

AGENDA

Notice is hereby given that an Ordinary Meeting of Council will be held at the Civic Centre, Dee Why on

Tuesday 24 September 2019

Beginning at 6:00pm for the purpose of considering and determining matters included in this agenda.



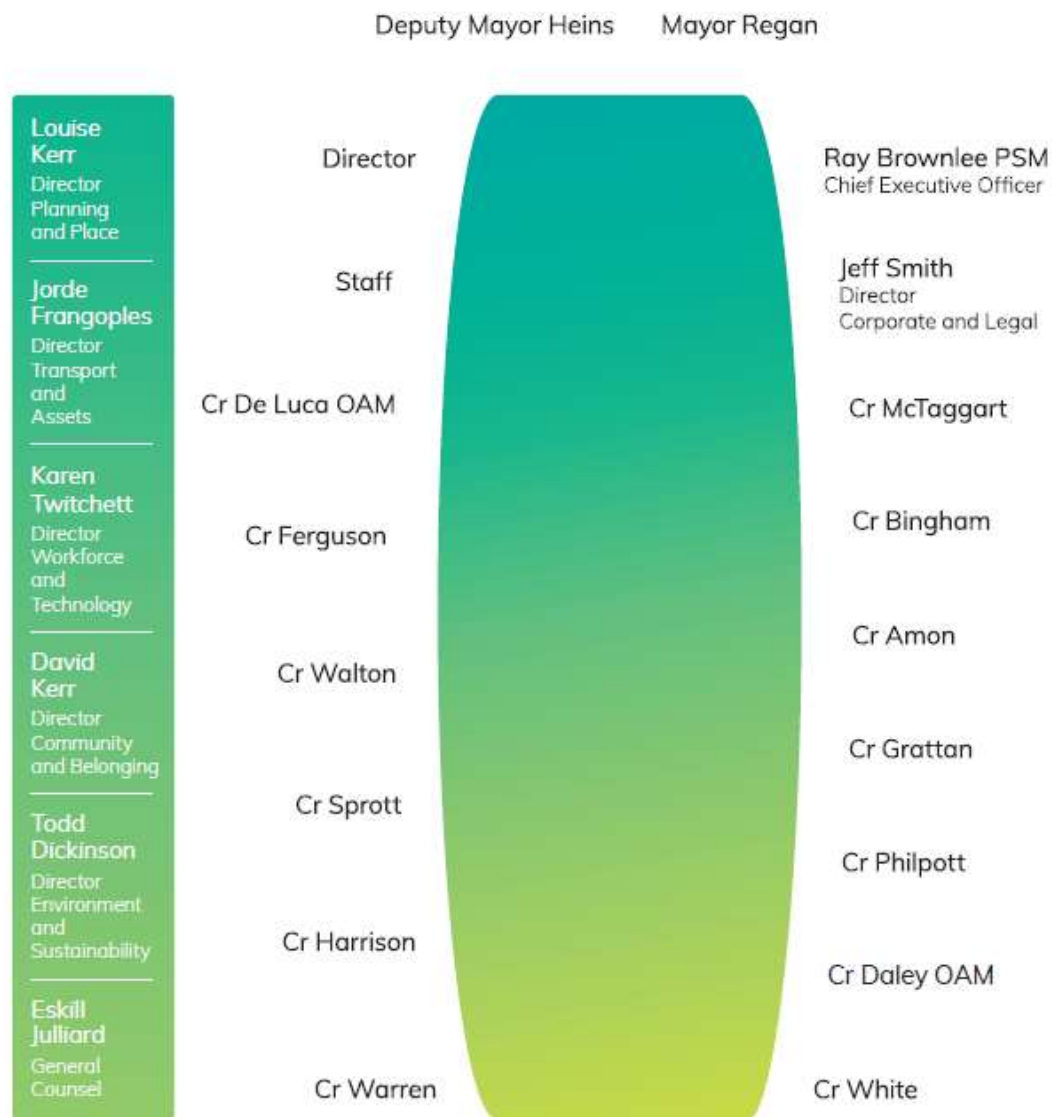
Ray Brownlee PSM
Chief Executive Officer

OUR VISION

Delivering the highest quality service valued and trusted by our community

OUR VALUES

Trust Teamwork Respect Integrity Service Leadership



**Agenda for an Ordinary Meeting of Council
to be held on Tuesday 24 September 2019
at the Civic Centre, Dee Why
Commencing at 6:00pm**

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1.0 ACKNOWLEDGEMENT OF COUNTRY

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

2.0 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE

In accordance with Part 6 of the Code of Meeting Practice, apologies must be received and accepted from absent Councillors and a leave of absence from the Council Meeting may be granted.

3.0 CONFIRMATION OF MINUTES

3.1 MINUTES OF ORDINARY COUNCIL MEETING HELD 27 AUGUST 2019

RECOMMENDATION

That the Minutes of the Ordinary Council Meeting held 27 August 2019, copies of which were previously circulated, be confirmed as a true and correct record of the proceedings of that meeting.

4.0 DISCLOSURES OF INTEREST

In accordance with Part 17 of the Code of Meeting Practice, all Councillors must disclose and manage any conflicts of interest they may have in matters being considered at the meeting.

5.0 PUBLIC FORUM AND PUBLIC ADDRESS

In accordance with Part 5 of the Code of Meeting Practice, residents, ratepayers, applicants or other persons may request to address Council in relation to any one matter related to the general business of Council but not the subject of a report on the agenda (Public Forum) and no more than two matters listed for consideration on the agenda (Public Address).

6.0 ITEMS RESOLVED BY EXCEPTION

In accordance with Part 14 of the Code of Meeting Practice, items that are dealt with by exception are items where the recommendations contained in the staff reports in the agenda are adopted without discussion.

8.0 CHIEF EXECUTIVE OFFICER'S DIVISION REPORTS

ITEM 8.1	ELECTION OF MAYOR AND DEPUTY MAYOR
REPORTING MANAGER	EXECUTIVE MANAGER GOVERNANCE AND RISK
TRIM FILE REF	2019/495658
ATTACHMENTS	1 ↓ Nomination Form - Office of Mayor 2 ↓ Nomination Form - Office of Deputy Mayor

SUMMARY

PURPOSE

To consider the election of the Mayor for the term 24 September 2019 to 11 September 2020 (inclusive); and to consider whether a Deputy Mayor is to be elected and the length of term of the office, up to 11 September 2020 (inclusive).

EXECUTIVE SUMMARY

Election of Mayor

The Northern Beaches Council must elect its Mayor in accordance with section 227(a) of the Local Government Act, 1993 (the Act), where the Council itself is to elect one of its members to the office of Mayor.

Under section 230(1), the office of Mayor is to be elected for a mayoral term of two years. However as the current term of office sits within an abridged local government term of 3 years, this term of office for the Mayor will be up to the day prior to the next local government election on 12 September 2020.

At the Council meeting of 26 September 2017, Council resolved to appoint Cr Regan to the Office of Mayor for a period of two years.

Accordingly, Council must now determine the office of Mayor for the remainder of the local government term (up to and including 11 September 2020).

Election of Deputy Mayor

At the Council meeting of 25 September 2018, Council resolved to appoint Councillor Sue Heins to the office of Deputy Mayor for a period of one year.

Section 231 of the Local Government Act, 1993 provides that Council may elect one of its members as Deputy Mayor. Given the abridged local government term mentioned above, Council may consider setting the Deputy Mayor's term in line with the next local government election, that is until 11 September 2020 or for a shorter period.

In the event that two or more candidates accept nomination for the offices of Mayor and Deputy Mayor, Council shall determine whether the election of each office is to proceed by:

- open voting
- ordinary ballot
- preferential ballot.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That Council:

- A. Determine the method of election for the Mayor.
 - B. Elect the Mayor for the term of office up to and including 11 September 2020 in accordance with clause 394 of the Local Government (General) Regulation, 2005.
 - C. Determine whether it is to elect a Deputy Mayor in accordance with section 231 of the Local Government Act, 1993 and the length of term of this office.
 - D. Determine the method of election for the Deputy Mayor.
 - E. Elect the Deputy Mayor for the period determined in accordance with clause 394 of the Local Government (General) Regulation, 2005.
-

REPORT

BACKGROUND

Election of Mayor

Section 225 of the Local Government Act, 1993 (the Act) requires a council to have a Mayor and the Northern Beaches Council must elect its Mayor in accordance with section 227(a) of the Act, that is, the Council itself is to elect one of its members to the office of Mayor.

At the Council meeting of 26 September 2017, Council resolved to appoint Councillor Michael Regan to the office of Mayor for a period of two years (Resolution 109/17). Council must now determine the office of Mayor for the remainder of the local government term, until midnight 11 September 2020.

Under section 230(1), the office of the Mayor is ordinarily to be elected for a mayoral term of two years. However as the current term of office sits within an abridged local government term of 3 years, as determined through the Local Government (Council Amalgamations) Proclamation, 2016 in conjunction with section 287(1) of the Act, the current term of office will be until the day prior to the next local government election, which will be held on 12 September 2020.

In the event that two or more candidates accept a nomination for the office of Mayor, Council shall determine the method for conducting the election.

Election of Deputy Mayor

Under section 231 of the Act, a Council may elect one of its members as Deputy Mayor. The Deputy Mayor may exercise any function of the Mayor at the request of the Mayor or if the Mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of Mayor. This office may be elected for a term which is aligned to the mayoral term or a shorter term.

At the Council meeting of 25 September 2018, Council resolved to appoint Councillor Sue Heins to the office of Deputy Mayor for a period of one year. Accordingly, Council may consider the election of Deputy Mayor.

If Council decides to elect a Deputy Mayor, Council is to determine the length of the term of the office, noting it cannot be beyond midnight 11 September 2020, after which the local government election will occur.

In the event that two or more candidates accept a nomination for the office of Deputy Mayor, Council shall determine the method for conducting the election.

Conducting the Elections of the Mayor and Deputy Mayor

Both elections are to be conducted in accordance with clause 394 and Schedule 7 of Local Government (General) Regulation, 2005 (the Regulation). The procedures for the conduct of the election are summarised below.

Nominations for the office of Mayor and Deputy Mayor are to be made in writing and endorsed by two or more Councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer is to announce the names of the nominees at the Council meeting at which the elections are to be held.

If only one Councillor is nominated, that Councillor is elected. If more than one Councillor is nominated, the Council is to resolve whether the election is to proceed by:

- (a) open voting
- (b) ordinary ballot
- (c) preferential ballot.

The election is to be held at the Council meeting at which the Council resolved on the method of voting. The returning officer is to conduct the ballot.

If the method is open vote this is to be conducted by a show of hands. If the method is by preferential or ordinary ballot, this will be conducted by a secret vote.

Summary of Election Procedure

- Nomination papers are distributed to Councillors prior to and at the Council meeting.
- Councillors will be called upon by the returning officer to submit their nomination papers.
- Nominations received will be read to the Council meeting by the returning officer who will ask if any of the candidates nominated wish to decline the nomination.
- If there are more candidates than one, an election will be carried out in accordance with the provisions of Schedule 7 of the Regulation.
- Councillors will resolve whether the election is to proceed by open voting, by ordinary ballot or by preferential ballot.
- If a ballot is required, the returning officer will determine the order of voting by lot.
 - Ballot papers will be distributed to Councillors for marking
 - Upon completion of marking of the ballot papers by Councillors, the ballot papers will be collected on behalf of the returning officer and the votes will be counted
 - When the ballot or ballots, as required pursuant to the provisions of Schedule 7, have been completed and a result obtained, the returning officer will announce the results at the meeting.

Detailed Procedures for Election Methods

Open voting

An open vote will be conducted by a show of hands.

If there are only two candidates, the candidate with the higher number of votes is elected. If there are only two candidates and they are tied, the one elected is to be chosen by lot.

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Ordinary ballot

If the election proceeds by ordinary ballot, the returning officer is to determine the manner in which votes are to be marked on the ballot papers.

The formality of a ballot paper must be conducted in accordance with clause 345(1)(b) and (c) of the Regulation.

An informal ballot paper must be rejected at the count.

If there are only two candidates, the candidate with the higher number of votes is elected. If there are only two candidates and they are tied, the one elected is to be chosen by lot.

If there are three or more candidates, separate and continuing ballots are taken to exclude the candidate with the lowest number of votes, until only two candidates remain.

Preferential ballot

The steps to conduct a preferential ballot are as follows:

Councillors are to mark their votes by placing the number '1' '2' and so on, against the listed candidates' names so as to indicate the order of their preference for all candidates.

An informal ballot-paper must be rejected at the count. The formality of a ballot paper is to be determined in accordance with clause 345 (1)(b) and (c) of the Regulation.

If a candidate has an absolute majority of first preference votes, that candidate is elected.

If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot papers counted to him or her are transferred to the candidates with second preferences on those ballot papers.

A candidate with an absolute majority of votes is elected. If no candidate has the absolute majority of first preference votes, the candidate with the lowest number of votes is excluded. The preferences from the excluded candidate are distributed. The process continues until one candidate has received an absolute majority of votes.

Under the Regulation "absolute majority", in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot papers.

Tied candidates

The steps for a tied vote are as follows:

If on any count of votes there are two candidates in, or remaining in the election and the numbers of votes cast for the two candidates are equal, the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.

If on any count of votes there are three or more candidates in or remaining in the election and the numbers of votes cast for two or more candidates are equal, and those candidates are the ones with the lowest number of votes on the count of the votes, the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

Explanation of choosing by lots

If a process is to be determined by lot then this refers to the selection of a candidate by the returning officer where the names of candidates are to be written on similar slips of paper, folded and mixed and selected randomly from a barrel.

TIMING

The term of office for the Mayor is for the period up to midnight 11 September 2020. The term of office for the Deputy Mayor may be for a period up to midnight 11 September 2020 or shorter as determined by the Council under section 231 of the Act.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 - Our Council is transparent and trusted to make decisions that reflect the values of the community.

FINANCIAL CONSIDERATIONS

The mayoral and councillor fees are set within the required fee amount as determined by the Local Government Remuneration Tribunal through its annual Report and Determination and Council adopted the Mayor and Councillors' fees on 25 June 2019 (Resolution 206/19) to apply for the remainder of the term at the maximum annual fee amount as provided by the Tribunal. The Councillor Expenses and Facilities Policy applies to all expenses of and facilities provided to the Mayor and Councillors.

SOCIAL CONSIDERATIONS

The civic responsibilities and community leadership role of the Mayor are outlined under section 226 of the Act.

Section 231(3) of the Act states that:

the deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts related to this report.

GOVERNANCE AND RISK CONSIDERATIONS

The office of Mayor is established in accordance with sections 225 and 227(a) of the Act. The election of the Mayor is conducted under clause 394 and Schedule 7 of the Regulation.

The term of office of the Mayor is determined under section 230 of the Act and sections 234(1)(h) and 234(5) of the Act provide for the timeframe of the term. In the current term of local government, all Councillors will vacate the office of Councillor after 11 September 2020, accordingly the mayoral term will be until this date.

Mayoral responsibilities are outlined under section 226 of the Act, as follows:

Role of Mayor

The role of the Mayor is as follows:

- (a) to be the leader of the council and a leader in the local community*
- (b) to advance community cohesion and promote civic awareness*
- (c) to be the principal member and spokesperson of the governing body, including representing the views of the council as to its local priorities*
- (d) to exercise, in cases of necessity, the policy-making functions of the governing body of the council between meetings of the council*
- (e) to preside at meetings of the council*
- (f) to ensure that meetings of the council are conducted efficiently, effectively and in accordance with this Act*
- (g) to ensure the timely development and adoption of the strategic plans, programs and policies of the council*
- (h) to promote the effective and consistent implementation of the strategic plans, programs and policies of the council*
- (i) to promote partnerships between the council and key stakeholders*

- (j) *to advise, consult with and provide strategic direction to the general manager in relation to the implementation of the strategic plans and policies of the council*
- (k) *in conjunction with the general manager, to ensure adequate opportunities and mechanisms for engagement between the council and the local community*
- (l) *to carry out the civic and ceremonial functions of the mayoral office*
- (m) *to represent the council on regional organisations and at inter-governmental forums at regional, State and Commonwealth level*
- (n) *in consultation with the councillors, to lead performance appraisals of the general manager*
- (o) *to exercise any other functions of the council that the council determines.*

The decision to elect a Deputy Mayor and the timeframe for the term of office of Deputy Mayor is to be determined by the Council. The role is to be established in accordance with section 231 of the Act which provides that:

Deputy Mayor

- (1) *The councillors may elect a person from among their number to be the deputy mayor.*
- (2) *The person may be elected for the mayoral term or a shorter term.*
- (3) *The deputy mayor may exercise any function of the mayor at the request of the mayor or if the mayor is prevented by illness, absence or otherwise from exercising the function or if there is a casual vacancy in the office of mayor.*
- (4) *The councillors may elect a person from among their number to act as deputy mayor if the deputy mayor is prevented by illness, absence or otherwise from exercising a function under this section, or if no deputy mayor has been elected.*

Nomination Form

Office of Mayor

In accordance with clause 394 and Schedule 7 of the Local Government (General) Regulation 2005,

Councillor is hereby nominated for
(name of nominee)

the office of **MAYOR** of Northern Beaches Council for the term 24 September 2019 to 11 September 2020.

Nominators

1. Councillor
(name) (signature)

2. Councillor
(name) (signature)

Nominee

I, Councillor, consent to this nomination.
(name)

.....
(Signature) (date)

Clause 394 and Schedule 7 of the Local Government (General) Regulation, 2005 outline the statutory provisions for the nomination of candidates for election of **Mayor** by Councillors as follows:

Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

Nomination Form

Office of Deputy Mayor

In accordance with clause 394 and Schedule 7 of the Local Government (General) Regulation 2005,

Councillor is hereby nominated for
(name of nominee)

the office of **DEPUTY MAYOR** of Northern Beaches Council for a term as determined by Council under section 231(2) of the Local Government Act, 1993 up to 11 September 2020.

Nominators

1. Councillor
(name) (signature)

2. Councillor
(name) (signature)

Nominee

I, Councillor, consent to this nomination.
(name)

.....
(Signature) (date)

Clause 394 and Schedule 7 of the Local Government (General) Regulation, 2005 outline the statutory provisions for the nomination of candidates for election of **Deputy Mayor** by Councillors as follows:

Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

ITEM 8.2	NORTHERN BEACHES COUNCIL DISCRETIONARY FUND - QUARTERLY REPORT
REPORTING MANAGER	EXECUTIVE OFFICER
TRIM FILE REF	2019/507522
ATTACHMENTS	NIL

SUMMARY

PURPOSE

To provide a report on the recipients and projects which have received an allocation from the Northern Beaches Council Discretionary Fund during the past quarter.

EXECUTIVE SUMMARY

Recipient	Description	Allocation
Manly Lions Club	Assistance towards 5 local special needs children and their carers attending a day of entertainment at Circus Quirkus	\$600.00
If u like ART	Assistance with costs for annual Northern Beaches Youth Drawing Prize	\$1,000.00
Belrose residents	Assistance with the cost of additional red bin due to medical requirements	\$220.00
Northern Beaches Clean Up Crew	Assistance with purchase of equipment for volunteers to undertake regular clean up projects	\$670.00
Killarney Heights High School	Donation towards purchase of prizes for Northern Beaches Council Student Awards	\$250.00
Newport resident	Assistance with associated costs to attend Australian PSSA Swim Championships	\$300.00
Narraweena resident	Assistance with associated costs to attend World Hip Hop Dance Champions in Arizona	\$250.00
Dancexcel – Northern Beaches residents	Assistance with costs towards uniforms and development workshops for team participating on a dance tour in the USA	\$1,000.00
Barrenjoey High School P&C	Donation towards purchase of prizes for P&C Fund Raising event	\$1,000.00
Northern Beaches Business Education Network	Donation towards Annual Golf Fundraising Event	\$1,000.00
Surf Life Saving Sydney Northern Beaches	Donation towards Annual Golf Fundraising Day	\$800.00
Queenscliff Surf Life Saving Club	Donation towards Annual Golf Fundraising Day	\$800.00

Recipient	Description	Allocation
Bayview residents	Assistance with associated costs to attend Australian Junior Volleyball Championships.	\$500.00

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That Council note payments totalling \$8,390.00 have been allocated by the Northern Beaches Council Discretionary Fund for the period 25 June to 24 September 2019.

REPORT

BACKGROUND

The Northern Beaches Council Discretionary Fund supports individuals and community organisations through small financial donations. It also provides assistance to local residents to attend events or conferences that further develop educational or sporting endeavours at a representative level.

At the 19 December 2017 Council meeting, Council adopted the Northern Beaches Council Discretionary Fund Policy, with a requirement that recipient and project details be reported to Council on a quarterly basis. This report only includes allocations that have been finalised.

As required under the Policy, the maximum amount which may be allocated to an individual or community organisation is \$1,000 and only one payment can be made to an individual or community organisation within the same financial year.

All requests to the Northern Beaches Council Discretionary Fund are submitted to the Mayor, Deputy Mayor or a Councillor, and the Chief Executive Officer to certify that the allocation is made in accordance with the Policy and that the funds are available.

The next report to Council will be presented at the ordinary Council meeting of 17 December 2019.

CONSULTATION

Requests upon the Discretionary Fund are submitted to the Mayor, Deputy Mayor or Councillor and the Chief Executive Officer for approval in accordance with the Policy.

TIMING

A quarterly report to Council is required by the Northern Beaches Council Discretionary Fund Policy.

LINK TO COUNCIL STRATEGY

This report relates to the following Community Strategic Plan Outcomes:

- Places for People - Goal 9 - Our community healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.
- Community and Belonging - Goal 11 – Our community feels safe and supported.

FINANCIAL CONSIDERATIONS

The funds allocated are provided within the existing annual budget of \$30,000 for the Northern Beaches Discretionary Fund. No funding will be provided outside of the allocated budget in each financial year.

SOCIAL CONSIDERATIONS

The Northern Beaches Council Discretionary Fund supports individuals and community organisations and provides assistance to local residents to attend events or conferences that further develop their educational or sporting endeavours at a representative level.

ENVIRONMENTAL CONSIDERATIONS

The Northern Beaches Council Discretionary Fund – Quarterly Report has no specific environmental impact.

GOVERNANCE AND RISK CONSIDERATIONS

Payments allocated under the Northern Beaches Council Discretionary Fund have satisfied the requirements under both the Northern Beaches Council Discretionary Fund Policy and the approval process as last adopted by Council on 19 December 2017.

ITEM 8.3	DIPLOMATIC TIES AND CIVIC RELATIONSHIPS POLICY
REPORTING MANAGER	EXECUTIVE OFFICER
TRIM FILE REF	2019/507497
ATTACHMENTS	1 ↓ Draft Policy - Diplomatic Ties and Civic Relationships 2 ↓ Draft Guidelines - Diplomatic Ties and Civic Relationships 3 ↓ Summary of Active and Non-active Agreements

SUMMARY

PURPOSE

To seek approval to place the draft Diplomatic Ties and Civic Relationships Policy on public exhibition.

EXECUTIVE SUMMARY

The draft Diplomatic Ties and Civic Relationships Policy was developed following a review of the current sister city / friendship agreements and exchanges that have continued to be honoured since the amalgamation of the three former councils. Once adopted the draft policy would outline the approach by Northern Beaches Council to civic relationships such as Sister Cities, Friendship Cities and cooperative agreements. This draft policy seeks to ensure Northern Beaches Council forms civic relationships that are meaningful, beneficial and accountable to the Northern Beaches community and align with the outcomes and goals of the Community Strategic Plan.

In the development of this draft Policy and Guidelines, Council considered the existing 14 Sister City / Friendship agreements of which four remain active. Council has consulted with the Participation & Partnership SRG and other SRG representatives who attended a special workshop. Councillors were also provided the opportunity to contribute comments for consideration prior to the draft Policy being formulated.

While there is no legislation or requirements outlined by government agencies on friendship agreements / exchanges, the Sister Cities and International Alliances report by the Australian Centre of Excellence for Local Government was taken into consideration.

It is proposed to place the draft Policy on public exhibition, after which submissions will be considered and the final policy will be reported to Council seeking adoption.

At this time, Council will also need to consider if Council will offer new relationship agreements to those cities and towns that are currently active and to formally revoke the former Manly Council Policy - Sister Cities - Policy on Visits to Council by Overseas Tourists.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That Council:

- A. Place the draft Diplomatic Ties and Civic Relationships Policy on public exhibition for a minimum 28 days.
 - B. The outcomes of the public exhibition be reported to Council.
-

REPORT

BACKGROUND

A review of current Sister City / Friendship agreements and exchanges has been undertaken to formulate a new Northern Beaches Diplomatic Ties and Civic Relationships Policy and Guidelines.

Following the amalgamation of the three former councils, Northern Beaches Council agreed to honour 14 existing Sister City / Friendship agreements until a formal review process was undertaken. Of these, only four are active and each of these agreements have varying levels of activity and engagement including an annual marathon and student exchange programs.

The three former Councils all participated in the Sister Cities program although the management of these varied with each Council. Only Manly Council had a formal Sister Cities Policy.

Details of the relationships and the status for each one can be found in Attachment 3. In summary, Northern Beaches Council currently holds relationships (active or non active) as follows:

- 2 x regional NSW
- 3 x East Timor
- 2 x USA
- 1 x China
- 5 x Japan
- 1 x United Kingdom
- 1 x South Korea

During consultation with the Participation & Partnership SRG and Councillors, a range of issues were discussed including the benefits of both national and international agreements, the level of collaboration and the cultural benefits for our community.

The importance of linking any new relationships with our Community Strategic Plan was identified as a high priority as well as the need for clear reporting and reviewing mechanisms for any activities under any relationship.

CONSULTATION

The Participation & Partnership SRG was consulted on 13 February 2019 and a further workshop chaired by the Deputy Mayor was held on 13 March 2019. An invitation was extended to all SRG members and Councillors to participate in the second workshop.

While there is no legislation or requirements outlined by government agencies on friendship agreements / exchanges, staff have taken into close consideration the research from the *Sister Cities and International Alliances* report by the Australian Centre of Excellence for Local Government.

The consultation process for the exhibition period will include:

- information on the 'Your Say' project web page including online submission form
- copies of the Policy and Guidelines will be available in all customer service and library locations
- advertisements in the Manly Daily.

TIMING

All submissions made during the public exhibition will be considered, after which the final policy will be reported back to Council seeking adoption.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Community and Belonging – Goal 12: Our community is friendly and supportive.

FINANCIAL CONSIDERATIONS

There will be no additional cost to Council in the implementation of the Diplomatic Ties and Civic Relationship Policy.

Any funding to be allocated to individual diplomatic ties and civic relationships under the new Policy will be a decision for Council at the time of formally entering into an agreement.

SOCIAL CONSIDERATIONS

This Policy demonstrates Council's commitment to ensure diplomatic ties and civic relationships are meaningful, beneficial and accountable to the Northern Beaches community and align with the outcomes and goals of the Community Strategic Plan.

