnererremy Bay, Bayview is also underway.



Sportsfield renewal program - Executive Manager Parks & Recreation

The Abbott Road softball lighting renewal works have been slightly delayed due to supply

chain issues. The Aquatic Reserve field level design has been determined and will form part of a quotation package for the market next year. Work on the baseball nets at John Fisher Park have not been completed in spring as planned and are now planned for autumn 2024.

Reserves and Parks improvements



Warriewood Valley - public space and recreation - Executive Manager Parks & Recreation

The planning phase is underway for the upgrade of the sporting fields at Boondah Reserve, Warriewood to provide more capacity for the incoming population. A draft field layout has been prepared for stakeholder consultation.



Frenchs Forest Precinct park upgrades - Executive Manager Parks & Recreation

Bush Regeneration works have commenced at Brick Pit Reserve and will continue into 2024. The tender for construction of Brick Pit Reserve has been advertised.



Ivanhoe Park Masterplan Implementation - Executive Manager Parks & Recreation

The Sydney Road fencing renewal has been completed.



Lynne Czinner Park, Warriewood new park - Executive Manager Parks & Recreation

Construction has commenced at Lynne Czinner Park.



Beverly Job Reserve, Narrabeen youth space - Executive Manager Parks & Recreation

Development of the design is progressing.



Manly Dam Memorial shelter and accessibility works - Executive Manager Parks & Recreation

The design has been completed and work is underway to issue the project to the market.



Reserves renewal program - Executive Manager Parks & Recreation

The pedestrian bridge has been installed at Tyagarah Reserve, Cromer, with the bridge expected to be open for use shortly. A concept for the Dee Why Park creek crossing has been prepared for review by an external consultant.

Foreshore and Building improvements



Freshwater Beach masterplan implementation - Executive Manager Parks & Recreation

The southern landscaping and path works are in progress. Work will cease over the summer holiday period and recommence in February 2024.



Manly Life Saving Club - Executive Manager Property

In consultation with the community and stakeholders, this project will develop a design for the refurbishment/replacement of Manly Life Saving Club and associated community facilities.

Schematic design options for location and potential size of building(s) have occurred and consultation with the Community Working Group & Club members has been completed, with concept designs now being finalised. Community consultation on the concept designs has been undertaken and the report on findings is in preparation.



Clontarf masterplan implementation - Executive Manager Parks & Recreation

Procurement is in progress for a lead consultant to prepare the detailed design to deliver the last stage of the Clontarf Beach Masterplan.



Little Manly Beach masterplan implementation - Executive Manager Parks & Recreation

The demolition of 40 Stuart Street, Manly is expected to be undertaken in 2024 pending the finalisation of an Aboriginal Heritage Assessment. Unfortunately this is behind schedule. A landscaping concept plan has been finalised for the embellishment of the reserve post demolition.



Warriewood Beach foreshore upgrades - Executive Manager Parks & Recreation

Construction works have been delayed due to the failure of a specialised piling rig. The remaining works have subsequently been postponed ensuring the site is safe for pedestrians over the summer peak season.



Foreshores renewal program - Executive Manager Parks & Recreation

The additional slope stabilisation works at Marine Parade have been completed. Design documentation preparation is on schedule for the Long Reef bridge and boardwalk renewal.



Rockpool renewal program - Executive Manager Parks & Recreation

Detailed design is progressing on the renewal of Mona Vale Rockpool.



Dinghy Storage - Executive Manager Parks & Recreation

Project is scheduled to start in January 2024.



Tidal pools refurbishment - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in May 2024.



Surf Life Saving Club minor renewal works - Executive Manager Property

This works program delivers minor works and planning for Surf Lifesaving Clubs including Warriewood SLSC (building upgrades), North Narrabeen SLSC DA documentation (renewal works), South Narrabeen SLSC (storeroom; completed), Freshwater SLSC extension DA lodged and under assessment, North Steyne SLSC upgrades community engagement, Newport SLSC extensions DA and South Curl Curl SLSC storeroom (DA approved).



Clontarf tidal pool refurbishment - Executive Manager Transport & Civil Infrastructure

The works were completed in June 2023.



South Collaroy foreshore renewal - Executive Manager Environment & Climate Change

Project is scheduled to start in March 2024.



Bayview seawall and path - Executive Manager Parks & Recreation

A contract has been awarded for the construction works. Works are expected to commence in quarter 3.

Town centre and village upgrades



Commercial centre upgrade program - Executive Manager Parks and Recreation

The upgraded area at Forestville commercial centre was opened early December, with some minor tidying works still to be completed.



Triangle Park North - Dee Why Town Centre - Executive Manager Capital Projects

Works commenced September and is expected to finish early 2024.



Commercial centre renewal - Executive Manager Parks & Recreation

Project is scheduled to start in March 2024.

Recreational trails



McKillop Park, Freshwater boardwalk - Executive Manager Parks & Recreation

The design is complete for the McKillop Park Boardwalk project, however there is insufficient funding available to construct the boardwalk. Discussions have been held with the funding provider, with Council to submit an alternative project in the area to undertake with the funding. A final determination on whether the project proceeds will be made at the February 2024 Council meeting.



Manly Dam Boardwalk - Executive Manager Parks & Recreation

Funding for this project has been confirmed. Construction contracts were executed in December, with work scheduled to commence in early 2024. Expected completion in the second half of the 2024 calendar year. The project is behind schedule due to the time taken to confirm additional funding.



Manly Dam mountain bike trail upgrade - Executive Manager Parks & Recreation

Trail works continue on the 19th hole route. Environmental assessment of the Manning Street realignment is at determination phase.



Recreational trails renewal program - Executive Manager Parks & Recreation

Planning for the renewal of the bridge at Fisher Bay, Clontarf - part of the Manly to Spit Walk,

continues with geotechnical investigations completed. Minor works at North Harbour Reserve have been completed.

Playground improvements



Griffith Park playground upgrade - Executive Manager Parks & Recreation

Construction has been completed, with the playground now open to the public.



Trafalgar Park, Newport playground upgrade - Executive Manager Parks & Recreation

A Request for Quotation has been issued for the playground.



Dee Why Beach (Michaela Howie) Playground Upgrade - Executive Manager Parks & Recreation

The upgrade of Michaela Howie Playground, Dee Why is currently in procurement phase. Construction is expected to commence after the adjacent gross pollutant trap renewal works have been completed. As a result, it is likely that the project will not be able to be delivered until the second half of 2024.



Fielding Reserve, Collaroy new playground - Executive Manager Parks & Recreation

Work has commenced on the playground.



Playground renewal program - Executive Manager Parks & Recreation

The Playground Renewal program is progressing well. The renewal at Griffith Park, Collaroy has been completed. A contract has been awarded for the delivery of Weeroona Reserve, Fairlight with construction expected to commence shortly. Procurement is underway for Trafalgar Park, Newport.

FINANCIALS - Parks and Recreation

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	1,563	1,303	260	2,465	2,465	2,465
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	228	280	(53)	560	560	560
Grants and Contributions - Operating Purposes	147	795	(649)	662	2,345	2,564
Other Income	7	-	7	3	3	3
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	1,944	2,378	(434)	3,690	5,374	5,593
Expenses from Operations						
Employee Benefits and Oncosts	(6,887)	(6,897)	10	(14,241)	(14,241)	(14,358)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(7,963)	(7,784)	(179)	(15,260)	(16,003)	(16,203)
Depreciation and Amortisation	(3,531)	(3,531)	-	(7,387)	(7,387)	(7,387)
Other Expenses	(189)	(207)	18	(256)	(256)	(256)
Internal Charges	(830)	(826)	(4)	(1,649)	(1,649)	(1,649)
Overhead Allocation	(1,999)	(1,999)	-	(3,999)	(3,999)	(4,002)
Total Expenses from Operations	(21,398)	(21,243)	(156)	(42,792)	(43,536)	(43,855)
Surplus / (Deficit) from Operations	(19,454)	(18,864)	(590)	(39,102)	(38,162)	(38,262)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	1,089	2,388	(1,299)	12,674	11,521	7,804
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(18,365)	(16,476)	(1,889)	(26,428)	(26,642)	(30,458)
Rates and Annual Charges						
Rates and Annual Charges	19,351	19,351	-	38,936	38,936	38,936

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$19.5)m is higher than forecast by (\$0.6)m at the end of the quarter.

Total Income from Operations of \$1.9m is lower than forecast by (\$0.4)m.

User Charges and Fees are higher by \$0.3m as a result of the early payment of sporting facilities fees.

Other Revenues are lower by (\$0.1)m as a due to the timing of Licence Income.

Grants and Contributions for Operating Purposes are lower by (\$0.6)m primarily due to the delay in receiving disaster claims funding and the timing of work on the the B-Line grant funded trees program.

Total Expenses from Operations of (\$21.4)m are lower than forecast.

Materials and Services are higher by (\$0.2)m as a result higher mowing and vegetation maintenance costs.

Grants and Contributions for Capital Purposes are lower by (\$1.3)m primarily due to the timing of Manly Dam boardwalk, Bayview Seawall and Path, South Collaroy foreshore renewal and Warriewood Beach foreshore upgrades projects.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase by (\$0.1)m to (\$38.3)m primarily due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

ECONOMIC

Economic Development, Events and Engagement

HIGHLIGHTS

Northern Beaches Economic Development Strategy

Council adopted its first Economic Development Strategy '*Business on the Beaches*' on 22 August 2023. A key action of the Strategy is the establishment of a Northern Beaches Business & Industry Stakeholder Committee to monitor delivery of the five-year action plan. An Expression of Interest was released on 9 October 2023 inviting applications from persons wishing to participate on the Stakeholder Committee with 24 submissions received. Successful applicants were notified prior to Christmas with first meeting scheduled for February 2024

2023/2024 Placemaking Grants

Placemaking grants were awarded for the first time with six applications received, with one grant awarded. Council is working to develop additional awareness and support for the 2024/25 Placemaking grants.

2023 Small Business Month

Council was successful in obtaining a grant for Small Business Month which was held in October. A 'recruitment and retention' seminar was held at Berry Reserve Community Centre on 11 October 2023 featuring key industry experts to support local businesses to 'Grow a strong team for growth'. 25 businesses attended this event which was very well received by attendees.

Activating local places

Council continued to support the activation of local spaces through a variety of initiatives across the Northern Beaches. Over the last quarter, key activations have included:

- Halloween Trail with 172 businesses participating across nine suburbs, an increase from five last year and 372 families entered
- Celebrate Diwali at Dee Why Meriton Square
- Christmas decorations installed across the local government area
- Dunbar Park tree decoration program
- Christmas Window Competition commenced.
- Christmas music across the local government area
- Christmas in Manly with roving characters, music and surfing Santa.

Performance measures – Economic Development, Events, Engagement	Target	December quarter
High level projects with a Community Engagement Plan and Report (level 1-3 projects)	100%	100%
Decisions on all Council project engagements are communicated to the community within 30 days	100%	100%
Average no. website visits/month	330,000	388,397

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Develop an annual Placemaking Activation Grants Program -

2023/24 Placemaking grants round completed. Of the six applicants - one awarded, one passed to another grant stream, one withdrew, three ineligible.



Continue rollout of Community Engagement Training Program - Executive Manager Community Engagement & Communications

Work has commenced on the development of a tailored training plan. An opportunity to work with a team that involves a high degree of community consultation has been identified.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Town and Village Centre Activations



Dee Why Town Centre – construction phase 1 - Executive Manager Capital Projects

Construction Phase 1 was completed 03 July 2023.



Avalon Place Plan implementation - Executive Manager Parks & Recreation

Concept design work for both Dunbar Park and a new bike park adjacent to the netball courts is in progress. A Streetscape Upgrade Implementation Plan will be developed in consultation with the community following the outcome of the Streets for Shared Spaces trial being reported to Council.

FINANCIALS - Economic Development, Events and Engagement

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	45	17	28	121	127	127
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	275	233	43	626	723	723
Grants and Contributions - Operating Purposes	10	-	10	-	-	10
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	330	249	81	747	850	860
Expenses from Operations						
Employee Benefits and Oncosts	(3,451)	(3,395)	(56)	(6,758)	(6,835)	(6,875)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(1,367)	(1,479)	112	(3,404)	(3,476)	(3,486)
Depreciation and Amortisation	(36)	(36)	-	(73)	(73)	(73)
Other Expenses	(111)	(115)	4	(462)	(537)	(521)
Internal Charges	(117)	(95)	(22)	(207)	(210)	(210)
Overhead Allocation	(568)	(568)	-	(1,137)	(1,137)	(1,134)
Total Expenses from Operations	(5,651)	(5,689)	38	(12,040)	(12,268)	(12,299)
Surplus / (Deficit) from Operations	(5,321)	(5,440)	119	(11,293)	(11,418)	(11,439)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(5,321)	(5,440)	119	(11,293)	(11,418)	(11,439)
Rates and Annual Charges						
Rates and Annual Charges	5,384	5,384	-	11,293	11,293	11,293

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$5.3)m is lower than forecast by \$0.1m at the end of the quarter.

Total Income from Operations of \$0.3m is higher than forecast by \$0.1m.

Other Revenues are higher due to Increased marketing income.

Total Expenses from Operations of (\$5.7)m are lower than forecast.

Employee Benefits and Oncosts are higher by (\$0.1)m as a result of increased casual staff utilisation at Council events and Community Engagement activities.

Materials and Services are lower by \$0.1m as a result of lower utilisation of Agency Personnel and timing differences associated with Place Management and Tourism.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase by \$21,286 to (\$11.4)m principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Transport Traffic and Active Travel

HIGHLIGHTS

Restoring our tidal pools and wharves

Council manages six operational tidal swimming enclosures across the Northern Beaches, giving a diverse range of recreational opportunities. Our tidal pool program is aimed at ensuring these facilities are maintained in good condition for everyone to use.

On 1 December the NSW Fisheries Department and Sea Life Sydney released 101 baby seahorses onto the newly built net at Clontarf Tidal Pool. The new expanded tidal pool has provided an extra 200 m2 of net for habitat to the seahorses.

Council also manages 38 operational wharves on Pittwater and Sydney Harbour. These wharves are used by some residents to get to their homes on Scotland Island and the Western Foreshores of Pittwater. Additionally, the wharves are used by many recreational boating users. Our wharf program is aimed at ensuring these facilities are maintained in good condition for everyone to use. Council undertakes ongoing monitoring of the condition of structural elements of wharves. We work with our maintenance team and marine contractors to ensure all wharves are serviceable. Council recently renewed the supporting metal threaded rod system that supports the steps at 5 of the wharves on Pittwater.

Recently Council has commissioned specialist consultants to undertake construction designs and environmental documentation for upgrade works at Mackerel Beach wharf and Currawong wharf. In addition geotechnical works have been commissioned at two other wharves, Bayview wharf and Taylors Point wharf, in anticipation of upgrade designs to be prepared for future works, when construction funding becomes available.

Stormwater

The majority of civil works are complete (awaiting final asphaltting) for stormwater upgrades at Edgecliff Boulevard Seaforth. Pit upgrades and new dish drains capture more water from the road and divert excess water away from the cul-de-sac to improve drainage and reduce impacts on private properties in larger storms.

Making travel on our roads safer

Council's road resurfacing program has commenced with 55 sections of streets in this year's program. Our list includes regional roads, partly funded by Transport for New South Wales (TfNSW), as well as local roads funded by the Federal Government's 'Roads to Recovery' program and Local Road & Community Infrastructure Program.

13 sections of road were resurfaced this quarter, spanning 2.63 km of the road network.

As part of Regional and Local Roads Repair Program, Council received approx. \$9 million in funding to repair roads damaged in 2022 storms. Over 140 locations were targeted for works with over 60,000 m2 of road pavement repaired under this program in 2023.

Other major works completed in the December quarter include traffic calming and safety improvement works in:

- Lismore Road and Fisher Road and Dee Why – roundabouts and traffic calming works
- Parkes Road in Wheeler Heights – roundabouts and traffic calming works
- Darley Street, Mona vale – raised pedestrian crossing

Council has been advised that it has been successful in obtaining Road Safety and/or Blackspot Program funding from TfNSW to address road safety issues at several locations. Council is working towards completion of the following changes in 2023/24 or 2024/25:

- Frenchs Forest South (Fitzpatrick Ave) – Local Area Traffic Management
- Ryan Place (west of Beacon Hill Road) Precinct - Local Area Traffic Management
- Alfred Road and Carawa Road, Cromer – Raised intersection treatments and pedestrian crossings
- Plateau Road and Anzac Avenue – raised intersection treatments and pedestrian crossings
- Whale Beach Road, Palm Beach – local area traffic management
- Ocean Street Narrabeen – Traffic Calming
- Kitchener Street North Balgowlah – Traffic Calming
- Anzac Avenue Collaroy Plateau – Traffic Calming
- Alfred Street Narrabeen – Traffic Calming
- Crescent Road Newport – Safety improvements
- Cabbage Tree Road Bayview – Safety improvements

Road safety improvements

- A 6 m high retaining wall at Florida Road Palm Beach was renewed and the road has been returned to normal operation. Some additional stormwater works will occur at this location after the summer peak.
- A distressed retaining wall has been renewed at 4 Lindley Avenue North Narrabeen protecting 55 houses in a cul-de-sac from being impacted by a possible road closure if the road failed at the location.
- Council crews extended the sandstone rock wall at 1507 Pittwater Road, North Narrabeen to give protection to the footpath and road in event of further landslips at this location. Further stormwater diversion works are planned at top of embankment.
- Failing drainage channel damaged in storms in 2022 was repaired with a shotcrete solution at the back of 141 Woorarra Avenue North Narrabeen. This will assist with improving drainage of the road and preventing localised flooding at this location.
- An unstable road shoulder adjacent to a natural channel was reinforced with a sandstone log retaining wall to support the shoulder outside 8 Chiltern Road, Ingleside. Similar works undertaken at No.1 Cicada Glen, Ingleside.
- Council replaces cracked and damaged footpath slabs in order to keep the existing footpath network in serviceable condition. This work allows the existing aging footpath networks to remain very useful to all in the community who walk and those who get around on wheelchairs and mobility devices.

Kerb ramps

In conjunction with the resurfacing programs Council undertakes renewal of adjacent damaged kerb and gutter and some aging footpath. This helps to keep existing footpaths and related kerb and gutter in a serviceable condition.

Improvement works are completed at 17 sites across the LGA to improve kerb ramps, with six more sites planned for upgrades through to April 2024. The Kerb Ramp Program is particularly helpful for the elderly, those who rely on walking frames, wheelchairs and prams. One element of

the kerb ramp program includes a low cost / high benefit program at 14 existing kerb ramps to remove the existing lip edge. This makes the kerb ramps more manageable, particularly for those in electric wheelchairs. Other parts of Council also implement improvements at kerb ramps when the subject works coincide with problem kerb ramps.

Bus stop work

Bus stops improvement works are completed at 4 sites across the LGA with works including boarding slabs with tactiles and new seats for waiting bus patrons. Five further sites are to be upgraded in early 2024. The bus stop works are very helpful to those of us who rely on buses.

The new boarding slabs provide a stable surface, in place of the grass, for wheelchair users and others. The seats are very valuable for the frail and elderly, who sometimes find it difficult to stand for long periods. The new tactiles assist those with vision difficulties. Bus stop improvements assist in facilitating better accessibility for bus patrons and help them get around easily in our community.

Bus stop renewal works at 16 Ocean Road, Palm Beach were undertaken by Council crews. Works included replacement slab, new seat and tactile ground surface indicators for DDA compliance.

Road safety matters

- E-bike Safety – This has been a major concern on the Northern Beaches with a rapid increase in the use of e-bikes, especially among younger riders. We have been working on an awareness and education campaign to improve safety behaviour among young riders, using a behavioural economics approach to strengthen our messaging.
- School road safety – we engaged with 21 of the approximate 80 schools in our LGA during the December quarter. For each of these schools, with collaboration between the schools and the Transport Team, we addressed both infrastructure and behavioural issues, including providing educational resources for the schools. We are also focusing on four schools with an intensive Road Safety Review.
- Drink / Driving – Through participating in the Northern Beaches Liquor Accord Meetings we have opportunities to understand what and where the concerns are, and we have and will be working with venues and police.

A total of 2,500 “Plan-B” bottle bags were delivered to 15 liquor shops around Northern Beaches as a way to remind people if they are going out and drink, to consider “Plan B” and don’t drive.

- Periodically we organise education programs to Council staff, since many live on the Northern Beaches and all are travelling here for work. During October and November 2023, we completed three Drink Drive Goggle Simulation activities for staff at the Vuko Place, Boondah and Balgowlah Depots to promote awareness of the effects of drink driving through a simulation activity. Seventy staff attended. The activity was well received, and feedback was very positive.

In Bike Week, we encouraged staff to ride to work. We were also able to provide ‘try an e-bike’ at Cromer and Boondah depots, which proved a very popular activity.

- Motorcycle Safety – we continued with ‘Crash Cards’ distribution to local motorcycle groups. They are a tool to assist safety of riders. We also met with members of two groups and engaged in discussions about motorcycle safety and MotoCAP safety gear. The Motorcycle Safety quiz that assisted during the discussions, can also be accessed via Road Safety website.

- Pedestrian Safety – Road Safety team regularly participates in Stepping On program presenting on pedestrian safety. 18 people participated in two education sessions which aimed to raise awareness on issues that can assist pedestrians and increase awareness of road safety.
- Community awareness – The team has held educational pop-up stalls at local markets and the last one was at the Harbord PS Spring Fair. This was an opportunity to engage one-on-one with community members on any questions they have in relation to road safety. Road safety team also engaged with community members in Freshwater during the community consultation around Curl Curl-Freshwater Connectivity and Streetscape Upgrade.
- Crash Cars – A display of crashed cars to raise awareness of the effect of speeding on vehicle damage during a crash and improve motoring culture on the Northern Beaches. This display was presented at Manly Beachfront on 25 November attracting participation from approximately 400 community members with conversations about road safety. The Road Safety team prepared a flyer educating the community on 30 km/hr speed zones in high pedestrian activity areas.
- Little Blue Dinosaurs Foundations signs have been placed around Northern Beaches reminding drivers to watch for kids and to “Slow Down – kids around” during the holidays time. These signs are placed near places such as beaches where children will be crossing roads.

Parking services and technology

The rollout of parking sensors across disability parking spots has now been completed with customers now able to see real-time availability of spaces on the Park'nPay app.

Caring for our public places

Council's Public Place Officer (PPO) team has been meeting with business owners and shopkeepers and continues to provide ongoing assistance and answer enquiries to maintain strong lines of communication with Council. The team liaises with Council's Place Coordinators to provide a direct contact for issues that are raised by our business owners and shopkeepers.

With the summer months now upon us and the holiday season in full swing, the Team has been busy conducting regular inspections of beaches, parks, reserves and public places ensuring our beautiful area is ready for residents and visitors to enjoy.

As well as inspecting our footpaths, fixing trip points and reporting potholes on our roads, the PPOs have been assisting with the movement of VMS boards to various locations, reporting graffiti damage to local utilities and ensuring shopping trolleys are returned, improving our response hazards for our community.

Parking Operations

Council operates five paid parking stations and 36 pay and display reserve car parks. During the December quarter there were 321,000 visits to the Manly parking stations and 24,974 visits to the PCYC parking station in Dee Why.

The Hop Skip Jump buses provided a daily service with nearly 56,000 commuters travelling between October and December 2023. This bus service links Seaforth, Balgowlah Heights, Clontarf, Manly Vale, Fairlight, Manly and Fairy Bower.

The Community Transport team has been working to introduce tap payment terminals on the four buses that operate for the Hop Skip Jump service to offer customers an additional way to donate. These terminals are anticipated to be installed within the next month.

Expanding our active travel network

The Curl Curl to Freshwater Connectivity and Streetscape Upgrade project was on public exhibition from Monday 6 November through to Sunday 10 December. The team received strong engagement from the community with phone calls, face to face meetings and block meetings over four events during the engagement period with over 600 online submissions and over 140 emailed submissions received. We are now embarking on the process to review the detailed comments and will be appointing an independent consultant to prepare the Community and Stakeholder Engagement Report which will be reported to Council next year.