ENVIRONMENTAL CONSIDERATIONS

The Diplomatic Ties and Civic Relationship Policy has no specific environmental impact.

GOVERNANCE AND RISK CONSIDERATIONS

This Policy is a new Policy and does not replace any existing Policies of Northern Beaches Council but will revoke the former Manly Council's Sister Cities - Policy on Visits to Council by Overseas Tourists.

This Policy will ensure any diplomatic ties and civic relationships formed with Council will include established financial and other resource obligations and will be monitored and included in Council's operating budgets.

A review of civic relationships will be undertaken every three years or as defined in the Memorandum of Understanding or other agreement. The reviews will evaluate motives, obligations, objectives and outcomes stated at establishment.

Council Policy

Diplomatic Ties and Civic Relationships

Purpose

To outline the approach by Northern Beaches Council to civic relationships such as Sister Cities, Friendship Cities and Cooperative Agreements.

Statement

This Policy has been developed to ensure Council forms civic relationships which are meaningful, beneficial and accountable to the Northern Beaches community and align with the outcomes and goals of the Community Strategic Plan.

Principles

The following principles provide the criteria for the establishment, maintenance and review of civic relationships.

Any relationship must reflect the Community Strategic Plan – outcomes and goals and must adhere to at least one of the following criteria -

- Historical, cultural, social or geographic similarities between Northern Beaches Council and the prospective city/town.
- Community support for the proposed relationship.
- Support and reflect similar multicultural and culturally diverse communities to those that exist within the Northern Beaches local government area.
- The prospective city has an acknowledged reputation of best practice, particularly in areas of interest and relevance to Northern Beaches Council.
- The prospective city is willing to undertake a formal agreement that identifies a review date and outlines the capacity to effectively resource the proposed level of commitment.

Scope and application

This Policy applies to the formation and maintenance of all diplomatic ties and civic relationships initiated by Northern Beaches Council.

References and related documents

- Northern Beaches Council Gifts and Benefits Policy
- Northern Beaches Council Code of Conduct
- Councillors Expenses and Facilities Policy
- Diplomatic Ties and Civic Relationships Guidelines

Definitions

Key Term	Definition
Sister City	A relationship that is recognised through a formal agreement that develops mutual long term benefits between two cities.
Diplomatic Tie	A short term, often project based relationship/alliance/agreement based on achieving common goals.
Friendship City (or Cooperative Agreement)	A recognised relationship based on less formal arrangements than a Sister City.
Memorandum of Understanding (MoU)	A formal agreement between two or more parties to establish official partnerships. MoUs are not legally binding but carry a degree of seriousness and mutual respect, stronger than a general agreement

Responsible Officer

Executive Officer, Office of the Mayor

Review Date

February 2023.

Revision History

Revision	Date	Change	HPE CM Ref
1	June 2019	Draft Diplomatic Ties and Civic Relationships Policy	xxxxxxx

Guidelines

Diplomatic Ties and Civic Relationships

Purpose

The aim of this guideline is to complement the Diplomatic Ties and Civic Relationships Policy and to specifically outline the approach by Northern Beaches Council to civic relationships such as Sister Cities, Friendship Cities and Cooperative Agreements.

Principles

The following principles provide the criteria for the establishment, maintenance and review of civic relationships.

Any relationship must reflect the Community Strategic Plan – outcomes and goals and must adhere to at least one of the following criteria -

- Historical, cultural, social or geographic similarities between Northern Beaches Council and the prospective city/town.
- Community support for the proposed relationship.
- Support and reflect multicultural and culturally diverse communities that may also be similar to those that exist within the Northern Beaches local government area.
- The prospective city has an acknowledged reputation of best practice, particularly in areas of interest and relevance to Northern Beaches Council.
- The prospective city is willing to undertake a formal agreement that identifies a review date and outlines the capacity to effectively resource the proposed level of commitment.

Establishment of Diplomatic Ties and Civic Relationships

Council may establish a Diplomatic Tie or Civic Relationship through a Council Resolution which may be initiated by Council or in response to a request from a prospective Sister/Friendship City.

In order for Council to formally adopt any relationships, Council must be provided with details of any potential economic, cultural, environmental and social benefits for the Northern Beaches Local Government Area as well as indicative annual costs and any associated in-kind support.

Council may determine that in some instances forming a Cooperative/Friendship Agreement that could be fostered over time in order to grow into a full Sister City relationship. This is in accordance with current federal practices to international intercity relationships.

Council in determining any Diplomatic Tie or Civic Relationship give consideration to the equity of entering in both international and national agreements.

Identify existing relationships / agreements that already exist with prospective towns / cities with other local, state or federal government organisations.

Relationship Management

A civic relationship or diplomatic tie must:

- Have Council support and acknowledge the role of the Mayor as the official spokesperson and/or any other sponsors
- Demonstrate measurable ongoing Council and community activity, relevance and benefits throughout the relationship
- Be adaptable to meet changing community needs

- Be reviewed and can be exited if Council and community outcomes are not demonstrated
- Be established on a fixed term (of three years) with renewal dependent on successful evaluation.

Financial Obligations

- At the establishment of a civic relationship, the financial and other resource obligations will be determined and outlined to Council. During the term of the civic relationship, financial and other resource implications will be monitored and included in Council's operating budgets.

Gifts

- The receiving of gifts by individuals will be in accordance with the Gifts and Benefits Policy as amended from time to time.
- Gifts presented to the Council or the Community will be received in negotiation with the Chief Executive Officer.

Evaluation and Review

Reviews of civic relationships will be undertaken every three years or as defined in the Memorandum of Understanding or other agreement. The reviews will evaluate motives, obligations, objectives and outcomes stated at establishment.

A review may also be undertaken mid-term if the relationship is not meeting its objectives, there are no demonstrable community outcomes, or civic relationship principles are not met or have been breached.

A report to be brought to Council outlining the outcomes of the review to enable Council to determine whether the civic relationship continues for another term, or is exited.

Scope and application

This guideline applies to the formation and maintenance of all diplomatic ties and civic relationships initiated by Northern Beaches Council.

References and related documents

- Northern Beaches Council Gifts and Benefits Policy
- Northern Beaches Council Code of Conduct
- Councillor Expenses and Facilities Policy
- Diplomatic Ties and Civic Relationships Policy

Definitions

Key Term	Definition
Diplomatic Tie	A short term, often project based relationship/alliance/agreement based on achieving common goals.
Sister City	A relationship that is recognised through a formal agreement that develops mutual long term benefits between two cities.
Friendship City (or Cooperative Agreement)	A recognised relationship based on less formal arrangements than a Sister City.
Memorandum of Understanding (MoU)	A formal agreement between two or more parties to establish official partnerships. MoUs are not legally binding but carry a degree of seriousness and mutual respect, stronger than a general agreement

Responsible Officer

Executive Officer – Office of the Mayor

Revision History

Revision	Date	Change	HPE CM Ref
1	June 2019	Draft Diplomatic Ties and Civic Relationships Policy	xxxxxxxxx

Northern Beaches Council
Active agreements / exchange relationships -

City/Region	Status	Status Summary	Former Council
Brewarrina, NSW	Active	Annual student exchange, financial support provided during rural NSW drought and offer of further assistance to Council	Warringah
Gunnedah, NSW	Active	Financial support provided during rural NSW drought and offer further of assistance Council	Manly
Odawarra, Japan	Active	Annual student exchange	Manly
Tadaoka, Japan	Active	Marathon runners – 2 residents sent to Senshu City Osaka annually Council hosted reception held biannually	Pittwater

**Northern Beaches Council
Non active agreements / exchange relationships –**

City/Region	Former Council
Alas, East Timor	Warringah
Bath, United Kingdom	Manly
Chichibu, Japan	Warringah
Huntington Beach, California, USA	Manly
Jing'an, Shanghai, China	Manly
Oecusse, East Timor	Manly
Soibada, East Timor	Pittwater
Taito-Ku, Japan	Manly
Waikiki, Hawaii	Warringah
Yeongdo-Gu, South Korea	Manly

ITEM 8.4	EVENT GRANTS AND SPONSORSHIP PROGRAM 2019/20 - ROUND TWO FUNDING RECOMMENDATIONS
REPORTING MANAGER	EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS
TRIM FILE REF	2019/488100
ATTACHMENTS	1 ↓ 2019/20 - Event Grants and Sponsorships Assessments - Round 2 - Project Descriptions

SUMMARY

PURPOSE

To seek endorsement for the allocation of funding and fee waivers under Round Two of Council's 2019/20 Event Grants and Sponsorship Program.

EXECUTIVE SUMMARY

Council committed \$200,000 to the 2019/20 Event Grants and Sponsorship Program. There are two funding streams available to community events, through either the grants or sponsorship programs. These are open to the community all year round. A grant or sponsorship request is generally capped at \$10,000 but where major events have partnerships with State Government agencies, like Destination NSW (DNSW), and have measurable, economic and social benefits, funding of up to \$50,000 may be negotiated.

Currently, there is \$185,943 available in funding for Round Two applicants. At the Council Meeting 23 July funding of \$14,057 was endorsed for events that applied in Round One.

For this, Round Two of the Event Grants Program, Council received and assessed ten applications requesting a total of \$98,774 in cash and /or fee waivers. Most applicants requested the maximum amount available in each category. One application has been withdrawn and deferred to the next round to allow more time for the organiser to work on the application with staff.

Following detailed assessment, two projects are recommended for full funding with the other seven recommended for partial funding and/ or fee waiver. (As per recommendations in Attachment 1).

The assessment panel recommends all nine event applications for support valued at \$50,788 in cash or for fee waivers. No application for a major event has been received to date.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That Council:

- A. Approve funding of \$50,788 including cash and fee waivers under the 2019/20 Events Grants and Sponsorship Program, as recommended by the assessment panel.
 - B. Staff continue to work with applicants and provide support for the development and delivery of community run events.
 - C. Endorse the inclusion of two Councillors to sit on the assessment panel to undertake the review of applications who will be nominated by the Mayor.
-

REPORT

BACKGROUND

This is the second year of the Event Grants and Sponsorship Program that aims to promote enhanced economic, social, environmental and/or cultural benefits for the Northern Beaches community. The program has been developed in line with the Northern Beaches Events Strategy (2018-2023) and the Community Strategic Plan 2028, to develop a rich and diverse calendar of events across the beaches. The focus is on new and innovative events and other activities that add value and benefits to our local villages and town centres across the Northern Beaches.

The grants program assists with start-up or one-time costs. Grants are not recurring or ongoing. The sponsorship program supports events with operational costs such as marketing, promotion, and administration. Sponsorship is provided to events that demonstrate a partnership with Council. Funding can be for up to 3 years.

Applications were sought from eligible organisations for events that addressed the assessment criteria as follows:

- **Community benefit** – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.
- **Priority areas** – the event strongly relates to one or more identified Goals and or/strategies.
- **Value for money** – the application has justified the grant amount requested and included a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as other contributions including corporate sponsorship and in-kind support.
- **Environmental & waste management** – the event promotes sustainability and practises waste avoidance principals.
- **Organisational capacity to deliver** – the applicant has a demonstrated track record in delivering events or activations of the scale and type proposed, and/or the applications include thorough event planning and achievable outcomes.
- **Marketing and evaluation strategy** – the application includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured.

Events recommended for funding

Council received ten applications requesting a total of \$98,774 in cash and /or fee waivers. Applications were reviewed for eligibility in the first instance followed by an assessment undertaken by a staff panel.

Most applicants requested the maximum amount but upon detailed assessment only two projects were deemed eligible for full funding. The panel recommends applicants are given more guidance and support on budgeting and funding calculations to assist with developing more accurate budget forecasts. One application has been withdrawn and deferred to the next round to allow more time for the organiser to work on the application with staff. Seven event applications are recommended for partial funding and/ or fee waiver. (As per recommendations in Attachment 1).

The panel recommends the Placemaking and Events teams continue to collaborate with the applicants to build capacity in grant applications, develop the event concepts and extend event management skills and knowledge.

Negotiation of sponsorship benefits will be undertaken by the Events and Partnership team to leverage Council value.

Fee waivers have been incorporated into this grant program for items including but not limited to banner fees and beach or reserve bookings.

The funding and fee waiver requests are conditional upon relevant approvals and/or availability of the requested Council facility. Fee waivers are offered up to a maximum value based on the adopted fees and charges.

Event Grants & Sponsorships recommendations summary

Organisation	Northern Beaches Youth Interagency		
Project title	All About YOUth		
Project description	An annual forum for young people to engage, empower and inspire them for what lies ahead. Followed with a community engagement session for parents and other community members. The event will feature a combination of guest speakers, interactive workshops and consultation input for local services. Students will be drawn from local high schools across the Northern Beaches to participate in the program. Numbers are limited to 200 students.		
Recommended funding	\$6,400 for one year	Fee Waiver	Up to \$400 for venue hire

Organisation	Surfing NSW		
Project title	Australian Surfing Uni Games & Northern Beaches Junior Regional Titles		
Project description	A surf competition for all University students on the Northern Beaches. All disciplines are included, Shortboard, Longboard, Bodyboard, SUP. All teams based. Local community engagement activities. The Regional Titles are the starting point and pathway to the NSW Grommet State Titles, NSW Junior State Titles and Australian Junior Titles open only to local residents.		
Recommended funding	Nil	Fee Waiver	Up to \$4,999 for venue hire and fees

Organisation	Dogs in the Park NSW		
Project title	Dogs in the Park Northern Beaches		
Project description	Event promoting responsible dog ownership. Activities include dog demonstrations, market stalls, dog competition, educate on dog behaviour and local rescue dogs. To be held at Rowland Reserve, Bayview on 3 November 2019.		
Recommended funding	\$4,000 for one year	Fee Waiver	Up to \$3,000 for reserve and parking fees

Organisation	The Link Church		
Project title	Carols by the Lake		
Project description	Traditional community carols event attracting up to 10,000 people from the Northern Beaches. To be held at Lakeside Park, North Narrabeen on 21 December 2019.		
Recommended funding	\$5,000 for one year	Fee Waiver	\$621 for reserve hire

Organisation	Mona Vale Chamber of Commerce		
Project title	School program on market day		
Project description	The request is for multi-year sponsorship to help fund the marketing and inclusion of school/community performances to link business and community at the Mona Vale annual Market Day.		
Recommended funding	\$2,000 for one year	Fee Waiver	Nil

Organisation	Newfrontiers Grace City Church Incorporated		
Project title	Love Dee Why Family Fun Day		
Project description	Free community event with amusement rides, face painting, kids craft, organised sports, food trucks, and live music. To be held at James Meehan Reserve, Dee Why on 26 October 2019.		
Recommended funding	\$2,000 for one year	Fee Waiver	\$230 for reserve fee

Organisation	One Eighty Avalon Inc		
Project title	Ocean Alley – Live @ Rat Park		
Project description	This event will see the band (Ocean Alley) put together and headline an event consisting of local music, market stalls, food vendors and community groups, raising money for local charities such as Cerebral Palsy Alliance and One Eighty and giving the Northern Beaches a stellar line up of music to enjoy. To be held at Rat Park, North Narrabeen on 6 November 2019. Negotiation of sponsorship benefits will need to be undertaken.		
Recommended funding	\$9,000 for one year	Fee Waiver	Up to \$5,000 for reserve and other fees

Organisation	Sydney Chamber Music Festival Inc		
Project title	Sydney Chamber Music Festival		
Project description	A three day arts and music festival presenting world class performances by some of Australia's finest musicians, puppeteers and artists. The event has been running for 11 years and is held at the Manly Art Gallery and Museum. Concerts to be held from 18 to 20 October 2019.		
Recommended funding	Nil	Fee Waiver	\$1,400 for venue hire

Organisation	Totem Arts Festival		
Project title	Art & Sole 2019		
Project description	A two week art festival held across the Newport business precinct. The festival program has been designed to activate the entire Newport business area and includes music and performances as well as the revitalised Newport creative trail, 'Great Newport Art Race' and inter-generational Art Competition '20/60'. To be held from 1 to 5 November 2019.		
Recommended funding	\$5,000 for one year	Fee Waiver	Up to \$1,738 for busking, banner booking and venue fees

CONSULTATION

The program was initially promoted widely through print, on-line media and direct email at key customer locations. Two information sessions and two grant-writing workshops were held during the opening week in Manly and Dee Why.

Staff have also provided appropriate assistance and guidance to applicants where requested. All applicants will be able to seek feedback on their applications.

The Assessment Panel comprised:

- Executive Manager Community Engagement & Communications.
- One Manager from Council's team, Events.
- One Manager from Council's team, Open Space & Recreation Planning.
- One Manager from Council's team, Place & Economic Development.
- One Grants Coordinator.

The panel members undertook individual online assessments and submitted scores for each application against the assessment criteria, resulting in a priority ranking. A round table discussion of the panel was held and consensus on the recommended events and funding allocation was obtained.

TIMING

The second round of the 2019/20 Event Grants and Sponsorship Program opened on 6 May 2019. Funded events will need to be delivered by 30 June 2020 and acquitted by 31 July 2020. Events receiving multi-year funding will be required to expend their grant funds by 30 June each subsequent year, together with an acquittal report.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Protection of the Environment - Goal 3: Our community is well-supported in protecting the environment.
- Environment Sustainability - Goal 6: Our community will continue to work towards sustainable use of resources.
- Places for People:
 - Goal 8: Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing.
 - Goal 9: Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.
- Community and Belonging - Goal 10: Our community is stimulated through a diverse range of cultural and creative activities and events.
- Vibrant Local Economy - Goal 15: Our centres attract a diverse range of businesses, providing opportunities for work, education, leisure and social life.
- Partnerships and Participation – Goal 22: Our Council builds and maintains strong partnerships and advocates effectively on behalf of the community.

FINANCIAL CONSIDERATIONS

Funding of \$200,000 is included in the budget for the Event Grants and Sponsorship program 2019/20 that was adopted by Council.

The recommended funding allocation for this Round Two of applicants is \$50,788 in funding and/ or fee waivers. There are no recommendations for multiyear funding arrangements.

The balance of funds available for future Events Grant and Sponsorship applications in 2019/20 is \$135,155.

SOCIAL CONSIDERATIONS

The Event Grants and Sponsorship Program has been developed to promote the skills and resources of the community to deliver a rich and diverse calendar of events across the Northern Beaches.

The 2019/20 program has been expanded to include support for events that raise funds for eligible charities and not-for-profit organisations providing primary benefit to the broader Northern Beaches Community.

Where Council provides funding by way of a grant or sponsorship to an event, organisers are requested to acknowledge Council's support through its marketing and promotion. This recognition varies depending on the scale of the event and depth of the marketing and promotion that supports the event.

ENVIRONMENTAL CONSIDERATIONS

All event applications including those receiving grant funding are required to meet Council's waste management requirements before the event is approved to take place.

GOVERNANCE AND RISK CONSIDERATIONS

The 2019/20 Event Grants and Sponsorships program is carried out in accordance with chapter 12, part 1, section 356 of the Local Government Act 1993.

The 2019/20 Event Grants and Sponsorship program is carried out in accordance with the Community Grants and Partnerships Policy, adopted by Council on 25 June 2019.

Applications are assessed against pre-defined and advertised criteria and follow a clear and transparent process to ensure equity. The program was widely advertised and is open to the community all year round.

All event applications including those receiving grant funding and fee waivers are required to submit a risk assessment and other appropriate event management plans, and evidence of appropriate insurance coverage before the event is approved to take place.

There is a risk that, in some circumstances, events that have received funding may not be delivered, or may incur reputational issues that could reflect on Council. The Event Grant Acquittal process requires acquittal documentation along with event evaluations for each funded event to be submitted to Council within 60 days of the event occurring. These are reviewed by staff, and an Event Acquittal Report will be submitted to the CEO for review each quarter with recommendations for future funding proposals.

It is proposed that to further promote transparency, fairness and equity, that two Councillors be nominated by the Mayor to sit on the assessment panel to undertake the review of applications.

2019/20 Event Grants & Sponsorships Program Applicant Overview

Council received ten applications with all applications proceeding to assessment after eligibility checks. One application was then withdrawn. The remaining nine applications requested a total of \$98,774 in cash or in-kind (via fee waiver). The applications were assessed by the assessment panel against the following criteria:

- **Community benefit** – the event demonstrates significant economic, social, community, cultural and/or environmental contribution to the Northern Beaches community.
- **Priority areas** – the event strongly relates to one or more identified Goals and or/strategies.
- **Value for money** – the application has justified the grant amount requested and included a well-researched and realistic budget, clearly indicating what Council funds would be spent on, as well as other contributions including corporate sponsorship and in-kind support.
- **Environmental & waste management** – the event promotes sustainability and practises waste avoidance principals.
- **Organisational capacity to deliver** – the applicant has a demonstrated track record in delivering events or activations of the scale and type proposed, and/or the application includes thorough event planning and achievable outcomes.
- **Marketing and evaluation strategy** – the application includes an effective and feasible marketing and promotion strategy, as well as a post-event evaluation plan that details how success will be measured.

Grants recommended for funding

Following assessment, the Panel recommends all nine projects receive funding and/ or fee waivers to the total value of \$50,788. The panel recommend that staff provide feedback and support to all applicants on the grant application process to assist with building a better understanding especially in the areas of budgeting and revenue. In this round there are no projects recommended for multiyear funding but with further support from staff, this opportunity may be realised in future applications. The following table details the projects recommended for funding:

	Event Title	Event Description	Amount Requested (ex GST)	Amount Recommended (ex GST)	Comments

	Event Title	Event Description	Amount Requested (ex GST)	Amount Recommended (ex GST)	Comments
1	All About YOUTH - Northern Beaches Youth Interagency	An annual forum for young people to engage, empower and inspire them for what lies ahead. Followed with a community engagement session for parents and other community members. The event will feature a combination of guest speakers, interactive workshops and consultation input for local services. Students will be drawn from local high schools across the Northern Beaches to participate in the program. Numbers are limited to 200 students.	\$17,527	\$6,400 (one-year sponsorship) Fee waiver up to \$400	Whilst the event offers a unique concept, the application demonstrated limited value for money with a high cost per head ratio as numbers are limited to less than 300 participants. The panel recommends partial grant funding to cover core activity and fee waiver for venue hire. Council staff will work with the organiser to develop the event concept. The panel recommends this type of activity should be reviewed as part of the Community, Arts & Culture Program for future funding.
2	Australian Surfing Uni Games & Northern Beach Junior Regional Titles	A surf competition for all University students on the Northern Beaches. All disciplines are included, Shortboard, Longboard, Bodyboard, SUP. All teams based. Local community engagement activities. The Regional Titles are the starting point and pathway to the NSW Grommet State Titles, NSW Junior State Titles and Australian Junior Titles open only to local residents.	\$4,999	Fee waiver up to \$4,999 for venue hire costs	This event has the potential to provide broad community benefit beyond engaging local surfers. The organiser demonstrated the ability to deliver and sound marketing and evaluation practices. The request is for fee waivers for the venues.
3	Dogs in the Park Northern Beaches - Dogs in the Park NSW	Event promoting responsible dog ownership. Activities include dog demonstrations, market stalls, dog competition, educate on dog behaviour and local rescue dogs. To be held at Rowland Reserve, Bayview on 3 November 2019.	\$8,000	\$4,000 (one-year sponsorship) Fee waiver up to \$3,000	The event has potential to provide a popular activity that aligns with Council goals and objectives. The panel noted the application lacked detail in budget planning, event management, marketing & evaluation. Council staff will work with the event organiser and review the evaluation to determine eligibility for multi-year funding next year. The fee waiver is for car parking.
4	Carols by the Lake - The Link Church	Traditional community carols event attracting up to 10,000 people from the Northern Beaches. To be held at Lakeside Park, North Narrabeen on 21 December 2019.	\$7,660	\$5,000 (one-year sponsorship) Fee waiver up to \$621	The event is a long term, viable activity that has a strong local following which has been self sustaining. The application demonstrated good community benefits but needs further development to meet all the criteria. The partial funding is consistent with Council funding for other community run Christmas events.

	Event Title	Event Description	Amount Requested (ex GST)	Amount Recommended (ex GST)	Comments
5	Chamber of Commerce Funding Assistance - Mona Vale Chamber of Commerce	The request is for multi-year sponsorship to help fund the marketing and inclusion of school/community performances to link business and community at the Mona Vale annual Market Day.	\$5,000	\$2,000 (one-year sponsorship)	This event has potential to leverage the placemaking activities delivered by Council and build capacity in the local community. Staff will continue to work with the Chamber to work on the grant applications as it is lacking in detail around the event concept. The panel supports partial funding and recommends it is reviewed as part of the evaluation process to work towards a multi-year agreement.
6	Love Dee Why Family Fun Day - Newfrontiers Grace City Church Incorporated	Free community event with amusement rides, face painting, kids craft, organised sports, food trucks, and live music. To be held at James Meehan Reserve, Dee Why on 26 October 2019.	\$20,000	\$2,000 Fee waiver up to \$230	The event application did not meet the minimum requirements including value for money, marketing and evaluation. It demonstrated limited community benefits. Council staff will discuss and support the organisers to develop more capacity in event management. The panel supports a grant to cover the stage cost and waiving the venue hire fee.
7	Ocean Alley – Live @ Rat Park - One Eighty Avalon Inc	This event will see the band (Ocean Alley) put together and headline an event consisting of local music, market stalls, food vendors and community groups, raising money for local charities such as Cerebral Palsy Alliance and One Eighty and giving the Northern Beaches a stellar line up of music to enjoy. To be held at Rat Park, North Narrabeen on 6 November 2019.	\$9,000	\$9,000 (one-year sponsorship) Fee waiver up to \$5,000	This event has potential to connect with a broad youth audience and Council staff are currently working with the organiser to support the delivery of the event. The panel notes the application requires further development on the budget and negotiation of sponsorship benefits will be undertaken by the Events and Partnership team to leverage Council value.
8	Sydney Chamber Music Festival - Sydney Chamber Music Festival Inc	A three day arts and music festival presenting world class performances by some of Australia's finest musicians, puppeteers and artists. The event has been running for 11 years and is held at the Manly Art Gallery and Museum. Concerts to be held from 18 to 20 October 2019	\$9,999	\$Nil cash grant Fee waiver up to \$1,400	This event is already supported by Council through the umbrella event, Manly Arts Festival. The application did not demonstrate value for money, with the budget showing it makes a profit. The panel also noted that funding would be used to pay a debt from last year. The recommendation is to support the event through venue fee waiver only and staff continue to work with the organisers to look at improving the value for the funding.

	Event Title	Event Description	Amount Requested (ex GST)	Amount Recommended (ex GST)	Comments
9	Totem Arts Festival - Art & Sole 2019	A two week art festival held across the Newport business precinct. The festival program has been designed to activate the entire Newport business area and includes music and performances as well as the revitalised Newport creative trail, 'Great Newport Art Race' and inter-generational Art Competition '20/60'. To be held from 1 to 5 November 2019.	\$16,589	\$5,000 (one-year sponsorship) Fee waiver up to \$1,738	Whilst the panel recognises the initiative has potential it was noted the application requires further work on concept, marketing and evaluation. The application demonstrated limited value for money given the high funding level requested. The panel recommends the Placemaking team continues to work with the event organiser to support the delivery of the event.