A Council initiative to install secure bike storage at Dee Why beach has been on public consultation with a review of submissions currently underway. We anticipate construction will begin in the new year after the summer peak.

The shared user bridge project adjacent to Pittwater Road Queenscliff is progressing through the initial design and investigation process. Traffic analysis, geotechnical assessment and detailed survey have been undertaken along with consultation with Bicycle NSW and an investigation of an alternative suggestion.

Our new footpath program continues with nine footpath projects completed to connect our community and offer walking as a viable means of active travel. An additional package of footpath projects for Mona Vale have been designed and are currently in the procurement phase.

The Pipeline Active Transport Corridor is progressing with key stakeholder engagement ongoing.

Electric Vehicle Charging

The rollout of Electric Vehicle Charging infrastructure across the Northern Beaches is ongoing with four new Intellihub sites live and a fifth nearly complete. Two sites (Palm Beach and Mona Vale) have been rejected by Ausgrid so we will present alternative sites at Allambie and Terry Hills to the Local Traffic Committee in the new year to make the most of available grant funding. We will continue to investigate opportunities to expand charging infrastructure at Palm Beach and Mona Vale.

Performance measures – Transport, Traffic and Active Travel	Target	December quarter
No. community road safety events/ sessions held	6	20

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Implement the Regional and Local Roads Repair Program - Executive Manager Transport & Civil Infrastructure

Program nearing completion.



Undertake a review of the community transport service - Executive Manager Transport & Civil Infrastructure

Tap payment donation terminals have been received and options for installation is currently being explored. Grant application has been submitted for funding towards the replacement of one bus. Community Transport is seeking assistance from the Project and Strategy team to undertake a full business case, as detailed in item 5 of the Council resolution 146/23.



Develop a Parking Plan to support the Transport Strategy - Executive Manager Transport & Civil Infrastructure

Parking Plan has been drafted and awaiting internal review. Progress is dependent on resourcing which has been focused on other projects.



Plan and deliver parking technology and infrastructure across the area - Executive Manager Transport & Civil Infrastructure

Manly parking sensors have been installed with some signage and line marking to be completed. Disability parking sensor rollout completed.



Create an Active Transport Corridor between Beacon Hill and Davidson - Executive Manager Transport & Civil Infrastructure

We are actively working with key stakeholders to progress this project. Currently Community engagement activities are paused.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Active Travel – cycleways and footpaths



New footpaths - Executive Manager Transport & Civil Infrastructure

Program on track.



Bike Plan implementation - new works - Executive Manager Transport & Civil Infrastructure

Addiscombe Road complete.



Connecting Communities - footpaths program - Executive Manager Capital Projects

Further round of consultation to be completed.



Connecting Communities - cycleways program - Executive Manager Capital Projects

This project is behind schedule with a further round of consultation still to be completed.



Church Point Masterplan boardwalk extension - Executive Manager Transport & Civil Infrastructure

Completed 30 June 2023.



Fern Creek bridge and shared paths - Executive Manager Parks & Recreation

The construction of the pedestrian bridge at Fern Creek is now complete. The bridge will be opened to the public at the conclusion of the adjacent Lynn Czinner Park construction project, which is expected to be completed in the first half of the 2024 calendar year.



Shared path from Bline Stop to Boondah Road Warriewood - Executive Manager Capital Projects

This project will be completed to align with the completion of the Warriewood Community Centre project.



Queenscliff headland access ramp - Executive Manager Transport & Civil Infrastructure

Consultant engaged and detailed design now in progress. Comments sent back to consultant on draft design.



Dee Why Beach secure bike storage - Executive Manager Transport & Civil Infrastructure

Project on track.



Pedestrian and cyclist bridge Pittwater Road Queenscliff - Executive Manager Transport & Civil Infrastructure

Project on track.



Footpath renewal works - Executive Manager Transport & Civil Infrastructure

Program on track.

Road and related infrastructure upgrades



New traffic facilities - Executive Manager Transport & Civil Infrastructure

Two projects completed - raised pedestrian crossings on Darley Road, Mona Vale and Old Pittwater Road, Brookvale. Design work and approvals being progressed for other projects.



Scotland Island roads and drainage improvements - Executive Manager Transport & Civil Infrastructure

Scoping of program on track.



Warriewood Valley - Traffic and Transport Infrastructure - Executive Manager Transport & Civil Infrastructure

Some elements of the program are behind schedule. A redesign of the Jubilee/Warriewood

Road roundabout is required as land acquisition is not proceeding. The review of the design of upgrades to Boondah Road is currently underway. The rest of the program is on track.



Church Point - new infrastructure - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in February.



Kerb and gutter new works - Executive Manager Transport & Civil Infrastructure

Program on track.



Traffic facility delivery - accelerated - Executive Manager Transport & Civil Infrastructure

Concept design complete and consultation period closed. Currently reviewing feedback prior to reporting to traffic committee.



Safer Schools Infrastructure - Executive Manager Transport & Civil Infrastructure

The design concept for the Freshwater cycleway to go back to community for further consultation before consideration by Council, which is expected to be in February 2024.



Bus stop renewal - Executive Manager Transport & Civil Infrastructure

Program on track.



Kerb and gutter renewal works - Executive Manager Transport & Civil Infrastructure

Program ahead of schedule.



Retaining wall renewal works - Executive Manager Transport & Civil Infrastructure

Program on track.



Road Resheeting program - Executive Manager Transport & Civil Infrastructure

Program ahead of schedule.



Bridge renewal works - Executive Manager Transport & Civil Infrastructure

Program on schedule.

Wharf upgrades



Church Point commuter wharf expansion - Executive Manager Transport & Civil Infrastructure

Project is scheduled to start in January.



Wharves works program - Executive Manager Transport & Civil Infrastructure

Wharf upgrade/construction geo-tech investigations have been awarded to a consultant and works are planned to commence early 2024. Other projects in program are ongoing.

Car parks and parking stations



Smart Parking infrastructure project - Executive Manager Transport & Civil Infrastructure

Smart Sensors are installed, and most signage and line marking are completed.



Accessible Parking Infrastructure - Executive Manager Transport & Civil Infrastructure

Installation of sensors in all Disability parking spaces across the Northern Beaches has now been completed.



Car park renewal works - Executive Manager Transport & Civil Infrastructure

Program on track.



Multi storey car parks renewal works - Executive Manager Property

This program allows for fire safety upgrades, lift works and air handling replacements at Council's car parks.

Plant and Fleet



Major plant renewal - Executive Manager Transport & Civil Infrastructure

Equipment has been ordered however delivery is not expected this financial year due to manufacturing lead times.



Light fleet renewal - Executive Manager Transport & Civil Infrastructure

2023/24 program for vehicle replacement is on track.

FINANCIALS - Transport Traffic and Active Travel

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	9,767	8,869	899	18,418	18,418	18,445
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	758	580	178	991	991	968
Grants and Contributions - Operating Purposes	4,333	4,475	(142)	12,661	12,661	10,700
Other Income	5	5	-	10	10	10
Gains on disposal of Assets	897	736	161	395	395	395
Total Income from Operations	15,761	14,665	1,096	32,475	32,475	30,518
Expenses from Operations						
Employee Benefits and Oncosts	(6,346)	(6,832)	486	(13,664)	(13,664)	(13,368)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(12,015)	(12,221)	205	(23,836)	(24,780)	(23,137)
Depreciation and Amortisation	(6,873)	(6,873)	-	(16,786)	(16,786)	(16,786)
Other Expenses	(0)	-	(0)	-	-	-
Internal Charges	4,421	4,422	(1)	8,632	8,749	8,774
Overhead Allocation	(1,906)	(1,906)	-	(3,813)	(3,813)	(3,815)
Total Expenses from Operations	(22,720)	(23,410)	690	(49,466)	(50,294)	(48,331)
Surplus / (Deficit) from Operations	(6,959)	(8,745)	1,786	(16,992)	(17,819)	(17,813)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	4,910	4,612	298	11,400	19,328	12,436
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(2,049)	(4,133)	2,084	(5,591)	1,509	(5,377)
Rates and Annual Charges						
Rates and Annual Charges	10,322	10,322	-	16,822	16,822	16,822

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$7.0)m is lower than forecast by \$1.7m at the end of the quarter.

Total Income from Operations of \$15.8m is higher than forecast by \$1.1m.

User Charges and Fees are higher by \$0.9m as a result of timing differences associated with the receipt of Parking, Road Restoration and Road Permit revenues.

Other Revenues are higher by \$0.2m as a result of the timing of receipts from Advertising on Council Structures.

Grants and Contributions for Operating Purposes are lower by (\$0.1)m as a result of the timing of Storm Damage and Road Network funding.

Gains on Disposal of Assets are higher by \$0.2m as a result of higher-than-expected proceeds from the sale of vehicles.

Total Expenses from Operations of (\$22.7)m are lower than forecast by \$0.7m.

Employee Benefits and Oncosts are lower by \$0.5m as due to vacant positions within the service.

Materials and Services are lower by \$0.2m primarily due to slightly delayed expenditure on grant funded projects.

Grants and Contributions for Capital Purposes are higher by \$0.3m as a result of the timing of the receipt of Roads to Recovery and Road Resheeting funding.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to remain at (\$17.8)m. \$2 million in grant funding and associated contracts is proposed to be rolled over to 2024/25 for the Active Transport Pipeline Corridor project.

Property and Facilities

HIGHLIGHTS

Sydney Lakeside Holiday Park

Several cabins have been given a make-over and features in the splash play area have been replaced, in time for the busy summer season. The upgraded facilities will improve the visitor experience at the site.

North Avalon Surfriders Association storage

Work will be completed on the storage space for the North Avalon Surfriders Association before the end of December. The new area has been designed to blend in with the existing building and will allow the club operations to be organised much more efficiently.

Little Manly Point Amenities

The tender for the planned Little Manly Point Public Amenities was reported to the October Council meeting and building contractors have been appointed and are due to commence works in the first quarter of 2024. The building has been designed to reflect the history of the site and will provide a much-anticipated facility to meet the needs of families using the nearby playground and other park users.

Freshwater Beach Amenities

A grant application has been lodged for funds towards the costs of providing a new facility in line with the area masterplan.

Rowland Reserve Public Amenities

Work has commenced on the upgrade to the public amenities in Rowland Reserve. Much of the existing building is being retained, with re-configuration of the existing building resulting in an increase of the capacity along with the addition of new accessible facilities.

Aquatic Centres

The facilities both held Open Days this quarter to highlight what services and programs are offered to the community, attracting 1,500 visitors to the two centres. School Swimming Carnival Season also commenced.

Manly Andrew Boy Charlton partnered with Austswim and Alliance to run a successful Adult Learn to Swim Program.

Performance measures – Property and Facilities	Target	December quarter
Availability of Council buildings for use by the community (not currently programmed for maintenance)	100%	99.8%*
Total visitation to swim centres (Manly and Warringah Aquatic Centres)	231,800	248,930

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Due to a fire in 2021 the Sailing clubhouse in Jamieson Park is unavailable

OPERATIONAL PROJECTS

Key:  Complete  Progressing  Behind schedule



Focused improvement of Surf Life Saving Club facilities - Executive Manager Property

Funds in 2023/24 are targeted towards improvements at Warriewood, South Narrabeen (completed), North Narrabeen and South Curl Curl (grant application lodged by club).

Planning for works at North Steyne is also in progress with community engagement having been undertaken.

An application for a DA to undertake works at Newport is in the system.

An application has been lodged by the club, with assistance from Council, for planned upgrades at Freshwater.

A separate project is underway for works at Manly Life Saving Club.



Implement priority accessibility improvements to property assets - Executive Manager Property

Council's focus is on improving accessibility to our facilities, with projects including proposed new accessible amenities at Rowland Reserve, Little Manly Point, and Brick Pit (Frenchs Forest). Avalon Bowling Club has a new accessible amenity completed with a lift due to be installed in 2024. There are also improvements planned for Palm Beach Pavilion toilets.



Continue to improve the provision and cleanliness of public amenities - Executive Manager Property

The upgraded amenities at Shelly Beach are due to open early 2024 with additional capacity. The initial phase of the refurbishment works to Rowland Reserve amenities is underway with completion due early 2024. As per previous years, additional day cleaning teams have been scheduled to operate throughout the summer months to maintain a focus on the standard of presentation and cleaning of public amenities.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

Emergency buildings program



Terrey Hills Emergency Services Headquarters - Executive Manager Property

This project will deliver new facilities at the Emergency Services HQ building off Mona Vale Road. It is in the early stages of planning.

Emergency buildings program



Emergency Buildings Works Program - Executive Manager Property

This program delivers renewal works on Council owned building assets occupied by emergency services organisations. This financial year the program will deliver improvements to facilities at Duffy's Forest Rural Fire Brigade, Scotland Island Rural Fire Brigade (completed) and Manly SES, Balgowlah.

Cemetery Works



Manly Cemetery Columbarium new works - Executive Manager Property

This project, which delivers new columbarium walls for the Manly cemetery has been successfully completed.



Mona Vale Cemetery Works Program - Executive Manager Property

This program provides for renewal works at Mona Vale Cemetery.

A concept design has been prepared for a proposed new courtyard shelter at the cemetery office and amenities building. The proposal will provide shelter for visitors to the cemetery and improve access to existing toilet facilities. Grant funding is being sought for the project works through the NSW Government under the Crown Reserves Improvement Fund.

Civic building and compliance works



Operational buildings works program - Executive Manager Property

This program provides funds for a mix of building repairs and replacement of minor equipment and plant with an emphasis this year on air conditioning renewals and a roof membrane upgrade at Dee Why Civic Centre.



Sport buildings works program - Executive Manager Property

This works program includes for improvements to a number of sports amenities buildings. This year, the projects include the major refurbishment and minor extension to the Frank Gray Sports Amenities, construction of female friendly facilities at Pittwater Rugby Park, design of the sports amenities at Boondah Reserve fields 2, 3 and 4 and refurbishment of the amenities at Collaroy Tennis Club. Substantial external funding has been received for the Frank Gray and Pittwater Park projects.



Beach Buildings Works Program - Executive Manager Property

This program includes for minor renewal works to beach buildings.

Projects this year include the construction of storerooms at South Curl Curl SLSC and adjacent to the Avalon Beach North Public Amenities.

The South Curl Curl SLSC has lodged a grant application with the Surf Club Facility Program. The Avalon Beach North Storage Facility has been completed.



Disability access compliance works (DDA) - Executive Manager Property

Civic building and compliance works

This program aims to provide accessibility improvements to Council's buildings and include works at Avalon Bowling Club and North Narrabeen Community and Tennis Centre.

Construction documentation is underway for the lift installation at Avalon Bowling Club and the request for quotations will be advertised in early 2024.

The handrails addition to the retractable seating system at North Narrabeen Community and Tennis Centre has been completed.



Building Code of Australia compliance works (BCA) – Executive Manager Property

This works program is to improve council building compliance in accordance with the latest version of the National Construction Code (BCA).

The works this year will include the upgrade of the main switchboard at the Dee Why Library with design works progressing, handrails installation at the North Narrabeen Community Centre, and various building's roof access systems upgrades (currently under way).

Works to replace the outdated gas suppression systems at Civic Centre and Town Hall have been completed.



Sydney Lakeside Holiday Park, North Narrabeen renewal works - Executive Manager Property

This program covers the renewal of building assets within Sydney Lakeside Holiday Park, North Narrabeen. To date the program has delivered flooring, painting and replacement of outdoor air conditioning units to a number of the holiday cabins.

Renewal of the Splash Park fixtures and play surface will be carried out in 2024.



Pittwater Golf Driving Range, Warriewood renewal works - Executive Manager Property

Improvement works are proposed for the driving range and putt putt assets.

This year's focus will be on upgrading the car park surfacing.

Public Amenities improvements



West Esplanade, Manly accessible amenity - Executive Manager Property

This project will complete the design works for an improved accessible amenity at West Esplanade, Manly.



Little Manly Point Amenity - Executive Manager Property

The tender for the planned Little Manly Point Public Amenities was reported to the October Council meeting and building contractors have been appointed and are due to commence works in the first quarter of 2024. The building has been designed to reflect the history of the site and will provide a much-anticipated facility to meet the needs of families using the nearby playground and other park users.



Freshwater Beach amenities - Executive Manager Property

This project is to develop plans for a new Public Amenities building in the park near the surf club at Freshwater Beach, with construction planned for 2024/25 financial year.



Public Amenities works program - Executive Manager Property

This budget delivers a renewal program of Council's public amenities. Shelly Beach amenities and Rowland Reserve Bayview amenities have renovations in 2023/24 (including accessible toilets being added), with designs commencing for other future years projects.

Aquatic Centre improvements



Warringah Aquatic Centre renewal works - Executive Manager Property

This project covers the air conditioning replacement and pool plant renewal works along with minor improvements.



Manly Aquatic Centre renewal works - Executive Manager Property

This project is for replacement of pool plant and minor upgrades. So far, the sound system in the gym has been replaced along with various items of pool plant and a safe walkway for the 50m pool plantroom.

FINANCIALS - Property and Facilities

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	11,620	10,714	906	20,700	21,015	21,889
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	2,728	2,252	476	4,196	4,396	4,643
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	4,909	4,853	56	9,560	9,561	9,574
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	19,257	17,818	1,439	34,456	34,972	36,106
Expenses from Operations						
Employee Benefits and Oncosts	(6,553)	(6,584)	30	(13,174)	(13,174)	(13,147)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(11,891)	(11,774)	(117)	(23,077)	(23,188)	(24,053)
Depreciation and Amortisation	(4,179)	(4,179)	-	(8,578)	(8,578)	(8,578)
Other Expenses	(84)	(123)	39	(246)	(246)	(246)
Internal Charges	(172)	(181)	9	(353)	(353)	(353)
Overhead Allocation	(2,470)	(2,470)	-	(4,941)	(4,941)	(4,944)
Total Expenses from Operations	(25,348)	(25,310)	(38)	(50,370)	(50,480)	(51,321)
Surplus / (Deficit) from Operations	(6,091)	(7,492)	1,400	(15,913)	(15,508)	(15,215)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	208	0	208	139	339	201
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(5,883)	(7,491)	1,608	(15,774)	(15,169)	(15,014)
Rates and Annual Charges						
Rates and Annual Charges	7,951	7,951	-	16,044	16,044	16,044

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$6.1)m is lower than forecast by \$1.4m at the end of the quarter.

Total Income from Operations of \$19.3m is higher than forecast by \$1.4m.

User Charges and Fees are higher by \$0.9m as a result of additional Swimming Pool, Caravan Park and Golf Course fee income.

Other Revenues are higher by \$0.5m as a result of additional Property Agreement and Consents and Fee receipts, Food and Merchandise sales and Caravan Park revenues.

Other Income is higher by \$0.1m as a result of increased Lease income.

Total Expenses from Operations of (\$25.3)m are slightly lower than forecast.

Materials and Services are higher by (\$0.1)m as a result of increased Cleaning and reactive Building Maintenance expenses offsetting timing differences associated with the payment of charges relating to Council's Golf Course and Driving Range, Goods purchased for resale, Materials and Other Infrastructure.

Grants and Contributions for Capital Purposes are higher by \$0.2m as a result of the timing of receipts for the Sport Buildings Works and Beach Buildings Works Programs.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease by \$0.3m to (\$15.2)m principally due to increased Caravan Park and Property Agreement revenue offsetting additional Cleaning, Building Maintenance, Management Fee, Utility and Materials expenditure.

CIVIC

Customer Service

HIGHLIGHTS

The December quarter met all KPIs with the exception of telephone calls answered within 30 seconds due to higher than planned leave. We are also starting to see a shift in Customer behaviour not only back to in-person visits but also moving away from phones to digital channels with the number of email enquiries matching counter visits. Due to the enhancements being made to the Help Portal, online now receives the biggest proportion of Customer Requests overtaking calls for the first time.

Customer Service	Target	December quarter
- Performance measures		
Calls answered within 30 seconds	80%	69%*
Customer requests conducted online	30%	44%
- Workload measures		
No. calls to Customer Service 1300 434 434	-	31,576
No. enquiries received at the counter and by mail, email and online requests	-	23,259

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

Notes on results:

* Service level dropped due to resource vacancies and high levels of leave.

OPERATIONAL PROJECTS

Key: ✔ Complete 🔄 Progressing ! Behind schedule



Improve and review the customer portal to enhance accessibility - Executive Manager Customer Experience

Phase 2 of the Help Portal enhancements will go live early 2024 - this stage will make it easier for customers to find and lodge customer requests.



Develop a new Customer Experience Strategy - Executive Manager Customer Experience

A restructure of the Customer Service department and implementing changes in the team has delayed the first draft which will be a priority in this quarter.



Develop and implement a consistent feedback approach across all customer contact channels - Executive Manager Customer Experience

Two projects have been initiated with Business Units to implement Voice of Customer surveys for their teams.

FINANCIALS - Customer Service

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	0	-	0	-	-	-
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	-	-	-	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	0	-	0	-	-	-
Expenses from Operations						
Employee Benefits and Oncosts	(2,053)	(2,115)	62	(4,229)	(4,229)	(4,260)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(105)	(121)	16	(217)	(217)	(217)
Depreciation and Amortisation	(34)	(34)	-	(69)	(69)	(69)
Other Expenses	-	-	-	-	-	-
Internal Charges	391	391	-	783	783	783
Overhead Allocation	(305)	(305)	-	(611)	(611)	(610)
Total Expenses from Operations	(2,106)	(2,184)	78	(4,343)	(4,343)	(4,373)
Surplus / (Deficit) from Operations	(2,106)	(2,184)	78	(4,343)	(4,343)	(4,373)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(2,106)	(2,184)	78	(4,343)	(4,343)	(4,373)
Rates and Annual Charges						
Rates and Annual Charges	2,177	2,177	-	4,343	4,343	4,343

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$2.1)m is lower than forecast by \$0.1m at the end of the quarter.

Total Expenses from Operations of (\$2.1)m are lower than forecast by \$0.1m.

Employee Benefits and Oncosts are lower by \$0.1m as a result of vacant positions within the Service.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to increase to (\$4.4)m principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023.

Governance and assurance services

HIGHLIGHTS

Over the reporting period three ordinary Council meetings were held (24 October, 28 November and 19 December). A meeting of the Audit, Risk and Improvement Committee was held on 12 December 2023.

Internal audit – presented 5 internal audit reports to the December ARIC.
Complaint Resolution – Completion of the review of the Conduct review Panel.

Performance measures – Governance and Assurance	Target	December quarter
Council meeting minutes finalised and published within three working days of meetings	100%	100%
Enterprise risk registers reviewed and current	100%	100
Internal audits undertaken in line with Strategic Internal Audit Plan	100%	100%

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

FINANCIALS - Governance and Assurance Services

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	-	-	-	-	-	-
Investment Fees and Revenues	-	-	-	-	-	-
Other Revenues	111	-	111	-	-	-
Grants and Contributions - Operating Purposes	-	-	-	-	-	-
Other Income	-	-	-	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	111	-	111	-	-	-
Expenses from Operations						
Employee Benefits and Oncosts	(1,692)	(1,859)	167	(3,718)	(3,718)	(3,687)
Borrowing Costs	-	-	-	-	-	-
Materials and Services	(3,506)	(3,734)	228	(7,274)	(7,220)	(7,220)
Depreciation and Amortisation	(14)	(14)	-	(28)	(28)	(28)
Other Expenses	(0)	-	(0)	-	-	-
Internal Charges	(32)	(30)	(2)	30	(18)	(18)
Overhead Allocation	(534)	(534)	-	(1,069)	(1,069)	(1,064)
Total Expenses from Operations	(5,778)	(6,172)	393	(12,059)	(12,052)	(12,016)
Surplus / (Deficit) from Operations	(5,667)	(6,172)	504	(12,059)	(12,052)	(12,016)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	-	-	-	-	-	-
Surplus / (Deficit) from Operations including Capital Grants and Contributions	(5,667)	(6,172)	504	(12,059)	(12,052)	(12,016)
Rates and Annual Charges						
Rates and Annual Charges	6,153	6,153	-	12,059	12,059	12,059

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$5.7)m is lower than forecast by \$0.5m at the end of the quarter.