ITEM 8.5	PUBLIC EXHIBITION OF THE DRAFT COMMUNITY SERVICE AWARDS POLICY
REPORTING MANAGER	EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS
TRIM FILE REF	2019/507308
ATTACHMENTS	1 ↓ Draft Community Service Awards Policy

SUMMARY

PURPOSE

To seek approval to place the draft Community Service Awards Policy on public exhibition.

EXECUTIVE SUMMARY

Prior to amalgamation the management and presentation of awards was undertaken in various ways through policies adopted at the former Pittwater and Warringah Councils. These policies have been reviewed and a draft Community Service Awards Policy has been developed which proposes a single Northern Beaches Policy (Attachment 1).

The purpose of the draft Community Service Awards Policy is to recognise the outstanding contributions of the Northern Beaches' residents and volunteers by publicly acknowledging and thanking them in a spirit of community pride.

In the development of this draft Policy, consideration has been given to the existing policies from the former Councils and advice from internal teams, including the Events and Social Planning & Services Teams.

It is proposed to place the draft policy on public exhibition in October 2019, after which submissions will be reviewed and the final policy presented back to Council for consideration before it is adopted.

It is proposed to place the draft Policy on public exhibition, after which submissions will be considered and the final policy will be reported to Council seeking adoption. At this time Council is to consider revoking the following Councils policies:

- Former Pittwater Council - Recognition of Community Service - Awards
- Former Warringah Council - Awards Policy.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That:

- A. Council place the draft Community Service Awards Policy on public exhibition for a minimum 28 days.
 - B. The outcomes of the public exhibition be reported to Council.
-

REPORT

BACKGROUND

Since the formation of the Northern Beaches Council, a policy review project has been underway to ensure a concise, consistent approach on policy matters across the Northern Beaches.

Prior to amalgamation the management and presentation of awards was undertaken in various ways by the former Pittwater and Warringah Councils which is reflected in the policies (Attachments 1 and 2). These policies have been reviewed and a draft Community Service Awards Policy has been developed which proposes a single Northern Beaches Policy (Attachment 3).

CONSULTATION

The draft policy was developed in consultation with some staff stakeholders including the Events and Social Planning & Services Teams

It is proposed to publicly exhibit the draft policy for a minimum 28 days in October 2019. Community engagement will include:

- Information on a 'Your Say' project web page including an online submission form where community feedback can be submitted.
- Briefings to relevant Strategic Reference Group members.
- Workshops and information sessions with staff and business units in Council.

Exhibition of the draft policy will be promoted through advertisements in the Manly Daily, and e-mails to key stakeholders and Council's community register.

TIMING

All feedback received during the public exhibition period in October 2019 will be considered for the draft policy, after which the final policy will be reported back to Council for consideration before its adoption.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcomes of Community and Belonging:

- Goal 10 – Our community is stimulated through a diverse range of cultural and creative activities and events.
- Goal 12 – Our community is friendly and supportive.

FINANCIAL CONSIDERATIONS

The cost of implementing the draft Communications Policy will be met within the 2019/20 operational budget.

SOCIAL CONSIDERATIONS

Council recognises that the community is enhanced through the endeavours of its residents and volunteers who work to improve the lives of others and make the Northern Beaches a better place to live. Council's Community Service Awards recognise the outstanding contributions by publicly acknowledging and thanking them in a spirit of community pride.

ENVIRONMENTAL CONSIDERATIONS

Council is committed to improving and demonstrating leadership in the community in environmental sustainability and waste minimisation, this applies to all civic events that may be held in association with service awards.

GOVERNANCE AND RISK CONSIDERATIONS

Ensuring a robust, complete and up to date policy environment is key to Council's governance framework. There are no increased risks to the organisation through harmonising the policies from the former Councils into a single approach for managing communications.

Council Policy

Community Service Awards

Policy Statement

Council recognises that the community is enhanced through the endeavours of its residents and volunteers who work to improve the lives of others and make the Northern Beaches a better place to live. Council's Community Service Awards recognise the outstanding contributions by publicly acknowledging and thanking them in a spirit of community pride.

Principles

1. That Council recognises the outstanding contribution of Northern Beaches' volunteers throughout the year where appropriate.
2. That this program include:
 - Australia Day Citizen of the Year Awards (5)
 - Outstanding Community Service Awards (15)
3. That the Australia Day Citizen of the Year awards program focus on the contribution of individual volunteers but also highlight the contribution of the organisations for which they work.
4. That the Outstanding Community Service Awards focus on recognising Northern Beaches residents who have made a significant contribution to the Northern Beaches and its community. One Outstanding Community Service Award can be awarded to a non-resident who has made a significant contribution to the Northern Beaches Community.
5. That a Panel comprising three community members and the Mayor or his/her delegate be convened to judge the nominations received. In addition, two staff members will serve as facilitators on the panel – they will not vote.
6. That the judging Panel be provided with all necessary information to assist them with their deliberations including information relating to any other awards those nominees may have received.

Table 1: Annual awards and number of persons eligible per year

Australia Day Awards
Citizen of the Year
Senior Citizen of the Year (65 years or older)
Young Citizen of the Year (under 25 years)
Sportsperson of the Year
Community Event of the Year
Outstanding Community Service Awards
Up to 15 awards will be presented annually

The guidelines and eligibility criteria for each category will be reviewed annually and promoted via Council's communication channels.

All nominees must be residents of, or events held within, the Northern Beaches Local Government Area, with the exception of the Outstanding Community Service awards whereby one non-resident may be awarded. Detailed award eligibility requirements are provided in Appendix 1.

Recipients are objectively selected by a Selection Panel on merit and against the Award criteria. The panel is made up of three community members, and the Mayor or his/her delegate (provided they have not nominated someone for an award). Two staff members will serve as facilitators on the panel, but will not vote. A member of the panel is to declare an interest and stand aside from the Panel should they be related to a nominee, or consider that for any reason a conflict of interest may arise.

The Australia Day Awards are announced and presented at or around the timing of the Northern Beaches Australia Day celebrations on 26 January each year.

Scope and application

This policy applies to all employees, agents, officers, councillors and committee members of Northern Beaches Council.

References and related documents

- Local Government Act 1993
- Northern Beaches Council Australia Day Awards Nomination Guidelines and Criteria (these are reviewed and updated annually)

Definitions

Event: An activity or thing that happens or takes place as a singular occurrence though that may be over more than one day

Responsible Officer

Executive Manager Community, Arts & Culture

Review Date

30 June 2023

Revision History

Revision	Date	Status	TRIM Ref
1	26 June 2019	First draft Australia Day Awards policy	2019/281707

ITEM 8.6	OUTCOMES OF PUBLIC EXHIBITION AND ADOPTION OF COMMUNICATIONS POLICY
REPORTING MANAGER	EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS
TRIM FILE REF	2019/525817
ATTACHMENTS	1 ↓ Communications Policy

SUMMARY

PURPOSE

Report to Council on the results of the public exhibition of the draft Northern Beaches Communication Policy and to seek adoption of the policy.

EXECUTIVE SUMMARY

The purpose of the draft Communications Policy is to provide an understanding of the different communication channels Northern Beaches Council use, their intended purpose and the roles and responsibilities of staff in accessing and using them to ensure all communications are well coordinated, effectively managed and responsive to the diverse information needs of the community.

In the development of this draft Policy, consideration was given to existing policies of the former Councils, policies from other Councils, recent community feedback and advice from internal teams, particularly the Communications and Community Engagement team.

The draft policy was publicly exhibited for 28 days from 26 July 2019.

There are a number of recommended changes to the draft policy following consultation make the scope and purpose clearer – see under ‘consultation’ in this report.

RECOMMENDATION OF CHIEF EXECUTIVE OFFICER

That Council:

- A. Note the outcomes of the public exhibition of the Communications Policy.
 - B. Adopt the Communications Policy.
-

REPORT

BACKGROUND

Since the formation of the Northern Beaches Council, a policy review project has been underway to ensure a concise and consistent approach on policy matters across the Northern Beaches.

Prior to amalgamation the management of media and communications was undertaken in various ways by the former Pittwater and Warringah Councils which is reflected in their policies. These policies have been reviewed and a draft policy developed which proposes a single Northern Beaches approach (Attachment 1).

CONSULTATION

The draft policy was developed in consultation with key staff stakeholders including the Communications and Community Engagement Teams. Additionally, other guidelines, operational standards and strategies of the former councils were also reviewed. As part of the investigation process, a range of policies and frameworks from other councils, state and federal government agencies, along with other organisations and corporations have also been referenced during the policy development.

The draft policy was exhibited for a period of 28 days from 26 July 2019. Community engagement included:

- Information on a 'Your Say' project web page including an online submission form where community feedback can be submitted.
- Distribution to those registered on the Community Engagement Register and advertisements in the Manly Daily.
- Workshops and information sessions/ meetings with staff and business units in Council.

Two responses were received from the public but they were unrelated to the policy. The issues raised in the public submissions included issues with hard surfaces in parks, environmental impact of dogs on beaches, Councillor disclosures of pet ownership and call for an upgrade of Bantry Bay Road.

The internal consultation process included a number of meetings and presentations with a range of business units. The Joint Consultative Committee was also presented with the draft Policy. The feedback received has been grouped under the following themes as presented here in Table 1:

Table 1. Feedback from Consultation

Theme	Feedback	Response
Scope of the policy	Not clear if the policy also applies to volunteers or Councillors.	The policy states it applies to Council staff. Change: the definition of 'Council staff' has been changed to include volunteers.
Title of the policy	Consider changing the title as it does not cover all communications, e.g. email, phone etc.	Title is consistent with similar policies of Council across NSW. No change recommended.
The purpose of the policy	Would like to see the fact that it	On the first page of the

	applies to staff use of social media moved further up the document.	document under the heading 'Scope and Purpose', it states that the policy applies to staff. No change recommended.
Approvals for staff using social media	Clarification sought on level of approval required to comments and questions on social media.	The draft policy states that responding to questions and requests is by approved site administrators/authors. No change recommended.
Reference to staff "... make(ing) comments on Council business or policy."	Clarification sought on what staff can do in relation to sharing, commenting and promoting positive news on social media, especially in relation to LinkedIn.	Include additional paragraph under 'Council staff use of social media'. Change: 'This does not apply to the functions of sharing, tagging, liking official Council posts on social media platforms such as Instagram, Facebook and others. The exception to making comment is where it relates to professional platforms such as LinkedIn where staff can acknowledge the delivery of Council projects and activities when they have already been promoted through official channels.'
References to authorised users in Council.	Clarification on who are the authorised users.	Change: Under the heading 'Communications Channels' remove reference to 'Communications team' to broaden the scope.
Electronic Direct Mail (EDMs)	Suggestion that EDMS be included, especially the need for staff to be aware of and adhere to privacy legislation.	Change: Under the heading 'Communications Channels' in the first paragraph add 'electronic direct mail'. Add new heading 'Electronic Direct Mail' and additional paragraph: Electronic Direct Mail (EDM) and email marketing campaigns are a form of digital marketing sent to a list of email subscribers. This digital platform is acknowledged as an effective tool for the direct dissemination of information

		<p>and for its ability to provide personalised content.</p> <p>Staff working on EDMs will manage all personal information collected for email marketing in accordance with the Privacy and Personal Information Protection Act 2009 NSW.</p>
<p>General edits</p>	<p>Suggested edits to make the document clearer</p>	<p>Change: Under the heading 'Communications channels' change first line to: 'Council's communication channels include digital media (websites, social media, Electronic Direct Mail and other online sites), print and broadcast media.'</p> <p>Change: 'The Communications Team and only authorised staff administrators' to 'Only authorised staff administrators..'</p> <p>Under the heading 'Social Media' add two dot points: 'an immediate and flexible channel to receive or distribute time sensitive information' and 'a strategic tool for the promotion of council initiatives and events.'</p> <p>Under the heading; 'Dealing with offensive behaviour in social media' add: 'and may be referred to the authorities'.</p> <p>Under the heading 'Council staff use of social media' in the last paragraph add 'or that is not in line with Council values.'</p> <p>Other minor grammatical changes.</p>

TIMING

The policy is supported by existing operational processes and procedures and will be implemented once adopted by Council.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Good Governance Goal 19(a) - Demonstrate a high standard of transparency and accountability through community involvement and strong, timely reporting practices.
- Partnership and Participation Goal 21(c) - Undertake innovative and adaptive community engagement.

FINANCIAL CONSIDERATIONS

The cost of implementing the draft Communications Policy will be met within the 2019/20 operational budget.

SOCIAL CONSIDERATIONS

Council recognises that communication with the community is a critical function that underpins understanding and awareness of the decisions of Council and importantly how Council is delivering on the Community Strategic Plan Outcomes and Goals. The draft policy defines several principles to ensure that communication between Council and the community will be in a manner that is:

- accessible and available in multiple formats to accommodate diverse information needs
- informative and proactive, promoting awareness about the decisions of Council, policies, programs, services and decisions
- open and transparent, encouraging two-way communication through a variety of channels that demonstrates how feedback has been used to support decisions
- positive and builds an engaged and highly satisfied community
- consistent, timely, accurate and responsive to our community needs, and
- respectful of the democratic process acknowledging Council resolutions represent the majority view.

ENVIRONMENTAL CONSIDERATIONS

Council is committed to improving and demonstrating leadership in the community in environmental sustainability and waste minimisation. This applies to the selection and procurement of communication tools, including promotional materials that may be identified as part of a communications plan or strategy. The use of digital and social media tools will be given preference but the focus will be on providing communications that are accessible and available in multiple formats to accommodate diverse information needs of the community.

GOVERNANCE AND RISK CONSIDERATIONS

Ensuring a robust, complete and up to date policy environment is key to Council's governance framework. There are no increased risks to the organisation through harmonising the policies from the former Councils into a single approach for managing communications.

Council Policy

Communications

Policy Statement

This policy provides an understanding of the different communication channels Northern Beaches Council use, their intended purpose and the roles and responsibilities of staff in accessing and using them to ensure all communications are well coordinated, effectively managed and responsive to the diverse information needs of the community.

Principles

Council is committed to delivering its Community Strategic Plan – Shape 2028 (CSP) and the vision of ‘a safe, inclusive and connected community that lives in balance with our extraordinary coastal and bushland environment.’ Communication with the community is a key function that underpins understanding and awareness of the how the community can contribute to, and how Council is delivering, on the CSP outcomes and goals.

Communication will be in a manner that is:

- accessible and available in multiple formats to accommodate diverse information needs;
- informative and proactive, promoting awareness about the decisions of Council, policies, programs, services and decisions;
- open and transparent, encouraging two-way communication through a variety of channels that demonstrates how feedback has been used to support decisions;
- positive and builds an engaged and highly satisfied community;
- consistent, timely, accurate and responsive to our community needs; and
- respectful of the democratic process acknowledging Council resolutions represent the majority view.

Scope and purpose

This policy applies to Council staff and defines the parameters for staff and business units who:

- are authorised to administer or contribute to the development of Council’s official communication tools;
- propose to use social media or other digital channels to promote the Council’s policies, programs, events and services;
- use social media in a personal capacity.

Communications channels

Council’s communication channels includes digital media (websites, social media, Electronic Direct Mail and other online sites), print and broadcast media. These communication channels are for the use of the organisation’s programs, events and services only. Only authorised staff administrators are permitted to approve content through workflow processes prior to being published.

Council supports the free promotion of not-for-profit community groups that run events and programs that benefit the local community via the ‘Event Calendar’ on Council’s website. Council reserves the right to reject any listing if it is deemed commercial, outside the Council area and/ or not in keeping with Council’s values.

Where community-run events and programs receive Council grant funding, they may be eligible for promotion through selected Council communication channels, at the discretion of the Communications Team.

Branding

All public communication materials and channels must adhere to and reflect Council's adopted identity, employing the Brand Identity Guidelines.

Media relations

Media enquiries are managed by authorised staff in the Communications Team and only they are responsible for the coordination of all responses to enquiries. The Communications Manager is responsible for ensuring the appropriate workflow processes are followed, prior to approval and distribution.

All other Council staff are not authorised to communicate with the media unless directly permitted by a relevant Director or the Chief Executive Officer.

Unauthorised release of Council information by staff will be referred to Council's Code of Conduct.

Spokespeople

The Mayor is the official spokesperson of Council. If the Mayor is unavailable, he/she can delegate to the Deputy Mayor and/ or other Councillor.

The Mayor is responsible for the allocating of public speaking roles at Council organised events requiring Councillor participation.

The Chief Executive Officer is the official spokesperson on high-level operational matters. Directors, Executive Managers and/or Managers can act as spokesperson on medium-low level operational matters, following approval from the Chief Executive Officer.

Digital channels

Website

Council's websites host a range of content specific to services, events and programs, as well as offering self-service products that offer 24/7 flexibility that will conform to a minimum Level AA of the Web Content Accessibility Guidelines version 2 (WCAG 2.1).

All website content must be approved through a workflow process by authorised staff administrators and/ or the Communications Manager prior to it being published online.

The Chief Executive Officer or other delegate must approve all requests for the development of sub-sites, including websites and social media pages.

Electronic Direct Mail

Electronic Direct Mail (EDM) and email marketing campaigns are a form of digital marketing sent to a list of email subscribers. This digital platform is acknowledged as an effective tool for the direct dissemination of information and for its ability to provide personalised content.

Staff working on EDMs will manage all personal information collected for email marketing in accordance with the Privacy and Personal Information Protection Act 2009 NSW.

Social media

Social media includes online communication tools that allow user participation and interaction. Social media is used by Council as part of a communications or community engagement plan and / or as part of a communications strategy. Social media is acknowledged for its great potential as:

- a two-way mechanism to encourage feedback and comment from the community;
- a strategic tool for the promotion of council initiatives and events;
- an immediate and flexible channel to receive or distribute time sensitive information;
- listening mechanism to improve our understanding of community attitudes towards topics or issues; and
- as a way of fostering debate on a topic or issue.

The Communications Team and or/ authorised administrators selectively use approved social media tools to:

- promote selected services, events, projects, policies and activities;
- enhance the Northern Beaches as a visitor destination;
- develop stronger relationships with community members;
- provide an accessible way for customers and the community to communicate with Council;
- support and complement the use of traditional media;
- expand Council's community engagement opportunities; and
- provide essential updates to the community during a crisis or emergency.

Council also uses specific online media sites selectively to:

- protect Council's reputation by monitoring social media activity that relates to Council;
- place Council's statements of facts directly onto the public record; and
- respond or clarify an issue in detail.

Managing, moderating and maintaining approved social media sites

Only approved site administrators/ authors may post content on behalf of Council on Council's official social media sites. This includes posting text, videos and photos, interacting with other social media users and responding to questions and requests. Moderation, monitoring and responding is the responsibility of the approved site administrators/ authors only.

Dealing with offensive behaviour in social media

Council will not tolerate content that is offensive, obscene, defamatory, threatening, harassing, bullying, discriminatory, hateful, racist, sexist, infringes copyright, constitutes a contempt of court, breaches a Court suppression order, or is otherwise unlawful.

Such content will be removed and may be referred to the authorities. Users who breach Council's Communications Policy may be banned from accessing Council's social media sites. Council also reserves the right to moderate content from individuals who seek to monopolise and dominate Council's social media sites for their own purposes.

Council staff use of social media

Council recognises that staff may wish to use social media in a personal capacity. Staff should be aware they are personally responsible and liable for content they publish or comments they may host on their own accounts on any form of social media.

Staff should take measures to ensure their personal comments cannot be mistaken for the official view of Council, impact on the staff member performing their role within Council or make comments on Council business or policy.

This does not apply to the functions of sharing, tagging, liking official Council posts on social media platforms such as Instagram, Facebook and others. The exception to making comment is where it relates to professional platforms such as LinkedIn where staff can acknowledge the delivery of Council projects and activities when they have already been promoted through official channels.

Council's Code of Conduct applies to staff use of social media and requires staff act in a way that enhances public confidence in local government, and they must not conduct themselves in a manner that is likely to bring Council or other Council officials into disrepute, at all times and to not place themselves in a position where they have a conflict of interest or that is not in line with Council values or policies.

References and related documents

Northern Beaches Council documents:

- Code of Conduct
- Access to Information Policy
- Disability Inclusion Action Plan
- Community Engagement Policy and Matrix
- Customer Experience Strategy
- Digital Transformation Strategy
- Community Strategic Plan – Shape 2028

Related legislation:

- Government Information (Public Access) Act 2009 (GIPA Act)
- Local Government Act 1993
- Independent Commission Against Corruption Act
- Anti-Discrimination Act 1977 NSW
- Privacy and Personal Information Protection Act 2009 NSW
- State Records Act 1998
- Copyright Act 1968 Cth; and
- Copyright Amendment (Digital Agenda) Act 2000 Cth.

Definitions

Communication channels	Includes digital media, websites, social media, other online sites, print media and broadcast media.
Council staff	Persons employed or engaged by Council including casuals, contractors and volunteers.
Social media	Applications that enable users to create and share information or ideas with others or to participate in social networking, whether known now or developed in the future.

Responsible Officer

Executive Manager Community Engagement and Communications.

Review Date

July 2022

Revision History

Revision	Date	Status	TRIM Ref
1	9 July 2019	Draft Policy referred to Council Meeting 23 July 2019	2019/382423

9.0 CORPORATE AND LEGAL DIVISION REPORTS

ITEM 9.1 MONTHLY INVESTMENT REPORT - AUGUST 2019

REPORTING MANAGER CHIEF FINANCIAL OFFICER

TRIM FILE REF 2019/464384

ATTACHMENTS NIL

SUMMARY

PURPOSE

To provide a report setting out details of all money that Council has invested under section 625 of the Local Government Act, 1993.

EXECUTIVE SUMMARY

In accordance with clause 212 of the Local Government (General) Regulation 2005, a report setting out the details of money invested must be presented to Council on a monthly basis.

The report must also include certification as to whether or not the investments have been made in accordance with the Act, the Regulations and Council's Investment Policy.

The Investment Report shows that Council has total cash and investments of \$219,369,559 comprising:

- Trading Accounts \$7,612,500
- Investments \$211,757,059

Performance over the period from 1 July 2019 to date was strong having exceeded the benchmark: 2.48%pa vs. 1.86%pa.

Certification – Responsible Accounting Officer

I hereby certify that the investments listed in the attached reports have been made in accordance with Section 625 of the Local Government Act 1993, clause 212 of the Local Government (General) Regulation 2005 and existing Investment Policies.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 - Our Council is transparent and trusted to make decisions that reflect the values of the community.

FINANCIAL CONSIDERATIONS

Actual investment income for the period from 1 July 2019 to date was \$822,816 compared to budgeted income of \$810,729, a positive variance of \$12,087.

SOCIAL CONSIDERATIONS

Council's investments are managed in accordance with Council's Investment Policy. Council's Investment Policy requires consideration of social responsibility when making investment decisions.

ENVIRONMENTAL CONSIDERATIONS

Council's investments are managed in accordance with Council's Investment Policy. Council's Investment Policy requires consideration of environmental responsibility when making investment decisions.

GOVERNANCE AND RISK CONSIDERATIONS

Council's Investment Policy and Strategy were reviewed in August 2019 by Council's Investment Advisors, Laminar Capital Pty Ltd, who confirmed that the current policy *"remains consistent with the Ministerial Investment Order and guidelines issued by the Chief Executive (Local Government), Department of Premier and Cabinet"* and that they *"do not recommend any changes to the list of approved investments or credit limit frameworks"*.

The Investment Policy was reviewed by the Audit, Risk and Improvement Committee at their meeting in November 2018, and no change to the Policy was required following that review.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council receives and notes the Investment Report as at 31 August 2019, including the certification by the Responsible Accounting Officer.