Total Income from Operations of \$0.1m is higher than forecast by \$0.1m.

Other Revenues are higher by \$0.1m as a result of legal costs recovered from third parties.

Total Expenses from Operations of (\$5.8)m are lower than forecast by \$0.4m.

Employee Benefits and Oncosts are lower by \$0.2m as a result of vacant positions and staff leave taken within Legal Services and Governance.

Materials and Services are lower by \$0.2m as a result of timing differences associated with the payment of Legal expenses, Insurance claims and Software Costs.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease to (\$12.0)m principally due to additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023 offset by lower Employee costs in Legal Services.

Corporate Support Services

HIGHLIGHTS

IGNITE Program

The Inspiring Great New Ideas Towards Excellence (IGNITE) Program continues to be implemented across the organisation to encourage ongoing continuous improvement across Council's services. In addition to the ongoing education programs, the Performance Team have recently launched a new program to support organisational change management. A new Change Management Framework has been developed to embed enhanced change management practices in a structured and systematic way. The roll out of a comprehensive training program on this new framework is now underway and includes training programs for Sponsors, People Leaders, and Project Managers.

Council has also continued to implement its Service Review program to ensure all Council's services are efficient and effective and delivering the best outcomes for our community now and into the future. Councils has now completed reviews for Facilities Management and Road Maintenance and is finalising Open Space Maintenance and Environmental Compliance which includes the functions of Rangers, Building Control and Environmental Health. These reviews will be concluded in early 2024.

Strategic Planning Framework

Phase One of the Strategic Planning Framework is complete. The Strategic Planning Map and Strategic Planning Guidelines were endorsed by CET in October. The Framework provides a more consistent and coordinated approach for the planning, development, implementation and review of strategic documents across the business.

A Project Brief for Phase Two of the Framework has been completed. Phase Two of the project will include a strategies and plans register, the creation of a ProMapp and a plan for prioritising the review of Council's existing strategic documents.

IDT

Managed the Enterprise Resource Planning (ERP) Council approval to proceed into Council negotiation with the vendors based on an agreed budget and scope.

Managed the contract negotiation team through to contract signature for the Enterprise Resource Planning (ERP) corporate solution:

- Technology One Limited - ERP Platform Licences and ERP Project Implementation
- KPMG Australia Technology Solutions Pty Ltd in respect of ERP Platform Project Implementation

Council continues to expand its digital offerings by increasing the number of online transactional services for our customers including introducing:

- An online application for Out of Work Hours permits.
- Community Centre regular hirer digital form for customer approval
- An Open Space Markets 2024 Expression Of Interest (EOI) Form to capture customer requirements to map to utilisation.

- A Fitness Program Form that captures the customer fitness programs for the trainers easily for the Manly Aquatic Centre.
- A Locker Hire Application form for the Manly Aquatic Centre Customer.
- An online membership suspension form that allows customers to suspend membership across both of the Aquatic Centres in a seamless manner.
- Introduced the first Warringah Aquatic Centre digital form to allow customers to apply for membership online.

A range of other improvements were also introduced including:

- Manly Art Gallery and Museum customer online feedback form to be able to collect feedback from visitors to inform business and curation decisions.
- New Public Wi-Fi implemented for the Lakeside Caravan Park, Ted Blackwood Community Centre, Narrabeen Tennis Courts, Avalon Golf, Beacon Hill Community Centre, Terry Hills Community Library.
- Implementation of SD-WAN and Starlink to 11 locations including - Brookvale Preschool, Harbord Childcare, North Curl Curl Creative Space, Newport Community Centre, Warringah Aquatic Centre, Avalon Library, Harbord Literary Institute, Manly Art Gallery, Mona Vale Library, Glen St Theatre and Library and Forestville Library improving the resiliency of these sites.
- NSW Planning portal integration for Development Assessment (DA's), Modifications (MODs) and DA Review was introduced to improve efficiency in business process, reducing complexity and double handling of data.

Effective IDT tools for staff

We continue to provide new and improved ways of working for Council staff to support better experience for our customers including:

- Introduced meeting room technology with improved user interface and collaboration within three meeting rooms
- Introduced a Data Breach Policy, updated the existing Privacy Management Plan and created a Data Breach Notification Register to comply with the requirements of the Mandatory Notification of Data Breach Scheme which came into effect on 28 November 2023
- Introduced Exclaimer platform to manage Council's email signatures in a secure controlled manner
- Improved the Disclosure App to reflect the rewards programs as gifts component in line with Policy
- Introduced a PowerBI dashboard for Manly Aquatic Centre staff to review customer interactions and trends
- The creation of a new referral event to the Development Assessment (DA) in the Building Inspection Certificates process to allow the DA team to track the number of referrals received and time taken

- Improved the request for access to Council systems if travelling overseas with a new easier to use service request whilst ensuring associated security controls are in place to ensure overseas access to Council systems is legitimate.

Securing grants

Council was successful in securing \$276,438 from the NSW Government to undertake a range of high priority projects and a further \$10,000 from the National Australia Day Council. The funding is for:

- \$150,000 from the NSW Office of Sport for the upgrade of the sports amenities block at Boondah Reserve
- \$48,849 from the NSW Department of Planning and Environment for Curl Curl Beach Dunes Restoration and Weed Control
- \$43,208 from the NSW Department of Planning and Environment for Freshwater Beach Dunes Restoration and Weed Control
- \$34,381 from the NSW Department of Planning and Environment for Narrabeen Beach Dunes Restoration and Weed Control
- \$10,000 from the National Australia Day Council to deliver Australia Day celebrations in 2024.

Corporate Support	Target	December quarter
- Performance measures		
Correspondence replied to within 10 working days	90%	90%
Operational projects on schedule	80%	82%
Capital projects on schedule	80%	85%
Quarterly, annual and statutory reports submitted to Council on time	100%	100%
- Workload measures		
No. service review actions implemented	-	0*

Results Key: ■ Achieved ■ Approaching - within 5% of target ■ Behind - more than 5% off target

*0 Actions were completed this quarter. There remain 13 actions yet to be completed from the 2021/22 Service Review Management Actions. There are 23 additional actions scheduled to be completed over the next 12 months from the Property Maintenance Service Review.

OPERATIONAL PROJECTS

Key: ✓ Complete 🔄 Progressing ! Behind schedule



Undertake a service review of the Community Engagement service - Executive Manager Community Engagement & Communications

Project is scheduled to start in June.



Review and report on the Community Strategic Plan - Executive Manager Strategy & Performance

A project plan is in place for the State of the Region Report, which will cover the progress against the Community Strategic Plan from 2020 to 2024. This will be reported to Council in late 2024.



Undertake a service review of the Public and Environmental Health service - Executive Manager Environmental Compliance

The service review is well advanced with the draft report being prepared for circulation and internal review.



Review the Long-Term Financial Plan and options to maintain financial sustainability, such as a special rate variation - Executive Manager Financial Planning & Systems

The annual revision of the Long-term Financial Plan has commenced including briefing Councillors and a revision of the Asset Management Plan. Monitoring of Council's long term financial sustainability is ongoing, with recent forecasting updated in preparation for the December Quarterly Review.



Build and develop future organisational workforce capabilities - Executive Manager Human Resources

The Workforce Management Strategy (WMS) remains the focus for Human Resources and work continues to deliver the initiatives within the strategy to develop future workforce capabilities.

The four focus areas are:

- Leadership Talent
- Digital Transformation
- Wellbeing and Safety
- Diversity, equity, inclusion and belonging (DEIB)

The roll out of the capability framework across the organisation is the current priority and is targeted for completion by the end of June 2024.



Undertake a service review of road maintenance - Executive Manager Transport & Civil Infrastructure

Project on track and the final report is being prepared for Chief Executive Team review.



Undertake a service review on the maintenance of open space - Executive Manager Parks & Recreation

The Planning, Development, Maintenance and Management of Open Space Service Review was started in December 2023. The project is in the final stages of definition and scoping, and the measurement of key data sets will begin shortly.



**Undertake a service review of the Rangers service - Executive Manager
Environmental Compliance**

The service review is well advanced with the draft report being prepared for circulation and internal review.



**Undertake a service review of the Building Control service - Executive Manager
Environmental Compliance**

The service review is well advanced with the draft report being prepared for circulation and internal review.



**Undertake a service review of Marketing and Communications - Executive Manager
Community Engagement & Communications**

The project has completed the analysis phase and identified solution options, along with improvement opportunities. The project steering group has endorsed moving to the improvement phase and a new project brief will be submitted to the Budget panel for review.



**Undertake a service review of Customer Services - Executive Manager Customer
Experience**

Project is scheduled to start in June.



Deliver an Enterprise Resource Management System - Chief Information Officer

ERP Contracts for TechnologyOne and KPMG have been signed by Northern Beaches Council CEO.

CAPITAL PROJECTS

Key:  Complete  Progressing  Behind schedule

IT improvements



IT Infrastructure - new works - Chief Information Officer

Continue with planning and implementation activities in line with requirements.



IT Software – new works - Chief Information Officer

Upgrade to Version 4 went live 8 December 2023. Project is completed.



IT Infrastructure - replacements - Chief Information Officer

IT improvements

Continue with planning activities associated with Phase B of switches replacement. Continue with the deployment of WIFI access points and other end of life hardware.



Computers, laptops, and mobile devices - replacements - Chief Information Officer

Continue with deployment as required.

FINANCIALS - Corporate Support Services

Income and Expenditure Statement 01 July 2023 to 31 December 2023

	Year to date			Annual		
	YTD	YTD	YTD	Annual	Approved	Current
	Actual	Forecast	Variance	Budget	Forecast	Forecast
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from Operations						
User Charges and Fees	252	237	15	453	453	453
Investment Fees and Revenues	6,791	6,866	(75)	8,966	11,874	11,874
Other Revenues	558	563	(5)	721	1,078	1,029
Grants and Contributions - Operating Purposes	112	112	0	6,238	3,472	3,472
Other Income	19	-	19	-	-	-
Gains on disposal of Assets	-	-	-	-	-	-
Total Income from Operations	7,733	7,779	(46)	16,377	16,877	16,828
Expenses from Operations						
Employee Benefits and Oncosts	(13,019)	(13,775)	756	(26,885)	(27,662)	(27,675)
Borrowing Costs	(351)	(365)	14	(724)	(724)	(724)
Materials and Services	(7,759)	(8,606)	847	(23,026)	(20,683)	(20,507)
Depreciation and Amortisation	(455)	(258)	(198)	(629)	(629)	(629)
Other Expenses	-	(1)	1	(9)	(9)	(9)
Internal Charges	352	348	4	699	699	699
Overhead Allocation	12,841	12,841	-	25,692	25,692	25,692
Total Expenses from Operations	(8,391)	(9,815)	1,424	(24,883)	(23,317)	(23,154)
Surplus / (Deficit) from Operations	(658)	(2,037)	1,378	(8,506)	(6,440)	(6,326)
Income from Capital Grants and Contributions						
Grants and Contributions - Capital Purposes	7,294	4,802	2,492	6,342	7,493	9,120
Surplus / (Deficit) from Operations including Capital Grants and Contributions	6,636	2,766	3,870	(2,164)	1,053	2,794
Rates and Annual Charges						
Rates and Annual Charges	98,040	97,927	114	10,114	10,114	10,114

Budget commentary- year to date actuals and annual forecast

Year to Date Actuals

The Total (Deficit) from Operations of (\$0.7)m is higher than forecast by (\$1.4)m at the end of the quarter.

Total Income from Operations of \$7.7m is lower than forecast.

Investment Fees and Revenues are lower by (\$0.1)m as a result of higher cash outflows during the 2nd quarter.

Total Expenses from Operations of (\$8.4)m are higher than forecast by (\$1.4)m.

Employee Benefits and Oncosts are lower by \$0.8m as a result of vacant positions held within the Service.

Materials and Services are lower by \$0.8m as a result of timing differences associated with the payment of recruitment, training and associated Human Resource costs, telephone and data charges offset by additional Agency Personnel costs.

Depreciation and Amortisation is higher by \$0.2m as a result of timing differences in the capitalisation of new assets.

Grants and Contributions for Capital Purposes are higher by \$2.5m as a result of increased development contributions received.

Rates and Annual Charges are higher by \$0.1m as a result of additional Residential rate income and lower mandatory rebate expenditure.

Annual Forecast

For the full financial year, the Total (Deficit) from Operations is forecast to decrease by \$0.1m to (\$6.3)m principally due to changes to revenue to align with the updated landfill remediation model, adjustments to reflect additional costs associated with the 'Additional Award Payment' prescribed in the Local Government (State) Award 2023 and reallocating resources for the ERP project from contracts to employee expenses.



QUARTERLY BUDGET REVIEW STATEMENT

DECEMBER 2023

2024/060754



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Northern Beaches Council

Income and operating expenses budget review statement

For the period 1 July 2023 to 31 December 2023

						Year to date
	2022-23	ORIGINAL	REVISED	Recommended	CURRENT	YTD
	Actual	Budget	Budget	changes	Forecast	Actual
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Income from continuing operations						
Rates and annual charges	234,423	246,480	246,480	35	246,515	246,341
User charges and fees	91,876	96,837	96,792	1,015	97,807	50,880
Investment fees and revenues	7,085	6,691	9,929	67	9,996	5,505
Other revenues	20,087	20,788	18,789	395	19,184	10,071
Grants and contributions - Operating purposes	31,496	27,461	27,852	(2,067)	25,785	9,475
Grants and contributions - Capital purposes	33,917	32,289	39,429	(9,506)	29,923	13,656
Other income	6,392	6,442	6,446	(2)	6,445	3,390
Gain/(Loss) on disposal of assets	167	395	408	(5)	402	905
Total income from continuing operations	425,443	437,384	446,126	(10,069)	436,057	340,222
Expenses from continuing operations						
Employee benefits and oncosts	(146,153)	(157,090)	(158,149)	(11)	(158,161)	(77,348)
Borrowing costs	(2,739)	(2,593)	(2,593)	(63)	(2,656)	(1,275)
Materials and services	(157,274)	(173,272)	(173,073)	2,150	(170,923)	(78,294)
Depreciation and amortisation	(46,820)	(49,646)	(49,511)	136	(49,374)	(22,856)
Other expenses	(20,766)	(22,088)	(22,769)	(158)	(22,927)	(11,347)
Total expenses from continuing operations	(373,751)	(404,689)	(406,095)	2,055	(404,041)	(191,120)
Surplus / (Deficit) from continuing operations	51,693	32,695	40,030	(8,014)	32,016	149,103
Surplus / (Deficit) before Capital Grants & Contributions	17,775	406	602	1,492	2,093	135,446
Less: Rates yet to be allocated						
						(87,873)
Surplus / (Deficit) before Capital Grants & Contributions - adjusted for rates unallocated						47,573

Northern Beaches Council

Income and expenses budget review statement **excluding Kimbriki Environmental Enterprises**

For the period 1 July 2023 to 31 December 2023

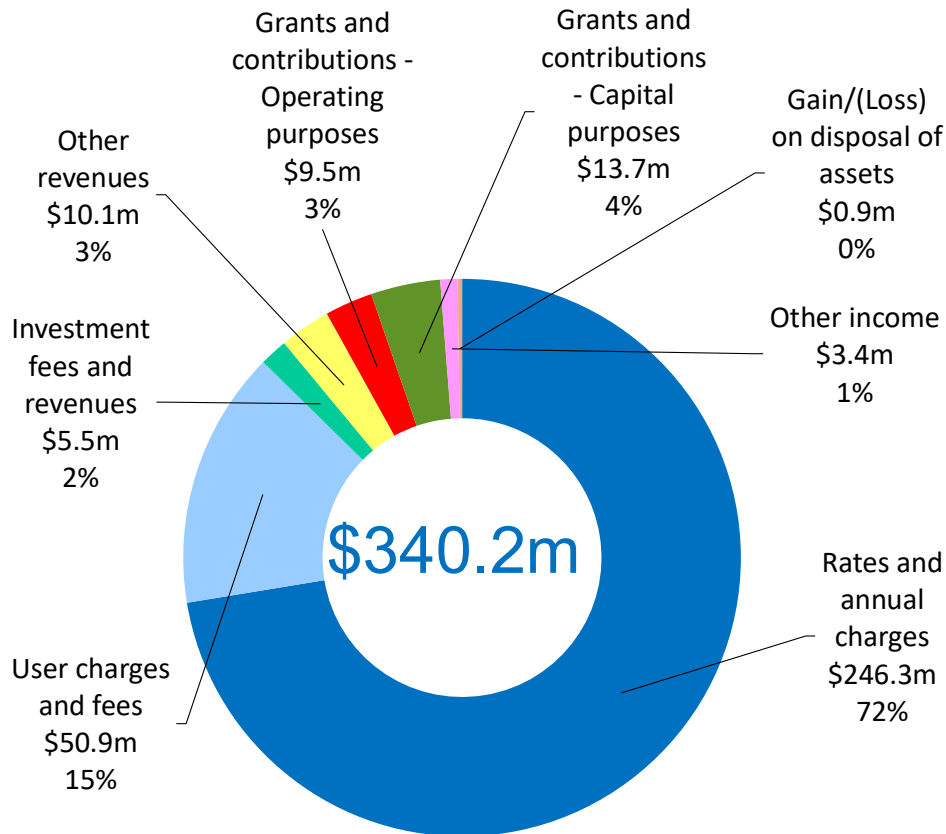
Council is the majority shareholder (96%) in Kimbriki Environmental Enterprises Pty Ltd. Kimbriki operates a waste and recycling business with a 25-year lease over a Council owned site. As a subsidiary of the Council, the consolidated financial reports of the Council incorporate the Kimbriki operation. 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	REVISED	Recommended	CURRENT	YTD
	Budget	Budget	Changes	Forecast	Actual
	\$'000	\$'000	\$'000	\$'000	\$'000
Income from continuing operations					
Rates and annual charges	246,550	246,550	16	246,567	246,392
User charges and fees	71,185	71,111	864	71,975	37,513
Investment fees and revenues	9,016	11,924	-	11,924	6,857
Other revenues ^{1.}	17,427	15,799	335	16,134	8,668
Grants and contributions - Operating purposes	27,461	27,852	(2,067)	25,785	9,475
Grants and contributions - Capital purposes	32,289	39,429	(9,506)	29,923	13,656
Other income ^{1.}	9,616	9,617	13	9,630	4,962
Gain/(Loss) on disposal of assets	395	395	-	395	897
Total income from continuing operations	413,939	422,677	(10,344)	412,333	328,420
Expenses from continuing operations					
Employee benefits and oncosts	(151,745)	(152,882)	(128)	(153,010)	(74,772)
Borrowing costs	(937)	(937)	-	(937)	(462)
Materials and services ^{2.}	(169,885)	(169,878)	2,081	(167,796)	(76,368)
Depreciation and amortisation	(46,504)	(46,504)	-	(46,504)	(21,493)
Other expenses	(11,773)	(12,544)	(74)	(12,618)	(6,195)
Total expenses from continuing operations	(380,843)	(382,745)	1,880	(380,865)	(179,289)
Surplus / (Deficit) from continuing operations	33,096	39,932	(8,465)	31,468	149,131
Surplus / (Deficit) before Capital Grants & Contributions					
	807	504	1,041	1,545	135,475
Less: Rates yet to be allocated					
					(87,873)
Surplus / (Deficit) before Capital Grants & Contributions - adjusted for rates unallocated					
					47,602

^{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

Income from continuing operations
















Income Items	For the period 1 July 2023 to 31 December 2023			
	YTD Actual (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	% Variance
Rates and annual charges	246,341	245,947	394	0.2%
User charges and fees	50,880	47,925	2,955	6.2%
Investment fees and revenues	5,505	5,472	33	0.6%
Other revenues	10,071	9,290	781	8.4%
Grants and contributions - Operating purposes	9,475	11,173	(1,698)	(15.2)%
Grants and contributions - Capital purposes	13,656	12,072	1,584	13.1%
Other income	3,390	3,322	68	2.0%
Gain/(Loss) on disposal of assets	905	749	156	0.0%
Total Income from Continuing Operations	340,222	335,950	4,272	1.3%

User Charges and Fees

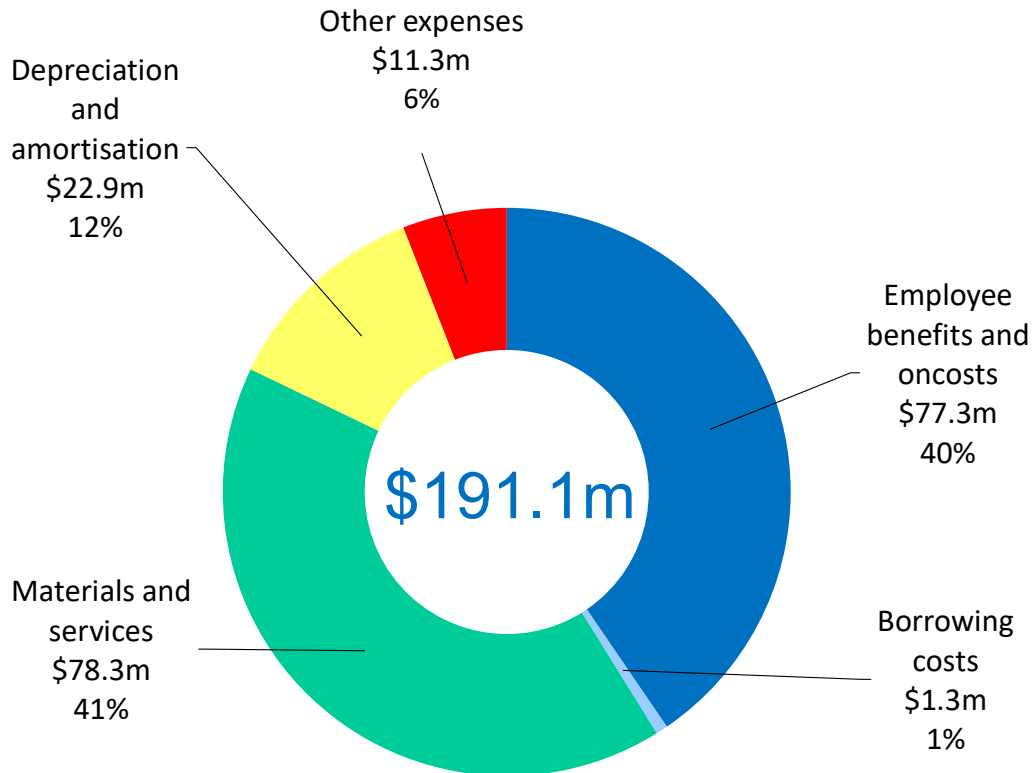
For the period 1 July 2023 to 31 December 2023						
Item	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Variance %	Proposed Budget Incr / (Decr)	Proposed Annual Budget
Aquatic Centres	5,061 	4,620	442	10%	-	9,634
Caravan Park	3,740 	3,495	245	7%	724	7,715
Cemeteries	1,045 	1,046	(0)	(0)%	-	1,369
Child Care	7,241 	6,816	425	6%	-	14,346
Community Centres	1,249 	1,346	(97)	(7)%	(68)	2,625
Currawong State Park	248 	220	28	13%	50	490
Glen Street Theatre	579 	605	(26)	(4)%	-	1,630
Golf Course and Driving Range	1,476 	1,330	146	11%	100	2,676
Kimbriki Waste and Recycling Centre	13,366 	13,020	346	3%	151	25,832
Libraries	59 	46	12	26%	-	93
Parking Areas	7,229 	6,835	394	6%	113	14,521
Sportsfields and Reserves	1,046 	870	175	20%	-	1,654
Planning and Building Regulation	5,232 	4,719	513	11%	100	9,451
Regulatory/Statutory Fees	507 	523	(16)	(3)%	(20)	1,027
Restoration Charges	825 	484	341	70%	-	968
Section 10.7 Certificates (EPA Act)	417 	414	3	1%	-	829
Section 603 Certificates (LG Act)	240 	227	13	6%	-	430
Other Fees	1,319 	1,307	12	1%	(135)	2,519
Total User Charges and Fees	50,880	47,925	2,955	6%	1,015	97,807

**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
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Other Revenues and Other Income

Item	For the period 1 July 2023 to 31 December 2023				Proposed	
	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Variance %	Budget Incr / (Decr)	Proposed Annual Budget
Advertising Income	694 	520	174	33%	-	870
Ex Gratia Rates	27 	26	1	4%	-	26
Investments at fair value through profit and loss	19 	0	19	0%	-	-
Legal Fees Recovery - Other	206 	111	95	85%	-	191
Parking Fines	2,843 	2,900	(57)	(2)%	-	5,900
Other Fines	251 	317	(66)	(21)%	-	634
Recycling Income (Domestic)	293 	330	(37)	(11)%	-	660
Rental Income - Investment Properties	142 	127	15	11%	-	292
Rental Income - Leased Council Properties	3,229 	3,195	34	1%	(2)	6,153
Sale of Stock	757 	551	205	37%	150	1,312
Other Revenues - Kimbriki	1,821 	1,810	11	1%	11	3,839
Other Revenues	1,187 	761	426	56%	234	2,344
Licences, Consents & Deeds	1,993 	1,964	30	2%	-	3,407
Total Other Revenues and Other Income	13,461	12,612	849	7%	393	25,628
































Expenses from continuing operations



Expense Items	For the period 1 July 2023 to 31 December 2023			
	YTD Actual (\$'000)	YTD Budget (\$'000)	YTD Variance (\$'000)	% Variance
Employee benefits and oncosts	77,348	78,829	1,481	1.9%
Borrowing costs	1,275	1,302	28	2.1%
Materials and services	78,294	82,970	4,676	5.6%
Depreciation and amortisation	22,856	22,746	(110)	(0.5)%
Other expenses	11,347	11,995	649	5.4%
Total Expenses from Continuing Operations	191,120	197,842	6,722	3.4%








**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
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Materials and Services

Item	For the period 1 July 2023 to 31 December 2023				Proposed Budget Incr / (Decr)	Proposed Annual Budget
	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Variance %		
Agency Personnel	1,415 	1,529	114	7%	(262)	2,629
Bush Regeneration	1,668 	1,998	330	17%	(225)	5,472
Cleaning	3,670 	3,465	(205)	(6)%	206	7,289
Consultancy	192 	224	33	15%	-	449
Electricity, Heating and Water	2,603 	2,708	105	4%	131	5,550
Environment and Floodplain Mgt	2,105 	3,549	1,444	41%	(259)	6,174
External Roadwork	6,647 	6,743	95	1%	(1,825)	12,645
Golf Course and Driving Range	745 	660	(86)	(13)%	10	1,332
Insurance	1,978 	2,091	113	5%	-	4,044
IT and Communications	5,666 	6,287	622	10%	(35)	15,381
Kimbriki Waste and Recycling Centre	7,994 	8,081	88	1%	(88)	16,456
Land Use Planning	299 	474	175	37%	100	1,023
Legal Fees - Other	895 	781	(114)	(15)%	-	1,529
Legal Fees - Planning and Development	483 	692	209	30%	-	1,384
Lifeguard Services	811 	770	(42)	(5)%	-	1,540
Maintenance and Servicing	2,787 	2,699	(88)	(3)%	139	5,539
Management Fees	894 	904	10	1%	190	2,538
NSW Revenue Fine Processing Fees	379 	454	75	16%	-	907
Performance and Events	731 	755	24	3%	77	2,143
Plant and Vehicle	1,566 	1,520	(46)	(3)%	195	3,028
Printing, Postage & Stationery	584 	698	114	16%	(4)	1,396
Raw Materials and Consumables	2,588 	2,271	(317)	(14)%	129	4,788
Recreation and Sportsfields	4,271 	3,830	(441)	(12)%	150	7,722
Stormwater	424 	405	(18)	(5)%	-	830
Street Lighting	1,219 	1,300	80	6%	-	2,600
Training Costs	413 	473	60	13%	-	1,119
Tree Works	1,577 	1,718	141	8%	-	3,294
Waste Collection	9,816 	9,785	(31)	(0)%	1	19,578
Waste Disposal and Processing	8,242 	9,245	1,003	11%	(642)	19,088
Other Contracts	2,139 	2,363	224	9%	87	4,864
Other	3,493 	4,499	1,005	22%	(224)	8,593
Total Materials and Services	78,294	82,970	4,676	6%	(2,150)	170,923

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Other Expenses

Item	For the period 1 July 2023 to 31 December 2023				Proposed	
	YTD Actual \$'000	YTD Budget \$'000	YTD Variance \$'000	Variance %	Budget Incr / (Decr)	Proposed Annual Budget
Bad and Doubtful Debts	11 	36	26	71%	-	81
Planning Levy	546 	546	0	0%	-	728
Waste Levy	4,990 	4,880	(110)	(2)%	110	9,934
Emergency Services Levy	4,649 	4,649	(0)	(0)%	-	9,300
Other Levies	84 	82	(2)	(2)%	-	165
Donations, Contributions and Assistance	906 	1,614	709	44%	74	2,345
Land Tax	162 	188	25	14%	(25)	375
Total Other Expenses	11,347	11,995	649	5%	158	22,927

Northern Beaches Council

Recommended material changes to the Revised Budget Income and operating expenses 2023/24 - December 2023 Review

Proposed variation		Details
Fav / (Unfav)		
\$'000	%	
1,015	1.0%	User charges and fees Higher than anticipated income including: <ul style="list-style-type: none"> • Sydney Lakeside \$0.7m • Kimbriki Waste and Recycling Centre \$0.2m • Parking area's \$0.1m Partially offset by income reductions including: <ul style="list-style-type: none"> • Community Centres (\$0.1m)
67	0.7%	Investment fees and revenues Minor adjustment to Kimbriki's investment revenue
395	2.1%	Other revenues Increases in: <ul style="list-style-type: none"> • Property agreements \$0.2m • Sydney Lakeside \$0.1m: • Glen Street Theatre \$0.1m:
(2,067)	(7.4%)	Grants and contributions - Operating purposes Active transport Pipeline corridor grant rollover to the 2024/25 financial year (\$2.0m)
(9,506)	(24.1%)	Grants and contributions - Capital purposes <ul style="list-style-type: none"> • Additional development contributions - \$1.6m • Grant funding rolled over to the 2024/25 financial year offset by new grants received - <i>please refer to the 'Capital Expenditure - recommended changes to the budget' schedule for further information on grants for capital projects.</i>
(10,069)		TOTAL INCOME VARIATIONS

Proposed variation		Details
Fav / (Unfav)		
\$'000	%	
(11)	(0.0%)	Employee benefits and oncosts Transfer from materials and services to staff for Childrens services (\$0.6m)Information and Digital Technology (\$0.2m) partially offset by vacancies in Transport & Civil infrastructure, Environment & Climate Change and Environment compliance (\$0.7m).
2,150	1.2%	Materials and services Decreases in: <ul style="list-style-type: none"> • Active Transport Pipeline Corridor grant funded works (rephased to 24/25) - \$2.0m • Waste Disposal & Processing - \$0.6m • Agency personnel - \$0.3m Increases in: <ul style="list-style-type: none"> • Cleaning - (\$0.2m) • Plant & Vehicle - (\$0.2m) • Management fees - (\$0.2m)
136	0.3%	Depreciation and amortisation Minor adjustment to Kimbriki's depreciation
(158)	(0.7%)	Other expenses Minor adjustment to Kimbriki's Land Tax and Waste Levy along with grant program adjustments.
2,055		TOTAL OPERATING EXPENDITURE VARIATIONS
(8,014)		TOTAL RECOMMENDED CHANGES TO INCOME AND OPERATING EXPENSES

Northern Beaches Council
Capital Budget Statement
For the Period 1 July 2023 to 31 December 2023

	ORIGINAL Budget \$'000	REVISED Budget \$'000	RECOMMENDED changes \$'000	CURRENT Forecast \$'000	Actual to 31 Dec 2023 \$'000
Capital Funding					
Working Capital	6,004	7,067	(940)	6,127	4,703
Depreciation	36,888	40,928	(6,586)	34,341	15,105
Capital Grants & Contributions					
- New Grants	13,405	20,242	(5,238)	15,004	5,436
- Grants from prior years	12,543	11,694	(5,894)	5,800	927
Externally restricted reserves					
- Developer contributions	22,689	20,470	(3,248)	17,222	4,613
- Domestic waste	-	-	-	-	-
- Other	1,967	1,967	(300)	1,667	413
Internally restricted reserves					
- Merger Savings Fund	892	1,234	(881)	353	105
- Other	5,035	6,439	(1,158)	5,282	2,269
Income from sale of assets					
- Plant and equipment	2,675	2,675	57	2,732	1,336
Total Capital Funding	102,098	112,716	(24,188)	88,528	34,907
Capital Expenditure (by Service)					
Children's Services	165	165	-	165	59
Community, Arts and Culture	12,059	8,164	(4,711)	3,453	421
Corporate Support	2,411	3,154	7	3,161	959
Economic Development, Events and Engagement	550	564	(300)	264	39
Environment and Sustainability	10,477	10,538	(875)	9,663	4,159
Kimbriki Resource Recovery Centre	5,646	6,085	-	6,085	4,545
Library Services	1,275	1,398	(273)	1,125	412
Parks and Recreation	27,579	29,432	(6,723)	22,709	5,892
Property and Facilities	4,808	6,626	(1,355)	5,271	1,778
Transport, Traffic and Active Travel	37,028	46,490	(9,958)	36,532	16,632
Waste and Cleansing	100	100	-	100	11
Total Capital Expenditure	102,098	112,716	(24,188)	88,528	34,907

**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
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Northern Beaches Council

Capital Expenditure - recommended changes to the budget

December 2023

SOURCE OF FUNDS

Job	Job Description	Recommended changes + INCR/(DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
		\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
Budget funding reallocation between projects / funding sources								
CR05 007	Planned stormwater renewal works	(225)	Funding transferred due to higher than expected incidents in reactive					(225)
CR05 008	Reactive stormwater renewal works	225	stormwater works.					225
CR05 002	Foreshores renewal program	(76)	Funding transferred for excavation activities post placement of the					(76)
CN01 223	Warriewood Beach foreshore upgrades	76	piles.					76
CR05 015	Public amenities works program	(200)	Funding transferred to cover tender costs for Little Manly Point					(200)
CN01 180	Little Manly Point Amenity	200	Amenities.					200
CR05 028	Community buildings works program	(100)	Funding transferred for lift					(100)
CR05 062	Disability access compliance works (DDA)	100	installation at Avalon Bowling Club.					100
Total budget funding reallocation between projects/ funding sources		-		-	-	-	-	-
Increase in capital works budget								
CR05 065	Energy Savings Initiatives Program	25	Additional income from energy savings certificates.				25	
CN01 116	Freshwater Beach masterplan implementation	225	Additional grant funding for Freshwater Beach accessible playground.				225	
CR05 000	Sportsfield renewal program	100	Additional grant funding for Abbott Road lighting upgrade.				100	
CR05 042	Operational buildings works program	142	Additional funding required for Vuko Place Warriewood roof replacement.					142
CR05 043	Sport buildings works program	7	Drawdown Tennis Liaison reserve funds for Bayview Tennis Club works.			7		
CR05 150	Investment Properties Works Program	134	Additional funding required for renovation of rental property at Bangaroo Street North Balgowlah.			134		

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Job	Job Description	Recommended changes + INCR/(DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
		\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
CN01 011	New traffic facilities	804	Northern Beaches Secondary College Cromer Campus contribution for school pedestrian fencing (\$27,141), additional Black Spot Grant (\$4,240) and Block Grant (\$773,000) funding.				804	
CN01 018	Scotland Island roads and drainage improvements	220	New grant received from the NSW Infrastructure Betterment Fund.				220	
CR05 014	Road resheeting program	471	Additional Block Grant funding received.				471	
CR05 071	Light fleet renewal	53	Electric vehicle grants received.				53	
CN01 065	Gallery Art Work Purchases	22	Contribution received from the Manly Art Gallery and Museum Society for art purchases.				22	
CN01 189	Triangle Park North - Dee Why Town Centre	150	Additional funding, supported by the Contributions Panel, to complete embellishment works.	150				
CR05 127	IT infrastructure and devices – replacements	7	Equipment for new staff members.					7
Total increase in capital works budget		2,360		150	-	141	1,920	150
Decrease in capital works budget								
CN01 211	Fern Creek Bridge and Shared Paths	(53)	The construction of the pedestrian bridge at Fern Creek is complete.	(53)				
CN01 147	McKillop Park, Freshwater boardwalk	(550)	Project deferred due to detailed design costs coming in significantly higher than the allocated budget.				(550)	
CN01 045	Planned stormwater new works	(300)	Revised program expenditure requirements for this year to align with project stages and consolidation of catchment studies.		(300)			
CR05 070	Major Plant Renewal	(901)	Revised replacement program requirements for this financial year.			(901)		
Total decrease in capital works budget		(1,805)		(53)	(300)	(901)	(550)	-

**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
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Job	Job Description	Recommended changes + INCR/(DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
		\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
Rollover to future years								
CN01 007	Collaroy-Narrabeen coastal protection works	(600)	Project rephased to align with works on adjacent private land.				(300)	(300)
CN01 168	Clontarf masterplan implementation	(50)	Project rephased to match revised design program.	(50)				
CN01 188	Avalon Place Plan implementation	(300)	Project deferred pending Council's decision on Streets for Shared Spaces.	(300)				
CN01 197	Manly Dam boardwalk	(1,500)	Boardwalk construction will commence from May 2024 and is anticipated to be completed in September 2024.				(1,500)	
CN01 199	Frenchs Forest Precinct park upgrades	(1,541)	Project behind schedule due to delays in design consultant.				(1,541)	
CN01 206	Dee Why Beach (Michaela Howie) Playground Upgrade	(206)	Project rephased to align with the adjacent gross pollutant trap renewal works.	(206)				
CN01 212	Shared path from B-Line Stop to Boondah Rd	(164)	Project rephased to align with the Warriewood Community Centre project.	(164)				
CN01 096	Mona Vale Library - Upgrades and New Works	(140)	Project to commence in 2024/25 pending design to be finalised.			(140)		
CN01 109	Terrey Hills Emergency Services Headquarters	(138)	Project deferred pending additional funding.				(138)	
CN01 142	Manly Life Saving Club	(850)	Project rephased to align with community consultation on the concept designs.				(450)	(400)
CN01 229	Freshwater Beach amenities	(150)	Project rephased for construction to commence in 2024/25	(150)				
CR05 043	Sport buildings works program	(1,200)	Project rephased with construction of Frank Gray Sports Amenities and Pittwater Rugby Park to commence in 2024/25.					(1,200)
CR05 076	Glen Street Theatre - renewal works	(75)	Stage 2 air-conditioning upgrade works to commence in 2024/25.					(75)
CR05 085	Mona Vale Cemetery works program	(200)	Project deferred pending additional funding for the new courtyard shelter at the cemetery office and amenities building.			(200)		

**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
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Job	Job Description	Recommended changes + INCR/(DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
		\$'000		\$'000	\$'000	\$'000	\$'000	\$'000
CR05 122	Pittwater Golf Driving Range, Warriewood renewal works	(50)	Funding rolled over to 2024/25 - revised program of renewal works					(50)
CR05 136	Surf Life Saving Club minor renewal works	(600)	Construction of Warriewood SLSC upgrades to commence in 2024/25.					(600)
CR05 137	Creative Arts Space - Mona Vale Design Works	(100)	Project deferred to 2024/25 with project options being assessed.			(100)		
CN01 011	New traffic facilities	(2,400)	Safe Speed Program works delayed to 2024/25 (North Narrabeen 40km, Whale Beach Road and North Balgowlah CBD)				(2,400)	
CN01 020	Warriewood Valley – traffic and transport infrastructure	(750)	Project rephased due to delivery delays.	(750)				
CN01 141	Church Point commuter wharf expansion	(50)	Project deferred to 2024/25 while grant funding is sought to deliver the project as per Council resolution 366/23.	(50)				
CN01 198	Safer schools infrastructure	(600)	Project rephased into 2024/25 to align with engagement and delivery program.				(600)	
CN01 221	Queenscliff Headland access ramp	(900)	Project rephased to align with the contractor's revised program.				(900)	
CN01 244	Pedestrian and cyclist bridge Pittwater Road, Queenscliff	(990)	Funding rolled over to 2024/25 to align with the revised program.				(990)	
CR05 081	Wharves works program	(1,147)	Construction of Taylors Point and Mackerel deferred to 2024/25 while we await the outcome of the Boating Now Round 4 Grant funding.					(1,147)
CN01 031	Connecting Communities - footpaths programs	(900)	Behind program due to the extension of community engagement.				(900)	
CN01 032	Connecting Communities - cycleways program	(2,650)	Behind program due to the extension of community engagement.				(2,650)	
CN01 068	Warriewood Valley Community Centre	(3,677)	Rephase to align with revised construction timeline.					(3,677)
CN01 225	Warringah Recreation Centre, North Manly upgrades	(1,900)	Rephased across the next two financial years due to delays associated with the Development Application for the Golf Club.	(1,674)				(226)

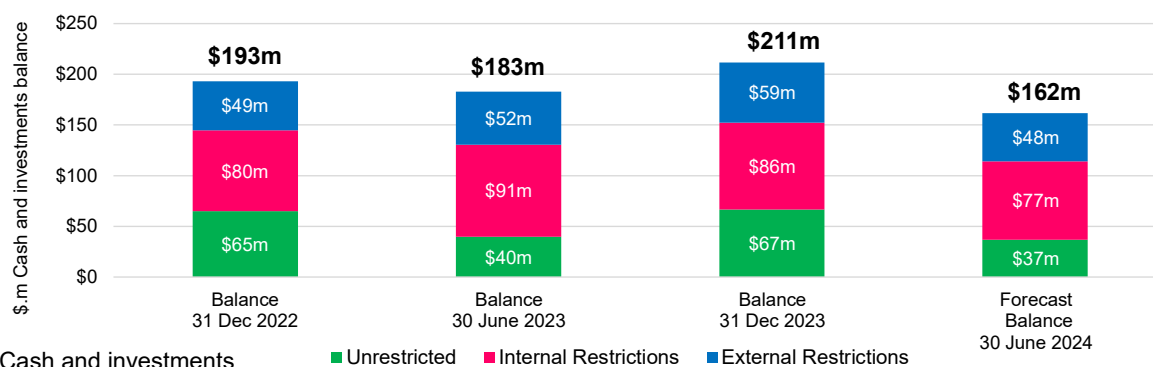
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Job	Job Description	Recommended changes + INCR/(DECR)	Reason for Change	Developer Contri	Externally restricted	Internally restricted	Grants and Contri	Dep'n / Working Capital
\$'000				\$'000	\$'000	\$'000	\$'000	\$'000
CN01 121	Coast walk - art trail	(782)	Rephased across the next two financial years, pending a revised Coast Walk Public Art Strategy implementation plan.			(782)		
CN01 158	Library Local Priority Grant Purchases	(133)	Rephased to align with the delivery program for the Manly 24/7 project.				(133)	
Total rollover to future years		(24,743)		(3,345)	-	(1,221)	(12,503)	(7,674)
TOTAL VARIATIONS		(24,188)		(3,248)	(300)	(1,982)	(11,133)	(7,525)
Budget		112,716						
Current Forecast		88,528						

**Northern Beaches Council
Cash and investments**

For the period 1 July 2023 to 31 December 2023

	Annual Budget 2023/24						
	ACTUAL	ACTUAL	ACTUAL	ORIGINAL	REVISED	Recommended	CURRENT
	Balance 31 Dec 2022 \$'000	Balance 30 June 2023 \$'000	Balance 31 Dec 2023 \$'000	Budget Balance 30 June 2024 \$'000	Budget Balance 30 June 2024 \$'000	changes for Council resolution \$'000	Forecast Balance 30 June 2024 \$'000
Total cash and investments	193,184	182,907	211,417	118,167	137,803	24,051	161,855
represented by:							
Externally restricted							
Development contributions	41,726	43,446	47,272	25,622	32,205	4,900	37,105
Unexpended grants - not tied to liability	519	597	346	-	0	-	-
Domestic waste management	5,597	7,626	10,833	8,076	8,803	641	9,443
Stormwater management	510	161	489	0	-	300	300
Special rates	162	457	252	651	687	-	687
Total externally restricted	48,514	52,286	59,191	34,349	41,695	5,841	47,536
Internally restricted							
Deposits, retentions and bonds	15,380	17,550	17,550	15,380	17,550	-	17,550
Employee leave entitlements	7,026	7,111	7,111	7,026	7,111	-	7,111
Kimbriki landfill remediation	13,597	15,418	15,418	18,048	17,884	14	17,898
Manly Environmental Levy	1,522	1,411	1,250	1,350	1,203	(34)	1,169
Merger Savings Fund	1,655	1,315	1,164	0	(0)	881	881
Mona Vale Cemetery	7,328	7,903	8,091	5,676	5,756	197	5,953
Plant and fleet replacement	4,419	6,485	6,821	5,139	5,652	959	6,611
Unexpended grants - tied to liability	21,191	26,710	21,239	4,145	6,506	6,994	13,500
Stronger Communities Fund (I/R)	5,750	5,251	5,368	4,500	4,465	900	5,365
Other i/r	1,761	1,679	1,656	1,369	1,377	1	1,378
Total internally restricted	79,628	90,833	85,668	62,632	67,503	9,912	77,415
Total restricted cash and investments	128,142	143,119	144,859	96,981	109,198	15,753	124,951
Total unrestricted cash and investments	65,042	39,787	66,558	21,186	28,605	8,298	36,904



Northern Beaches Council

Cash flow statement

For the period 1 July 2023 to 31 December 2023

Original Budget 2023/24 \$'000	Actual For the period 1 Jul 2023 to 31 Dec 2023 \$'000	Actual 2022/23 \$'000
Cash flows from operating activities		
<u>Receipts:</u>		
246,349 Rates and annual charges	147,128	234,281
100,908 User charges and fees	47,942	96,268
6,770 Investment revenue and interest	4,415	4,873
39,062 Grants and contributions	19,374	76,799
7,098 Bonds, deposits and retentions received	3,858	7,741
45,369 Other	24,283	41,346
<u>Payments:</u>		
(155,511) Employee benefits and on-costs	(78,979)	(145,037)
(188,515) Materials and services	(89,037)	(176,928)
(965) Borrowing costs	(1,280)	(1,064)
(7,098) Bonds, deposits and retentions refunded	(2,429)	(5,571)
(21,820) Other	(10,602)	(22,019)
71,648 Net Cash provided (or used in) Operating Activities	64,673	110,689
Cash flows from investing activities		
<u>Receipts:</u>		
341,696 Sale of investment securities	140,300	272,227
2,675 Sale of infrastructure, property, plant & equipment	1,321	2,167
<u>Payments:</u>		
(300,000) Purchase of investment securities	(167,178)	(297,123)
(111,308) Purchase of infrastructure, property, plant and equipment	(34,871)	(81,973)
(66,937) Net cash provided from (or used in) investing activities	(60,428)	(104,702)
Cash Flows from financing activities		
<u>Receipts:</u>		
- Proceeds from borrowings	-	-
<u>Payments:</u>		
(3,206) Repayment of borrowings	(1,921)	(4,783)
(1,228) Principal component of lease payments	(615)	(1,238)
(120) Dividends paid to minority interests	(76)	(58)
(4,554) Net cash provided from (or used in) financing activities	(2,612)	(6,079)
156 Net increase/(decrease) in cash and cash equivalents	1,633	(92)
6,552 Cash and cash equivalents at beginning of reporting period	6,605	6,697
6,708 Cash and cash equivalents at end of reporting period	8,238	6,605
(41,540) Net increase/(decrease) in cash, cash equivalents and investments	28,511	24,804
159,707 Cash, cash equivalents and investments at beginning of reporting period	182,906	158,102
118,167 Cash, cash equivalents and investments at end of reporting period	211,417	182,906