REPORT

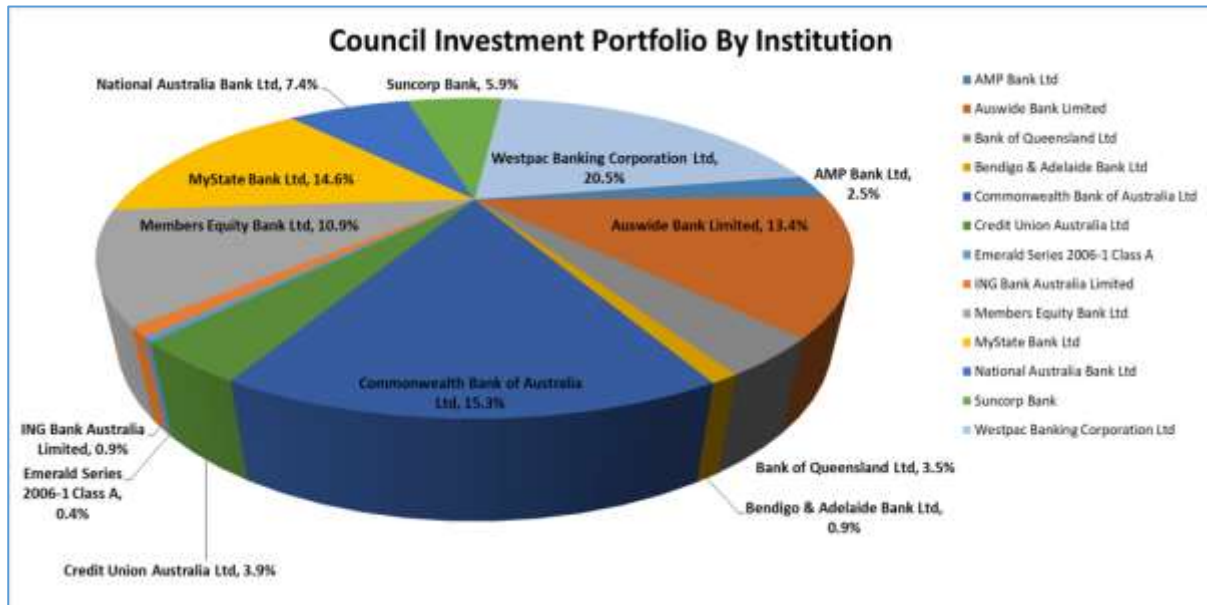
INVESTMENT BALANCES

INVESTMENT BALANCES				
As at 31-Aug-2019				
INSTITUTION	RATING	AMOUNT \$	MATURITY DATE	INTEREST RATE
Trading Account				
Commonwealth Bank of Australia Ltd	A1+	6,874,168		1.05%
National Australia Bank Ltd	A1+	<u>12,310</u>		1.13%
		6,886,478		
At Call Account				
Commonwealth Bank of Australia Ltd	A1+	<u>6,924,795</u>	At Call	1.10%
		6,924,795		
Mortgage Backed Securities				
Emerald Series 2006-1 Class A	AAA	<u>851,623</u>	21-Aug-51	1.4333%
		851,623		
Term Deposits				
Members Equity Bank Ltd	A2	3,000,000	03-Sep-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	05-Sep-19	2.75%
Members Equity Bank Ltd	A2	2,000,000	10-Sep-19	2.75%
Credit Union Australia Ltd	A2	1,000,000	12-Sep-19	2.75%
Auswide Bank Limited	A2	2,000,000	17-Sep-19	2.80%
Members Equity Bank Ltd	A2	2,000,000	17-Sep-19	2.75%
Bank of Queensland Ltd	A2	2,000,000	20-Sep-19	2.75%
MyState Bank Ltd	A2	2,000,000	24-Sep-19	2.85%
MyState Bank Ltd	A2	2,000,000	26-Sep-19	2.87%
MyState Bank Ltd	A2	2,000,000	26-Sep-19	2.85%
Bendigo & Adelaide Bank Ltd	A2	2,000,000	01-Oct-19	2.75%
MyState Bank Ltd	A2	2,000,000	03-Oct-19	2.87%
MyState Bank Ltd	A2	1,000,000	03-Oct-19	2.85%
Credit Union Australia Ltd	A2	2,000,000	08-Oct-19	2.82%
National Australia Bank Ltd	A1+	2,000,000	10-Oct-19	2.75%
MyState Bank Ltd	A2	2,000,000	15-Oct-19	2.85%
Members Equity Bank Ltd	A2	1,000,000	15-Oct-19	2.75%
Suncorp Bank	A1	2,000,000	15-Oct-19	2.60%
MyState Bank Ltd	A2	2,000,000	17-Oct-19	2.85%
MyState Bank Ltd	A2	2,000,000	23-Oct-19	2.85%
AMP Bank Ltd	A2	1,450,000	24-Oct-19	2.80%
MyState Bank Ltd	A2	2,000,000	29-Oct-19	2.87%
MyState Bank Ltd	A2	2,000,000	05-Nov-19	2.87%
MyState Bank Ltd	A2	2,000,000	07-Nov-19	2.85%
Westpac Banking Corporation Ltd	A1+	1,000,000	11-Nov-19	2.40%
MyState Bank Ltd	A2	2,000,000	12-Nov-19	2.85%
Suncorp Bank	A1	4,000,000	12-Nov-19	2.60%
AMP Bank Ltd	A2	2,000,000	14-Nov-19	2.60%
AMP Bank Ltd	A2	2,000,000	14-Nov-19	2.80%
MyState Bank Ltd	A2	2,000,000	19-Nov-19	2.85%
MyState Bank Ltd	A2	2,000,000	26-Nov-19	2.87%
Auswide Bank Limited	A2	2,000,000	28-Nov-19	2.80%
Members Equity Bank Ltd	A2	3,000,000	03-Dec-19	1.70%

INVESTMENT BALANCES				
As at 31-Aug-2019				
INSTITUTION	RATING	AMOUNT \$	MATURITY DATE	INTEREST RATE
Term Deposits (continued)				
MyState Bank Ltd	A2	2,000,000	05-Dec-19	2.85%
Credit Union Australia Ltd	A2	1,500,000	10-Dec-19	2.73%
Auswide Bank Limited	A2	3,000,000	10-Dec-19	2.75%
National Australia Bank Ltd	A1+	3,000,000	12-Dec-19	2.35%
Suncorp Bank	A1	2,000,000	12-Dec-19	2.20%
MyState Bank Ltd	A2	3,000,000	16-Dec-19	2.30%
Members Equity Bank Ltd	A2	2,000,000	17-Dec-19	2.75%
National Australia Bank Ltd	A1+	2,000,000	17-Dec-19	2.20%
Auswide Bank Limited	A2	3,000,000	07-Jan-20	2.75%
Auswide Bank Limited	A2	2,000,000	07-Jan-20	2.30%
National Australia Bank Ltd	A1+	2,000,000	09-Jan-20	2.35%
Westpac Banking Corporation Ltd	A1+	3,000,000	14-Jan-20	2.10%
Westpac Banking Corporation Ltd	A1+	2,000,000	14-Jan-20	2.10%
Credit Union Australia Ltd	A2	2,000,000	21-Jan-20	2.76%
Westpac Banking Corporation Ltd	A1+	4,000,000	21-Jan-20	2.00%
Suncorp Bank	A1	2,000,000	23-Jan-20	2.35%
Auswide Bank Limited	A2	3,000,000	04-Feb-20	2.75%
Auswide Bank Limited	A2	2,000,000	06-Feb-20	2.30%
Westpac Banking Corporation Ltd	A1+	3,000,000	11-Feb-20	2.10%
Westpac Banking Corporation Ltd	A1+	2,000,000	13-Feb-20	2.10%
National Australia Bank Ltd	A1+	1,000,000	18-Feb-20	2.35%
Suncorp Bank	A1	2,000,000	20-Feb-20	2.35%
Credit Union Australia Ltd	A2	2,000,000	25-Feb-20	2.78%
Bank of Queensland Ltd	A2	3,000,000	25-Feb-20	1.75%
Auswide Bank Limited	A2	3,000,000	03-Mar-20	2.75%
Westpac Banking Corporation Ltd	A1+	3,000,000	10-Mar-20	2.10%
Westpac Banking Corporation Ltd	A1+	2,000,000	12-Mar-20	2.10%
Members Equity Bank Ltd	A2	3,000,000	31-Mar-20	1.65%
Westpac Banking Corporation Ltd	A1+	3,000,000	07-Apr-20	2.10%
Westpac Banking Corporation Ltd	A1+	2,000,000	14-Apr-20	2.10%
Members Equity Bank Ltd	A2	3,000,000	28-Apr-20	1.65%
Westpac Banking Corporation Ltd	A1+	3,000,000	07-May-20	2.10%
Westpac Banking Corporation Ltd	A1+	2,000,000	12-May-20	2.10%
Members Equity Bank Ltd	A2	3,000,000	26-May-20	1.65%
Westpac Banking Corporation Ltd	A1+	4,000,000	23-Jun-20	2.50%
Westpac Banking Corporation Ltd	A1+	3,000,000	02-Jul-20	2.50%
Westpac Banking Corporation Ltd	A1+	3,000,000	10-Jul-20	2.55%
Westpac Banking Corporation Ltd	A1+	3,000,000	24-Jul-20	2.25%
		161,950,000		

INVESTMENT BALANCES				
As at 31-Aug-2019				
INSTITUTION	RATING	AMOUNT \$	MATURITY DATE	INTEREST RATE
Kimbriki Environmental Enterprises Pty Ltd				
Trading Account				
Commonwealth Bank of Australia Ltd	A1+	726,022		0.40%
		726,022		
At Call Account				
Commonwealth Bank of Australia Ltd	A1+	633,305	At Call	0.10%
		633,305		
Term Deposits				
Commonwealth Bank of Australia Ltd	A1+	1,000,000	13-Sep-19	1.51%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	16-Sep-19	1.94%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	30-Sep-19	1.63%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	30-Sep-19	2.10%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	28-Oct-19	1.88%
Commonwealth Bank of Australia Ltd	A1+	8,297,336	28-Oct-19	2.12%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	29-Oct-19	1.66%
Commonwealth Bank of Australia Ltd	A1+	2,000,000	18-Nov-19	1.66%
Commonwealth Bank of Australia Ltd	A1+	1,000,000	13-Jan-20	1.82%
		18,297,336		
New Council Implementation Fund				
Term Deposits				
Suncorp Bank	A1	900,000	21-Nov-19	2.60%
		900,000		
Stronger Communities Fund				
Term Deposits				
Bank of Queensland Ltd	A2	600,000	17-Oct-19	2.80%
Auswide Bank Limited	A2	1,100,000	12-Nov-19	2.05%
ING Bank Australia Limited	A1	2,000,000	19-Dec-19	2.90%
		3,700,000		
Stronger Communities Fund Round 2				
Term Deposits				
Auswide Bank Limited	A2	2,000,000	17-Sep-19	2.90%
Auswide Bank Limited	A2	2,500,000	22-Oct-19	2.90%
Auswide Bank Limited	A2	1,800,000	21-Nov-19	2.82%
National Australia Bank Ltd	A1+	1,700,000	16-Jan-20	2.35%
Auswide Bank Limited	A2	2,000,000	11-Feb-20	2.25%
Bank of Queensland Ltd	A2	2,000,000	25-Feb-20	1.75%
National Australia Bank Ltd	A1+	2,500,000	05-Mar-20	2.65%
National Australia Bank Ltd	A1+	2,000,000	09-Apr-20	2.50%
Westpac Banking Corporation Ltd	A1+	2,000,000	17-Jul-20	2.25%
		18,500,000		
Total Cash and Investments		219,369,559		

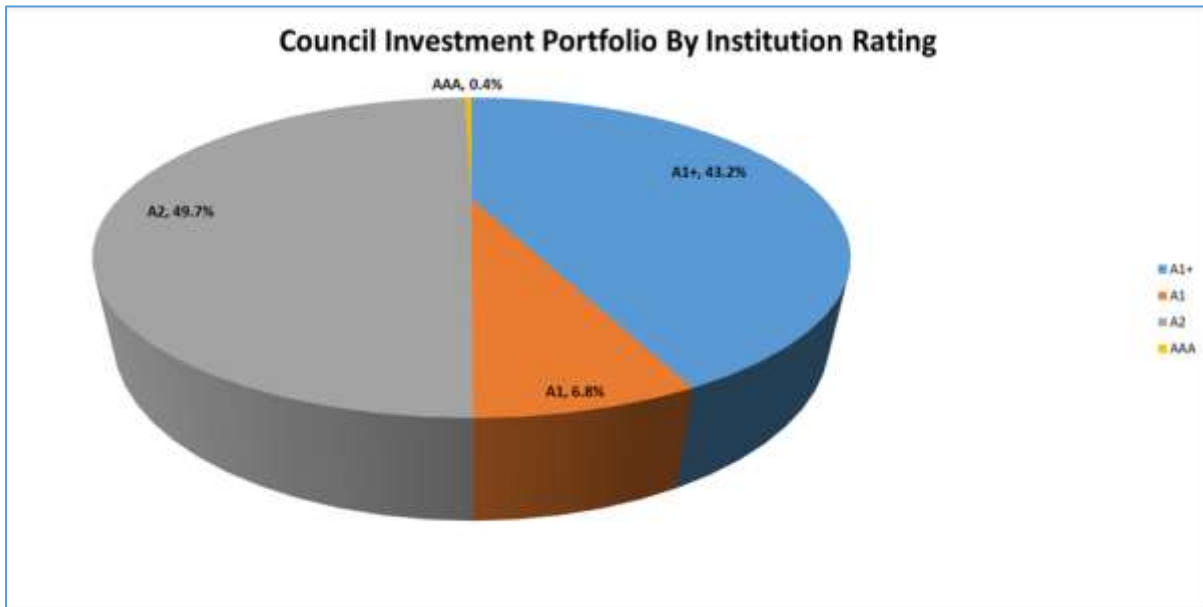
PORTFOLIO ANALYSIS



Institutional Credit Framework – Compliance with Investment Policy Requirements

Clause 4.2.2 of Council's Investment Policy requires that exposure to an individual institution be restricted by their credit rating so that single entity exposure is limited, as detailed in the table below:

Long Term Rating	Short Term Rating	Maximum %	Portfolio Complies with Policy?
AAA (incl. government guaranteed deposits)	A-1+	50%	Yes
AA+			
AA			
AA-	A-1	40%	Yes
A+			
A			
A-	A-2	30%	Yes
BBB+			
BBB			
BBB-	A-3	10%	Yes
Unrated	Unrated	10%	Yes (\$Nil)



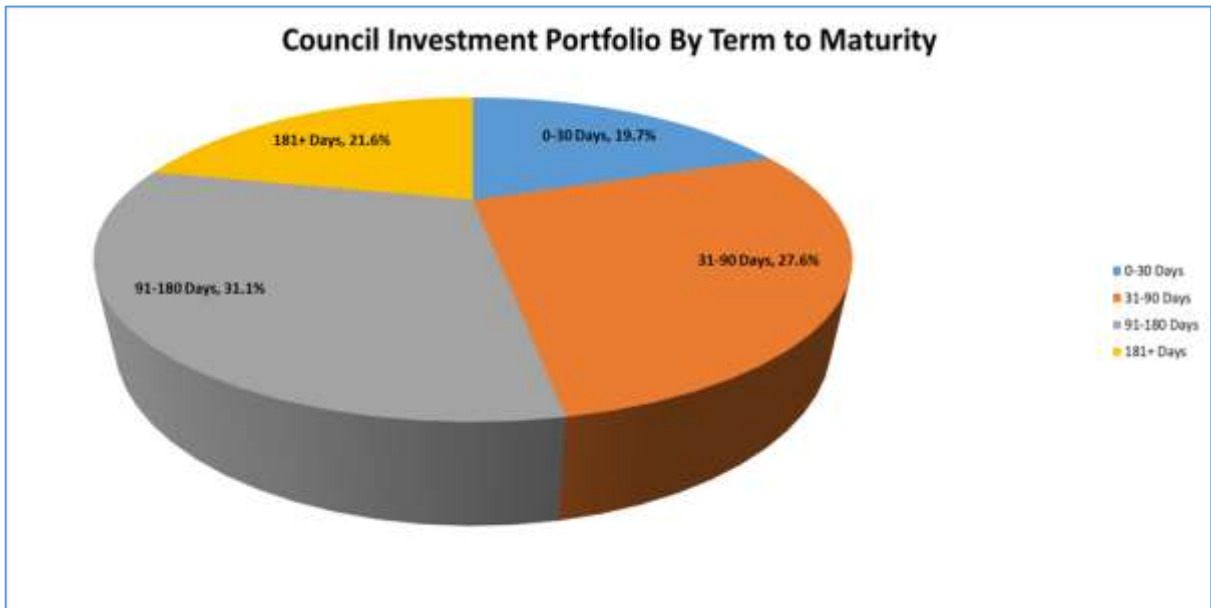
Overall Portfolio Credit Framework – Compliance with Investment Policy Requirements

Clause 4.2.1 of Council’s Investment Policy requires that the total percentage exposure within the market to any particular credit rating category be limited, as detailed in the table below:

S&P Long Term Rating*	S&P Short Term Rating*	Maximum %	Portfolio Complies with Policy?
AAA (incl. government guaranteed deposits)	A-1+	100%	Yes
AA+			
AA			
AA-			
A+	A-1	100%	Yes
A			
A-			
BBB+	A-2	80%	Yes
BBB			
BBB-	A-3	30%	Yes
Unrated**	Unrated**	20%	Yes (\$Nil)

* Or Moody’s / Fitch equivalents

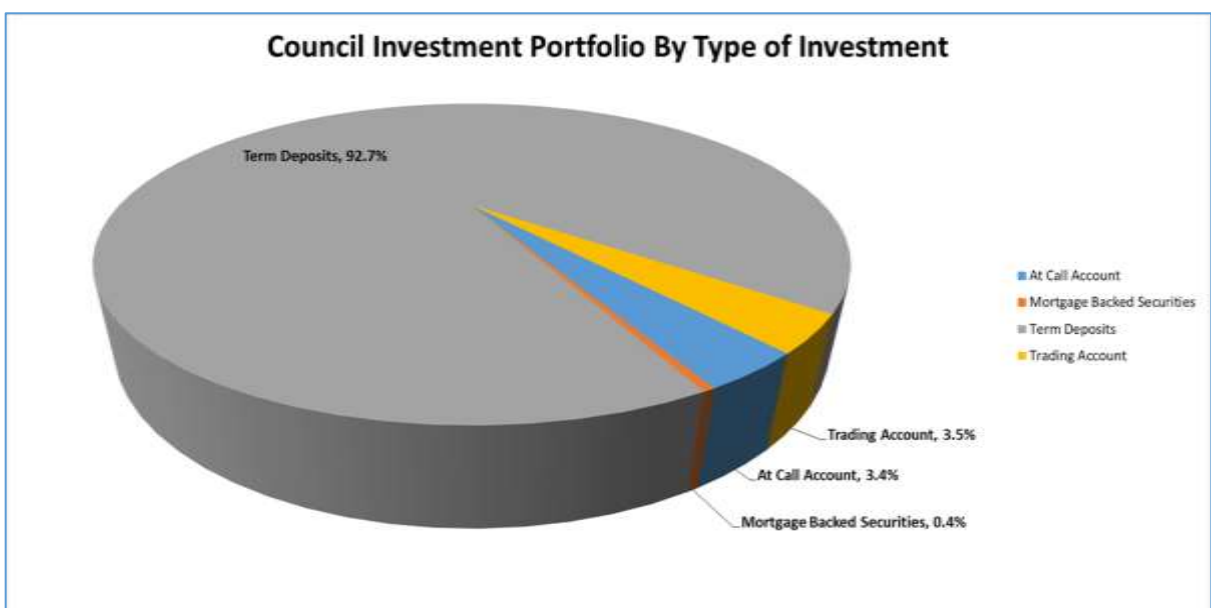
** Unrated Category is restricted to eligible managed funds such as the NSW Treasury Corporation Hour Glass Facilities



Term to Maturity Framework – Compliance with Investment Policy Requirements

Clause 4.2.3 of Council’s Investment Policy requires Council’s investment portfolio is to be invested within the following maturity constraints:

Overall Portfolio Term to Maturity Limits			Portfolio Complies with Policy?
Portfolio % <1 year	Min 40%	Max 100%	Yes
Portfolio % >1 year ≤3 year	Min 0%	Max 60%	Yes
Portfolio % >3 year ≤5 year	Min 0%	Max 30%	Yes

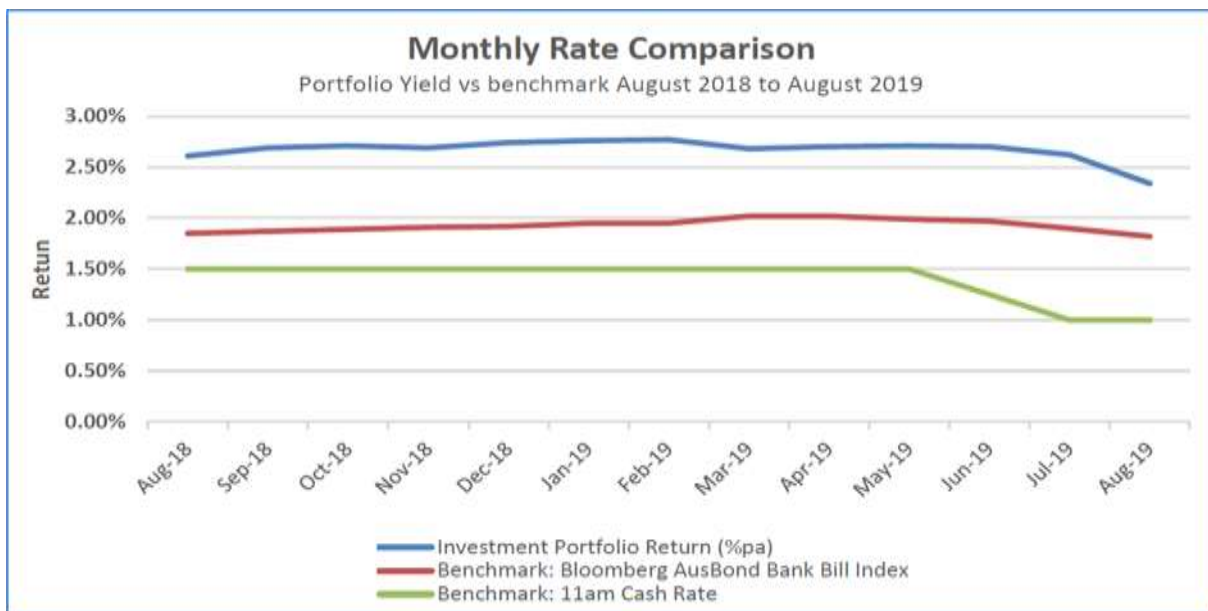


INVESTMENT PERFORMANCE VS. BENCHMARK

	Investment Portfolio Return (%pa)*	Benchmark: Bloomberg AusBond Bank Bill Index	Benchmark: 11am Cash Rate **
1 Month	2.34%	1.82%	1.00%
3 Months	2.54%	1.90%	1.08%
6 Months	2.62%	1.95%	1.29%
FYTD	2.48%	1.86%	1.00%
12 Months	2.67%	1.93%	1.40%

* Excludes trading account balances

** This benchmark relates to Cash Fund holdings

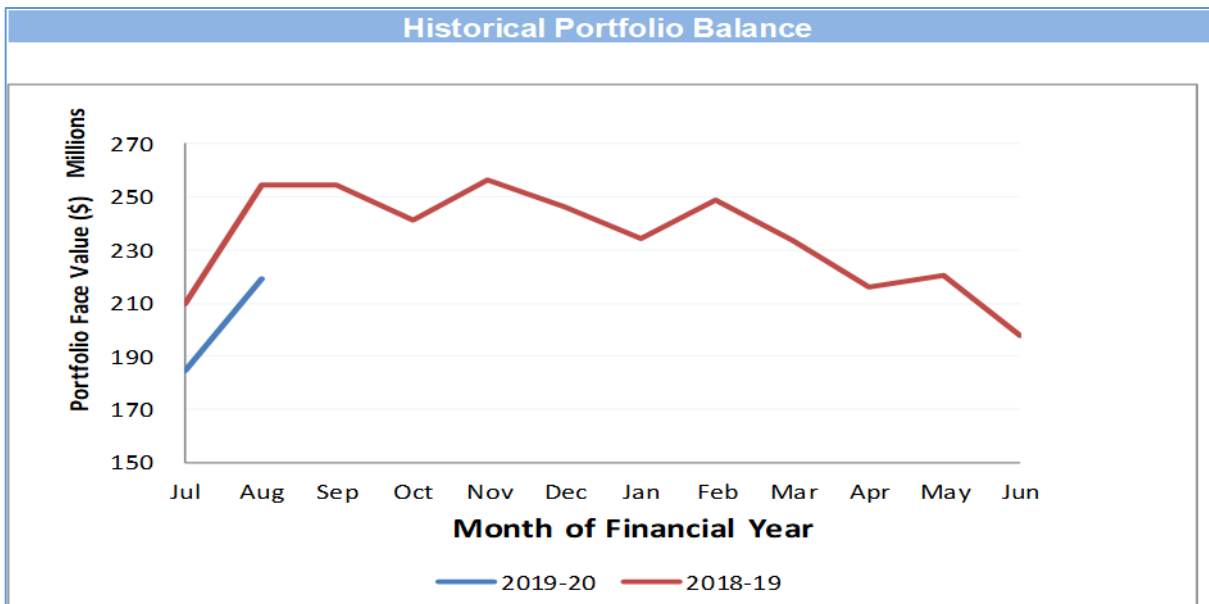


MONTHLY INVESTMENT INCOME* VS. BUDGET

	31 Aug 19 \$	Year to Date \$
Investment Income	410,633	822,575
Adjustment for Fair Value	245	241
Total Investment Income	410,878	822,816
Budgeted Income	412,595	810,729

*Includes all cash and investment holdings

Historical Portfolio Balance		
	2019-20	2018-19
Jul	184,317,848	209,605,515
Aug	219,369,559	254,510,268
Sep		254,769,836
Oct		240,996,644
Nov		256,137,875
Dec		246,453,069
Jan		234,499,949
Feb		249,011,046
Mar		233,537,191
Apr		215,948,342
May		220,652,093
Jun		198,030,610
Average Portfolio Balance	201,843,703	234,512,703



Statement of Compliance

Portfolio Performance vs. Bank Bill Index over 12 month period.	✓	Council's investment performance did exceed benchmark.
Monthly Income vs. Budget	✗	Council's income from investments did not exceed monthly budget.

Investment Policy Compliance

Legislative Requirements	✓	Fully compliant
Portfolio Credit Rating Limit	✓	Fully compliant
Institutional Exposure Limits	✓	Fully compliant
Term to Maturity Limits	✓	Fully compliant

ECONOMIC NOTES

(Source: Primarily extracted from information supplied by Laminar Capital Pty Ltd)

Downside risks to global economic growth are mounting notwithstanding economic indicators in the major economies that are mixed rather than consistently weakening. The clearest downside risk to global economic growth remains the escalating trade war between the United States and China. Other prominent downside risks include potential political and economic turmoil in Europe focused on the approaching Italian election and the high likelihood that Britain will crash out of the EU without a deal at the end of October. Democracy protests in Hong Kong are also a potential flashpoint for political turmoil if China intervenes with force. Set against these downside risks to global growth, the world's central banks stand ready to ease monetary conditions and the chances are increasing of a significant rise in government spending in one or more of the bigger economies.

In the US, Q2 GDP growth at 2.1% annualised was better than expected and reports of economic activity early in Q3 are pointing to at least as strong growth in Q3. Strong household spending growth (4.3% annualised) provided the biggest support for US GDP in Q2 and looks set to provide similar, or better, support to Q3 GDP on the basis of near record high consumer confidence plus a very strong rise in retail sales in July, up 0.7% month-on-month. Low unemployment, plentiful jobs including for low-skilled workers, strong wages growth including for the lower paid are all providing very strong support for household spending that is unlikely to diminish in the near-term.

In China, Q2 GDP growth slowed to 6.2% year-on-year from 6.4% in Q1 and the signs are that China's economic growth rate is slowing further in Q3. In July, growth in industrial production eased to 4.8% year-on-year from 6.3% in June. Retail sales, which Chinese authorities would like to see gain traction, is losing momentum growing 7.6% year-on-year in July, down from 9.8% in June. International trade growth is soft. The trade war with the US is hurting. The democracy protests in Hong Kong are also tipping Hong Kong's economy towards recession. If China intervenes in Hong Kong it risks fomenting far greater political and economic uncertainty. If it continues to sit on the sidelines, the escalating protests in Hong Kong threaten a deep recession in the territory extending into bordering parts of southern China. Chinese authorities have been cautiously deploying more expansionary fiscal and monetary policy to try and offset the negative impact of the trade war and the disturbance in Hong Kong. At some point it is likely that more aggressive stimulus measures will be adopted. Until then, China's growth prospects are sliding.

In Europe, a prospective hard British Brexit in late October and the likelihood that the approaching Italian elections will result in an unstable anti-EU Government are threatening to further weaken European economic growth prospects, however, recent economic indicators have mostly been a touch better than expected. Annual GDP growth moderated less than expected in Q2 to 1.1% year-on-year. The preliminary August manufacturing PMI was better than expected lifting to 47.0 from 46.5 in July although still below the 50 expansion/contraction line. The August preliminary services sector PMI, against expectations of deterioration, improved to 53.4 from 53.2 in July. Europe's unemployment fell to a decade low 7.5% in July. Understandably, the European Central Bank remains focused on downside risks to Europe's soft economic outlook and is actively examining other unconventional measures of monetary easing it may be able to deploy in need.