*2023/24 actuals excludes the non-cash movement in the mortgage backed security (non-current investments) of \$7k

Northern Beaches Council
Statement of Financial Position
as at 31 December 2023

Original Budget 2023/24 \$'000	Actual as at 31 Dec 2023 \$'000	Actual as at 30 June 2023 \$'000	Actual as at 31 Dec 2022 \$'000
ASSETS			
Current Assets			
6,708 Cash and cash equivalents	8,219	6,605	7,076
110,673 Investments	202,596	175,623	185,393
25,108 Receivables	120,588	20,844	118,079
410 Inventories	356	372	396
3,076 Prepayments	5,008	3,364	4,276
145,976 Total Current Assets	336,767	206,808	315,220
Non-Current Assets			
786 Investments	602	678	714
1,008 Receivables	1,012	1,012	1,022
5,562,562 Infrastructure, property, plant and equip	5,426,038	5,413,807	5,235,162
6,475 Investment properties	6,320	6,320	6,155
6,470 Right of use assets	7,177	7,811	8,452
5,577,301 Total Non-Current Assets	5,441,149	5,429,628	5,251,505
5,723,277 Total Assets	5,777,916	5,636,436	5,566,725
LIABILITIES			
Current Liabilities			
41,653 Payables	47,058	47,806	39,151
4,702 Contract Liabilities	23,045	27,619	11,855
1,269 Lease Liabilities	625	1,241	614
2,121 Borrowings	1,419	3,340	2,387
37,078 Employee benefit provisions	34,436	34,754	36,443
792 Provisions	1,860	1,060	1,428
87,614 Total Current Liabilities	108,443	115,820	91,878
Non-Current Liabilities			
50 Payables	50	100	100
5,949 Contract Liabilities	7,311	8,239	18,568
5,673 Lease Liabilities	6,996	6,996	8,237
7,257 Borrowings	9,185	9,185	12,539
794 Employee benefit provisions	1,843	1,843	761
48,217 Provisions	45,905	45,094	44,180
67,939 Total Non-Current Liabilities	71,290	71,457	84,385
155,553 Total Liabilities	179,733	187,277	176,263
5,567,724 Net Assets	5,598,183	5,449,159	5,390,462
EQUITY			
4,960,903 Accumulated surplus	5,128,181	4,979,154	5,081,524
605,516 IPPE revaluation reserve	468,600	468,600	307,617
5,566,419 Council equity interest	5,596,781	5,447,754	5,389,141
1,304 Non-controlling equity interests	1,402	1,405	1,321
5,567,723 Total Equity	5,598,183	5,449,159	5,390,462

**ATTACHMENT 2 : QUARTERLY BUDGET REVIEW STATEMENT - DECEMBER 2023 - ITEM 9.6 - NORTHERN
BEACHES COUNCIL MEETING - 27 FEBRUARY 2024**

Northern Beaches Council

Contracts Listing

For the period 1 October 2023 to 31 December 2023

Contracts entered into during the three months to 31 December 2023 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)
2021/222	Civil Survey Solutions Pty Ltd	Autodesk Renewal	\$56,760	5/10/2023	2/12/2024	Y
2022/241	Enter Building Group Pty Ltd	Bayview Seawall Repairs	\$961,856	13/12/2023	12/05/2024	Y
2023/001	Belmadar Pty Ltd	Design and Construct Services for the Warriewood Valley Community Centre	\$17,040,033	21/12/2023	24/05/2025	Y
2023/023	Hibernian Contracting Pty Ltd	Warriewood Beach SLSC Foreshore Upgrade	\$318,491	26/10/2023	15/12/2023	Y
2023/024	Technology One Pty Ltd	ERP platform /software licence	\$12,891,213	24/11/2023	23/06/2028	Y
2023/022	KPMG Australia Technology Solutions Pty Limited	ERP Transformation – Project Implementation	\$7,955,450	18/12/2023	26/07/2027	Y
2023/029	Ally Property Services Pty Ltd	Harbord Literary Institute Playground Upgrade	\$311,848	13/12/2023	31/01/2024	Y
2023/035	Regal Innovations Pty Ltd	Construction of Lynne Czinner Park, Warriewood	\$1,696,888	22/11/2023	10/04/2024	Y
2023/038	TCM Construction Group Pty Ltd	Little Manly Point Amenities	\$625,467	19/12/2023	18/05/2024	Y
2023/049	Global Sustainable Energy Solutions Pty Ltd	Monitoring Performance of Solar Systems at Northern Beaches	\$56,916	15/11/2023	14/11/2026	Y
2023/071	Regional Workshop Pty Ltd	Warringah Recreational Centre - Architectural Consultancy Design Services	\$155,135	11/12/2023	10/07/2024	Y
2023/075	Go1 Pty Ltd	Supply and Implementation of Online Learning Library	\$306,000	19/12/2023	18/12/2025	Y
2023/104	HGT Australia Ltd T/A Novaskill	Provision of an Apprenticeship and Traineeship Program	\$1,730,018	3/11/2023	2/11/2025	Y
2023/125	Pan Civil	Park Avenue Avalon Slope Stabilisation	\$770,800	30/11/2023	29/02/2024	Y
2023/134	Austek Play	Weeroona Reserve Playground Renewal	\$99,985	24/10/2023	30/06/2024	Y
2023/136	Infrastructure Management Group Pty Ltd	Northern Beaches Council - Road Pavement Condition Survey	\$151,022	3/10/2023	20/02/2024	Y
2023/167	JK Geotechnics Pty Ltd	Geotechnical Investigations 2023/24	\$81,600	30/10/2023	29/03/2024	Y
2023/188	Musco Lighting Australia Pty Ltd	Abbot Road Softball Floodlight Renewal	\$90,000	4/10/2023	10/10/2024	Y
2023/191	Hawkridge Entertainment Services Pty Ltd	Feasibility Study for proposed multi-use performance and exhibition space at Manly Town Hall, Manly.	\$154,000	18/12/2023	12/04/2024	Y
2023/193	Courtcraft Australia Pty Ltd	Multi-use Basketball/Netball Upgrade	\$93,600	16/11/2023	1/01/2024	Y
2023/199	Slab Jack Industries Pty Ltd	Supply and Install Resistance Piers at Ted Blackwood Youth & Community Centre	\$54,670	10/11/2023	9/02/2024	Y
2023/201	Asco Group (Aust) Pty Ltd	Design, Supply and Install a Prefabricated Changing Places Modular Building at Rowland Reserve	\$199,595	29/11/2023	29/02/2024	Y
2023/213	Xylem Water Solutions	Rebuild of Manly Dam Mixer Unit	\$54,673	15/11/2023	15/02/2024	Y
2023/226	212F Pty Ltd	Making a Difference Program – Recognition & Service Awards 2023/24 Financial Year	\$75,350	28/11/2023	30/06/2024	Y

Northern Beaches Council

Budget review of consultancy and legal expenses

For the period 1 July 2023 to 31 December 2023

The table below discloses expenditure to date on consultancies and legal expenses:

Expense	1 July 2023 to 31 December 2023 \$	Budgeted (Y/N)
Consultancies	191,795	Y
Legal services	1,378,112	Y

December 2023 Quarterly Report - Stronger Communities Fund

PURPOSE

To provide a quarterly progress report to Council on the outcomes delivered and expenditure of funds from the \$36.1 million Stronger Communities Fund, as required by the conditions of the funding agreement until funds are spent.

EXECUTIVE SUMMARY

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 to 31 December 2023 is below:

Program	SCF Funds	Status
Community Grants Program (SCF)	\$ 1,025,599*	Acquittal
Connecting Communities		
• Cycleways	\$3,249,433	Acquittal
• Pathways	\$5,760,636	Ongoing
• Inclusive play	\$3,170,138	Acquittal
• Active Play	\$2,000,000	Acquittal
Sub Total	\$ 14,180,207*	
Tied Grants		
• Pasadena	\$76,374	Acquittal
• Wakehurst Parkway	\$1,011,785	Ongoing
• Mona Vale – Performing Arts Centre	\$2,500,000	Acquittal
• Mona Vale SLSC	\$4,422,500	Acquittal
• Long Reef SLSC	\$ 3,349,626	Acquittal
• Currawong Beach Heritage refurbishment	\$3,081,327	Acquittal
• Nth Pittwater Foreshore improvements	\$1,920,000	Acquittal
• Scotland Island Wastewater Feasibility Study	\$303,263	Acquittal
• Nth Pittwater permanent Netball Courts	\$550,000	Acquittal
• Newport SLSC	\$100,275	Acquittal
• Barrenjoey Performance Space	\$1,050,000	Acquittal
Sub Total	\$ 18,365,150	
Total expenditure	\$ 33,570,956	

* The additional expenditure is interest earned on the grant funds

Projects with a status of 'acquittal' have been acquitted with the Office of Local Government and will no longer be reported as part of the SCF program in accordance with the conditions of the funding agreement. The progress of projects with a status of 'ongoing' are detailed below.

Connecting Communities Program - \$14 Million from SCF

The Connecting Communities Program is a multi-year program of works partially funded by SCF. The project still ongoing under this program is:

Sub-programs	Status
Connecting Northern Beaches – Coast Walk	<p>Ongoing</p> <p>7.3 kms delivered since the program commenced.</p> <p>There will be a further round of community consultation, after which, a report on the outcome and engagement activities since 2018 will be presented at the March 2024 Council meeting.</p>

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 project to be delivered under this program is:

Project	Status
Wakehurst Parkway flood mitigation	<p>Ongoing</p> <p>Council considered a comprehensive update on this project at its meeting of 19 December 2023 and approved the progress of several project stages.</p> <p>Transport for NSW (TfNSW) funding approval and concurrence about the ownership of the works at Oxford Falls on Wakehurst Parkway has been resolved with TfNSW agreeing to take on these works in parallel with other safety and congestion works to be undertaken at the same site in coming months.</p> <p>Council will now progress with developing final designs and securing a contractor to undertake culvert works at Oxford Falls Road West.</p> <p>Concurrently with the above, Council is working on refining the newly identified options for The Bends and will be progressing these in consultation with TfNSW to understand the potential construction impacts on traffic before finalising designs and associated State required approvals. Once that work is complete, these will also be shared with the community. Council will make every effort to coordinate works with Transport for NSW in a complementary way to minimise the impacts of construction on the community.</p> <p>As design progresses for the preferred option identified for The Bends site, design work can also progress at the Academy site, along with relevant approvals.</p>

Project	Status
	Council is awaiting a decision from the Office of Local Government on an extension to the Stronger Communities Funding, without which the project will be at considerable risk.



northern
beaches
council

Environment
Strategic Reference Group

ENVIRONMENT STRATEGIC REFERENCE GROUP

held in the Flannel Flower Room, Civic Centre, Dee Why on

WEDNESDAY 6 SEPTEMBER 2023



MINUTES OF ENVIRONMENT

6 SEPTEMBER 2023

**Minutes of the Environment
Strategic Reference Group
held on Wednesday 6 September 2023
in the Flannel Flower Room, Civic Centre, Dee Why
Commencing at 6:12pm**

ATTENDANCE:

Committee Members

Cr Kristyn Glanville (Chair) Councillor

Individual or organisation representatives with specific expertise/experience:

Alan Jones	Individual – Curl Curl Ward
Jamileh Jahangiri	Individual – Manly Ward
Oscar Jones	Individual – Manly Ward
Roberta Conroy	Individual – Pittwater Ward
Joeline Hackman	Northern Beaches War on Waste
Leigh McGaghey	Pittwater Natural Heritage Association and Canopy Keepers

Community members or group representatives with broad range of strategic views

Natalie Warren	Community representative - Curl Curl Ward
Malin Frick	Community representative – Manly Ward
Jacqueline Marlow	Friends of Narrabeen Lagoon Catchment representative

Council Officer Contacts

Todd Dickinson	Director Environment and Sustainability
Yianni Mentis	Executive Manager Environment and Climate Change
Andrew Ward-Harvey	Executive Manager Waste Management & Cleansing
Chris Munro	Manager, Bushland & Biodiversity
Jacqueline Grove	Manager, Environment Resilience & Climate Change
Ben Fallowfield	Manager, Coast & Catchments
Jules Bellamy	Acting Manager, Greener Communities
Patrick Stuart	Team Leader, Floodplain Planning & Response
Matt Horwood	Coordinator, Bush Fire Management
Lesley Milbourne	Manager, Governance
Lauren Reti	Senior Advisor Governance

Quorum

A majority of members including the Chair or one of the elected Councillors.



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, present and emerging.

2.0 APOLOGIES

Apologies were received from Mayor Sue Heins, Cr Michael Gencher, Nigel Howard & Billy Bragg.

3.0 DECLARATION OF PECUNIARY AND CONFLICTS OF INTEREST

A standing disclosure made at 27 April 2023 meeting was raised by Oscar Jones as it relates to item 5.1 of this meeting: *"a family member works in textile recycling"*.

Oscar remained in the meeting for item 5.1 as in this instance it was deemed to be a not significant non-pecuniary circumstance.

4.0 CONFIRMATION OF MINUTES AND UPDATE OF ACTIONS FROM PREVIOUS MEETINGS

4.1 MINUTES OF ENVIRONMENT STRATEGIC REFERENCE GROUP MEETING HELD ON 7 JUNE 2023

OUTCOME

The minutes of the Environment Strategic Reference Group (SRG) meeting held on 7 June 2023, copies of which were previously circulated to all members, were confirmed as a true and correct record of the proceedings of that meeting.

4.2 UPDATE OF ACTIONS FROM PREVIOUS MEETING

AUSTRALIAN RESEARCH COUNCIL GRANT - REWILDING SYDNEY

Query 1: That animals in the Northern Beaches Local Government Area may be relocated to other areas and reduce the rare species within Northern Beaches Local Government Area.

Response: Council is not aware of any proposed sources for potentially translocated animals at this early stage of the project.

Other rewilding translocation programs (such as those by Australian Wildlife Conservancy [AWC] at North Head) have involved monitoring of the source populations to ensure translocations are sustainable and the viability of populations at source locations is maintained.

AWC-sourced animals translocated to North Head were from local National Parks, State Forests on the Central Coast and state government owned land near the Narrabeen Sports Academy. Rare or threatened species are not necessarily the target of the rewilding project.



MINUTES OF ENVIRONMENT

6 SEPTEMBER 2023

Question 2: The biggest concern with rehabilitating and releasing animals in the local area is danger from foxes and cats. Therefore there is a need to ensure any relocated animals have somewhere safe to go and do not negatively affect our local Northern Beaches wildlife areas.

Response: Council agrees that any translocated native animals may be subject to existing threats such as foxes and cats. Such threats will be mitigated by assessing the viability of potential candidate sites and developing programs to manage or eliminate the threats at those sites (eg fencing, monitoring etc).

NARRABEEN LAGOON ENTRANCE CLEARANCE - OVERVIEW AND NEXT STEPS

Question 1: Conservation Zones (C Zones) - Strategic Planning is working through C Zone submissions. (this arose during discussion about the use of C Zones to manage hazards).

Response: The Director Environment and Sustainability will confirm how responses to the community from the submissions raised will be handled and advise the group

A summary of the C Zone submissions and Council responses is provided in the Conservation Zones Review Consultation Report available online. The submissions will be further considered with advice from the Department of Planning and Environment on the Conservation Zones Review methodology (expected in September 2023). Together, these will inform any amendments to the methodology and subsequent changes to mapping of C Zones in the new Northern Beaches LEP.

5.0 WASTE & CIRCULAR ECONOMY

5.1 DRAFT WASTE AND CIRCULAR ECONOMY STRATEGY

DISCUSSION

Andrew Ward-Harvey, Executive Manager Waste Management & Cleansing presented to the group on this topic.

Council successfully secured 2 grants in the last month. A grant of \$200,000 will be used for the Circular Economy Hub, and \$96,000 for the litter road map for the Northern Beaches, which is going to focus on litter prevention.

The strategy has 5 key directions: eliminating waste, easy to use waste services, tackling priority wastes, green and clean environment, and Council leading the way. 'Eliminating waste' and 'easy to use waste services' have targets linked to reducing/recycling waste, 'Tackling priority wastes' and 'green and clean environment' have targets linked to reducing in organic and plastic waste and reduction in litter and greenhouse gas emissions. 'Council leading the way' has targets linked to reducing waste generated by Council's operations, increasing projects using recycled materials and improvement of local planning controls and guidelines.

Points raised by members:

- The 2040 target for reduction of household waste by 20% per person goes beyond the NSW Government target
- Connect Sydney is responsible for the Mona Vale Road area, however Council raises residents concerns with Connect Sydney for this area when issues are raised with Council
- Council would like to work with supermarkets on waste reduction strategies, subject to available funding
- Under the draft strategy, council proposes to advocate to the NSW State Government about waste reduction, and has already advocated about phasing out soft plastics.

OUTCOME

The Environment SRG noted the update provided.



6.0 ENVIRONMENTAL RESTORATION & BIODIVERSITY

6.1 BUSH FIRE SEASON PREPARATIONS AND BUSH FIRE RISK MANAGEMENT PLAN OUTCOME

DISCUSSION

Chris Munro, Manager Bushland & Biodiversity and Matt Horwood, Coordinator Bush Fire Management briefed the meeting on this topic.

Public consultation on Council's Bush Fire Risk Management Plan (BFRMP) finished on Monday 17 July 2023. Outcomes of the consultation were discussed at the Bush Fire Management Committee meeting held on 6 September, where it was confirmed that 25 submissions were received. A key concern raised was the management of hazard reduction burns at Manly Dam and the protection of fauna, in particular small birds. Council will follow this up with the Rural Fire Service (RFS).

The adopted BFRMP will be published on the RFS website upon completion of the evaluation and review process.

Bush fire season commences on 1 October and preparations are underway with hazard reductions burns being planned and undertaken. Community awareness on bush fire preparedness is being promoted by including a Bush Fire Preparation brochure in resident rate notices and through Council's communications strategy.

Points raised by members:

- Ensuring that Council is targeting the right premises and residents in high risk bush fire locations
- Advertising of bush fire preparations through relevant media channels, bus shelters, schools, pop up stands at local businesses and shopping centres
- Communication to residents and wildlife carers detailing locations they can take their pets and animals to in the event of a bush fire evacuation or emergency
- Incorporating consultation with traditional owners and use of their methods in hazard reduction burns
- A list of upcoming prescribed burns are available on Council's website <https://www.northernbeaches.nsw.gov.au/environment/natural-hazards/bush-fires/prescribed-burns>

OUTCOME

The Environment Strategic Reference Group noted the information provided.



7.0 CLIMATE CHANGE & SUSTAINABILITY

7.1 ENVIRONMENT & CLIMATE CHANGE STRATEGY - ACTION PLAN PROGRESS

DISCUSSION

Jacqueline Grove, Manager Environment Resilience & Climate Change briefed the group on this topic. Of the 184 actions across the 5 plans, Council has completed 41% with a further 49% of actions started.

Points raised by members:

- Support provided by Council for businesses to track and measure their carbon emissions
- Strategy on getting businesses to sign up to the Sustainable Business Network and upcoming Power Purchase Agreement
- Waterways & Catchments Action Plan - 15 of the 27 actions have been started and some are soon to be completed
- Targets for construction and building
- Electric vehicle charging locations and types of chargers available
- Star rating system or targets for construction of buildings.

OUTCOME

The Environment SRG noted the information provided.

ACTION

The Executive Manager, Environment & Climate Change will circulate an update to the group on electric vehicle charging.

7.2 ENVIRONMENT AND CLIMATE CHANGE STRATEGY DASHBOARD

DISCUSSION

Jacqueline Grove, Manager Environment Resilience & Climate Change briefed the group on this topic.

The dashboard was launched in December 2022 and developed in house by Council staff. It covers 4 areas:

- Sustainable living
- Sustainable built environment
- Coast, waterways and catchments
- Council operations/

The data is updated every 6-12 months depending on when new data becomes available. Feedback from internal and external customers for Version 2.0 is currently being reviewed.

Points raised by members:

- There has been a drop in solar installation since 2020, the exact cause is unknown however various reasons such as cost of living and supply chain issues were discussed as possible causes.

OUTCOME

The Environment SRG noted the information provided and will continue to provide feedback to Council on the dashboard.



8.0 RESILIENCE AND NATURAL HAZARDS

8.1 UPDATE ON NARRABEEN LAGOON

DISCUSSION

Patrick Stuart, Team Leader Floodplain Planning & Response presented to the group on this topic.

The Narrabeen Lagoon Entrance Management Strategy called out 4 main actions:

- Entrance clearance, historically it was cleared every 2-5 years. The strategy recommended a shorter timeframe and smaller clearances
- Flood mitigation by opening the lagoon when a storm is coming or water levels are high; Council is developing a new set of trigger conditions and an operational standard
- Birdwood Dune, due to the vegetation on this dune dying off there is an increasing amount of sand building up in the lagoon entrance: Council is aiming to revegetate the dune in autumn 2024, subject to approvals
- Mobile sand pumping is not a viable option due to cost, particularly of the equipment; however Council will talk to contractors who own this equipment to investigate cost effective options.

Points raised by members:

- The amount of sand currently coming into the Narrabeen rockpool and the possible cause connected to a pattern between El Nino and La Nina which has caused the beach to be excessively wide (excessive sand)
- Fencing off the Birdwood Dune when it is being revegetated to stop foot traffic and protect the new vegetation
- Significant casuarina/she-oak dieback around Narrabeen Lagoon for unknown reasons
- Monitoring and management of animals which could be affected during the movement of sand from the lagoon entrance.

OUTCOME

The Environment SRG noted the information provided.

ACTION

The Executive Manager, Environment & Climate Change undertook to look into the financial viability of Council purchasing its own mobile sand pumping equipment, or partnering/contracting with other entities for cost effective options.

8.2 COASTAL MANAGEMENT PLANS

DISCUSSION

Ben Fallowfield, Manager, Coast & Catchments presented to the group on this topic.

Coastal Management Plans (CMPs) set out the long term strategy for coordinated management of land within the coastal zone. Council is currently working on the preparation of 4 CMPs that are all at different stages:

- Hawkesbury – Nepean at Stage 3&4
- Greater Sydney Harbour at Stage 3&4
- Collaroy-Narrabeen at Stage 3&4
- Open Coast and Lagoons at Stage 1



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Points raised by members:

- The area that the Open Coast & Lagoons CMP will cover is to be determined during Stage 1. This CMP is currently out to tender.
- How will the CMPs will work with the Crown Land Plans of Management? The CMPs will provide the environmental plans, and that information will then be uplifted into the Crown Land Plans of Management.
- Will the CMP working groups include Environment SRG members? The intent for these groups will be to include a range of different people.
- Freshwater coastal dune system needs regeneration and fencing to mitigate direct foot traffic
- Sea level rise being incorporated into the CMPs and planning.

OUTCOME

The Environment SRG noted the information provided.

9.0 SUPPORTING A SUSTAINABLE COMMUNITY

9.1 MANLY ENVIRONMENT CENTRE UPDATE

DISCUSSION

Jules Bellamy, Acting Manager Greener Communities & Yianni Mentis, Executive Manager Environment & Climate Change briefed the group on this topic.

Currently the Manly Environment Centre is operating out of the Manly Library, however Council is looking at potential new sites and researching how other environment centres operate around Sydney.

OUTCOME

The Environment SRG noted the information provided.

ACTION

The Executive Manager, Environment & Climate Change will keep SRG members informed on progress securing a suitable location for the Manly Environment Centre.

9.2 ECO SCHOOLS GRANT SURVEY RESULTS

DISCUSSION

Jules Bellamy, Acting Manager Greener Communities & Yianni Mentis Executive Manager Environment & Climate Change presented to the group on this topic.

Due to a decline in applications for the grant and to gain a better understanding of schools and their capacity to apply for the grant, a survey was circulated to all Northern Beaches schools in June 2023. 34% of schools responded, with only 23% of schools completing the survey.

Teachers' lack of time was a key issue related to applying for the grant and managing the implementation of the project. It was also noted that ongoing practical support from Council to assist with projects is needed.

Options to improve uptake are being looked into, along with some alternative options, including:

- Free incursions at schools



MINUTES OF ENVIRONMENT

6 SEPTEMBER 2023

- Teacher professional development in sustainability and environmental learning
- Developing a Northern Beaches community of practice where 'green/environmental' teachers can get together to share information and ideas

Points raised by members:

- 'Architecture for Kids' provides courses which can be run in schools
- Sustainable education programs are not mandatory and need to be integrated into curriculum subjects.

OUTCOME

The Environment SRG noted the information provided.

ACTION

Members to send ideas or suggestions to Yianni Mentis
Yianni.Mentis@northernbeaches.nsw.gov.au

10.0 GENERAL BUSINESS

Councillor Kristyn Glanville advised that the Lizard Rock Planning Proposal will be going on exhibition for public consultation and submissions in late September.

Councillor Glanville asked if the bush fire management team could contact the RFS to share bush fire risk information. Joeline Hackman noted the bush fire risk scale is very different to Council's.

SUMMARY OF ACTIONS

ITEM	ACTION	OFFICER	DUE DATE
7.1	Circulate an update to the group on electric vehicle charging	Executive Manager, Environment & Climate Change	Prior to December SRG meeting
8.1	Investigate the viability of Council purchasing its own mobile sand pumping equipment, or partnering/contracting for alternative cost effective options	Executive Manager, Environment & Climate Change	Prior to December SRG meeting
9.1	Keep SRG members informed of progress securing a new location for the Manly Environment Centre	Executive Manager, Environment & Climate Change	Prior to December SRG meeting
9.2	Members to send any ideas or suggestions to Yianni Mentis Yianni.Mentis@northernbeaches.nsw.gov.au	Executive Manager, Environment & Climate Change	Prior to December SRG meeting

The meeting concluded at 8:09pm

This is the final page of the Minutes comprising 9 pages
numbered 1 to 9 of the Environment Strategic Reference Group meeting
held on Wednesday 6 September 2023 and confirmed on Wednesday 6 December 2023



NSW RURAL FIRE SERVICE



BUSH FIRE MANAGEMENT COMMITTEE NORTHERN BEACHES DISTRICT

Minutes

Meeting: Northern Beaches BFMC – 002/2023
Convened by: Councillor David Walton – Northern Beaches Council
Attendees: As per attendance sheet
Location: Northern Beaches EOC/FCC / Online Teams
Date and time: Tuesday, 6 June 2023 Commencing at **1001hrs**
Apologies: As per attendance sheet
Minutes by: Sam Dolan – RFS

No.	Agenda item
1	Welcome Congratulations to Sue Heins as newly elected Mayor of Northern Beaches Council
2	Apologies Nick Skelton - NCC Guy Baddock - RFS Peter Marshall - RFS Yianni Mentis - NBC Attendance record to be updated for 7 March minutes: Peter Jenson - Harbour Trust apologies last meeting to be included.
3	Acceptance of Minutes Minutes of BFMC Meeting – 7 March 2023 Moved by: Judy Lambert – NCC Seconded by: George Sheppard - RFS Carried
4	Matters arising Items have been addressed in agenda.

5	<p>Correspondence In George Sheppard – RFS updated the meeting regarding correspondence in.</p>
6	<p>Correspondence Out George Sheppard – RFS updated the meeting regarding correspondence out.</p>
7	<p>2022-23 Hazard Reduction Program</p> <ul style="list-style-type: none"> Final update on the 2022-23 HR Plan George Sheppard - RFS provided an update to meeting about recent hazard reductions conducted within Northern Beaches. About 20% completed against last year's HR plan. Currently tracking behind on plan. Weather outlook George Sheppard - RFS provided an update to the meeting regarding current weather outlook for the next couple of months.
8	<p>2023-24 Draft Hazard Reduction Program</p> <ul style="list-style-type: none"> Draft 2023-24 HR Plan for approval George Sheppard - RFS displayed the current Hazard Reduction Map to the meeting. Last year's hazard reductions which have not been completed have been rolled over. <p>Judy Lambert – NCC asked if the plan is realistic.</p> <ul style="list-style-type: none"> George Sheppard – RFS confirmed that it is, weather dependent. <p>Motion: 2023/24 Draft HR plan be accepted by the committee. Moved: George Sheppard - RFS Seconded: Chris Munro - NBC Carried</p>
9	<p>2022/23 - Final Update (2022/23) – Agency Mitigation Reports</p> <ul style="list-style-type: none"> Northern Beaches Council (NBC) <ul style="list-style-type: none"> Matt Horwood – NBC, provided an update to the meeting. 70 hectares done 718 properties protected. Rolled over last years and added another 12 to the current plan. Successful year - APZ program has mostly been completed 2% tasks left. Fire trail maintenance underway on a number of trails and report has been submitted. National Parks (NSWS) <ul style="list-style-type: none"> Ben Robb – NPWS, provided an update to the meeting. Completed larger ones recently. Mitigation APZ all complete only 2 left. FAFT team completed recent works. HRs rolled over to next year that were not completed. Crown Lands <ul style="list-style-type: none"> Archie Broadley provided an update to the meeting. APZ all completed and 2023/24 funding approved. Fire trail works all completed. Report sent. OSL NSW (Planning) <ul style="list-style-type: none"> Annual works program submitted to BFMC for review and inclusion. Mowing and APZ program ongoing. Others <ul style="list-style-type: none"> Peter Jensen - Harbour Trust. Provided an update to the meeting. Finishing off some works. Guy Munro – Ausgrid working through preseason assets checks. Please send through any HR notifications near assets.

10	<p>Bush Fire Risk Management Plan (BFRMP)</p> <p>Now on public exhibition.</p> <p>George Sheppard - RFS provided an update to the meeting. Plan may need some tweaking. once closed, subcommittee established to review submissions.</p> <p>RFS person – submissions sent to him instead of Northern Beaches. Will discuss offline to review these. Plan of operations still has not come through.</p>
11	<p>Update Northern Beaches BFMC – Ignition Prevention Plan</p> <ul style="list-style-type: none"> - Update on IPP <p>George Sheppard – RFS provided an update to the meeting.</p> <p>Ben Robb – NPWS, have same triggers in place for closing of parks.</p> <p>Dee Why Lagoon – George Sheppard advised some history of previous ignitions, may require more specific strategies for this.</p>
13	<p>Fire Trails / FAFT Plan</p> <ul style="list-style-type: none"> • Update from Agencies <ul style="list-style-type: none"> - George Sheppard – RFS, Matt Horwood (NBC) report included with minutes. Council is currently working towards obtaining quote for upgrades to fire trail complexes around Manly Dam and Elvina Bay. NPWS has also included a report to be included with minutes. • Update Pipeline Fire Trail / Bike Track (NBC) <ul style="list-style-type: none"> - Matt Horwood – NBC, provided an update. Project on hold – may roll over to next year talks with Sydney Water. - Ben Robb – NPWS, consultation with NPWS has been requested prior to being released to the public.
14	<p>Update on the Section 52 Operations Plan</p> <ul style="list-style-type: none"> - Send to the Executive Officer any update of contact details for the S52 Operations Plan <ul style="list-style-type: none"> • George provided a spreadsheet to be circulated, needs to be updated for summer. Due date will be 2 weeks.
15	<p>General Business</p> <p>Guy Munro – Ausgrid, Presented their UAV program to the meeting.</p> <ul style="list-style-type: none"> - Information pack to be distributed to the meeting. <p>George Sheppard - RFS</p> <ul style="list-style-type: none"> - Ben Taylor – introduced as new L&D. <p>George Sheppard – RFS</p> <ul style="list-style-type: none"> - Burn plans from the NPWS - to improve operational capability with RFS IMT situational awareness can they been distributed as soon as they are approved or in final draft. - Incident Management Exercise – late August early September. Test S52 ops plan. Desktop exercise BFMC members invited. <p>Guy Munro – Ausgrid, James White looking after Bushfire program while he is on leave.</p> <p>Kel McNamara – FRNSW, BFMC forum to be rescheduled.</p> <ul style="list-style-type: none"> - No update at this stage. <p>George Sheppard – RFS provided an update regarding agencies sending personnel over to Canada</p>

	<p>for fires.</p> <p>Matt Horwood – NBC, can RFS support Council Staff with Bushfire awareness training.</p> <p>Ben Taylor – RFS, provided update to the meeting regarding the training. Ben will be the point of contact. Will be an outstanding item on agenda.</p>
	<p>Meeting closed: 11:04am</p>
	<p>Next Meeting:</p> <ul style="list-style-type: none"> - 5 September 2023 at commencing at 1000hrs

	<p>Attachments</p> <ul style="list-style-type: none"> - 10-3-23 – Draft BFMC Minutes 7 March 2023 - 13-3-23 – NB BFMC accepted IMZ plan to BFMC via RFS - 7-3-23 - Inaugural BFMC Forum for Greater Sydney Area - Expression of Interest - 2-5-23 - BFMC Handbook Review, Feedback Surveys - 2-5-23 – BFMC Forum Postponed - 15-5-23 – NB Draft BF Risk Plan on Public Exhibition - 2-6-23 – NB BFMC – HR2022/23 Update - 2-6-23 - NB BFMC – HR2023/24 Draft Program & Map
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BFMC - 002/2023 - Attendance Sheet 6 June 2023

Participants	Present	Apology	Absent
Guy Baddock		X	
Nick Skelton		X	
Peter Marshall		X	
Todd Dickinson		X	
Yianni Mentis		X	
Daniel Broadley	X		
Ben Fallowfield	X		
Chris Harris	X		
Bryan Germain	X		
Mathew Mildwater	X		
Paul Gamosh	X		
Judy Lambert	X		
Isobel Smith		X	
Matt Horwood	X		
Scott Crosweller	X		
Ben Robb	X		
Rodney Clarke	X		

[illegible]



RFS

Meeting Minutes

	Description
Meeting	Bush Fire Management Committee - Northern Beaches District
Convened by:	Guy Baddock – Executive Officer
Attendees:	As per attendance sheet
Location:	Northern Beaches EOC/FCC / Online Teams
Date and time:	Wednesday, 6 September 2023 commencing at 1000hrs
Apologies:	As per attendance sheet
Minutes by:	Guy Baddock – Executive Officer

1. Minutes

1.1. Welcome

1.2. Apologies

Mayor Sue Heins

1.3. Acceptance of Minutes

Minutes of BFMC Meeting – 6 June 2023

To be moved at December meeting given the late distribution to members.

1.4. Matters arising

- Northern Beaches Council – Todd Dickinson – Attendance adjustment

1.5. Correspondence In

- BFRMP submissions.
- Northern Beaches Council – Neighbourhood Safer Places (NSP).
- Northern Beaches BFRMP post submission memo (RFS).
- Agency report – Crown Lands
- Agency report – Northern Beaches Council
- Agency report – Sydney Water
- Agency report – Ausgrid
- Agency report – Nature Conservation Council

- Wildlife and Minimal Impact Document – Judy (NCC)

1.6. Correspondence Out

- Acknowledgement letters for BFRMP submissions.
- Link for pre-season brief.

Moved: Guy Baddock (RFS)

Seconded: Kel McNamara (FRNSW)

Outcome: Carried

1.7. 2023-24 Hazard Reduction Program

- All hazard reduction works (burning) have been slowed by weather. Some works successfully undertaken by multiple agencies.

1.8. 2022/23 - Agency Reports

- Northern Beaches Council (NBC)

5 HRs completed; 310 properties protected.

20 priority sites ready to go.

Agency report submitted and tabled.

- National Parks and Wildlife Service (NSWS)

- Crown Lands (CL)

September program commenced.

Fire trail report submitted.

Agency report submitted and tabled.

- OSL NSW (Planning)

- Sydney Water

Tanker fill points checked.

Preferred tanker fill points map to be circulated.

Reservoir levels being confirmed.

Check on fire trails that cross Sydney Water lands.

Critical infrastructure being /currently prepared for fire season.

Agency report submitted and tabled.

- Ausgrid

Agency report submitted and tabled.

- Nature Conservation Commission (NCC)

Agency report submitted and tabled.

– Harbour Trust

Updating water supply points.

New mains – 2 tanks.

North Fort – 2 new tanks.

Preparing for HR burns with FRNSW.

Stakeholder pre-season brief.

– Fire + Rescue NSW (FRNSW)

Business as usual (BAU) continuing with HR program.

– Greater Sydney Area Command (RFS)

Annual works program (AWP) due / to be scheduled.

1.9. Bush Fire Risk Management Plan (BFRMP)

- Public exhibition process completed.
- Submissions received and distributed to BFMC members in August, including online meeting to discuss feedback and follow up actions.
- Discussion surrounding the review of submissions occurred with the following outcomes.
 - RFS to respond to internal submissions.
 - Northern Beaches Council to respond to Manly Dam submissions, and to invite Nick Skelton (NCC) to join a meeting to discuss.
- Harbour Trust submission taken offline for data review and inclusion into BFRMP. Chris Harris to facilitate.
- Northern Beaches Council (NBC) submission discussed. New focus area between Mona Vale and Palm Beach not required however focus area boundaries and other inaccurate data to be corrected.
- Crown Lands:
 - Discussion regarding Ignition Management Zones (IMZ) within the BFRMP. CL object to IMZ 1.
 - CL to provide a statement of intent.

Motion: That all Crown Land managed lands are spatially removed from the IMZs listed within the BFRMP before endorsement is considered.

Proposed: Guy Baddock (RFS)

Seconded: Paul Gamosh (Sydney Water)

Outcome: Carried

Motion:

BFRMP is endorsed and prepared for submission to the Bush Fire Coordinating Committee (BFCC), with the previously discussed changes provided by Harbour Trust and NBC.

Proposed: Guy Baddock (RFS)

Seconded: Kel McNamara (FRNSW)

Outcome: Carried

1.10. Update Northern Beaches BFMC – Ignition Prevention Plan (IPP)

- Question from Northern Beaches Council regarding an update on the IPP. RFS to follow up and report back to BFMC in December (if not sooner).

1.11. Fire Access / Fire Trail (FAFT) Plan

See agency reports for updates.

1.12. Update on the Northern Beaches Plan of Operations

- Closing date for plan submission set for 30th September.
- RFS to complete draft document and circulate to BFMC for review and endorsement.
- Discussion with Local Emergency Management Officer (LEMO) regarding the implications of Extreme or Catastrophic fire weather days and their local application within the Northern Beaches.
- Pat Sharkey (Police): “The EOC will open on days during Catastrophic fire weather days”.
- Judy Lambert (NCC): “Enquired about the first responder wildlife injured document”.

1.13. General Business

- Northern Beaches Council – Discussion about developing a consistent BFMC process for notifications of all hazard reduction burns.
 - RFS to review current practice and update BFMC next meeting with process.
- General discussion – Link for the pre-season brief worked for some and not for others. A general share point is required to accommodate bulk items like this.
- Pre-Season Briefing: Current conditions discussed, and “Get Ready Weekend” 16-17 September noted, with opening by several Brigades and participation by FRNSW.
- Judy (NCC): Community concerns (Terrey Hills) with complying developments and actual BAL ratings.
 - Outcome – Judy to discuss with Council if required outside of meeting.

Meeting closed: 11:20am

Table 1: Documents referred to in the meeting

Document title	Date
BFMC Minutes 6 June 2023	6 Jun 2023
Agency Reports	6 Sept 2023
Wildlife First Response Training for NSW Firefighters	6 Sept 2023
NB BFMC Post PE Submission Meeting	6 Sept 2023
Feedback on Northern Beaches BFRMP (NCC)	17 Jul 2023
Northern Beaches BFRMP Template Submission	23 Aug 2023

Table 1: Next meeting

Date	Start time	Finish time	Location
5 December 2023	11:00 Hours	13:00 Hours	Northern Beaches FCC



BFMC - 003/2023 - ATTENDANCE SHEET
6 SEPTEMBER 2023

Participants	Present	Apology	Absent
Judy LAMBERS	✓		
Nick SKELTON		✓	
Matt Howard	✓		
Paul Gamosh	✓		
YIANNI MENTIS	✓		
CHRIS MUNRO	✓		
Guy Baddock	✓		
✓ TODD DICKINSON ✓	✓		
DAVID WALTON		✓	
PETER JENSEN (HARBOUR)	✓		
✓ EL MCNAMARA ^{TRUST} FRANK	✓		
SCOTT MOLENDAR	✓		
Warren Cree	✓ online		
Scott Cresweller		✓	
Daniel Broadley - Crownlands	✓		
Bryan Germain			
Chris Harris	online		
Gary Hansen		✓	✓

NSW RURAL FIRE SERVICE – FILE NOTE



NORTHERN BEACHES COUNCIL

Submission to Department of Planning, Housing and Infrastructure

Exhibition of Explanation of Intended Affect: Changes to create low-and mid-rise housing

February 2024

KEY POINTS

1. Council acknowledges the need for urgent action on housing and supports a centres-based approach to growth. Council is committed to working with the Government to address housing supply and asks that this be done in a collaborative manner that includes the planning and provision of supporting infrastructure.
2. Council provides conditional support for residential flat building development in the R3 medium density zone and dual occupancy development in the R2 low density zone subject to more stringent development standards than those outlined in the EIE.
3. Some of the centres identified under the Department's draft criteria for town centre precincts may be suitable for future growth.
4. The EIE proposals are of a scale and density that would in many cases have significant impacts on local character and place, tree canopy and the environment, access, transport and traffic, demand for community infrastructure, exposure to natural and man-made hazards, areas and items of heritage significance, and affordable housing provision, warranting further, more detailed assessment.
5. The proposals conflict with current and proposed Council-led precinct planning in places like Frenchs Forest, Brookvale, and Mona Vale.
6. Changes of this scale should be accompanied by amendments to existing Council-made infrastructure contributions plans and affordable housing contribution plans, or as an alternative, be subject to increased "flat-rate" contributions e.g. 3% to 5% levy for infrastructure and affordable housing contributions made under the SEPP.
7. Council's Local Housing Strategy provides a suitable basis to identify further growth opportunities on the Northern Beaches.
8. Council is well-placed to identify alternative strategies for growth and infrastructure in collaboration with the Department, with implementation potentially being fast-tracked via a SEPP amendment to Council's LEPs.
9. Council is concerned about the potential for Dual Occupancies, Manor Houses, Multi-dwelling housing (terraces), and Townhouses to now be approved under a Complying Development Certificate (CDC) pathway within the R2 Zone.

RECOMMENDATIONS

Planning Approach

1. Provide Councils a period in which to identify alternative strategies for growth and infrastructure to meet clearly articulated housing targets, with implementation of these proposals being fast-tracked through amendments to LEPs via a SEPP amendment.
2. Provide funding assistance to Council to expedite the preparation and exhibition of section 7.12 and 7.11 contribution plans for affected areas or, as an alternative, establish “flat rate” contributions under the SEPP e.g. 3% to 5% levy for infrastructure.
3. Provide funding assistance to Council to expedite the preparation and exhibition of affordable housing contribution plan amendments for affected areas or, as an alternative, establish “flat rate” contributions under the SEPP e.g. 3% to 5% levy for affordable housing.
4. Demonstrate adequate existing capacity or sufficient funding for essential road, stormwater, sewer, water, and waste infrastructure upgrades to support increased density.
5. Exclude areas subject to hazards e.g. flooding, bushfire, and coastal and estuarine hazards from the proposal.
6. Exclude Heritage Conservation Areas and Heritage items from the proposal.
7. Ensure the maximum building height and floor space ratio for mid-rise and low-rise housing addresses local amenity impacts.
8. Establish minimum lot size and frontage controls for residential flat buildings and shop top housing to ensure quality built outcomes.
9. Allow councils to establish appropriate minimum car parking rates tailored to their LGAs based public transport accessibility.
10. Maintain the current ADG requirement of 9m to 18m minimum building separation, scaling proportionally with building height for structures ranging from 5 to 8 storeys.
11. Limit deep soil areas to no more than two separate zones and increase proposed tree planting rates to facilitate new tree plantings and maintenance of tree canopy.
12. Introduce provisions for ‘No Net Dwelling Loss’ in the SEPP to ensure new development does not reduce dwelling density.
13. Consider inclusion of other residential accommodation in town centre precincts e.g. boarding houses, Co-Living housing, Group Homes, Hostels.
14. Provide clear and consistent guidance on the terms and definitions referred to in the EIE, Standard Instrument, and the Codes SEPP. Additionally, harmonise the Standard Instrument and Codes SEPP to offer clarity on the exact housing

types permitted, including manor houses, terraces, and townhouses, specifying the applicable zones for each.

15. Provide clarity about the methodology to be used to measure the respective 400m and 800m walking distances from town centre precincts.
16. Council strongly recommends that the SEPP amendment to implement these proposed reforms not be made unilaterally, rather that it be exhibited for further comments and analysis.

Infrastructure Provision

17. To support the growth of residential and commercial areas, including Frenchs Forest, Dee Why, and Brookvale, reinstate the Beaches Link Tunnel project to provide a fourth access route, accommodate express bus services, and expand the catchment within a 30-minute travel time to and from the Northern Beaches.
18. To increase vehicle capacity, reduce travel times, and improve safety for road users, resume and prioritise the Mona Vale Road West Widening project, recognising its essential role as a link between the Northern Beaches and North Shore.
19. Deliver an east-west Bus Rapid Transit (BRT) system from Chatswood to Dee Why, with a focus on supporting housing growth in Frenchs Forest and facilitating future development along this corridor.
20. To support more housing in Brookvale, fund and deliver the grade separation of Warringah and Pittwater Roads.
21. To support more housing in Frenchs Forest, fund and deliver regional traffic infrastructure as detailed in Council's Traffic Study by Arup, which includes upgrades to Forest Way, the new road through Forest Way/Naree Road and upgrades to Frenchs Forest Road West.
22. Provide funding to Northern Beaches Council to complete the technical studies required for implementing the Brookvale Structure Plan.

INTRODUCTION

The work Council is currently doing will facilitate 12,531 additional dwellings in the LGA by 2036, representing 3.9% of identified required supply for the State by 2029. Council acknowledges the need for urgent action on housing at all levels of government to ensure sufficient, affordable, housing is provided to meet the current and future needs of our local community, region, and the nation.

Council also notes the relatively low completion rates of around 285,000 homes over the last 5 years, despite the number of approved dwellings over this period and the externalities impacting housing supply, such as raising project finance, labour shortages, and property acquisition costs. These factors are crucial as they pose challenges and influence the pace of development implementation.

Consistent with the Governments proposed strategy, Council's Local Housing Strategy contains a Centres Renewal Framework that identifies centres within a 800-metre radius of certain B-Line bus stops, focusing on developable areas with less constraints. These centres, known as Centre Investigation Areas, exclude areas with heritage, or environmental limitations, with limited impact from natural hazards and have topography suitable for diverse and affordable housing. Further opportunities for future housing growth have also been identified as part of Council's draft Northern Beaches Local Environmental Plan. Council's housing targets are currently planned to be met in such well-located centres, which are subject to detailed strategic planning investigations.

Council has implemented several recent measures to address housing issues, including new housing in the Frenchs Forest Strategic Centre and Health and Education Precinct, and the precinct planning as part of the Brookvale Structure Plan endorsed by Council in 2023. In addition, Council has adopted affordable housing requirements in our Local Environmental Plans (LEPs) and an Affordable Housing Contributions Scheme.