In Australia, the signs of moderate-paced economic growth generating good growth in employment but no reduction in the unemployment rate and no upward pressure on inflation continued in August. Q2 GDP came in at 0.5% quarter-on-quarter growth while annual GDP growth was a disappointing 1.4% year-on-year. Strong contribution to GDP growth from net exports and government spending, plus a weak contribution from household consumption spending are more than offsetting weakness in private capital expenditure preventing the economy from sliding into recession. While the risk of recession is low, especially with evidence that a key leading indicator of economic growth, home sales and prices turned the corner several months ago and are rising, the prospects for GDP growth are modest at best. At this stage, the cash rate looks set for a reasonably lengthy stay at 1.00%.

ITEM 9.2	DRAFT ANNUAL FINANCIAL STATEMENTS 2018/19
REPORTING MANAGER	EXECUTIVE MANAGER FINANCIAL PLANNING AND SYSTEMS
TRIM FILE REF	2019/497993
ATTACHMENTS	1 Draft 2018-19 Financial Statements (Included In Attachments Booklet)

SUMMARY

PURPOSE

To present to Council the Draft General and Special Purpose Financial Statements of Northern Beaches Council for the year ended 30 June 2019, which require certification and referral to Council's external auditors, the Audit Office of New South Wales.

EXECUTIVE SUMMARY

Council has achieved a Net Operating Result for the 2019 financial year of \$28m (2018 \$78.5m) and a Net Operating Result before Capital Grants and Contributions of \$9.9m (2018 \$24.9m). The \$9.9m surplus from operations contributed towards the funding required to deliver the capital works program (\$102.5m) and loan repayments (\$5m). The balance of funding is derived from capital grants and contributions, proceeds on the sale of assets, funding allocated to asset depreciation and the Council's cash reserves and working capital.

The primary difference between the two financial years being large grants received in 2017/18 including round 2 of the Stronger Communities Fund (\$21.1m), an increase in depreciation, reduction in the Domestic Waste Charge, less non-cash asset dedications to Council and an increase in the employee leave entitlements provision due to the impact of falling Commonwealth bond rates on the discount rate used.

The draft General and Special Purpose Financial Statements and Special Schedules for the year ended 30 June 2019 are attached as a separate booklet. Analysis of the Financial Statements has been provided and indicates that Council is in a sound financial position.

The preparation, compilation and audit of Council's General and Special Purpose Financial Statements have been provided for in Council's annual budget. The financial result for the year, which is the subject of this report, is a favourable outcome.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That:

- A. Council resolves in its opinion that the General Purpose Financial Statements, Special Purpose Financial Statements and Special Schedules for the year ended 30 June 2019:
 - a. have been properly drawn up in accordance with the provisions of the Local Government Act 1993 and the Regulations there under, the Australian Accounting Standards and professional pronouncements, and the Local Government Code of Accounting Practice and Financial Reporting
 - b. to the best of the Council's knowledge and belief the Financial Statements present fairly the Council's operating result and financial position for the year and accords with the Council's accounting and other records
 - c. the Council is unaware of any matter that would render the Financial Statements false or misleading in anyway.
 - B. The Mayor, a Councillor, Chief Executive Officer and Chief Financial Officer be authorised to sign the 'Statement by Councillors and Management' for both the General Purpose Financial Statements and Special Purpose Financial Statements.
 - C. The Annual Financial Statements for the year ended 30 June 2019 be referred to the Council's Auditor for audit.
 - D. Council hereby delegates to the Chief Executive Officer authority, upon receipt of the Auditor's report of the Council, to:
 - a. Forward a copy to the Office of Local Government.
 - b. Arrange for the public notice of the Council Meeting for presentation to the public, in the required format to be placed in the Manly Daily.
 - c. Arrange for the Council's audited Financial Statements and a copy of the Auditor's Reports to be made available for public inspection on Council's web page and in printed format at Council's Customer Service Centres and Libraries.
 - d. List the audited Financial Statements and Auditor's Reports on the Agenda for the next available Council Meeting for presentation to the public, which allows for the 7 days public notice requirement.
-

REPORT

BACKGROUND

The Local Government Act 1993 (“the Act”) relating to the preparation of Council’s Annual Financial Statements requires that:

1. Section 413 (2) – A Council's Financial Statements must include:
 - a) a General Purpose Financial Statement
 - b) any other matter prescribed by the Regulations
 - c) a statement in the approved form by the Council as to the opinion on the General Purpose Financial Statements.

The Local Government Code of Accounting Practice and Financial Reporting requires that Council complete a Special Purpose Financial Statement for all business activities declared by Council (Attachment 1)

2. Section 416 – A Council's Financial Statements for a year must be prepared and audited within 4 months after the end of the year concerned.
3. Section 418 – Upon receiving the Auditor’s Report, the Act requires Council to give at least 7 days public notice of the meeting at which it proposes to present its Audited Financial Statements, together with the Auditor’s Report, to the public. The public notice must include a statement that the business of the meeting will include presentation of the Audited Financial Statements, the Auditor’s Report and a summary of the Financial Statements.
4. Section 420 – Any person may make submissions in respect of the Council's Audited Financial Statements or the Auditor’s Report. Such submissions must be in writing and lodged with Council within 7 days after the public meeting at which these Statements are presented. Copies of all submissions received must be referred to the Council’s Auditor. The Council must take such action as it considers appropriate with respect to any submissions received, including giving notice to the Office of Local Government of any matter that appears to require amendment of the Council’s Financial Statements. In order to facilitate the public notice, meeting and submission process, it is considered appropriate that Council delegate to the Chief Executive Officer authority, upon receipt of the Auditor’s Report by Council, to:
 - a) Arrange for the public notice of this meeting, in the required format, to be placed in the Manly Daily, advising of the meeting at which the Auditor’s Reports will be presented.
 - b) Arrange for the Council’s Audited Financial Statements and a copy of the Auditor’s Reports to be made available for public inspection on Council’s web page and at Council’s Customer Service Centres and Libraries.
 - c) List the Audited Financial Statements and Auditor’s Reports on the agenda for the next available Council Meeting for presentation to the public, which allows for the 7-day public notice requirement.
5. Section 428 - The Audited Financial Statements must be included in Council's Annual Report.
6. Clause 215 of the Local Government (General) Regulation 2005 requires that the Statement under Section 413(2)(c) on the Annual Financial Statements must be made by resolution of the Council and signed by the:
 - Mayor
 - at least one (1) other Councillor
 - Chief Executive Officer

- Responsible Accounting Officer.

Annual Financial Statements have now been prepared and a draft is attached for referral to audit.

Council is responsible for the preparation of the Financial Statements and adequate disclosures. This includes the maintenance of adequate accounting records and internal controls, selection and application of accounting policies, and the safeguarding of the assets of Council.

The accounting records have been maintained in accordance with Section 412 of the Act and in a manner that permitted the timely preparation of the General and Special Purpose Financial Statements for the year ended 30 June 2019. Update No.27 to the Local Government Code of Accounting Practice and Financial Reporting was issued on 29 March 2019 and is relevant to the reporting period ending on 30 June 2019.

Financial Position of Council as at 30 June 2019 (subject to Audit)

The principal features of the Annual Financial Statements for 2018/2019 are as follows:

Net Operating Result for the period	\$ 28.0m
• Income from Continuing Operations	\$ 358.9m
• Expenses from Continuing Operations	\$ 330.9m
Net Assets	\$ 5,046.2m
• Current Assets	\$ 215.4m
• Non-Current Assets	\$ 4,985.9m
• Total Assets	\$ 5,201.4m
• Current Liabilities	\$ 86.4m
• Non-Current Liabilities	\$ 68.7m
• Total Liabilities	\$ 155.2m

The performance measure indicators are as follows:

Unrestricted Current Ratio 2.65x

The Unrestricted Current Ratio is specific to local government and is designed to represent a Council's ability to meet short term obligations as they fall due. Restrictions placed on various funding sources (e.g. Section 7.11 developer contributions, RMS contributions) complicate the traditional current ratio used to assess liquidity of businesses as cash allocated to specific projects is restricted and cannot be used to meet a Council's other operating and borrowing costs. The benchmark is greater than 1.5.

Council's Unrestricted Current Ratio of 2.65 reflects Council's sound financial position.

Debt Service Ratio 6.40x

This ratio measures the availability of operating cash to service debt including interest, principal and lease payments. The benchmark is greater than 2.

Council's Debt Service Cover Ratio of 6.40 is above the benchmark of 2.

Rates, Annual Charges, Interest & Extra Charges Outstanding 3.67%

The purpose of this ratio is to assess the impact of uncollected rates and annual charges on liquidity and the adequacy of recovery efforts.

Council maintains low levels of outstanding rates and annual charges particularly given that it may allow aged pensioners where in its opinion payment would cause hardship to accrue Rates and Charges against their estate.

Council's rates and annual charges outstanding ratio of 3.67% is within the benchmark of <5%.

Building & Infrastructure Renewals Ratio 139.09%

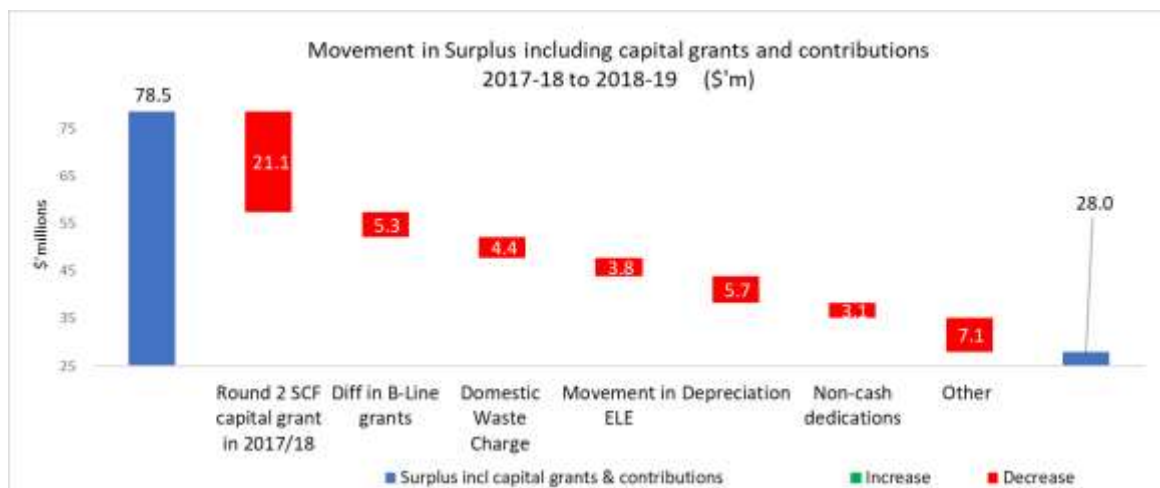
The purpose of the Building and Infrastructure Renewal Ratio is to assess the rate at which these assets are being renewed against the rate at which they are depreciating.

Council's ratio of 139.09% is well above the benchmark of 100%.

Surplus from Continuing Operations

The Surplus from Continuing Operations for the full financial year is \$28m (2017/18 \$78.5m). The primary differences between the two financial years being:

- \$21.1m Round 2 Stronger Communities Fund capital grant received in 2017/18
- \$4.4m (8%) reduction in the Domestic Waste Charge as efficiencies of the merger resulted in lower costs for the service
- \$3.8m (35%) increase in employee leave entitlement expenses primarily due to the impact of the falling Commonwealth bond rates which increased the value of future entitlements by \$1.8m (whereas in 2017/18 the impact of discounting was a \$0.3m reduction in the provision).
- \$5.7m (17%) increase in depreciation due to the 2017/18 buildings asset revaluation (\$2m) and the capitalisation of new and renewed assets
- \$3.1m reduction in the value of non-cash dedications at \$4.5m compared to \$7.6m in 2017/18



CONSULTATION

Council's external auditors have conducted audit procedures during the year, as an interim to the verification of assets and liabilities at year-end, to assess the reliability of the general ledger to produce Financial Statements and concurrent to the preparation of the draft General and Special Purpose Financial Statements.

Council's Audit, Risk and Improvement Committee was provided with a draft of the General and Special Purpose Financial Statements for the year ended 30 June 2019 at a meeting on Tuesday 3rd September 2019 for their assessment and advice. The Committee advised the Council that the draft Financial Statements are suitable for referral to Council's external auditors, The Audit Office of New South Wales. Recommendations from the Audit, Risk and Improvement Committee were incorporated into the draft General and Special Purpose Financial Statements contained in the attachment booklet.

TIMING

Council's Financial Statements for a year must be prepared and audited in accordance with the Act, i.e. within four months after the end of the year concerned.

FINANCIAL CONSIDERATIONS

The attached statements fairly present Council's operating result and financial position for the financial year 1 July 2018 to 30 June 2019 and accord with relevant accounting records.

SOCIAL CONSIDERATIONS

There are no significant social considerations relating to this report.

ENVIRONMENTAL CONSIDERATIONS

There are no significant environmental considerations relating to this report.

GOVERNANCE AND RISK CONSIDERATIONS

The draft Financial Statements for the year ended 30 June 2019 were considered by the Audit, Risk and Improvement Committee for presentation to Council. The General Purpose Financial Statements have been prepared in accordance with Australian Accounting Standards and Australian Accounting Interpretations, the Local Government Act (1993) (NSW) and Regulations, and the Local Government Code of Accounting Practice and Financial Reporting.

Annual Financial Statements

Northern Beaches Council

General purpose financial statements

for the year ended 30 June 2019

Statement by Councillors and Management

made pursuant to Section 413(2c) of the Local Government Act 1993 (NSW) (as amended)

The attached general purpose financial statements have been prepared in accordance with:

- *the Local Government Act 1993 (NSW) (as amended)* and the regulations made thereunder
- The Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- The Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render this report false or misleading in any way.

Signed in accordance with a resolution of Northern Beaches Council made on 24 September 2019.

Michael Regan
Mayor

Councillor

David Walsh
Responsible Accounting Officer

Ray Brownlee
Chief Executive Officer

Annual Financial Statements

Northern Beaches Council

Special purpose financial statements

for the year ended 30 June 2019

Statement by Councillors and Management

made pursuant to the Local Government Code of Accounting Practice and Financial Reporting

The attached Special Purpose Financial Statements have been prepared in accordance with:

- the NSW Government Policy Statement "Application of National Competition Policy to Local Government"
- Division of Local Government Guidelines "Pricing & Costing for Council Businesses - A Guide to Competitive Neutrality"
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the operating result and financial position for each of Council's declared business activities for the year, and
- accord with Council's accounting and other records.

We are not aware of any matter that would render these reports false or misleading in any way.

Signed in accordance with a resolution of Northern Beaches Council made on 24 September 2019.

Michael Regan
Mayor

Councillor

David Walsh
Responsible Accounting Officer

Ray Brownlee
Chief Executive Officer

ITEM 9.3	COUNCIL WARD BOUNDARY REVIEW
REPORTING MANAGER	EXECUTIVE MANAGER GOVERNANCE AND RISK
TRIM FILE REF	2019/460723
ATTACHMENTS	1 ↓ NSW Electoral Commission - Ward Boundary Review Number and Variance of Electors Report, as at 16 May 2019

BRIEF REPORT

PURPOSE

To advise that Council meets the statutory requirements under the Local Government Act 1993 regarding number of electors in each ward of the Northern Beaches Council.

REPORT

Under section 211 of the Local Government Act 1993 Councils must keep ward boundaries under review to ensure that a difference in elector numbers of no greater than 10% exists between wards. If an alteration to ward boundaries is undertaken, Council is required to, among other things, consult the NSW Electoral Commissioner.

The deadline for the finalisation of ward boundaries and ward name changes in order to take effect for the September 2020 local government elections is 9 December 2019.

The NSW Electoral Commission (NSWEC) maintains a website which provides enrolment statistics for each council and ward.

As at the most recent published report provided by the NSWEC at 16 May 2019, these statistics show the difference in elector numbers between the highest and lowest numbers per ward in the Northern Beaches Council is **2.96%**, which is within the required 10% limit.

Ward	No. of electors	Variance = 2.96%
Curl Curl	37,469	Highest
Frenchs Forest	36,770	
Manly	36,360	Lowest
Narrabeen	37,034	
Pittwater	37,356	

Attachment 1 is a report from the NSWEC website showing a comparison between all NSW councils as at 16 May 2019.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 – Our Council is transparent and trusted to make decisions that reflect the values of the community. In particular it relates to the performance measure in the Delivery Program to ensure Council complies with its governance framework to meet governance statutory requirements.

FINANCIAL CONSIDERATIONS

There are no financial impacts relating to this report.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts relating to this report.

SOCIAL CONSIDERATIONS

There are no social or community impacts relating to this report.

GOVERNANCE AND RISK CONSIDERATIONS

It important that Council monitors the variance in number of electors in each ward to ensure Council is complying with section 211 of the Local Government Act 1993 and meeting its statutory compliance.

The risk of a significant change in ward population numbers which would drive the variance beyond the 10% threshold between wards is considered unlikely to occur prior to the 9 December 2019 deadline to advise the NSWEC.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council:

- A. Note that no action is necessary to alter existing ward boundaries, however ward boundary elector numbers will be kept under review as required under section 211 of the Local Government Act 1993.
 - B. Advise the NSW Electoral Commission that a ward boundary alteration is not required for Northern Beaches Council.
-

Council	Ward	Electors as at 06/05/19	Highest Lowest	% Variation
Northern Beaches	Curl Curl Ward	37469	Highest	2.96%
Northern Beaches	Frenchs Forest Ward	36770		
Northern Beaches	Manly Ward	36360	Lowest	
Northern Beaches	Narrabeen Ward	37034		
Northern Beaches	Pittwater Ward	37356		

Ballina	A Ward	11268		7.36%
Ballina	B Ward	11733	Highest	
Ballina	C Ward	10870	Lowest	
Bayside	Bexley Ward	19834	Lowest	5.80%
Bayside	Botany Bay Ward	19923		
Bayside	Mascot Ward	20944		
Bayside	Port Botany Ward	21055	Highest	
Bayside	Rockdale Ward	20375		
Blacktown	Ward 1	53064	Highest	24.44%
Blacktown	Ward 2	42661		
Blacktown	Ward 3	40097	Lowest	
Blacktown	Ward 4	41087		
Blacktown	Ward 5	45112		
Blue Mountains	Ward 1	14915		4.74%
Blue Mountains	Ward 2	15341	Highest	
Blue Mountains	Ward 3	14974		
Blue Mountains	Ward 4	14614	Lowest	
Camden	Central Ward	16534	Lowest	42.79%
Camden	North Ward	28902	Highest	
Camden	South Ward	20139		
Canterbury-Bankstown	Bankstown Ward	44570		6.03%
Canterbury-Bankstown	Bass Hill Ward	44089	Lowest	
Canterbury-Bankstown	Canterbury Ward	46895		
Canterbury-Bankstown	Revesby Ward	46916	Highest	
Canterbury-Bankstown	Roselands Ward	44857		
Carrathool	Ward A	928	Lowest	0.85%
Carrathool	Ward B	936	Highest	
Central Coast	Budgewoi Ward	51085		4.59%
Central Coast	Gosford East Ward	50831		
Central Coast	Gosford West Ward	50528		
Central Coast	The Entrance Ward	49667	Lowest	
Central Coast	Wyong Ward	52055	Highest	
Central Darling	A Ward	341		18.59%
Central Darling	B Ward	382	Highest	
Central Darling	C Ward	311	Lowest	
Cessnock	A Ward	11213	Highest	10.25%
Cessnock	B Ward	10064	Lowest	
Cessnock	C Ward	11119		
Cessnock	D Ward	10271		
Cumberland	Granville Ward	25816	Highest	5.05%

Cumberland	Greystanes Ward	25678		
Cumberland	Regents Park Ward	25177		
Cumberland	South Granville Ward	24630		
Cumberland	Wentworthville Ward	24512	Lowest	
Dubbo	Dubbo Central Ward	7004		14.16%
Dubbo	Dubbo East Ward	6871	Lowest	
Dubbo	Dubbo North Ward	8004	Highest	
Dubbo	Dubbo South Ward	7906		
Dubbo	Wellington Ward	6982		
Dungog	A Ward	2230	Lowest	9.57%
Dungog	B Ward	2466	Highest	
Dungog	C Ward	2437		
Fairfield	Cabravale Ward	43177	Lowest	2.55%
Fairfield	Fairfield Ward	44308	Highest	
Fairfield	Parks Ward	44293		
Georges River	Blakehurst Ward	19566	Highest	8.24%
Georges River	Hurstville Ward	18319		
Georges River	Kogarah Bay Ward	19538		
Georges River	Mortdale Ward	17954	Lowest	
Georges River	Peakhurst Ward	19345		
Greater Hume	East Ward	2571		12.39%
Greater Hume	North Ward	2354	Lowest	
Greater Hume	South Ward	2687	Highest	
Hornsby	Ward A	33749	Highest	1.65%
Hornsby	Ward B	33235		
Hornsby	Ward C	33193	Lowest	
Hunters Hill	North Ward	5105	Highest	2.23%
Hunters Hill	South Ward	4991	Lowest	
Inner West	Ashfield Ward	26668		4.60%
Inner West	Balmain Ward	27361	Highest	
Inner West	Leichhardt Ward	26261		
Inner West	Marrickville Ward	26103	Lowest	
Inner West	Stanmore Ward	27114		
Ku-ring-gai	Comenarra Ward	16499		2.15%
Ku-ring-gai	Gordon Ward	16859	Highest	
Ku-ring-gai	Roseville Ward	16680		
Ku-ring-gai	St Ives Ward	16496	Lowest	
Ku-ring-gai	Wahroonga Ward	16563		
Kyogle	A Ward	2351	Highest	2.59%
Kyogle	B Ward	2290	Lowest	
Kyogle	C Ward	2319		
Lachlan	A Ward	846		15.63%
Lachlan	B Ward	960	Highest	
Lachlan	C Ward	956		
Lachlan	D Ward	810	Lowest	
Lachlan	E Ward	937		
Lake Macquarie	East Ward	51414		7.73%
Lake Macquarie	North Ward	51105	Lowest	
Lake Macquarie	West Ward	55387	Highest	
Lane Cove	Central Ward	7615	Lowest	19.38%

Lane Cove	East Ward	8096		
Lane Cove	West Ward	9446	Highest	
Liverpool	North Ward	63879	Lowest	13.83%
Liverpool	South Ward	74135	Highest	
Lockhart	A Ward	773	Lowest	5.27%
Lockhart	B Ward	809		
Lockhart	C Ward	816	Highest	
Maitland	Central Ward	15395		6.42%
Maitland	East Ward	14849	Lowest	
Maitland	North Ward	15867	Highest	
Maitland	West Ward	14917		
Murray River	Greater Murray Ward	2907	Highest	11.42%
Murray River	Greater Wakool Ward	2664		
Murray River	Moama Ward	2575	Lowest	
Murrumbidgee	Jerilderie Ward	914	Highest	5.36%
Murrumbidgee	Murrumbidgee East Ward	890		
Murrumbidgee	Murrumbidgee Ward	865	Lowest	
Newcastle	Ward 1	31686		15.11%
Newcastle	Ward 2	28600		
Newcastle	Ward 3	27608	Lowest	
Newcastle	Ward 4	32522	Highest	
North Sydney	Tunks Ward	15351	Lowest	8.13%
North Sydney	Victoria Ward	15935		
North Sydney	Wollstonecraft Ward	16709	Highest	
Parramatta	Dundas Ward	25645	Lowest	10.40%
Parramatta	Epping Ward	27136		
Parramatta	North Rocks Ward	26745		
Parramatta	Parramatta Ward	26803		
Parramatta	Rosehill Ward	28622	Highest	
Penrith	East Ward	45997	Lowest	5.47%
Penrith	North Ward	48657	Highest	
Penrith	South Ward	46089		
Port Stephens	Central Ward	17670	Lowest	11.92%
Port Stephens	East Ward	17799		
Port Stephens	West Ward	20061	Highest	
Randwick	Central Ward	18198		7.24%
Randwick	East Ward	17141	Lowest	
Randwick	North Ward	17612		
Randwick	South Ward	18478	Highest	
Randwick	West Ward	17204		
Ryde	Central Ward	25062		5.60%
Ryde	East Ward	25194	Highest	
Ryde	West Ward	23782	Lowest	
Shoalhaven	Ward 1	24800	Lowest	12.81%
Shoalhaven	Ward 2	27730		
Shoalhaven	Ward 3	28444	Highest	
Sutherland	A Ward	33758	Highest	3.16%
Sutherland	B Ward	32691	Lowest	
Sutherland	C Ward	33538		
Sutherland	D Ward	33141		

Sutherland	E Ward	33233		
Tenterfield	Ward A	999		11.80%
Tenterfield	Ward B	1068	Highest	
Tenterfield	Ward C	942	Lowest	
Tenterfield	Ward D	1046		
Tenterfield	Ward E	960		
The Hills	Central Ward	27510		21.07%
The Hills	East Ward	26466	Lowest	
The Hills	North Ward	33532	Highest	
The Hills	West Ward	27861		
Uralla	Ward A	2247	Lowest	2.73%
Uralla	Ward B	2310	Highest	
Walcha	A Ward	543	Lowest	10.10%
Walcha	B Ward	592		
Walcha	C Ward	561		
Walcha	D Ward	604	Highest	
Warren	A Ward	504		5.26%
Warren	B Ward	504		
Warren	C Ward	486	Lowest	
Warren	D Ward	513	Highest	
Waverley	Bondi Ward	11534		6.96%
Waverley	Hunter Ward	10879	Lowest	
Waverley	Lawson Ward	11693	Highest	
Waverley	Waverley Ward	11456		
Willoughby	Middle Harbour Ward	11709		6.64%
Willoughby	Naremburn Ward	11086	Lowest	
Willoughby	Sailors Bay Ward	11875	Highest	
Willoughby	West Ward	11667		
Wollondilly	Central Ward	12196		19.76%
Wollondilly	East Ward	13842	Highest	
Wollondilly	North Ward	11107	Lowest	
Wollongong	Ward 1	52305		10.62%
Wollongong	Ward 2	53355	Highest	
Wollongong	Ward 3	47690	Lowest	
Woollahra	Bellevue Hill Ward	7776	Lowest	7.65%
Woollahra	Cooper Ward	8089		
Woollahra	Double Bay Ward	8277		
Woollahra	Paddington Ward	8420	Highest	
Woollahra	Vauduse Ward	8238		

ITEM 9.4	INTERNAL AUDIT ANNUAL REPORT 2018-19
REPORTING MANAGER	EXECUTIVE MANAGER GOVERNANCE AND RISK
TRIM FILE REF	2019/481703
ATTACHMENTS	1 Internal Audit Annual Report 2018-19

BRIEF REPORT

PURPOSE

To present to Council the Internal Audit Annual Report for the financial year ended 30 June 2019, in accordance with the reporting requirements of the Internal Audit Charter and the Audit, Risk and Improvement Committee Charter.

REPORT

In accordance with the reporting requirements set out in the Internal Audit Charter and the Audit, Risk and Improvement Committee (ARIC) Charter, the Head of Internal Audit will provide an Internal Audit Annual Report to Council (Attachment 1).

The Internal Audit Annual Report for the year ended 30 June 2019 at Attachment 1 was endorsed by the ARIC at its meeting on 13 August 2019. The report outlines the internal audit activities and achievements during the financial year 2018-19.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 (b) - Establish a strong corporate governance framework to ensure decisions and transactions are ethical, efficient, and fair.

FINANCIAL CONSIDERATIONS

Funding to support internal audit activities is included in existing operational budgets.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts in relation to this report.

SOCIAL CONSIDERATIONS

Council is accountable to the community for the delivery of the Community Strategic Plan, and a key function of Internal Audit is to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight.

GOVERNANCE AND RISK CONSIDERATIONS

Internal Audit functions in accordance with the guidelines issued by the Chief Executive of the Office of Local Government pursuant to section 23A of the Local Government Act, 1993.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council note the Internal Audit Annual Report for the financial year ended 30 June 2019.



northern
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council

Internal Audit Annual Report 2018-2019

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Purpose

Internal audit is an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

Mission of Internal Audit at Northern Beaches Council

To enhance and protect organisational value by providing risk-based and objective assurance, advice and insight to assist Council in achieving its vision of delivering the highest quality service valued and trusted by the community.

Internal Audit Model

- A co-sourced internal audit model is in operation at the Northern Beaches Council, whereby the internal audit function is managed by the Head of Internal Audit, utilising an internal audit services contract. The model capitalises on the combination of internal knowledge and understanding of the organisation and external subject matter expertise. It maximises the efficiency and effectiveness of internal audit – offering assurance, objective recommendations, strategic advice and insight, and a range of experience and skills that positively impact on the way the organisation delivers success and its ability to provide a progressive and responsive service. KPMG were awarded the contract for Internal Audit Services following a Request for Tender process, for a three year period effective 2 August 2018.
- The internal audit function, through the Head of Internal Audit, reports functionally to the Audit, Risk and Improvement Committee (ARIC) and administratively to the Chief Executive Officer in accordance with its Charter.

Achievements through Internal Audit Activity

Northern Beaches Council's 3 Year Strategic Internal Audit Plan 2019-2021 (the Plan) was endorsed by the ARIC at its meeting on 19 February 2019 and approved by Council at its ordinary meeting on 26 March 2019. The Plan sets out the indicative scope and timing of the planned internal audit work proposed over the three-year period ending 30 June 2021.

The Plan includes baseline and compliance audits and has been framed having regard to:

- Discussions and input from the ARIC, Chief Executive Officer and senior Council executives
- Key community outcomes as identified through Council's Community Strategic Plan and the core business processes of Council as driven through its Delivery and Operational Plans
- Council's most recent strategic risk register
- Key findings arising from previous internal audits
- Applicable experience and knowledge gained from the conduct of similar internal audit projects for other councils and industry benchmarking exercises.

The Plan takes on the internal audit activity which was part of the Interim Internal Audit Plan approved by the ARIC at its meeting on 5 September 2018. The Interim Internal Audit Plan was designed and approved to ensure the continuity of internal audit activity during the planning and development of the 3 Year Strategic Internal Plan (the Plan) which was held over to accommodate the considerations of the incoming Chief Executive Officer and the incoming independent ARIC members.














The Plan is designed to be flexible, dynamic and timely in order to meet the changing needs and priorities of the organisation and to address emerging issues. In this regard, the need to adjust the Plan is monitored on an ongoing basis to be responsive to requests from the ARIC and the Chief Executive Officer.

As at 30 June 2019, all internal audits included in the first year of the Plan were undertaken (performance measure target - 80%). Additional reviews were undertaken at the request of the Chief Executive Officer.





Audit recommendations arising from completed internal audits are tracked and management's progress with the implementation thereof is reported on at each Audit, Risk and Improvement Committee meeting.

Internal audit activity undertaken during the financial year 2018-2019 is set out in the tables below:


Internal Audit Projects Completed

Internal Audit Programs	Progress	Status of project	Presentation to ARIC	Implementation of audit recommendations
Cybersecurity Penetration Testing and Maturity Assessment		Final report issued	19 February 2019	
Governance Framework Review		Final report issued	30 April 2019	
Kimbriki Review Report (<i>additional project</i>)		Final report issued	30 April 2019	
District Park Lease Process Review – Stakeholder Observations (<i>additional project</i>)		Final report issued	30 April 2019	-
Work Health & Safety Management		Final report issued	18 June 2019	
Fraud and Corruption Controls		Final report issued	13 August 2019	
Finance and Controls (rotational)		Final report issued	13 August 2019	





Internal Audit Projects In Progress

Internal Audit Programs	Progress	Status of project	Presentation to ARIC
Fleet Management		Draft report with management for comment	December 2019
Procurement		Fieldwork in completion	December 2019
Data Analytics: Core Transactions		Fieldwork in completion	December 2019
District Park Post Project Review (<i>additional project</i>)		Fieldwork in completion	December 2019

Progress of internal audits/reviews undertaken

 Completed	 In progress	 Not commenced
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Status of implementation of audit recommendations

 Completed/ Closed	 In progress – On track	 In progress – Overdue	 Action pending
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Looking forward into 2019-2020

- Internal audit are cycling through the second year of the 3 Year Strategic Internal Audit Plan. The second round will see Internal Audit focus further on implementation of the control environment in addition to the design which was the primary area of focus in the first year of the Plan.
- The Internal Audit Annual Plan 2019-2020 has been formed on the basis of the rolling 3 Year Strategic Internal Audit Plan and further informed by observations made during the past financial year in order to remain timely and responsive to emerging risks and the needs and priorities of the organisation. The Annual Plan also makes provision for the inclusion of relevant follow up projects to those completed in the prior year and will continue to focus on culture as part of each internal audit undertaken.
- The Internal Audit Annual Plan 2019-2020 will be presented to the ARIC for approval at its meeting on 13 August 2019.
- The effectiveness, efficiency and quality of the internal audit process and internal audit reports will continue to be monitored through auditee satisfaction surveys and feedback from the ARIC, Chief Executive Officer and senior Council executives.

ITEM 9.5	REVISED AUDIT, RISK AND IMPROVEMENT COMMITTEE CHARTER
REPORTING MANAGER	EXECUTIVE MANAGER GOVERNANCE AND RISK
TRIM FILE REF	2019/498028
ATTACHMENTS	1 ARIC Charter - Revised August 2019 (Included In Attachments Booklet)

BRIEF REPORT

PURPOSE

To present to Council for adoption the revised Audit, Risk and Improvement Committee (ARIC) Charter as recommended by the ARIC at the meeting held on 13 August 2019.

REPORT

The ARIC Charter was adopted by Council at the ordinary meeting of 26 June 2018. The Charter requires the ARIC to review its Charter annually to ensure it remains current, relevant and accurately reflects the Committee's composition, role and responsibilities.

The Committee reviewed the revised ARIC Charter at Attachment 1 at its 13 August 2019 meeting and recommend this Charter to Council for adoption. Revisions to the Charter relate to administrative amendments removing instances of duplication and references to transition activities no longer relevant; and refines the Committee's role and responsibilities, together with expanded guidance in relation to the areas of improvement and governance.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 (b) - Establish a strong corporate governance framework to ensure decisions and transactions are ethical, efficient, and fair.

FINANCIAL CONSIDERATIONS

Funding to support the Audit, Risk and Improvement Committee is included in existing operational budgets.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts in relation to this report.

SOCIAL CONSIDERATIONS

Council is accountable to the community for the delivery of the Community Strategic Plan, and a key function of the Audit, Risk and Improvement Committee is to promote good corporate governance, transparency and external accountability.

GOVERNANCE AND RISK CONSIDERATIONS

The Committee functions in accordance with the guidelines issued by the Chief Executive of the Office of Local Government pursuant to section 23A of the Local Government Act 1993 and in consideration of Part 4A of the Local Government Act 1993 as proposed by the Local Government Amendment (Governance and Planning) Act 2016.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council adopt the revised Audit, Risk and Improvement Committee Charter.

ITEM 9.6	RISK APPETITE STATEMENT
REPORTING MANAGER	EXECUTIVE MANAGER GOVERNANCE AND RISK
TRIM FILE REF	2019/502374
ATTACHMENTS	1 ↓ Draft Risk Appetite Statement
	2 ↓ Draft Risk Assessment Tables

SUMMARY

PURPOSE

To seek Council adoption of the draft Risk Appetite Statement and Risk Assessment Tables.

EXECUTIVE SUMMARY

Northern Beaches Council provides a diverse range of services to over 250,000 residents. In order to deliver everyday services as well as achieve the priorities set out in Shape 2028 – Northern Beaches Community Strategic Plan, it is important Council is aware of the risks to achieving its objectives and delivering upon its commitments, and sets acceptable parameters towards managing this.

Good risk management ensures that Council makes well informed decisions and understands the associated internal and external risks that may impact the delivery of services and achievement of objectives. A robust risk management framework enables the organisation to identify, mitigate, manage and monitor all risks to ensure the best outcome for Council and the community.

Council has an existing Enterprise Risk Management Policy (adopted by Council on 27 November 2018) and an Enterprise Risk and Opportunity Management Framework which is aligned to the international ISO 31000:2018 standard.

The next stage of the development of the Enterprise Risk and Opportunity Management Framework is the integration of a Risk Appetite Statement (Attachment 1) and Risk Assessment Tables (Attachment 2). The Risk Appetite Statement outlines the amount and type of risk that Council has determined it is willing to take on in order to pursue strategic outcomes and objectives – it is the willingness of the organisation to assume risk or seize an opportunity. The Risk Assessment Tables provide a guide for defining likelihood, consequence and the severity of risk.

Council is proposing an overall risk appetite as **open**. This means that Council will only accept a low degree of risk together with a reasonable certainty that there is a reward to gain by taking on the risk. However, the individual categories of risk will be considered on a case by case basis in relation to the appetites set for particular circumstances, as set out in the risk appetite statement.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council adopt the draft Risk Appetite Statement and the Risk Assessment Tables.

REPORT

BACKGROUND

This report outlines Council's draft Risk Appetite Statement and Risk Assessment tables and seeks Council's adoption of the statement and its integration into the Enterprise Risk and Opportunity Management Framework across Council.

The Australian/New Zealand ISO Standard on Risk Management describes risk as *"the effect of uncertainty on objectives"*. Risk is the probability of an internal or external situation (an incident) having the potential to impact upon Council; preventing Council from successfully achieving its objectives, delivering its services or capitalising on its opportunities.

Risks are an everyday occurrence that could potentially impact on Council's ability to meet its obligations to stakeholders and the community. Council recognises that while some risks cannot be fully eliminated they can be identified, controlled and managed to an acceptable level. This is done through effective risk management, which is defined as *"the culture, processes and structures that are directed towards the effective management of potential opportunities and adverse effects"*.

Council is committed to undertaking proactive risk management as:

- sound governance practice requires an understanding of the strategic and operational risks and opportunities facing Council in order to make informed decisions and meet organisational and strategic goals
- Council provides critical services and infrastructure to the residents and visitors of this local government area
- Council has service agreements and contractual obligations with government and non government agencies and organisations.

Council's Risk Appetite Statement outlines how much risk Council is willing to seek or accept in order to achieve its objectives. Council recognises the need to take risks, both in our ordinary business undertakings and to achieve the priorities set out in Shape 2028 – Northern Beaches Community Strategic Plan.

Effective risk management ensures Council will make well informed decisions and understands any associated risks. By ensuring that Council properly responds to risks it will be more likely to achieve its priorities. Effective risk management also provides control and a high level of due-diligence consistent with our responsibilities of being transparent and accountable to the community.

Council's overall risk appetite is **open**, meaning that Council's appetite is to take a low degree of risk together with a reasonable certainty that there is a reward to gain by taking on the risk.

In addition, the Risk Appetite Statement outlines Council's risk appetite statements for the following categories:

- Legal/ Compliance
- Financial
- Staff Culture / Harmony
- Environmental
- Community/ Staff Safety
- Service Delivery – Technology, Cyber and Digital Innovation

- Service Delivery – Business Operations
- Image / Reputation
- Service Delivery – Projects.

Council has also set risk tolerances for each of the above categories. The tolerance sets the level of risk that is unacceptable, or the amount of risk that Council is prepared to tolerate. In instances where risk sits outside the tolerance level, Council will aim to reduce the risk to a level that is within its appetite or seek to remove it.

Overall, the majority of risk tolerances are set at **low**, meaning Council has a limited acceptance to bear risk in a particular area. This is typically because the consequences would be acceptable only with active management of the risk. The only exception to this is the 'Service Delivery – Project' category where council will accept a risk tolerance of **medium**. This means Council will bear a modest level of risk, with a low to medium likelihood of occurrence and with moderate impacts or consequences to Council should the risk eventuate

Council has also reviewed its Risk Assessment Tables, including likelihood and consequence matrices, which will be utilised for the assessment of risk as part of Council's Enterprise Risk and Opportunity Management Framework.

A comprehensive review of the Council's Strategic Risk Register, and operational and functional risk registers will be undertaken following the formal adoption of both the Risk Appetite Statement and Risk Rating Matrices.

CONSULTATION

The draft Risk Appetite Statement (Attachment 1) and Risk Assessment Tables (Attachment 2) has been the subject of significant consultation with councillors as well as having been placed before Council's Audit Risk and Improvement Committee.

In developing and progressing the Risk Appetite Statement the following consultation process was undertaken:

- On 9 April 2019, KPMG conducted a risk workshop with Councillors to commence and inform the development of the Council's risk appetite statement, to confirm the risk categories of Council, and to consider the likelihood and consequence risk matrices used to assess the severity of risk. The process, as commenced by KPMG, was continued internally based on the feedback and views of Councillors.
- On 2 July 2019 the initial draft of the risk appetite statement was subsequently workshopped at the Councillor briefing of 2 July 2019 with feedback being received and incorporated.
- On 13 August 2019 the draft Risk Appetite Statement together with the revised Risk Assessment Tables were presented before Council's Audit Risk & Improvement Committee with the feedback received from the Committee incorporated into the documents.
- On 3 September 2109, a final Councillor workshop was held to advise and confirm the position reached in respect of the Risk Appetite Statement and the Risk Assessment Tables, and to address any Councillor queries.

TIMING

In line with Council's Enterprise Risk Management Policy and Enterprise Risk and Opportunity Management Framework, this risk appetite statement will be reviewed annually, or following material changes to Council's business environment, Council's risk profile or as it is considered during strategic and operational planning.

LINK TO COUNCIL STRATEGY

The report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 – Our council is transparent and trusted to make decisions that reflect the values of the community.

FINANCIAL CONSIDERATIONS

The activities outlined in this report are resourced from existing operational budgets.

ENVIRONMENTAL CONSIDERATIONS

The risk appetite statement together with risk likelihood and consequence matrices are components of Council's overall Enterprise Risk and Opportunity Management Framework which incorporates environmental risk and impacts.

SOCIAL CONSIDERATIONS

The risk appetite statement together with risk likelihood and consequence matrices are components of Council's overall Enterprise Risk and Opportunity Management Framework which incorporate social impact risks and matters which reflect the values of the community.

GOVERNANCE AND RISK CONSIDERATIONS

A key function of Council is to ensure that Council has in place governance and risk management frameworks which ensure appropriate controls are in place for risk exposures as they relate to the strategic and operational objectives and decisions of Council and to satisfy itself that Council decisions are being made through a fully informed risk based position.

Northern Beaches Council Risk Appetite Statement, September 2019

Northern Beaches Council Risk Appetite Statement

Council's risk appetite is the amount and type of risk that Council has determined it is willing to take on in order to pursue strategic outcomes and objectives – it is the willingness of the organisation to assume risk or seize an opportunity. One of the important factors which also helps define the risk appetite is the Council's tolerance to risk – risk tolerance is the Council's readiness to bear risk in order to achieve its objectives.

Our risk appetite statement is fundamental to managing and delivering upon the strategic outcomes of Council, as articulated through our Community Strategic Plan. It provides guidance for the management of risks and the assessment of opportunities by defining how much risk the organisation wants to take to pursue its goals. Risks which are unacceptable to Council because they fall outside the risk appetite or are not within tolerance levels will need to be addressed (treated, controlled or even removed) so that they become acceptable to Council.

This document outlines the risk appetite and risk tolerances of the Northern Beaches Council as set by its elected body.

Background

The Northern Beaches Council recognises that risk/reward factors are inherent within its strategic outcomes and the broad range of functions and services it is committed to delivering for the Northern Beaches community. By properly understanding and managing risk in a consistent and responsible manner, Council can reduce uncertainties and optimise the opportunities associated with delivering its strategic and operational objectives.

Council's risk appetite statement details the elected Council's position and its tolerance for the amount and type of risk that it is willing to take on in order to meet its objectives or seize an opportunity.

Responsibilities

- **Council** sets the risk appetite and risk tolerances. It is also responsible for applying the risk appetite statement to strategic planning and all decision making.
- **Senior Management** (including the CEO, Directors and Executive Managers) is responsible for championing and implementing the risk appetite statement across Council. Senior management is also responsible for applying the risk appetite statement to strategic and operational planning and all decision making.
- **All staff** are responsible for applying Council's risk appetite statement when identifying and considering risks and opportunities associated with decisions they make.
- The **Audit Risk & Improvement Committee** is responsible for reviewing the strategic and significant risks of Council, how they sit within the accepted levels of the Council, and to assess and advise upon their treatment and controls.

Risk Appetite

Risk appetite statements set out the Council's willingness to take on risk to achieve the outcomes or rewards it has outlined as part of its strategic and business planning. These statements guide management in its actions about how much risk to accept and how it may therefore manage risks.

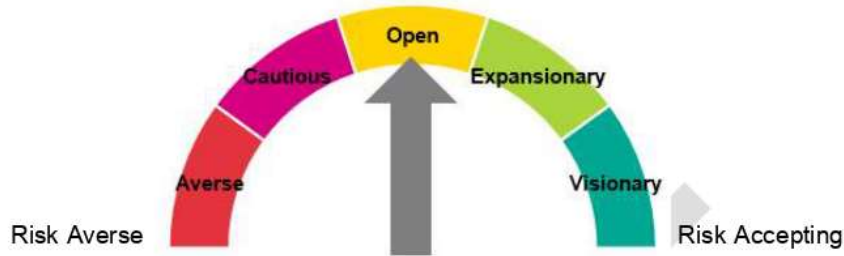
Council's elected members have set Council's **overall** risk appetite as **open**. This means that Council will only accept a low degree of risk together with a reasonable certainty that there is a reward to gain by taking on the risk. However, the individual categories of risk will be considered on a case by case basis in

Northern Beaches Council Risk Appetite Statement, September 2019

relation to the appetites set for particular circumstances, and these are outlined in the risk appetite statements below.

Council's Overall Risk Appetite

Where:



Council's overall risk appetite is **Open**

- **Averse** means that there is no appetite for risk and Council should avoid the risk and/or uncertainty.
- **Cautious** means that Council's preference is for safe options that are very low risk, tightly controlled, and which only pursue a potential for reward when it safely outweighs the risk/s taken.
- **Open** means that Council's appetite is to take a low degree of risk together with a reasonable certainty that there is a reward to gain by taking on the risk.
- **Expansionary** means that Council has an appetite to consider all potential options to pursue the reward and is certain to take on a low to medium risk in order to achieve the return.
- **Visionary** means that Council is eager to think outside the box or be a change-driver and actively choose options offering potentially higher community or business rewards with an appetite for medium to high risk while doing so.

The table below summarises Council's risk appetite statements for the categories of risk it strategically and operationally monitors, and these statements form the fundamental basis for the Council's decisions and its strategic planning process.

Council's Risk Appetite Statements

Risk Category	Risk Appetite Statement
Legal / Compliance	<p>Council has a strong governance framework with a focus on principles of good governance, informed and consistent decision-making, and compliance with all legislative, regulatory and reporting requirements while promoting continuous improvement.</p> <p>Council has a risk averse appetite for legal or compliance risks. This includes zero tolerance for:</p> <ul style="list-style-type: none"> - breaches or non-compliance with legal, professional and regulatory requirements - internal fraud, corruption, collusion or theft - integrity failures - breaches of the Code of Conduct <p>- deviations from sound practices espoused by industry and professional standards, inquiries and their findings.</p>

Northern Beaches Council Risk Appetite Statement, September 2019

Risk Category	Risk Appetite Statement
	<p>Council has an expansionary appetite for informing and commenting on broader government and social policy, in order to influence the regulatory environment in the medium and longer-term and drive improvements or benefits for the community.</p>
Financial	<p>Council manages its budgets and financial commitments prudently to remain within its approved annual and long-term plans. Council considers its budget through effective short, medium and long term financial planning and investment strategies and long term asset management plans to ensure that it remains financially sustainable.</p> <p>Council has a cautious risk appetite for financial risks and will manage risks that have the potential to adversely impact on its long term sustainable future.</p>
Staff Culture / Harmony	<p>A high performing, inclusive, diverse and engaged workforce allows Council to deliver its vision and strategic objectives. Our vision and values underpin and drive everything we do and every decision we make.</p> <p>Council has an expansionary appetite towards driving a high performing and highly engaged culture and behaviours, for example through learning and development, flexible working arrangements, talent and knowledge retention, leadership and performance & reward.</p> <p>Council has a risk averse appetite for bullying, harassment and discrimination as well as behaviour that does not reflect the values of Council.</p>
Environmental	<p>The local community places a high value of importance on our natural environment. In line with this strategic outcome, Council is committed to preserving its natural environment. Council also acts responsibly in adopting environmentally sustainable practices within the resources it has available.</p> <p>Council has a cautious risk appetite for the preservation of the natural environment.</p> <p>Council has a cautious appetite for introducing new approaches to reducing the impact of environmental hazards on our community.</p> <p>Council has an open appetite to reducing the impact of climate change on its operations.</p> <p>Council has an expansionary appetite towards innovative environmental and sustainability solutions.</p>
Community/ Staff Safety	<p>Council places a high priority on providing a safe environment for community members, staff, volunteers and contractors.</p> <p>Council has a cautious risk appetite for safety risks due to Council activity.</p> <p>Council has an expansionary appetite for calling policies, processes and assumptions into question where they can result in improvements to community/staff safety.</p>
Service Delivery – Technology, Cyber and Digital Innovation	<p>Council relies on technology, cyber and digital innovation for service delivery and to enable its operations to function cohesively and efficiently.</p> <p>Council has a cautious appetite for technology, cyber and digital risks and for any risks associated with the loss of personal information.</p> <p>Council has an expansionary appetite to pursue applications that may provide innovative solutions to Council’s operations and benefits for the community.</p>

Northern Beaches Council Risk Appetite Statement, September 2019

Risk Category	Risk Appetite Statement
Service Delivery – Business Operations	<p>The community and the customers of Council are at the core of Council’s vision and they are the drivers Council’s key outcomes through our Community Strategic Plan.</p> <p>Council has an open appetite for expanding its customer focused solutions and improvements. Council strives to actively increase customer satisfaction outcomes, such as through first call resolution, facilitating staff ability to solve issues and influence process improvements or make discretionary decisions, and through added value-creation in the customer journey.</p> <p>Council has an open appetite for temporary drops in service levels to allow delivery of new ideas and projects and an open appetite for preserving the existing quality of service delivery.</p> <p>Council ensures it has capacity to deliver its statutory and discretionary services to the community with minimal disruption.</p> <p>Council has a cautious risk appetite towards major disruption to business operations.</p>
Image / Reputation	<p>Council’s elected members, committee members, employees, volunteers and contractors are expected to uphold the values within Council’s Code of Conduct at all times, while employing ethical decision-making and a customer-centric approach when communicating with customers and the community. Council makes every effort to develop strong and positive relationships with community members and other stakeholders.</p> <p>Council is risk averse towards breaches of the Code of Conduct and behaviour not in line with Council’s values which may result in damage to Council’s community standing or relationships.</p> <p>Council has a cautious risk appetite towards reputational risks. Council takes all reasonable steps to minimise the likelihood of internally driven reputational damage, while noting the risk that reputational damage could also occur via sources external to Council (ie, contagion risk).</p> <p>Council has an expansionary appetite for engaging the Northern Beaches community on controversial agendas for the greater good of the community.</p>
Service Delivery - Projects	<p>Many of Council’s strategic objectives can be realised through projects. Managed effectively these projects can deliver within the financial resources allocated to the project and achieve the expected benefits within time and scope.</p> <p>Council has an expansionary appetite for exploring innovative commercial and project opportunities.</p> <p>Council has a cautious risk appetite for project delivery risk.</p>

Risk Tolerance

Risk appetite statements set out the amount and type of risk that Council is willing to pursue or retain in order to achieve its objectives, while the Council’s risk tolerance is the amount of risk that Council will bear after a risk treatment plan or a way to address the risk is put in place. The Council’s risk tolerances guide management in its actions about how much risk is acceptable and how it should therefore manage risks.


Council uses the following tolerance levels.

Northern Beaches Council Risk Appetite Statement, September 2019

Risk Tolerance Levels

Tolerance Level	Description
Zero	Indicates Council has no acceptance of bearing risk in a particular area as the impacts or consequences are not acceptable to Council
Low	Indicates Council has a limited acceptance to bear risk in a particular area. This is typically because the consequences would be acceptable only with active management of the risk
Moderate	Indicates Council will bear a modest level of risk, with a low to medium likelihood of occurrence and with moderate impacts or consequences to Council should the risk eventuate
High	Indicates Council will bear risk which may result in a moderate to severe consequence for the Council and may have a medium to strong probability of occurrence. A high risk tolerance may increase the necessity that corporate and management support may be required, but this is acceptable to bear in taking on the risk.

Risk Averse



Risk Accepting

The following outlines Council's general risk tolerances for each of Council's risk categories. Individual risks within each of these categories may have treatments and control options which can bring them into line with Council's tolerance levels. If a risk cannot be brought within Council's tolerance, it cannot be accepted and may need to be removed or other efforts made to bring it within tolerance.