Council is concerned that the proposed SEPP changes may lead to significant and unplanned increases in dwelling numbers across the LGA, contrary to good strategic planning principles and inconsistent with Council's Local Housing Strategy. Council believes there is a better way to achieve the outcomes that the intention of these reforms is proposing.

Existing Centres on the Northern Beaches have limited infrastructure capacity, with upgrades likely to be substantial projects rather than incremental improvements. The existing infrastructure deficit for community facility floorspace and sports fields, would be significantly exacerbated by the proposed reforms. Council will therefore require Government understanding and support in addressing this issue.

The EIE proposals are of a scale and density that would in many cases have impacts on local character and place, tree canopy and the environment, access, transport and traffic, demand for community infrastructure, exposure to natural and man-made hazards, areas and items of heritage significance, and affordable housing provision, warranting further, more detailed assessment. This broad growth makes it difficult for

councils to assess and address the cumulative impacts on infrastructure requirements. Communities will need to be taken on the journey.

Council considers that a fast-track process in collaboration with the Department of Planning to identify suitable additional areas for increased building heights and densities, potentially incorporating some of the proposed town centre precincts, and accompanied by the necessary supporting infrastructure, is an appropriate alternative approach to the proposed SEPP changes.

GENERAL COMMENTS

The following comments relate to the proposed changes in general. More detailed comments on the respective development standards for housing forms are provided later in the submission.

Consideration of Local Character required

Council is concerned with the impact of the reforms on the local character of village and town centres across the Northern Beaches, which are subject to Development Control Plans (DCP) that consider local circumstances, character, and the interaction within the public domain, as well as Local Environmental Plans which set building heights at a human scale.

Council's various DCPs typically seek new developments to achieve high-quality built form that provides attractive, interesting, and welcoming street frontages, and in some cases a low-scale coastal village character controlled by limiting the number of storeys for a building. New developments are also assessed to ensure that adjacent to public domain elements such as waterways, streets, parks, bushland reserves, and other public open spaces complement the landscape character, public use, and enjoyment of that land.

There are 63 neighbourhood centres (formally zoned B1 Neighbourhood Centres prior to the Employment Zones reforms) distributed across the Northern Beaches, with some being quite small and consisting of only a few shops, such as those along Whale Beach Road and Harbord Road, and some larger ones like in Allambie and Balgowlah Heights. The reforms have no regard for the differences in character of these centres.

Density in Avalon and Freshwater is very different from density in Balgowlah or Newport or when compared to larger Strategic Centres within the LGA. The one-size-fits-all approach is going to have different effects on different areas, undermining objectives in Council's Local Strategic Planning Statement (LSPS). The reforms could result in large changes in the built form of our local centres and low-density residential suburbs surrounding those centres.

A potential solution would be for the Department to provide a 3-tier centres hierarchy framework for Councils to categorise their existing E1 Local Centres that scale density commensurate to the level of goods and services provided. Larger Strategic Centres, such as Dee Why, could reasonably accommodate mid-rise housing types of 3+ stories, whereas smaller Local Centres, such as Balgowlah, could more reasonably accommodate low-rise housing types of 2-storeys. Neighbourhood Centres that may

only contain a couple of local shops would be further limited in their capacity to accommodate denser forms of housing. This would be somewhat consistent with our Centres Renewal Framework within the LSPS in terms of starting the discussion.

Increased demand for infrastructure must be addressed

The geographical isolation of the Northern Beaches and its limited public transport, traffic/transport infrastructure, and environmental constraints significantly limits options for growth. The NSW Productivity Commission's 2023 report, *'Building more homes where infrastructure costs less'* reveals that certain areas in the Northern Beaches have among the highest infrastructure costs in Sydney. Elevated traffic congestion, water, and wastewater costs contribute to these challenges, emphasizing the substantial costs associated with housing development in the region.

Council's suite of existing technical studies, strategies, and policies account for planned growth in line with the LSPS and Housing Strategy – as previously agreed and approved by the Department.

Council's housing targets are currently planned to be met in certain well-located centres which are subject to detailed strategic planning investigations. This includes investigations for appropriate infrastructure funding and delivery via 7.11 contribution plans. Any broad unplanned increase in dwelling numbers in these areas or across the LGA will result in development that is not supported by infrastructure.

Northern Beaches Council already has an existing infrastructure deficit for community facility floorspace and sports fields. This deficit will further increase under the proposed reforms.

Currently, 7.12 contributions are insufficient for the necessary lead-in infrastructure, especially in traffic/transport facilities. The proposed changes should not be implemented until councils have time to plan for the anticipated growth, aligning with the NSW Productivity Commissioner's recommendation to prepare contribution plans before rezoning land for development.¹

To constructively address these challenges, the Department can support Council in developing both section 7.12 and 7.11 contribution plans by offering funding assistance to expedite the preparation and implementation of these plans. Alternatively, an increased flat rate contribution, for example increasing the maximum rate of the 7.12 levy to 3% or 5%, through the proposed SEPP amendments, should be explored.

The cumulative impact of broad growth will necessitate upgrades to water and sewer infrastructure, involving the excavation of Council and State agency assets in the road reserve. This process cannot be done incrementally but requires a comprehensive approach. Asset owners, including Councils, Sydney Water, Transport for NSW, and Ausgrid, are all grappling with the challenge of strategically investing resources to strengthen infrastructure to cope with increased growth and impact from natural hazards. The broad scope of these reforms compounds this challenge, as investment in resilient infrastructure becomes reactive to development trends rather than strategically driven in specific locations.

¹ NSW Productivity Commission. (November 2020). "Review of Infrastructure Contributions in New South Wales: Final Report"

Council is also aware that the increased dwelling density sought by the proposed reforms on the Northern Beaches will be subject to the Housing and Productivity Contribution (HAP). The extent and scope of possible development is significant, and therefore, the theoretical contributions collected are also substantial. Council is concerned that funds collected under the HAP are likely to be apportioned to State infrastructure with greater potential for residential densities outside of the Northern Beaches. HAP contributions resulting from these changes must be directed to the LGA in which they are collected.

Major Road Infrastructure

Despite acknowledging the insufficient public transport links on the Northern Beaches compared to the Northwest and inner north of Sydney², on 8 September 2023, the NSW Government confirmed the cancellation of the Beaches Link tunnel connecting the Northern Beaches to the city's north.³

The Beaches Link tunnel, was scheduled to start in 2023 and conclude by 2028, including two portals in Balgowlah and Seaforth, spanning 7 km under Middle Harbour and the lower North Shore. This was followed by the NSW Government also announcing that the Mona Vale Road project west of Manor Road, was put on hold⁴.

The largely closed catchment of the Northern Beaches limits through-traffic attraction from outside the area. The Beaches Link Tunnel was primarily aimed at alleviating local traffic congestion and supporting public transport uptake. Its purpose includes providing a fourth access route, accommodating express bus services, expanding the catchment within a 30-minute travel time to and from the Northern Beaches, and addressing additional traffic from planned residential and commercial growth in areas like Frenchs Forest, Dee Why, and Brookvale. Due to the absence of a rail line, the reliance on road-based transport is evident, and the Beaches Link Tunnel is crucial to reduce pressure on the existing three road corridors.

The project aimed to address high congestion levels with limited access points during peak hours and weekends, considering challenges like the opening bridge impact at Spit Bridge. Its objectives encompassed providing a direct connection to the Sydney Motorway Network, supporting future Northern Beaches growth, unlocking Council's Hospital Precinct Structure Plan for Frenchs Forest, and facilitating growth in Brookvale as part of Council's Brookvale Structure Plan.

The reinstatement of this project is critical to achieving balanced growth on the Northern Beaches.

Open Space and Recreation, Community and Social Infrastructure

Council's Let's Play! Open Space and Outdoor Recreation Strategy and Action Plan (2022) identifies that higher density areas like Dee Why and Brookvale have limited access to open space and very limited opportunities to create new spaces.

² ABC Radio Sydney Mornings. (2023). "Premier Minns interview with Sarah." broadcast on Tuesday, 10 October 2023

³ Transport for NSW. (2023). "Western Harbour Tunnel and Warringah Freeway Upgrade." Reviewed on 8 September 2023. <https://www.transport.nsw.gov.au/projects/current-projects/western-harbour-tunnel-and-warringah-freeway-upgrade#:~:text=On%208%20September%202023%2C%20the,infrastructure%20application%20for%20this%20project>

⁴ Parliament of New South Wales, Legislative Assembly (2023). "1958 – Mona Vale Road West." Question asked on November 22, 2023 (session 58-1), printed in Questions & Answers Paper No. 36. Answer received on December 22, 2023, and printed in Questions & Answers Paper No. 41. <https://www.parliament.nsw.gov.au/la/papers/pages/qanda-tracking-details.aspx?pk=98041>

Council's Sportsgrounds Strategy (2017) identifies a significant shortage of sports grounds for the existing population.

The proposed changes will result in increased demand for these and other Council-owned and run facilities and social infrastructure such as community centres, libraries, spaces for welfare organisations and childcare and aged care facilities.

Road, Waste and Stormwater Assets

Road and stormwater drainage infrastructure is already operating at full capacity. A significant portion of the Northern Beaches LGA, including its R2 Low-Density Residential zoned properties, is non-urban. Streets are cut into hillsides without proper kerb and guttering, or with such features on only one side. These roads often have steep drop-offs, and the existing receiving pipe systems lack sufficient capacity, hindering the increase in development in numerous streets and roads.

The proposal for increased density necessitates funding for improvements to the road network, including the provision of kerb and gutter and stormwater drainage. Neighbourhoods lacking such facilities should be subject to a prohibition map to prevent development uplift, as development contributions may prove insufficient to fund necessary infrastructure upgrades, such as kerb and gutter installation and stormwater system enhancements for entire streets. This particularly applies to many streets within the Pittwater Ward and Narrabeen Ward.

Steeply sloping areas within suburbs of the Pittwater and Narrabeen Wards feature undersized streets that cannot support additional vehicular traffic and parked cars. Controlling the number of vehicles in, on, and around these streets is imperative for any increase in density. Road widening is not feasible due to rocky formations, existing built infrastructure, and utility services. Even in flat country areas, widening roads for increased capacity negatively impacts streetscapes, pedestrian/cycle access, and parking.

Parking is a growing concern for Council, and with increased densification, strict controls on on-street parking are necessary to mitigate the impacts of more cars in the same space. Excessive on-street parking can lead to damage to the Council's Road assets, resident dissatisfaction, safety issues, and a loss of road reserve amenity.

Upgrades to sewer and water capacity are likely to involve larger pipes and trenching works, which will have a significant detrimental impact on the condition of road infrastructure. The presence of rocky formations, existing built infrastructure, and utility services may also affect power supply, although much of it is currently through overhead wires, which might need to be undergrounded.

Waste services pose another challenge, as many properties on steep sloping sites store bins on the verge, creating an unsightly appearance. Some unit blocks have inquired about storage facilities on the verge. Any development uplift should include controls on bin storage to ensure proper containment within the property boundaries.

Affordable Housing requirements must be addressed

In normal circumstances, the proposed “uplift” in density contemplated by the proposals would require an LEP amendment, triggering requirements in Council’s current LEPs for affordable housing contributions under Council’s Affordable Housing Contributions Scheme. Such windfall development gains under the proposed reforms would not be subject to requirements for affordable housing contributions.

Should the proposals proceed, they should be subject to amendments to Council’s LEPs to incorporate requirements for affordable housing contributions in accordance with current practice. Alternatively, a flat rate contribution e.g. 3% to 5% should be incorporated into the proposed SEPP amendments.

Areas subject to high hazards

The proposed changes anticipate that the assessment of hazard impacts such as bushfire, flooding, sea level rise etc. can be undertaken via the development application process.

This is contrary to good planning principles and inconsistent with the Department’s required approach from Councils in the preparation of LEP amendments of a similar scale. Proposals to rezone land in Ingleside to a greater density were recently abandoned because of bushfire issues and concerns that timely evacuation could not be achieved.

At least a high-level assessment of hazards should occur as part of the SEPP amendment process to ensure that new medium density development is not located in high-risk areas.

Heritage Conservation Areas and Heritage Items

Heritage items and HCAs have been identified, valued, and protected for their unique historical significance, they reflect our identity revealing our unique story and helping the community to understand who we are and where we came from. Heritage items and places significantly contribute to the local character and visual appeal of areas. Manly Corso and Pittwater Road precinct are both covered by HCAs, being Manly Town Centre HCA and Pittwater Road HCA. These areas are significant economic and tourism drivers for the area which need to be protected and preserved.

The proposed reforms establish a conflict between anticipated development rights (non-refusal standards) and heritage conservation controls under Council LEPs. Resolving this conflict via the development assessment process will be extremely time-consuming and complex and will result in many more matters being appealed to the Land and Environment Court.

In the context of HCAs, if non-contributory buildings are permitted to be redeveloped in line with the proposed reforms there will be significant detrimental impact on the character, context and scale of the locality which could significantly diminish and undermine the heritage significance of the entire HCA.

DETAILED COMMENTS

Definition of Station and Town Centre Precincts

Mid-rise housing in Station and Town Centre Precincts

Station and town centre precincts

The Station and town centres precincts are proposed to be:

- within the Six Cities Region; and
- 800m walking distance of a heavy rail, metro or light rail station; or
- 800m walking distance of land zoned E2 Commercial Centre or SP5 Metropolitan Centre; or
- 800m walking distance of land zoned E1 Local Centre or MU1 Mixed use but only if the zone contains a wide range of frequently needed goods and services such as full line supermarkets, shops and restaurants.
 - The Department is seeking input from councils to determine which E1 and MU1 centres contain an appropriate level of goods, services and amenities to be included.

Figure: Proposed evaluation framework for town centre precincts

Issue: The proposed criteria for town centre precincts does not sufficiently account for all constraints to development

In principle, Council supports locating growth in and around existing centres with good access. Many smaller centres (previously zoned B1 and now zoned E1) should and will be excluded from redevelopment using the suggested town centre precinct criteria.

Council has undertaken significant work via its Local Housing Strategy to identify potential growth areas (Centre Investigation Areas) and areas for greater housing diversity (Housing Diversity Areas) and is completing separate precinct plans/ LEP amendments/ new LEP to implement proposed zoning changes. This work should form the basis for considering additional growth options.

Council has undertaken a high-level analysis of existing centres in the E1, E2 and MU1 zones in accordance with the Department's criteria, adopting a minimum 2,500 sqm area for the purposes of defining a full line supermarket. This is consistent with industry practice and in the absence of other guidance, and including shops, and restaurants providing an appropriate level of goods, services, and amenities (Table 1).

ATTACHMENT 1 : COUNCIL SUBMISSION TO DEPARTMENT OF PLANNING, HOUSING, AND INFRASTRUCTURE - EXPLANATION OF INTENDED EFFECT: CHANGES TO LOW AND MID RISE HOUSING - ITEM 12.1 - NORTHERN BEACHES COUNCIL MEETING - 27 FEBRUARY 2024

Centres	Land Zone	Identified Centre Investigation Area?	Contains a Full Line Supermarket, Shops, Restaurants, Services & Amenities	Potential as a Town Centre Precinct
Frenchs Forest (Forestway)	E1 Local Centre	Yes, forms part of Phase 3 of the Northern Beaches Hospital Precinct Structure Plan	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Yes
Brookvale (Warringah Mall)	E2 Commercial Centre	Yes, forms part of the Brookvale Structure Plan	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Yes
Dee Why	MU1 Mixed Use	Yes	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Yes
Mona Vale	MU1 Mixed Use	Yes, forms part of the draft Mona Vale Place Plan	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Yes
Warriewood (Warriewood Square)	E1 Local Centre	No	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	No
Balgowlah	E1 Local Centre	No	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Indeterminate, subject to further analysis of constraints
Belrose (Glenrose Village)	E1 Local Centre	No	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	No
Manly	E1 Local Centre	No, forms part of draft Manly Place Plan	Yes, Supermarkets' total floor area is estimated to exceed 2,500 sqm	Yes
Avalon Beach	E1 Local Centre	No	No, the existing floor area of the Woolworths Metro is < 2,500sqm	No
Newport	E1 Local Centre	No	No, the existing floor area of the Coles Supermarket is < 2,500sqm	No
Narrabeen	E1 Local Centre	Yes	No, the existing floor area of the Woolworths is < 2,500sqm	Yes
Freshwater	E1 Local Centre	No	No, the existing floor area of the Supamart IGA is < 2,500sqm	No
Manly Vale	E1 Local Centre	Yes	No, the existing floor area of the Coles Supermarket is < 2,500sqm	Yes
Forestville	E1 Local Centre	No, subject to a future B-Line route	Yes, the existing floor area of the Coles Supermarket is estimated to exceed 2,500sqm	Indeterminate, subject to further analysis of constraints
Collaroy	E1 Local Centre	No	No, the existing floor area of the IGA Express is < 2,500sqm	No
Seaforth	E1 Local Centre	No	No, the existing floor area of the IGA Local Grocer is < 2,500sqm	No

Table: High-level review of E2, E1, and MU1 centres on the Northern Beaches capable of meeting the requirements of a 'Town Centre Precinct'

Several of the identified centres are included in Council's current or proposed future planning work to accommodate additional growth on the Northern Beaches (Frenchs Forest, Brookvale, Mona Vale, Dee Why, Manly Vale and Narrabeen). Other centres, including Forest Way, Warriewood Square, Balgowlah, Belrose, and Forestville would meet the required town centre precinct criteria but no specific strategic planning studies have been undertaken in these centres to assess opportunities and constraints in any detail. Manly centre, whilst meeting the criteria, is relatively densely developed and severely constrained, and has not previously been identified for additional growth.

Council considers that identification of centres for growth also need to include an assessment of employment and business opportunities, access to high-frequency public transport infrastructure, a comprehensive walking and cycling network, and essential services such as being co-located with health, education, social, and community facilities.

In addition, a high-level assessment of constraints e.g. flooding, bushfire, coastal and estuarine hazards, core habitat/ biodiversity corridors are required before the final boundaries for growth are established.

Issue: The proposed town centre precincts conflict with planned precinct growth, placing pressure on infrastructure

The proposed criteria for town centre precincts include areas that have been planned to accommodate housing and employment needs based on a detailed analysis of planning constraints. Two current examples are:

Frenchs Forest (Hospital) Precinct

Frenchs Forest (Hospital) Precinct for example, is a precinct that lacks a rail line or high-frequency bus route. Council, in collaboration with the Department and community, has worked to address the land use planning challenges in the area, culminating in the rezoning of land in 2022 to deliver 3000 dwellings, with development beyond this threshold reliant on significant regional road works, including the now-cancelled Beaches Link Tunnel, and an east-west Bus Rapid Transit (BRT) system from Chatswood to Dee Why.



Figure: Phasing Strategy of the Northern Beaches Hospital Precinct Structure Plan

Despite this work, the provision of traffic and transport infrastructure remains unresolved. Extensive modelling data indicates that the local road network will reach capacity upon the completion of 70% development of the town centre site. Once this threshold is reached, developers will be required to submit a traffic impact assessment incorporating the latest modelling data before any further development can proceed.

Permitting a significant number of additional dwellings under the SEPP in areas zoned R3 up to 7 storeys in height, and in the adjoining R2 zoned areas (multi-dwelling units), will impact significantly on the performance of the road system, and in ways that cannot reasonably be accounted for, given the extent of areas affected by the proposed controls.

In addition to traffic and transport issues, the proposed reforms will also place pressure on the delivery of social infrastructure due to an unanticipated population growth. Council may have difficulties managing and delivering the required quantum of community centres, libraries, parks, and open spaces.

A Section 7.11 Development Infrastructure Contributions Plan has been finalised based on anticipated growth in population and workers. Unplanned growth has not been accounted for nor funded. The infrastructure that has been planned will not be adequate for the additional population growth.

Brookvale Structure Plan

Brookvale Structure Plan, endorsed by Council in 2023, proposes up to 1,350 new homes, support for 900 new jobs, a 5,000sqm town square/greenspace with streetscape improvements, 2,000-2,500sqm of community facilities, and enhanced

pedestrian and bike connectivity throughout Brookvale directly adjoining Warringah Mall shopping centre (zoned E2).

The dwelling and employment targets were based on a four-year study of traffic and transport on Pittwater Road. Council (Aimsum modelling) which identified severe limitations to growth on the corridor due to road capacity. Any further proposed growth along this corridor in this location generates a need for grade separation of traffic at the intersection of Warringah and Pittwater Roads. There has been no commitment to this work by Transport for NSW.

An 800m walking distance from the proposed new town centre/ Warringah Mall would include R2 Low Density Residential zoned properties towards Beacon Hill, southwards towards Allambie Heights, and eastwards towards North Manly.

At such a scale, any further development in these areas (even development limited to multi-dwelling housing) will substantially impact traffic flows on Pittwater Road and Warringah Road and should be subject to separate detailed traffic assessment before proceeding.



Figure: Brookvale Structure Plan Investigation Area

Non-refusal standards for Mid-rise housing

Proposed non-refusal standard for Residential Flat Buildings (RFBs) and Shop-top housing (STH) in town centre precincts (the EIE, pg. 39):

In the inner part of the precincts within 400 metres of the stations/centres:

- *Maximum Building Height: 21m*
- *Maximum FSR: 3:1*

In the outer part of the precincts from 400 to 800 metres of the stations/centres:

- *Maximum Building Height: 16m*
- *Maximum FSR: 2:1*

Issue: proposed standards permit extraordinary increases in the height and scale of permitted development in most Northern Beaches centres and adjoining R3 and R1 zones inconsistent with existing character

The proposed non-refusal standards for shop-top housing would result in between a 61%-147% increase in the permitted maximum building heights within these centres. The standards would provide for similar increases in FSR (where applicable).

The scale of the increase in both building height and floor space ratio will result in concerns about loss of character, local amenity impacts, including issues associated with shadowing, privacy, and loss of views for neighbouring properties, particularly due to proposed amendments to the Apartment Design Guide (ADG) and for developments subject to Complying Development Certificates (CDCs).

Balgowlah shopping centre

Balgowlah shopping centre for example, presents as a 2-storey development to Sydney Road, would be subject to the proposed standards, as would the surrounding R1 zoned areas which permit residential flat buildings. The current permitted height in the R1 zone is mostly 8.5 metres. Consequently, the proposed standards would result in a huge change to the character, over a large area.

Issue: Removal of minimum allotment size and frontage controls will result in poor development outcomes and/ or increase appeals to the Land and Environment Court

Some of Council's current LEPs use density controls (dwellings per site area) to limit the scale of development in our residential flat buildings zones. Based on advice from the Department, Council is proposing to remove these controls and replace them with lot size and frontage controls for certain forms of development.

Council considers that the requirements of the ADG and Council's other DCP controls e.g. landscaping, parking etc. cannot be achieved on small sites at the scale proposed by the new standards.

A high quality/ high amenity 7 storey flat building with FSR of 3:1 cannot reasonably be built on a 600 sqm site with a 12m frontage.

The absence of minimum site and frontage controls will lead to a swathe of poor development applications that will choke both the development assessment process and appeals to the Land and Environment Court.

Issue: Floor Space Ratio and Building Height inconsistencies for Residential Flat Buildings will create unrealistic/unachievable expectations from developers

For Residential Flat Buildings, the Floor Space Ratio (FSR) and building height don't appear to coordinate. In R3 Medium Density Residential zoned land, an FSR of 2:1 would equate to a building of 7 storeys at 0.3 per storey (the rate per storey can vary widely, for the Department this is ~0.43/storey) (equating to a height of $(7 \times 3.3 = 23.1, 7 \times 3.4 = 23.8)$, but the Department's proposed control assumes a height of 16m. An FSR of 3:1 would equate to a building of 10 storeys 0.3 per storey (equating to a height of $(10 \times 3.3 = 33, 10 \times 3.4 = 34)$, but the Department's proposed control assumes a height of 21m, a rate of about 0.48 per storey.

The inconsistency between the FSR and height controls will result in conflicts during the development assessment process and potentially result in additional Land and Environment Court appeals.