Risk Category	Overall Tolerance	Tolerance Measures
Legal / Compliance	Low	<ul style="list-style-type: none"> ▪ 100% of identified material compliance breaches rectified within 6 months ▪ 100% of code of conduct complaints investigated
Community / Staff Safety	Low	<ul style="list-style-type: none"> ▪ Risk assessments undertaken for all Council projects that present a safety risk to the community ▪ 95% of incidents and hazards reported in Council's safety system within 12 hours
Financial	Low	<ul style="list-style-type: none"> ▪ Original and reviewed budgets are balanced budgets ▪ Borrowings are not used to fund operating expenditure ▪ 100% of finance high risk internal and external audit findings rectified within 6 months
Service Delivery – Technology, Cyber and Digital Innovation	Low	<ul style="list-style-type: none"> ▪ Disaster Recovery Plan current and tested annually
Service Delivery – Business Operations	Low	<ul style="list-style-type: none"> ▪ Council's business continuity processes tested annually

Northern Beaches Council Risk Appetite Statement, September 2019

Risk Category	Overall Tolerance	Tolerance Measures
Image / Reputation	Low	<ul style="list-style-type: none"> 95% of staff have undertaken Code of Conduct training within the last 24 months
Staff Culture / Harmony	Low	<ul style="list-style-type: none"> 95% of staff have Performance Plans in place by 1 September each year 95% of incidents and hazards reported in Council's safety system within 12 hours
Environmental	Low	<ul style="list-style-type: none"> 90% of flood program deliverables delivered
Service Delivery - Projects	Moderate	<ul style="list-style-type: none"> 80% projects in the delivery program on time/budget

Review

In line with Council's Enterprise Risk Management Policy and Enterprise Risk and Opportunity Management Framework, this risk appetite statement will be reviewed annually, or following material changes to Council's business environment, Council's risk profile or as it is considered during strategic and operational planning.

Where Council's risk exposures lead to levels of risk beyond its appetite or outside its tolerance levels, the risk may be removed or mitigating actions will be put in place to control and monitor the risk.

Version Control

Version	Date	Change	Ref
1	X/X/2019	Northern Beaches Council Risk Appetite Statement adopted by Council	

Table 1: Likelihood Criteria

Probability Categories	Likelihood
5. Almost Certain	<ul style="list-style-type: none"> The event is almost certain to occur in most circumstances in the next year 95% - 100% chance of occurring
4. Likely	<ul style="list-style-type: none"> The event is likely to occur in most circumstances in the next 5 years 50% -95% chance of occurring
3. Possible	<ul style="list-style-type: none"> The event may possibly occur at some point in the next 10 years 10% - 50% chance of occurring
2. Unlikely	<ul style="list-style-type: none"> The event is unlikely to occur in the next 15 years 5% - 10% chance of occurring
1. Rare	<ul style="list-style-type: none"> The event will only occur in exceptional circumstance in the next 20 years Less than 5% of chance occurring

Table 2: Consequence Criteria

Categories	1. Minor	2. Moderate	3. Significant	4. Major	5. Severe
Financial	Less than \$100,000.	Greater than \$100,000 but less than \$1 million or < than 1% of individual Opex or Capex budget.	Greater than \$1 million but less than \$5 million or > than 2.5% of individual Opex or Capex budget.	Greater than \$5 million but less than \$20 million or > 5% of individual Opex or Capex budget.	Greater than \$20 million or > 10% of individual Opex or Capex budget.
Staff Culture / Harmony	Isolated claims of poor Leadership. One off instances of inappropriate behaviour and/or not demonstrating our values. One off engagement with union on staff complaints.	Concerns re transparency in Leadership's decision making. Breakdown in communications and/or trust between business units. A few instances of inappropriate behaviour and/or not demonstrating our values. Noticeable increased rate of absenteeism. Some engagement with union on staff complaints and/or industrial action may be imminent.	Leadership not transparent in decision making, and/or communicating decisions. High level of engagement with union on staff complaints, and/or industrial action commenced. Significant declines in staff survey responses raising falling trust in management and job satisfaction. Peaks in unplanned staff absenteeism. Regular appearances in the NSW Industrial Relations Commission (IRC). Significant increase in workers compensation claims. Workforce strategy not aligned to CSP, Delivery Program and MD&A. Multiple appearances in the NSW Industrial Relations Commission (IRC).	Leadership may be dysfunctional – displays unethical behaviours, and/or breakdown in communications and/or trust, and/or decision making not in the best interests of Council, members undermine one another, and/or predominant lack of quorum at meetings. Industrial action across organisation, with walkout's disrupting continuity of service delivery less than 2 weeks. Unusually high staff turnover in specific divisions. Multiple confirmed instances of inappropriate behaviour that does not demonstrate the values of inclusion and diversity of the Council.	Leadership is dysfunctional – fails to make decisions for the Council, makes unethical communications and/or trust, and/or decision making not in the best interests of Council, members undermine one another, and/or predominant lack of quorum at meetings. Unusually high staff turnover organisation wide. Industrial action across organisation, with walkout's disrupting continuity of service delivery greater than 2 weeks.
Community & Staff Safety	Minor discomfort. May need First Aid.	Need for medical attention and several days off work for physical and/or psychological injury.	Long term serious illness or physical and/or psychological injury.	Single death or person suffering permanent disability physical and/or psychological.	Multiple deaths and/or multiple people suffering permanent disability physical and/or psychological.
Image & Reputation	Public awareness may exist, including comments on NBC social media channels. Little public concern. Issue resolved promptly by day to day management process.	Adverse news in local media, including comments on NBC social media channels. Concerns about performance/issue raised by the community.	Adverse news in local or metro media, including comments on NBC and beyond, social media channels. Decrease in community support. Likely to require action/resolution by management.	Damage to reputation at a local, metro level. Adverse news in local (continuous) and/or national media, including comments on NBC and beyond, social media channels. Significant decrease in community support. Govt agency questions or enquiry.	Irreversible impact on Council's image. Continued national media attention and inquiry from Government agencies, including comments on NBC and beyond, social media channels with issues becoming viral in nature. Loss of community support for Council and Councillors. Suppliers and contracts to supply goods and services to Council.
Legal & Compliance	Breach of internal procedures or guidelines	Legally enforceable breach, may be a minor cautionary matter that proceeds no further.	Breach of contract, licence, legislation, regulation or mandated standards. Subject raised as corporate concern through audit findings.	Breach of contract, licence, legislation, regulation or mandated standards resulting in penalties/ fines in excess of \$5m.	Breach of contract, loss of significant contract, licence, legislation, regulation or mandated standards resulting in penalties/ fines in excess of \$20m.

Categories	1. Minor	2. Moderate	3. Significant	4. Major	5. Severe
Environmental	Negligible short term impact to a small area of limited significance. Brief, non- hazardous, transient impact.	Isolated short-medium term damage to an area of significance. Isolated temporary impact. No remediation required of the damages to the impacted area by Council.	Widespread short-medium term damage to any area of significance. Medium-term ecosystem function impairment. Minimal remediation of the affected area required by Council. Minor damage to but no loss of threatened, species/communities. Harmful impact requiring clean-up work.	Serious medium to long-term impact over a large area and/or area of significance. Long-term change to ecosystem state. Remediation of the area required by Council. Some loss of threatened species / communities. Harmful impact requiring restorative work.	Significant long-term impact over a large area resulting in a permanent loss of ecosystem and/or extinction of threatened species/communities. Damages require significant remediation and rectification from Council.
SERVICE DELIVERY Considered in terms of:					
Business Operations (Ops)	Ops: Loss of <1 days operational activity or work. Negligible impact, brief loss of service.	Ops: Short term temporary interruption of non-critical Council services – backlog cleared < 1 day.	Ops: Critical service failure that impacts less than 50% of Council electorates (i.e. Power Failure, Water Services, Emergency Services). Service failure lasts for a >1 day period, requiring additional resources and overtime.	Ops: Critical service failure that impacts less than 75% but more than 50% of Council electorates (i.e. Power Failure, Water Services, Emergency Services). Service failure lasts for a prolonged period, requiring additional resources from other Sydney Councils.	Ops: Critical service failure that impacts more than 75% of Council electorates (i.e. Power Failure, Water Services, Emergency Services). Service failure lasts for a prolonged period, requiring additional resources from other Sydney Councils.
Technology, Cyber and Digital Innovation	Technology: A non-core system interruption. Temporary loss of / or breach / or misuse of electorate information that is recovered within 1 working day.	Technology: Core system unavailable for < 1 day, unable to run operations across Council. Loss of / or breach / or misuse of electorate information that is recoverable.	Technology: Core system unavailable for 1-2 days, unable to run operations across Council. Loss of / or breach / or misuse of electorate information that is only partly recoverable.	Technology: Core system unavailable for 3-5 days, unable to run operations across Council. Loss of / or breach / or misuse of electorate information that is unrecoverable.	Technology: Core system unavailable for > 6 days, unable to run operations across Council. Loss of / or breach / or misuse of confidential electorate information (i.e., identity and financial) that is unrecoverable.
Stream/Project Delivery (Project)	Project: Meets majority of project deliverables. Insignificant impact on project milestones.	Project: Some project deliverables are partially met. Minimal impact on project milestones.	Project: Some project deliverables not met. Intolerable impact on project milestones.	Project: Project deliverables not met; and/or serious concerns raised re. project's cost/benefit viability (business case) greater than \$10m, but less than \$20m.	Project: Business case is no longer viable, resulting in losses greater than \$20m.

Table 3: Overall Risk Rating Matrix

Likelihood	Consequence					
	Minor	Moderate	Significant	Major	Severe	
Almost Certain	Medium 7	High 15	High 20	Extreme 23	Extreme 25	
Likely	Low 6	Medium 9	High 17	Extreme 21	Extreme 24	
Possible	Low 4	Medium 8	Medium 13	High 18	Extreme 22	
Unlikely	Low 2	Low 5	Medium 11	Medium 14	High 19	
Rare	Low 1	Low 3	Medium 10	Medium 12	High 16	

ITEM 9.7**MINUTES FROM THE STRATEGIC REFERENCE GROUP MEETINGS****REPORTING MANAGER****EXECUTIVE MANAGER GOVERNANCE AND RISK****TRIM FILE REF****2018/805595****ATTACHMENTS**

- 1 [⇒ Minutes of the Community and Belonging Strategic Reference Group Meeting held on 2 May 2019 \(Included In Attachments Booklet\)](#)
- 2 [⇒ Minutes of the Partnership and Participation Strategic Reference Group Meeting held on 15 May 2019 \(Included In Attachments Booklet\)](#)
- 3 [⇒ Minutes of the Places for People Strategic Reference Group Meeting held on 16 May 2019 \(Included In Attachments Booklet\)](#)
- 4 [⇒ Minutes of the Transport and Travel Strategic Reference Group Meeting held on 23 May 2019 \(Included In Attachments Booklet\)](#)
- 5 [⇒ Minutes of the Environment Strategic Reference Group Meeting held on 30 May 2019 \(Included In Attachments Booklet\)](#)
- 6 [⇒ Minutes of the Extraordinary Environment Strategic Reference Group Meeting held on 13 August 2019 \(Included In Attachments Booklet\)](#)

REPORT

PURPOSE

To report the confirmed minutes of six Strategic Reference Group (SRG) meetings held during May and August 2019.

REPORT

The confirmed minutes of six SRG meetings held during May and August 2019 are provided at Attachments 1 to 6 for Council to note.

SRG meetings are aligned to the Community Strategic Plan (CSP) outcome areas. SRGs meet quarterly to consider and to advise on projects aligned to their respective CSP goals and strategies. The groups contribute advice, feedback and other support to Council in relation to issues, initiatives and requirements outlined within their charters.

The SRGs provide an avenue for the local community and key stakeholders to play an active and meaningful role in contributing to Council's CSP focus areas. They help shape future Council plans, policies and strategic outcomes, with informed consideration of community needs across the Northern Beaches area. The SRG meetings consider topics related to strategic workshops and project updates, and provide a forum for informative discussion to provide advice back to Council.

In accordance with the SRG Terms of Reference, minutes of the following meetings are reported to Council for noting:

Strategic Reference Group	Meeting Date
Partnership & Participation	15 May 2019
Places for People	16 May 2019
Community & Belonging	22 May 2019
Transport & Travel	23 May 2019
Environment	30 May 2019
Environment (Extraordinary)	13 August 2019

LINK TO STRATEGY

The SRGs are aligned to the community outcomes of the Shape 2028 Northern Beaches Council Community Strategic Plan in order to address the goals and strategies identified through this plan.

FINANCIAL CONSIDERATIONS

Funding to support the SRG meetings is included within existing operational budgets.

SOCIAL CONSIDERATIONS

The SRGs provide valuable advice to many of the Community Strategic Plan goals which relate to social and community based outcomes. Each SRG is positioned to ensure involvement and engagement with a broad range of stakeholders, community groups, associations and the wider community.

ENVIRONMENTAL CONSIDERATIONS

Some SRGs positively contribute advice regarding Council's management of the environment and natural hazards in accordance with the Community Strategic Plan outcome areas.

GOVERNANCE AND RISK CONSIDERATIONS

The SRGs provide advice to Council in regard to the Community Strategic Plan outcome areas.

RECOMMENDATION OF DIRECTOR CORPORATE AND LEGAL

That Council note the minutes of six Strategic Reference Group meetings held during May and August 2019.

10.0 COMMUNITY AND BELONGING DIVISION REPORTS

ITEM 10.1	LOCAL GOVERNMENT AREA ENTRY MARKER DESIGN
REPORTING MANAGER	EXECUTIVE MANAGER COMMUNITY ENGAGEMENT AND COMMUNICATIONS
TRIM FILE REF	2019/474810
ATTACHMENTS	1 LGA Entry Marker - Design and Engagement Summary (Included In Attachments Booklet) 2 LGA Entry Marker - Design and Construction Drawings (Included In Attachments Booklet)

SUMMARY

PURPOSE

To approve the recommended design for the Local Government Area Entry Markers.

EXECUTIVE SUMMARY

Following the adoption of the Northern Beaches Identity, Council has been working on the design and installation of three Local Government Area (LGA) Entry Markers (Markers) at Spit Bridge, Roseville Bridge and Mona Vale Road, Belrose.

The purpose of the Markers is to promote a sense of pride and belonging within our local community and welcome people to the area. The design must also reflect the Northern Beaches identity and be in line with the endorsed Style Guide.

An amount of \$200,000 has been allocated from the New Council Implementation Fund (NCIF) for this purpose. The agreed contract price includes the design, engagement, fabrication and installation and is within budget.

The locations are all on Roads and Maritime Services (RMS) main roads and as such must meet RMS safety requirements and require approval from the Traffic Committee. There are a number of site constraints that have been considered including size, installation and traffic management.

On 28 May 2019 Council appointed Singleton Moore Signs (SMS) as the successful tenderer.

The engagement process for finalising the design has included two workshops with Strategic Reference Group members and workshops with relevant subject matter experts and other key stakeholders.

The final design recommendation is now being presented to Council for approval.

SMS will then continue to provide the relevant technical specifications and traffic management plans in preparation for the Traffic Committee meeting on 1 October 2019.

RECOMMENDATION OF DIRECTOR COMMUNITY AND BELONGING

That Council:

- A. Adopt the recommended final design for the Local Government Area Entry Markers.
 - B. Note that the technical requirements for the fabrication and installation will be reported to the Northern Beaches Traffic Committee for their approval.
 - C. Note that any minor amendments required by the Traffic Committee can be made under delegation.
-

REPORT

BACKGROUND

Following the adoption of the Northern Beaches Identity, Council has been working on the design and installation of three Local Government Area (LGA) Entry Markers (Markers).

In May 2019, Council appointed Singleton Moore Signs (SMS) as the successful tenderer following an open tender process (RFT 2019/094). The tender sought to appoint an experienced contractor to design, fabricate and install three Markers at the following entry points to the Northern Beaches:

- Roseville Bridge
- Spit Bridge
- Mona Vale Road, Belrose.

The purpose of the Markers is to promote a sense of pride and belonging within our local community and to welcome people to the area, as per Destination NSW guidelines. The brief also required that the design and construction of the Markers should reflect the Northern Beaches environment and be culturally sensitive.

The specific site locations were inspected and evaluated by the Roads and Traffic team. As the locations are all alongside Roads and Maritime Services (RMS) main roads, the Markers must meet RMS safety requirements (i.e. frangible on impact). RMS approval via the Northern Beaches Traffic Committee is required and scheduled for 1 October 2019.

There are a number of site constraints that have been considered including traffic management, potential visual and environmental impact and general suitability (accessibility, ground slope, space available and existing utilities).

SMS prepared three draft concept designs to reflect the brief and in-line with the endorsed Council Style Guide.

An amount of \$200,000 was allocated from the New Council Implementation Fund (NCIF). The allocated funds are restricted to use for the Markers and cannot be allocated towards other operational or capital works projects.

CONSULTATION

The Participation and Partnership Strategic Reference Group was involved in finalising the engagement approach used for this project at their meetings in September 2018 and May 2019. It was agreed that all SRG members would be invited to a special SRG workshop to provide feedback and input on the three draft concept designs.

Invitations were sent to all 80 SRG members including Councillors.

The first workshop was held on 25 July 2019 and nine participants attended. This group discussed the constraints, considerations and provided feedback on these designs. This feedback was collated and used to refine the designs and select a recommended design. It was agreed by the workshop attendees that this group would meet again to further refine the designs.

In line with the SRG feedback, and specialist input, the modified Design Concept 2 was produced in a variation of materials and finishes.

The second SRG workshop was held on 19 August 2019. The group discussed the different variations of the design and provided feedback and their preferred ranking. Attachment 1 details the design and engagement process including SRG feedback.

A short survey was sent to the working group to confirm their individual preferences. The final recommended design is based on SRG feedback, along with internal specialist input and shown below. Detailed images and construction materials are in Attachment 2.

DESIGN



TIMING

The contractor Singleton Moore Signs was appointed as the successful tendered at the 28 May Council meeting. The design stage of the project commenced in June 2019 and was finalised in September 2019.

The technical requirements will be assessed by the Traffic Committee at their meeting on 1 October 2019.

Following approval, fabrication can commence and it is anticipated that the installation will be completed by Christmas. It is anticipated that the Markers will be installed over a 7 to 10 day period to allow for RMS Traffic Management requirements.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Community and Belonging: Goal 12 - Our community is friendly and supportive.
- Places for People: Goal 8 - Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing.

FINANCIAL CONSIDERATIONS

The recommended tender submission is within the \$200,000 budget allocated from the New Council Implementation Fund (NCIF) for this specific purpose.

SOCIAL CONSIDERATIONS

The installation of new entry markers for the Northern Beaches Local Government Area will continue to build on our new and extraordinary identity across the region. They will promote a sense of pride and belonging for our local community and welcome visitors to the area.

ENVIRONMENTAL CONSIDERATIONS

There are minimal environmental considerations associated with this project.

GOVERNANCE AND RISK CONSIDERATIONS

There are no governance considerations associated with this project.

The main risk considerations are related to the traffic management and installation of the Markers alongside major roads. These will be addressed in the Traffic Management Plan and other technical specifications that will be considered as part of the Traffic Committee approval.

11.0 ENVIRONMENT AND SUSTAINABILITY DIVISION REPORTS

ITEM 11.1	PUBLIC EXHIBITION OF THE DRAFT ENVIRONMENT AND CLIMATE CHANGE STRATEGY
REPORTING MANAGER	ACTING EXECUTIVE MANAGER ENVIRONMENT AND CLIMATE
TRIM FILE REF	2019/398086
ATTACHMENTS	1 📄 Protect Create Live Northern Beaches Environment and Climate Change Strategy 2040 (Included In Attachments Booklet)

SUMMARY

PURPOSE

To seek Council endorsement to publicly exhibit the draft Northern Beaches Environment and Climate Change Strategy 2040.

EXECUTIVE SUMMARY

Council has developed the draft Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy 2040 (the Strategy) in order to deliver the *Protection of the Environment* and *Environmental Sustainability* outcomes adopted in Council's Community Strategic Plan (CSP). This Strategy is the first consolidated environmental framework for Northern Beaches Council.

The Strategy contains three major directions – Protect, Create and Live. *Protect* focuses on protecting and enhancing our natural environment. *Create* ensures the environment we create, including our buildings, infrastructure and neighbourhoods, is designed, constructed and maintained with a low environmental footprint and is integrated into nature through green and blue networks. *Live* aims to foster a community that is living sustainably in our natural and built environment and a community that is working towards using resources efficiently and reducing carbon emissions. This direction also aims to build resilience in our community to ensure we are prepared for the impacts of natural hazards and climate change.

Under the major directions are nine themes. Eight of the themes are for the entire Northern Beaches, being bushland, catchments and waterways, coast, biodiversity, sustainable built environment, green neighbourhoods, sustainable living, adaptation and resilience. The remaining theme includes Council operations and Community collaboration, engagement and education.

Goals and commitments have been developed for each of the nine themes as well as long term strategies for how we will deliver them. The commitments are ambitious to reflect the desire in the CSP for Council to show environmental leadership. We will demonstrate leadership as an organisation by making commitments for Council operations that stretch further than those for the community.

We are aware that these commitments will be challenging to achieve. Our carbon emissions targets were developed to (roughly) align with the 2015 Paris Agreement targets of limiting global temperature increase to 2°C by the end of the century and striving to limit the increase to 1.5°C. However, in its *Global Warming of 1.5°C* publication the IPCC states that this may not be enough and that urgent and widespread systemic change is needed. In response to this, the Strategy includes an aspiration for our community and Council to reach net zero carbon emissions by 2030. While we believe it will be difficult for Council to achieve this without significant and systematic change from all levels of government, it is important to acknowledge our desire to do what is necessary.

The draft Strategy was presented to the Environment Strategic Reference Group on 13 August 2019 who recommended it be presented to Council for public exhibition. Councillors have also been briefed on the draft Strategy.

The Strategy will be delivered through a series of action plans. These will be short term (two to four years) and will align with and guide Council's Delivery Program and Operational Plans. They will include specific projects and actions that Council will undertake to deliver the high level strategies in this document.

Implementation of this Strategy across the diverse operations of Council will consider the quadruple bottom line principles of sustainability to deliver equally on environmental, social and economic outcomes. We will deliver this Strategy within our existing resources, in line with the Long Term Financial Plan. We will seek opportunities to leverage external funds where we can.

Council will evaluate the progress against the goals, commitments and aspirations with a detailed assessment, report and review, to be completed every four years, along with Council's standard annual reporting programs. This will allow us to adapt the commitments, goals and aspirations in light of fast paced changes in the market, knowledge, technology, as well as federal and state policies.

RECOMMENDATION OF DIRECTOR ENVIRONMENT AND SUSTAINABILITY

That:

- A. Council place the draft Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy 2040 on public exhibition for a minimum of 28 days.
 - B. The outcomes of the public exhibition be reported to Council.
-

REPORT

BACKGROUND

Council adopted Shape 2028 – The Northern Beaches Community Strategic Plan (CSP) in 2018 following extensive community consultation. The *Protection of the Environment* and *Environmental Sustainability* Community Outcomes within the CSP clearly demonstrated the importance of environment and sustainability to the community. In response to this vision, Council has developed the draft *Protect. Create. Live – Northern Beaches Environment and Climate Change Strategy* (the Strategy) to deliver on these outcomes. The Strategy is our plan for a healthy and diverse natural environment that is protected, supported and celebrated. The natural environment is key to our Northern Beaches bush and beach identity and a healthy environment is vital to our everyday lives and contributes to our lifestyle and quality of life. This is also the first consolidated environmental framework for the Northern Beaches.

A key factor in the development of the Strategy was that the environment and our effects on the environment don't stop at our local government boundaries. As such, we also have a responsibility to consider the 2015 Paris Agreement, the United Nations Sustainable Development Goals, Federal and State Government commitments, the North District Plan and the 2018 Resilient Sydney Strategy in what we do locally. This line of sight is shown in Figure 1.



Figure 1: Strategic Line of Sight

The environment of the Northern Beaches faces a range of challenges, many of which are global challenges, with threats we must actively manage locally. Like the rest of Sydney, the Northern Beaches is growing. By current trends, an extra 39,000 people will call the Northern Beaches home over the next 20 years. We know that development can put significant pressure on our environment including impacts that come from increasing consumption and an expanding urban footprint. We need to make sure that we manage any growth in the right locations and it is supported by sustainable infrastructure. Our climate is also changing, our cities are growing and technology is transforming the way we live, work and play. Climate change is expected to impact both our natural environment and the liveability of the Northern Beaches and requires local and global action to address it.

Council alone cannot achieve the goals, commitments and aspirations in this Strategy as many actions needed to achieve them fall beyond the direct control of local government. Council can play a key role in our community to reduce barriers, influence peoples' attitudes and transform behaviours to facilitate change. Council will use a series of guiding principles to maximise our impact and drive the change needed to achieve our goals. Guiding principles include advocacy, education, leading by example, engagement and collaboration.

The Strategy

The Strategy contains three major directions – Protect, Create and Live as shown in Figure 2. *Protect* focuses on protecting and enhancing our natural environment. *Create* ensures the environment we create, including our buildings, infrastructure and neighbourhoods, is designed, constructed and maintained with a low environmental footprint and is integrated into nature through green and blue networks. *Live* aims to foster a community that is living sustainably in our natural and built environment and a community that is working towards using resources efficiently and reducing carbon emissions. This direction also aims to build resilience in our community to ensure we are prepared for the impacts of climate change and natural hazards.



Figure 2: Major directions of the Draft Strategy

Supporting the major directions are nine themes. Eight of the themes are for the entire Northern Beaches, being bushland, catchments and waterways, coast, biodiversity, sustainable built environment, green neighbourhoods, sustainable living, adaptation and resilience. The remaining theme has been developed for Council operations and Community collaboration, engagement and education. Goals, aspirations, commitments and strategies for how we will deliver these have been defined for each theme.

Direction	Themes
 Protect	<ul style="list-style-type: none"> • Bushland • Waterways and Catchments • Coast • Biodiversity
 Create	<ul style="list-style-type: none"> • Sustainable Built Environment • Green Neighbourhoods
 Live	<ul style="list-style-type: none"> • Sustainable Living • Adaptation and Resilience
 Northern Beaches Council	<ul style="list-style-type: none"> • Council Operations and Collaboration, Engagement and Education

Figure 3: Principal themes in the Strategy

Goals

The goals within *Protect* are centred around protecting and enhancing the bushland, waterways and catchments, the coast and the biodiversity that is supported by these ecosystems. The natural environment on the Northern Beaches is highly valued and treasured by our community and supports an extensive range of habitats, plants and animals.

The goals in *Create* provide the opportunity to create a sustainable built environment. Our built structures remain in our environment for a long time and influence how we move around, our comfort, the amount of resources we use and the liveability our neighbourhoods. The goals in this direction focus on ensuring buildings, infrastructure and neighbourhoods are designed and built with a low environmental footprint, are integrated with nature and connect the community through green and blue networks.

The goals in the *Live* direction focus on living sustainably to protect our environment. Every day we make choices on the way we live in the environment that result in us consuming water and energy and producing waste. The goals are to deliver a community that is working towards using resources efficiently and reducing carbon emissions and building resilience in our community to ensure we are prepared for and can adapt to climate change and natural hazards.

Council's goals for its operations is to work towards being a zero carbon and water wise organisation. We will deliver community engagement and education, and will collaborate with the community and other stakeholders to enable change.

Commitments and aspirations

Commitments, to focus our efforts to achieve our goals and measure our progress are included for each theme. We are aware that these commitments will be challenging to deliver but that they are achievable. In addition, the Strategy also lists aspirations for most themes. These define where we would ideally like to be while acknowledging that it may not be possible due to current barriers that are outside of Council's area of influence.