Issue: Non refusal standards likely to result in significant loss of tree canopy

The reduction in landscape area upon a site will ultimately result in the loss of existing canopy trees that cannot be preserved without significant unaltered natural ground area.

To address this concern, Council recommends:

- Proposed deep soil areas be either contained in one area or otherwise in two separate areas, but not as many separated areas that do not afford the opportunities for the retention of existing trees or the capability to support new tree planting.
- Garden areas for tree planting shall have a minimum garden width of 3 meters x 3 meters and larger in one direction when medium to large trees are proposed.
- Amend tree planting rates in Appendix B (mid-rise housing) as follows:
 - One tree in the front of the property and one tree in the rear of the property, when the tree rate is two trees or more,
 - Less than 650m²: For every 300m² of site area or part thereof, at least one small tree must be planted in the deep soil area,
 - 650m² - 1500m²: For every 300m² of site area or part thereof, at least one medium tree is to be planted in the deep soil, **and then additionally over 900m² one large tree is to be planted in the deep soil area,**
 - Greater than 1500m²: For every 500m² of site area or part thereof, at least two medium trees or one large tree must be planted in the deep soil area.

Issue: Lowering Building Separation requirements will result in reduced amenity

The separation between buildings plays a crucial role in shaping the urban form and enhancing amenity within apartments and open spaces. The ADG specifies a 6 to 12m building separation for structures up to 4 storeys (12m high). However, as the building height increases to 6 storeys (18m high), sunlight and daylight access, particularly to the lower storeys, are significantly reduced.

This height may adversely impact other amenity aspects, such as visual and acoustic privacy, outlook, and natural ventilation. Communal open spaces, deep soil zones, and landscaping between buildings may also be compromised due to decreased solar access. These issues extend to adjacent neighbouring sites and existing residences.

Council considers that the current ADG requirement of 9m to 18m minimum building separation should be maintained, increasing proportionally with the building height for structures ranging from 5 to 8 storeys high.

Non-refusal standards for Low-rise housing

Proposed non-refusal standard for multi-dwelling housing (terraces), multi-dwelling housing and manor houses in station and town centre precincts area:

Multi dwelling housing (terraces)

- *Maximum Building Height: 9.5m*
- *Maximum FSR: 0.7:1*
- *Minimum Site Area: 500m²*
- *Minimum Lot Width: 18m*
- *Minimum Car Parking: 0.5 space per dwelling*

Multi dwelling housing

- *Maximum Building Height: 9.5m*
- *Maximum FSR: 0.7:1*
- *Minimum Site Area: 600m²*
- *Minimum Lot Width: 12m*
- *Minimum Car Parking: 1 space per dwelling*

Manor Houses

- *Maximum Building Height: 9.5m*
- *Maximum FSR: 0.8:1*
- *Minimum Site Area: 500m²*
- *Minimum Lot Width: 12m*
- *Minimum Car Parking: 0.5 space per dwelling*

On the Northern Beaches, within an 800m walking distance of a Town Centre Precinct, the reforms would apply to:

- 57% of R2 zoned properties (24,284 properties) for multi-dwelling housing (townhouses)
- 50% of R2 zoned properties (21,302 properties) for multi-dwelling housing (terraces).
- 76% of R2 zoned properties (32,275 properties) for Manor Houses.

Issue: minimum allotment size, frontage, height and FSR controls will result on poor quality and out of character development outcomes

The proposed development standards are lower than Council's current standards for development in the R2 zone.

The proposed FSR standards (0.7:1-0.8:1) provide for a significantly higher density of development than currently exists across most of the Council's R2 zone (0.3:1-0.6:1).

Combined with the proposed minimum allotment size and frontage controls, this will promote "gun-barrel" forms of medium density development with townhouses facing out towards side boundaries and a single driveway for the length of the other side boundary.

Overlooking will become an issue given the proposed height controls and there will be very little remaining land available for landscaping and tree planting given the proposed increase in FSR.

It is critical that minimum frontage and allotment sizes be increased in recognition the potential impacts on existing low density residential development. Whilst not perfect, this approach has been adopted for other forms of development in the R2 zone e.g. Seniors Housing under the Housing SEPP, which requires a minimum allotment size of 1000 sqm and a 20-metre frontage.

Issue: Unclear terminology for Low-rise housing types will lead to confusion

Some housing types are listed in the Standard Instrument Land Use Tables (e.g. multi-dwelling housing, attached dwellings), while some aren't (manor homes, terraces, townhouses).

There is no legislated definition of a 'Terrace'. Despite reference in the EIE, there is no definition of a 'townhouse' other than reference to a 'townhouse' being a form of multi-dwelling house.

Separate definitions should be created for these land use types in the standard instrument.

Issue: Other residential accommodation should be considered as part of any changes to ensure equity

Within the proposed 'town centre precincts', there is no reference to the proposed permissibility of other forms of residential accommodation, including:

- Attached dwellings
- Boarding houses
- Co-Living housing
- Group Homes
- Hostels
- Semi-detached dwellings
- Seniors Housing
- Independent Living Units

- Residential Care Facilities

Issue: Non refusal standards likely to result in significant loss of tree canopy

The reduction in landscape area upon a site will ultimately result in the loss of existing canopy trees that cannot be preserved without significant unaltered natural ground area. To address this concern, Council recommends amending Appendix C - Multi-dwelling housing (terraces) as follows:

- < 1000m²: For every 300m², or part thereof, at least one medium tree, **and then additionally over 900m² one large tree is to be planted in the deep soil area,**
- 1,000m² – 3,000m²: For every 300 m², or part thereof, at least one medium tree, **and then additionally over 1500 m² one large tree is to be planted in the deep soil area,**
- > 3,000m²: For every 350m², or part thereof, at least two medium trees, **and then additionally over 1,500m² one large tree per 1,500m² are to be planted in the deep soil area**

Dual Occupancies

Proposed non-refusal standard for Dual Occupancies:

- *Maximum Building Height: 9.5m*
- *Maximum FSR: 0.65:1*
- *Minimum Site Area: 450m²*
- *Minimum Lot Width: 12m*
- *Minimum Car Parking: 1 space per dwelling*

The reforms also propose that Dual Occupancies be allowed in all low-density (R2) zoned properties. The potential impact of this change is that 89% of R2 zoned properties on the Northern Beaches could be subject to dual occupancies development.

Council supports permitting Dual Occupancies in the R2 Low-Density Residential Zone and the R1 General Residential Zone subject to amended standards.

Issue: minimum allotment size, frontage, carparking, height and FSR controls will result on poor quality and out of character development outcomes

The proposed development standards are lower than Council's current standards for development in the R2 zone.

FSR and landscaping

The proposed FSR standards (0.65:1) provides for a significantly higher density of development than currently exists across most of Council's R2 zone (0.3:1-0.6:1).

Whilst landscaping requirements outlined in a DCP will continue to apply, the proposed FSR of 0.65:1 would result in significantly reduced on-site landscaping opportunities compared to current development on the Northern Beaches. Analysis by Council has

shown that recent development in the R2 zone averages between 40% and 50% landscaped area.

Council is proposing FSR and Landscaping controls in its new LEP using a sliding scale based on lot size and locality. It is considered that the proposed FSR in the Housing SEPP should be based on similar considerations.

The increase in density may also lead to an increase in impervious areas (and thus increase run-off) compared to existing conditions.

The reduction in landscaped area may further result in the loss of existing canopy trees, impacting the overall landscape quality and the surrounding natural environment. Council recommends that the proposed deep soil areas be either contained in one area or otherwise in two separate areas, but not as many separated areas that do not afford the opportunities for the retention of existing trees or the capability to support new tree planting.

Garden areas for tree planting should be required to have a minimum garden width of 3 metres x 3 metres and larger in one direction when medium to large trees are proposed. The proposed tree planting rates are also inadequate compared to our current DCP requirements. Council suggests a minimum requirement of one tree in the front and one in the rear of the property, with adjusted rates for more trees on larger lots.

Minimum lot size and frontage

Nearly every R2 zoned property within the Northern Beaches LGA will meet the proposed requirements, raising concerns about environment protections, impact from natural hazards, and insufficient infrastructure to support potential dwelling increases, particularly in bushland suburbs.

Council's own work on dual occupancy development suggests that a minimum allotment size of at least 600 sqm and a frontage of 15m is required to ensure an appropriate form of development that meets Council's other standards e.g. landscaping, and fits with local character. It is noted that Pittwater LEP2014 establishes a minimum allotment size of 800 sqm for dual occupancy development.

Council is concerned that neighbourhood streetscapes and landscaping will be extremely adversely affected by garages and driveway crossings where 2 X 6m frontage properties are created. Allocating 3m per dwelling for garaging will limit space for street presentation, activation, and landscaping.

Building Height

Council does not support increasing building heights for Dual Occupancies from 8.5m to 9.5m, as this proposal is expected to result in three-storey developments. Any increase in building height should be accompanied by a proportional increase in setbacks to alleviate the resulting bulk and amenity impacts.

Car parking

Dual occupancies can impact on-street parking, reducing spaces through wider driveways, fewer off-street spaces (narrow lots with dual occupancies do not have the capacity to provide 4 off-street spaces), and an increase in on-street demand.

Under Council's draft Vehicle Access Policy, only one vehicle crossing per existing lot will be permitted, meaning that dual occupancies will need to share the vehicle crossing within the portion of the road reserve. This is to preserve on-street parking, minimize impervious areas and preserve street trees.



Community and Stakeholder Engagement Report
Naming proposal - Loudon Marston Grandstand, Weldon Oval
Consultation period: 3 November to 3 December 2023

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1. Summary

This report outlines the outcomes of community and stakeholder engagement as part of a combined proposal from the Warringah Cricket Club, Manly Warringah Wolves AFL Club and Manly Bombers Junior AFL Club to recognise the contributions of the late Bruce Loudon and Harry Marston by naming the grandstand at Weldon Oval the Loudon Marston Grandstand.



Weldon Oval is located at John Fisher Park, Curl Curl and is the home base for the Warringah Cricket Club, Manly Warringah Wolves Australian Football Club and the Manly Bombers Junior AFL Club (the clubs). Weldon Oval includes a representative standard cricket and AFL oval and a building with outdoor tiered seating (grandstand). This building includes a meeting room, viewing area of the oval, amenities and storage. These three clubs lease this building from Council through a joint entity known as Club Weldon.

This naming proposal seeks to recognise the contributions made by the late Bruce Loudon to cricket and the Cricket Club and the contributions made by Harry Marston to AFL and the AFL Clubs. In submissions provided by the Warringah Cricket club and Manly Warringah Wolves AFL Club the clubs recognise that Mr. Loudon and Mr. Marston have been integral to the development of their respective sport and club and establishment of Weldon Oval as their home base and as a first-class sports facility. They are described as exemplars of sportsmanship and our community’s volunteering spirit.


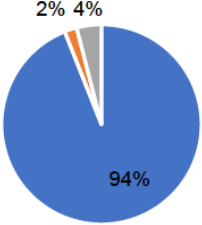

The proposal was publicly exhibited from Friday 3 November 2023 to Sunday 3 December 2023. In total 49 submissions were received with a high level of support expressed for the proposed naming (94%). Many submissions commented that it was an acceptable and fitting tribute to the contributions of Bruce Loudon and Harry Marston to their respective sports.

Non-supportive submissions expressed a preference for greater recognition of First Nations People and Language and a greater recognition of the contributions of women to the local community and area.




1.1. Key outcomes

 Total unique responses	49*	
 How responses were received	Comment form Written responses (email/letter)	Completions: 48 Number received: 1

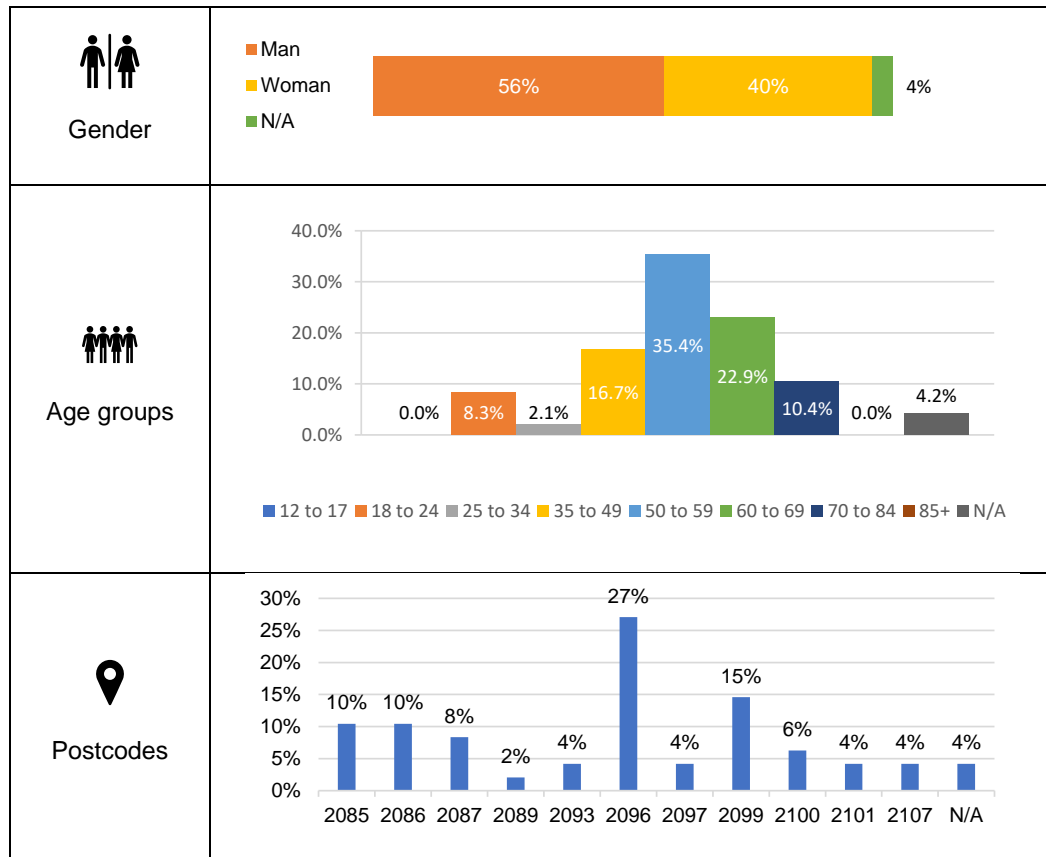
*Not every respondent made a comment in addition to answering the sentiment question.

 <p>Online sentiment question: Do you support the naming proposal?</p>	 <p>2% 4% 94%</p> <p>■ Yes ■ Yes with changes ■ No</p> <p>Total responses = 48</p>
 <p>Feedback themes</p>	<ul style="list-style-type: none"> • A fitting tribute to Harry Marston and Bruce Loudon • Preference for First Nations names • Wording changes

1.2. How we engaged

 <p>Have Your Say: visitation stats</p>	Visitors: 349	Visits: 415	Average time onsite: 55 secs
 <p>Print media and collateral</p>	Letterbox drop: 2096 Site signs used: Yes		Distribution: 250 Number of signs: 3
 <p>Electronic direct mail (EDM)</p>	Community Engagement (fortnightly) newsletter: 2 editions Council (weekly) e-News: 1 edition Key Stakeholder emails: <ul style="list-style-type: none"> • Warringah Cricket Club • Manly Warringah Wolves AFL Club • Manly Bombers Junior AFL Club • Family of Bruce Loudon • Harry Marston • Other local clubs 		Distribution: 22,500 subscribers Distribution: 61,500 subscribers Distribution: 18

1.3. Who responded¹



2. Background

This proposal aims to recognise the contributions of the late Bruce Loudon and Harry Marston to the Warringah Cricket Club and the Manly Warringah AFL Club/ Manly Bomber Junior AFL Club respectively by naming the grandstand at Weldon Oval the Loudon Marston Grandstand.

The combined request is supported by the Warringah Cricket Club, Manly Warringah Wolves AFL Club and Manly Bombers Junior AFL Club.

The naming proposal is consistent with Council's Naming our Reserves, Facilities and Roads Policy and public exhibition sought the Community's feedback and sentiment in support or otherwise.

3. Engagement objectives

Community and stakeholder engagement aimed to:

- build community and stakeholder awareness of participation activities

¹ Demographic data was gathered by request only through the online form.

- provide accessible information so community and stakeholders can participate in a meaningful way
- identify community and stakeholder concerns, local knowledge and values
- communicate to community and stakeholders how their input was incorporated into the planning and decision-making process.

4. Engagement approach

Community and stakeholder engagement for the Naming proposal – Loudon Marston Grandstand, Weldon Oval was conducted between Friday 3 November and Sunday 3 December 2023, and consisted of a series of activities that provided opportunities for community and stakeholders to contribute.

The engagement was planned, implemented and reported in accordance with Council's [Community Engagement Strategy](#) (2022).

A project page² 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 our regular email newsletter (EDM) channels.

Feedback was captured through an online comment form embedded onto the have your say project page. The form included a question that directly asked respondents for their level of support on the proposal.

An open-field comments box provided community members a space to explain or elaborate on their support, not support or neutral sentiment as well as any other feedback they wished to contribute.

Email and written comments were also invited.

5. Findings

We received 49 submissions. The majority of submissions (94%) supported the proposal to name the grandstand at Weldon Oval the Loudon Marston Grandstand and commented, among other things, that it is a fitting recognition and commemoration of all Mr. Loudon and Mr. Marston's work in regard to the sports of Cricket and AFL respectively.

We had two submissions (4%) that were not supportive of the proposal. These submissions acknowledged the contributions of Bruce Loudon and Harry Marston but expressed a preference for greater recognition of First Nations people and language in the naming. The submissions also suggested recognition of the contributions of women to the local community and one submission proposed altering the name to the 'Loudon and Marston Grandstand' to ensure it was clear the naming proposal was dedicated to two separate people.

² <https://yoursay.northernbeaches.nsw.gov.au/naming-proposal-loudon-marston-grandstand-weldon-oval-curl-curl>

Table 1: Issues, change requests and other considerations

Theme	Issues, change requests and other considerations raised	Council's response
Fitting tribute to Mr. Loudon and Mr. Marston	Majority of comments supported the naming proposal identifying Weldon Oval as an area of key significance to both Mr. Loudon and Mr. Marston in addition to being an appropriate commemoration of the contributions of both men to their respective sports and local area.	This naming proposal is consistent with Council's Naming our Reserves, Facilities and Roads Policy (the Policy) In this instance, it is considered that the naming proposal is appropriate given the significant contributions of Mr. Loudon and Mr. Marston to their respective clubs, sports and to the local area.
Preference for a First Nations name	Two submissions acknowledged the contributions made by Mr. Loudon and Mr. Marston and expressed a preference for greater recognition of First Nations People and Language within naming proposals.	This naming proposal is consistent with the Policy. In this instance, it is considered that the naming proposal is appropriate given the significant contributions by Mr. Loudon and Mr. Marston to their respective clubs, sports and to the local area. The Policy provides guidance about and preference to the use of Aboriginal names particularly for parks and natural areas where appropriate.
Alternative name proposed	One submission agreed with the naming proposal but requested the name of 'Loudon and Marston Grandstand' in order to differentiate that this proposal related to two separate people.	The majority of submissions and the clubs supported the naming proposal – Loudon Marston Grandstand.

Appendix 1 Verbatim community and stakeholder responses*

Number	Cont ID	Submission
1	71410	<i>No comment provided</i>
2	71297	<p>As the [REDACTED] of the Manly Wolves we understand the significant impact and vision these two men had for sport in our local community.</p> <p>Their commitment to establishing the local cricket and AFL clubs, the two primary current day tenants, of Weldon Oval opened the doorway for many thousands of locals to participate in sport.</p> <p>I fully support this initiative and think it is a great reminder of the difference that people can make to their local communities.</p> <p>Sincerely [REDACTED]</p>
3	71733	<p>My 2 sons and 1 daughter played AFL with Manly Bombers and my sons with Manly Wolves. It was a fantastic community experience for over 15 years so I would love to see the person who was integral to getting this going being honoured. This is the first time I have heard of Harry Marston.</p>
4	71426	<i>No comment provided</i>
5	71718	<p>Great idea honouring the man who founded the warringah CC which for 40 years has been a strength of community helping thousands of young men with there mental and physical heath whilst forging bonds that stays with them for a lifetime.</p> <p>The club is hugely involved in the community supporting many local charities including woman's shelters, Food drives etc etc. None of this happens without Bruce.</p> <p>Well done Warringah CC Well done Bruce. [REDACTED]</p>
6	71265	<i>No comment provided</i>
7	71411	Absolutely appropriate, has a nice ring to it, and fits with the redevelopment of the facilities
8	71746	<i>No comment provided</i>
9	71475	<i>No comment provided</i>
10	71409	<i>No comment provided</i>
11	71927	<i>No comment provided</i>
12	71378	<i>No comment provided</i>
13	71453	<i>No comment provided</i>
14	71415	<i>No comment provided</i>
15	71735	Perfect recognition for these2 outstanding people
16	71416	It would be great to have the grandstand named after these two community people.

*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.

Number	Cont ID	Submission
17	71414	<i>No comment provided</i>
18	72335	<i>No comment provided</i>
19	73147	The name should be an Aboriginal name as per council policy. It is wrong you do not use Aboriginals names as your policy states you should be doing???????
20	71930	Having known both gentlemen for over 30 years, I could not think of anyone else that is more worthy and believe its an appropriate distinctions in their honour for the tireless commitment to their sport and community.
21	71663	Bruce was a true gentlemen, what a lovely was to honour him
22	71413	I believe it is a great idea to recognise the contribution of Mr. Loudon and Mr. Marston to our community and local sport by naming the Weldon Grandstand after them.
23	71486	<i>No comment provided</i>
24	71432	<i>No comment provided</i>
25	71258	<i>No comment provided</i>
26	72392	<i>No comment provided</i>
27	71427	<i>No comment provided</i>
28	71823	What a great idea. Always good to name something after someo be of local significance
29	72688	<i>No comment provided</i>
30	71719	<i>No comment provided</i>
31	71424	<i>No comment provided</i>
32	72349	<i>No comment provided</i>
33	71756	I wholly support the naming after Bruce Loudon. He also provided leadership at the Manly Dam War Memorial Park ANZAC and Remembrance Days, and was an exceptional gentleman.
34	71429	<i>No comment provided</i>
35	72320	I would like Council to stop naming things after white men. I don't doubt that Bruce Loudon and Harry Marston were upstanding citizens who made valuable contributions to their community and sporting clubs. But as a society we need to be more thoughtful about names used for local facilities and places. We are an overabundance of things named after white men. Let's "share the wealth" and look for other naming possibilities: Aboriginal/indigenous names, local women, aspirational names. Can we have a moratorium on using men's names for things for a decade or two please?
36	71305	<i>No comment provided</i>
37	71742	<i>Left blank</i>
38	71678	2 very special local Legends. Totally agree. Bruce was a true gentleman who gave so much to our community. What a great way to honour him.
39	71450	<i>No comment provided</i>
40	71688	<i>No comment provided</i>
41	72374	<i>No comment provided</i>
42	71412	<i>No comment provided</i>

Number	Cont ID	Submission
43	72550	<i>No comment provided</i>
44	72849	Since the stand is proposed to be named after 2 people, it should be Loudon & Marston Grandstand. Otherwise it sounds like one person for those who are not familiar with these names. Thank you!
45	71643	<i>No comment provided</i>
46	71487	<i>No comment provided</i>
47	71397	As long as it's not an unpronounceable Aboriginal name I support the naming of the grandstand.
48	71256	<i>No comment provided</i>

Comments received outside of Your Say	
49	<p>Thank you for reaching out.</p> <p>I don't have any objections to Naming the stand at Weldon Oval.</p> <p>I have included some of our other scout leaders so they can have their say on the survey.</p> <p>████████████████████</p> <p>████████████████████</p> <p>████████████</p>

Document administration	
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Status	Final
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.