Implementation and evaluation

The Strategy will be delivered through a series of action plans. These will be short term (two to four years) and will align with and guide Council's Delivery Program and Operational Plans. They will include specific projects and actions that Council will undertake to deliver the high level strategies in this document.

Implementation of this Strategy across the diverse operations of Council will consider the quadruple bottom line principles of sustainability to deliver equally on environmental, social and economic outcomes. We intend to deliver this Strategy within our existing resources, in line with the Long Term Financial Plan. We will seek opportunities to leverage external funds where we can.

Council will evaluate the progress against the goals, commitments and aspirations with a detailed assessment, report and review to be completed every four years, in addition to the normal annual reporting programs. This will allow us to adapt the commitments, goals and aspirations in light of fast paced changes in the market, knowledge and technology, as well as federal and state policies.

In discussions with the Environment SRG during the preparation of the Strategy members repeatedly expressed concern about the ability of Council to progress against some of the goals given continued population growth. This is reflected in one of the recommendations set out below.

CONSULTATION

Extensive consultation occurred during the development of the Strategy. This consultation consisted of internal stakeholder workshops, discussions and workshops with the Environment Strategic Reference Group over the past 12 months, a local environment group workshop and community focus groups.

The draft Strategy was presented to the Environment Strategic Reference Group on Tuesday 13 August who recommended:

That the draft Environment and Climate Change Strategy be presented to Council and be placed in public exhibition for a period of at least 28 days.

That the Environment SRG acknowledges that population growth will make it difficult to achieve many of the targets in the Environment and Climate Change Strategy

TIMING

The draft Strategy will be publicly exhibited for at least 28 days. Following the community engagement period it is anticipated that a final version of the Strategy will be reported to Council for consideration and adoption.

LINK TO COUNCIL STRATEGY

This report relates to the following outcomes and goals of the Community Strategic Plan:

Shape 2028 Community Outcomes	Summary of alignment between Draft Strategy and Shape 2028	Link to Draft Environment & Climate Change Strategy Themes
Protection of the Environment	<p>The Draft Strategy has been developed to deliver the following goals of the Protection of the Environment Strategic Community Outcome:</p> <p><i>Goal 1: Our bushland, coast and waterways are protected to ensure safe and sustainable use for present and future generations</i></p> <p><i>Goal 2 – Our environment and community are resilient to natural hazards and climate change.</i></p> <p><i>Goal 3 – Our community is well-supported in protecting the environment.</i></p>	<p>Bushland</p> <p>Waterways and Catchments</p> <p>Coast</p> <p>Biodiversity</p> <p>Resilience and Adaptation</p>
Environmental Sustainability	<p>The Draft Strategy has been developed to deliver the following goals of the Environmental Sustainability Outcome:</p> <p><i>Goal 4 – Our Council is recognised as a community leader in environmental sustainability.</i></p> <p><i>Goal 5 – Our built environment is developed in line with best practice sustainability principles.</i></p> <p><i>Goal 6 – Our community will continue to work towards sustainable use of resources.</i></p>	<p>Sustainable Built Environment</p> <p>Green Neighbourhoods</p> <p>Sustainable Living</p> <p>Northern Beaches Council Operations</p>

FINANCIAL CONSIDERATIONS

The exhibition process and materials has been included within existing operational budgets. Implementation of this Strategy across the diverse operations of Council will consider the quadruple bottom line principles of sustainability to deliver equally on environmental, social,

economic and good governance outcomes. We intend to deliver this Strategy within our existing resources, in line with the Long Term Financial Plan. We will seek opportunities to leverage external funds where we can.

SOCIAL CONSIDERATIONS

The Strategy includes directions for how we will protect and improve the liveability of the Northern Beaches. In particular it includes strategies to foster a more connected and resilient community.

ENVIRONMENTAL CONSIDERATIONS

The Strategy provides Council and the Community with the strategic direction to protect and improve our environment, now and for future generations.

GOVERNANCE AND RISK CONSIDERATIONS

The Strategy provides clear direction for Council to deliver the Protection of the Environment and Environmental Sustainability Community Outcomes. Council will evaluate the progress against the goals, commitments and aspirations with a detailed assessment, report and review to every four years.

12.0 PLANNING AND PLACE DIVISION REPORTS

ITEM 12.1	DRAFT LOCAL STRATEGIC PLANNING STATEMENT - TOWARDS 2040
REPORTING MANAGER	EXECUTIVE MANAGER STRATEGIC & PLACE PLANNING
TRIM FILE REF	2019/404559
ATTACHMENTS	<ol style="list-style-type: none"> 1 ⇒ Draft Northern Beaches Local Strategic Planning Statement - Towards 2040 (Included In Attachments Booklet) 2 ⇒ Technical Studies (Included In Attachments Booklet) 3 ⇒ Community Engagement Reports (Included In Attachments Booklet)

SUMMARY

PURPOSE

To seek Council’s endorsement to publicly exhibit the draft Northern Beaches Local Strategic Planning Statement - *Towards 2040*, supporting preliminary technical studies and community engagement reports.

EXECUTIVE SUMMARY

Towards 2040 (Attachment 1) is the Northern Beaches Council’s first Local Strategic Planning Statement (LSPS), prepared in accordance with the requirements of Section 3.9 of the Environmental Planning and Assessment Act 1979 (EP&A Act).

Towards 2040 outlines the Northern Beaches’ direction for housing, employment, transport, recreation, environment and infrastructure over the next 20 years. It will help guide future land use decisions through planning priorities, principles and actions that build on the strengths and opportunities for the Northern Beaches as well as addressing key issues and challenges. It will inform Council’s new Local Environmental Plan (LEP) and Development Control Plan (DCP) and broader framework of Council policies and strategies.

Towards 2040 reflects local values and aspirations, building on the 10-year vision set out in the Community Strategic Plan, *Shape 2028*. It applies to the whole Northern Beaches Local Government Area (LGA) and includes:



Figure 1 – Towards 2040 outline

To support the preparation of Towards 2040 and subsequent LEP and DCP, a number of technical studies (Attachment 2) are being prepared. The preliminary findings from these studies provide a detailed evidence base and form part of this exhibition package:

- Demographic Analysis.
- Housing Issues and Opportunities Paper.

- Employment Study – Background Paper.
- Social Infrastructure Issues and Opportunities Paper.
- Environment Background Report.

Towards 2040 aligns with the higher level plans including the Greater Sydney Commission's (GSC) Greater Sydney Region Plan – A Metropolis of Three Cities (Region Plan) and the North District Plan (District Plan). It has been arranged and presented under the same themes and directions contained in the Region Plan and District Plan. Towards 2040 comprises thirty planning priorities which fall under these themes and directions. This presents a clear line-of-sight and connection between the metropolitan and district plan, and what this means at the local level.

Towards 2040 includes a 20-year vision for a sustainable, liveable, connected and productive Northern Beaches. The Towards 2040 vision will be achieved by:

- Working with NSW Government, other councils, the community and other stakeholders.
- Protecting and enhancing the health of the LGA's waterways, coast, bushland and biodiversity, and increasing the urban tree canopy.
- Maintaining the coastal and bushland character, scenic and cultural landscapes and the Metropolitan Rural Area.
- designing the built environment to be more efficient with less impacts on the natural environment
- Building resilience to urban and natural hazards and impacts from climate change.
- Providing educational, recreational, arts and creative opportunities.
- Enhancing centres and neighbourhoods as vibrant and inclusive places for social interaction
- Providing well-designed, diverse and affordable housing in the right locations.
- Protecting and celebrating heritage and each area's unique character.
- Improving public transport within the Northern Beaches and to Greater Sydney.
- Improving walking and safe cycling and embracing emerging transport technology.
- Strengthening strategic centres and providing more jobs closer to home.
- Safeguarding employment lands and supporting sustainable tourism and night time economy.

Council's draft LSPS is required to be placed on public exhibition prior to 1 October 2019.

RECOMMENDATION OF DIRECTOR PLANNING AND PLACE

That Council:

- A. Place the draft Northern Beaches Local Strategic Planning Statement – Towards 2040, supporting preliminary studies and community engagement reports on public exhibition for a minimum of 44 days.
 - B. The outcomes of the public exhibition be reported to Council with the final Local Strategic Planning Statement.
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REPORT

BACKGROUND

In March 2018, the Greater Sydney Commission (GSC) released the Greater Sydney Region Plan – A Metropolis of Three Cities (Region Plan) and the North District Plan (District Plan). These plans were accompanied by new requirements under Section 3.8 of the Environmental Planning and Assessment Act (EP&A Act) to embed comprehensive strategic planning into the NSW planning framework.

The new planning framework (Figure 2) includes a suite of plans which are intended to give direction to and coordinate land use planning decisions over the longer term and across decision making authorities. It provides a line-of-sight from regional planning to outcomes at a neighbourhood level.

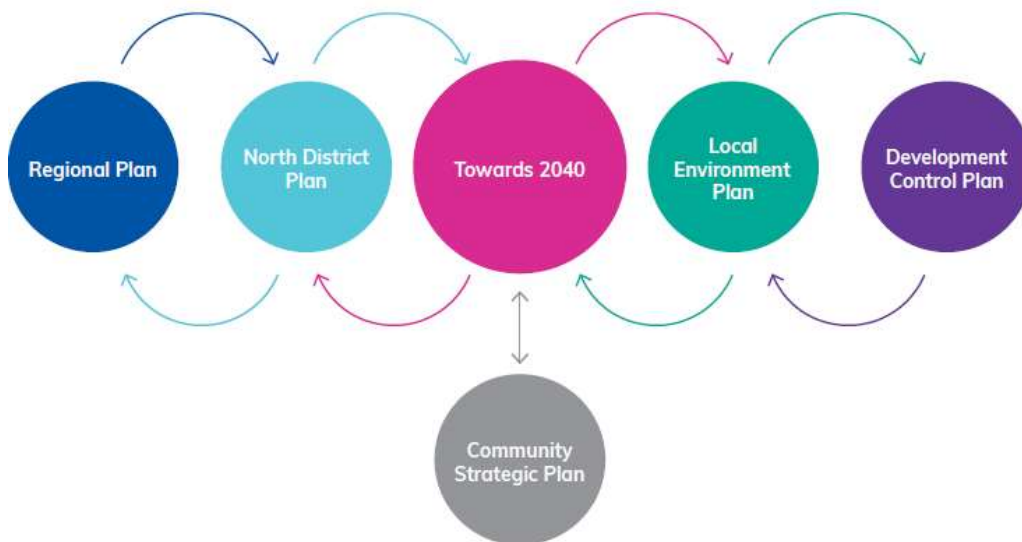


Figure 2 – Strategic planning framework

Scope and intent of the Local Strategic Planning Statement

The draft Northern Beaches Local Strategic Planning Statement - Towards 2040 establishes a 20-year land use planning vision for the Northern Beaches. It connects the strategic directions of the region, district and Council’s community strategic plan, Shape 2028, with planning controls.

Towards 2040

- Identifies the local planning context and how the Northern Beaches is expected to change.
- Provides a local response to the NSW Government’s planning priorities and actions in the District Plan.
- Establishes a 20-year land use planning vision, planning priorities, principles, actions and measures that outline how local strategic planning will manage change to achieve desirable outcomes.
- Forms the basis of collaboration and advocacy on planning issues with the NSW Government.
- Guides future changes to planning controls, including those sought by proponents through planning proposals.

LEP Review Program

To support legislative changes, the NSW Government introduced a LEP Review Program for all councils to prepare and implement planning statements and make subsequent changes to planning controls to give effect to the Region Plan and District Plan.

The LEP Review Program developed by the Greater Sydney Commission (GSC) and Department of Planning, Industry and Environment (the Department) identified six phases (Figure 3).



Figure 3 – LEP Review Program

Council commenced the LEP Review Program, ‘Planning our Sustainable Future’, in mid-2018. For Phase 1, Council prepared a LEP Review Report or ‘health check’ outlining how the Northern Beaches LEPs and other Council plans, policies and programs align with the District Plan priorities and actions. This Report was endorsed by Council on 27 November 2018.

For Phase 2, all NSW councils are required to prepare and exhibit a draft Local Strategic Planning Statement (LSPS) before 1 October 2019. Phase 3, adoption of the final LSPS, must occur before 31 March 2020.

Council is working towards the three year LEP Review Program and has until June 2021 to complete the LEP Review Program.

Local Strategic Planning Statement Program

Requirements for the LSPS are set out in Section 3.9 of the Environmental Planning and Assessment Act 1979 and in the Department’s LSPS Guideline for Councils.

The draft Northern Beaches Local Strategic Planning Statement – Towards 2040 has been prepared in the following stages:



Figure 4 – Local Strategic Planning Statement methodology

Running parallel to this process, is the GSC’s Assurance Program (Figure 5), which is intended to ensure the work of councils is aligned with the district plans. Phases 1 and 2 of the GSC’s Assurance Program are complete. The GSC confirmed Council had complied with the Phase 1 Assurance on 21 December 2018 and provided written feedback to Council on Phase 2 Assurance on 23 April 2019.



Figure 5 – The GSC’s Local Strategic Planning Statement Assurance Program

Phase 3 of the GSC’s assurance program focuses on finalising the LSPS and will commence once the draft LSPS is endorsed by Council for exhibition (Figure 6). The GSC’s Phase 3 Assurance includes the following steps:



Figure 6 – The GSC’s Local Strategic Planning Statement Assurance Program Phase 3

Once the LSPS is made, it is required to be reviewed at least every seven years and the LEP must be reviewed every five years. The LEP is also required to be reviewed and updated after a District Plan is made. This new process and comprehensive planning framework is intended to reduce the need for ‘spot rezonings’.

Relationship of the Local Strategic Planning Statement to the Local Housing Strategy

The District Plan requires all councils to prepare a local housing strategy to guide the quantity, location and types of future housing in their local government areas. The *Department’s Local Housing Strategy Guideline* includes a template prescribing how councils must undertake a housing analysis and develop local housing targets to guide growth to 2036.

Council has commenced preparation of a local housing strategy. The preliminary findings are outlined in the Housing Issues and Opportunities Paper (Attachment 2) which provided an evidence base for the housing priorities, principles and actions in Towards 2040.

Developing the Local Strategic Planning Statement

Council commenced development of the LSPS in mid-2018. An overview of the development of the LSPS is provided below.

Stage 1	Scoping and analysis of issues for the draft Local Strategic Planning Statement
	LEP Review Report (GSC Assurance Phase 1) to evaluate the alignment of Council’s four existing LEPs against the District Plan and identify a program of actions to address gaps
	Commencement of technical studies to provide an evidence base for the LSPS and new LEP

	Internal staff workshops to identify key issues and opportunities
	Initial community engagement: information booklet, videos and webinars to generate awareness and gain insights including 172 responses to an online community preferences survey

Stage 2	Developing the draft Local Strategic Planning Statement
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	Analysis of Placescore town centres insights of over 3,198 survey responses, to assist with identifying community priorities
	Analysis of community engagement outcomes across 47 Northern Beaches Council projects between 2016 and 2019, including Council's Community Strategic Plan, <i>Shape 2028</i>
	Community workshop with over 40 attendees from Council's Strategic Reference Groups (SRGs) to explore current challenges and desired community outcomes. This informed development of a preliminary vision and priorities for further investigation
	Internal staff workshops and surveys to further develop vision, priorities, actions and measures
	Multi-day workshop, 'Assurance Expo' (GSC Assurance Phase 2), which brought together councils with State government agencies

Stage 3	Testing and refining the draft Local Strategic Planning Statement
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	Seven focus groups, with 51 participants, tested the preliminary vision and planning priorities. Based on this feedback, the draft priorities were refined and tested through an open community survey which sought further feedback on the draft LSPS priorities. The survey received 245 responses
	Councillor and staff workshops to further develop and test priorities, actions and measures
	Technical 'health check' of draft LSPS with the GSC and relevant State government agencies (GSC Assurance Phase 2)
	Technical workshop that brought together all of the consultants with Council staff to test and refine the draft LSPS, integrating the emerging evidence from the technical studies

Overview of *Towards 2040*

The planning system helps us manage change by guiding how we develop land. It encourages positive change while protecting the characteristics that make great places. The draft Local Strategic Planning Statement – *Towards 2040* – is our commitment to making the Northern Beaches an even better place to live in 20 years from now.

This overview identifies the Northern Beaches local context, changes which need to be addressed, key findings from the community engagement and a summary of the *Towards 2040* vision and planning priorities.

How we have changed over the last 10 years



Northern Beaches today



More change to come

+39,000 additional people by 2036

More people living in higher density housing types

+11,200 additional dwellings by 2036

+10,000 social and affordable dwellings needed by 2036

Around 7,000-13,000 more jobs in strategic centres by 2036

A new strategic centre at Frenchs Forest

25% public transport trips by 2036

Growing number of retirees and mature adults

Large youth cohort to transition into young adults

Reduce carbon emissions

Under the Paris Climate Change Agreement

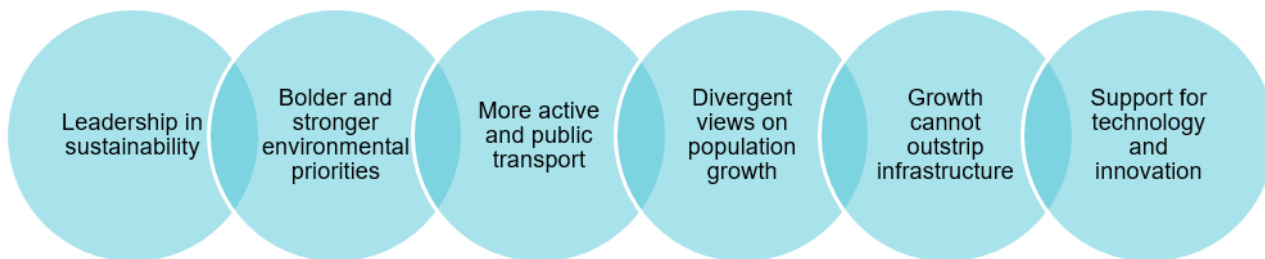
A unique Northern Beaches

- Over 43% are retirees and mature adults (higher than North District and Greater Sydney)
- 19% are youth (higher than North District and Greater Sydney)
- 10% are young adults (lower than North District and Greater Sydney)
- 38% of the population are couples with children (higher than North District and Greater Sydney)
- 56% of all housing is detached dwellings (higher than North District and Greater Sydney)
- 38% of local jobs are in population serving industries (higher than North District and Greater Sydney)
- 67% of people travel to work by car (higher than North District and Greater Sydney)
- 36% of our residents are employed in knowledge intensive jobs (higher than Greater Sydney, lower than North District)
- 54% of our residents work on the Northern Beaches
- We have the sixth largest regional economy in NSW, representing 2.9% Gross State Product
- We have the second highest number of businesses of all LGAs in NSW, second to City of Sydney.
- We have one-third of the North District's industrial land, with Brookvale the largest industrial precinct in the North District
- Frenchs Forest is the fourth largest (developed) business park in Greater Sydney
- We have one of the highest tree canopy coverage rates in Greater Sydney

Key planning challenges for the Northern Beaches



Key community insights



Vision

Our vision is for a Northern Beaches that is:

Sustainable	with a healthy and protected natural environment, Council champions sustainable built environments, an extensive tree canopy and green, cool urban areas. The environment and community is resilient to urban and natural hazards and climate change.
Liveable	with great places and built forms that exhibits design excellence, complements local character and heritage. Housing is diverse and affordable and our local places are friendly and inclusive. Our community can easily access artistic, creative, sporting and recreational opportunities and the services and facilities that support their health and wellbeing.
Connected	by four fast and frequent public transport corridors that link us to the rest of Greater Sydney. This will be supported by safe and convenient walking and cycling paths and innovative and emerging transport technology, making it possible to live without a car and access more services and opportunities within 30 minutes.
Productive	with a thriving local economy and a sustainable mix of employment and industrial lands and vibrant and enlivened centres.

Structure Plan

The structure plan is a visionary plan that sets out the strategic framework for the next 20 years.




Figure 7 – Towards 2040 Structure Plan

Planning priorities

Towards 2040 contains 30 planning priorities that will guide land use planning and help achieve the Northern Beaches vision:

 Landscape	
1	<p>Healthy and valued coast and waterways</p> <p>Ensuring coastal areas and waterways including Pittwater, Middle Harbour and creeks, wetlands and lagoons, are healthy, resilient, valued and enjoyed by the community. Ensuring waterways are managed as part of an integrated system; connecting built, natural and cultural elements.</p>
2	<p>Protected and enhanced bushland and biodiversity</p> <p>Protecting and enhancing bushland and biodiversity including local native plants, animals and ecosystems, including core habitat and wildlife corridors.</p>
3	<p>Protected scenic and cultural landscapes</p> <p>Identifying and protecting unique scenic and cultural landscapes, especially views from the public realm. This includes escarpments, ridgetops, bushland, coastal headlands and beaches, waterways and buildings and skylines of scenic and cultural importance.</p>
4	<p>Protected Metropolitan Rural Area</p> <p>Recognising the Metropolitan Rural Area as a buffer to our National Parks, supporting environmental conservation, Aboriginal heritage, rural industry and lifestyle properties, recreation and tourism, critical infrastructure and employment.</p>
5	<p>Greener urban environments</p> <p>Increasing the urban tree canopy and green cover as well as improving connections to green space as measures to build resilience to the urban heat island effect.</p>
6	<p>High quality open space for recreation</p> <p>Improving the provision, diversity and quality of open space for recreation that meets the demand of new and growing communities.</p>

 Efficiency	
7	<p>A low-carbon community, with high energy, water and waste efficiency</p> <p>Reducing emissions and increasing efficiencies in managing energy, water and waste, especially in the built environment.</p>



Resilience

- 8 Greater community resilience to natural hazards and climate change**
- Building resilience in the community and natural and built environment and fostering connected and sustainable communities that are resilient to natural hazards and climate change.



Infrastructure and collaboration

- 9 Infrastructure delivered with employment and housing growth**
- Providing new and upgraded infrastructure while also locating and sequencing new development in areas supported by infrastructure (e.g. public transport, schools and open space) for a strong and sustainable community. This will be achieved through partnerships across all levels of government, our community and stakeholders.



People

- 10 World-class education facilities, including a university**
- Increasing local education opportunities including the establishment of a university campus in a strategic centre, to fill the gap of local higher education opportunities.
- 11 Community facilities and services that meet changing community needs**
- Planning for libraries, community centres, childcare, recreation facilities, healthcare and other services that are critical for our resident's quality of life. This includes shared and joint use and establishment of hubs (e.g. co-locating community services and facilities) in strategic centres.
- 12 An inclusive, healthy, safe and socially connected community**
- Supporting opportunities for healthy and happy communities that inspire social interaction, resilience and inclusion and support health and wellbeing.
- 13 Strong engagement and cooperation with Aboriginal communities**
- Meaningfully empowering the Aboriginal community in the future of the Northern Beaches.
- 14 An artistic, creative and innovative culture**
- Supporting a network of arts, culture and creativity to promote social cohesion, reduce social exclusion and isolation and enhance community safety and the local economy.



Housing

- 15 Housing supply, choice and affordability in the right locations**
Planning for housing supply and choice in the most suitable locations to make the area a more affordable and liveable place for current and future residents.
- 16 Access to quality social and affordable housing**
Council's commitment to making living in affordable rental housing and social housing in this area easier to access and more affordable.



Great places

- 17 Centres and neighbourhoods designed to reflect local character and lifestyle**
Enhancing local places through place-based design, design excellence, and building on valued local characteristics, village feel and local lifestyle.
- 18 Protected, conserved and celebrated heritage**
Protecting Aboriginal and European heritage that contributes to the quality of the built and natural environment and community wellbeing.



Connectivity

- 19 Frequent and efficient regional public transport connections**
Delivering four frequent and efficient public transport corridors in and out of the Northern Beaches to reduce car dependence.
- 20 Sustainable local transport networks**
Making it easier to walk, cycle and catch transport (e.g. local buses, Keoride, UberPool) to access centres and the regional public transport network (e.g. B-Line and ferry). It also focuses on using technology and innovative solutions to move around more efficiently with less impact on our environment.
- 21 Road space and facilities to match changing community needs**
Using existing roads more efficiently to create safer environments, improve amenity and move more people, goods and waste within existing spaces (e.g. more pedestrianised walkways in centres, dedicated bus lanes or separated cycle ways on key routes).



Jobs and skills

- 22 Jobs that match the skills and needs of the community**

	Supporting more jobs closer to home that matches the skills of residents thereby reducing the need to commute. It also supports innovative industry clusters that leverage off key strengths, such as tech and start-ups.
23	<p>Frenchs Forest as a sustainable health and education precinct</p> <p>Supporting Frenchs Forest in becoming a well-connected, great place to live, socialise, learn and work with a variety of housing and employment options integrated with the area's bushland character. It will be a low-carbon precinct, demonstrating best practice in water, waste and energy efficiency.</p>
24	<p>Brookvale as an employment and innovation centre</p> <p>Supporting Brookvale strategic centre as an employment-based centre with a revitalised Pittwater Road, good walking, cycling and public transport connections, including green links to the bush and sea that make Brookvale a great place to live and work.</p>
25	<p>Dee Why as a thriving cosmopolitan centre by the sea</p> <p>Supporting Dee Why strategic centre as a mixed-use centre by the sea. Improvements to Dee Why will support a mix of business, community, civic and residential uses as well as a vibrant night-life.</p>
26	<p>Manly as Sydney's premier seaside destination</p> <p>Supporting Manly strategic centre as a well-connected cultural, tourist, retail and entertainment precinct that services residents as well as local and international visitors.</p>
27	<p>Mona Vale as the contemporary urban heart of the north</p> <p>Supporting Mona Vale strategic centre as the urban heart of the northern peninsula. Mona Vale will continue support a local, coastal character with a village atmosphere, and service our unique remote communities and coastal villages including Newport, Avalon and Palm Beach.</p>
28	<p>Safeguarded employment lands</p> <p>Ensuring employment lands, such as industrial areas and business parks, are safeguarded from non-compatible uses and are utilised more efficiently.</p>
29	<p>A thriving, sustainable tourism economy</p> <p>Supporting growth of a strong tourism and visitation economy whilst protecting and maintaining quality of life for the local community.</p>
30	<p>A diverse night-time economy</p> <p>Improving the range of activities such as markets, galleries, theatres, restaurants and bars available in the evening or at night time with a focus on improved safety and social interaction across all age groups.</p>

Key elements

Some of the key elements of *Towards 2040* include:



Legend

- Urban
- Strategic
- National Park
- Metropolitan Rural Area (MRA)
- Water supply catchment
- Reserve



Landscape

- ✓ New planning controls for improved environmental outcomes such as enhanced water quality and increased tree canopy
- ✓ Bushland, open space, tree canopy and waterways recognised as green infrastructure and an element of coordinated land use planning
- ✓ Aims to create a local green grid within the planning framework that connects with the Greater Sydney Green Grid
- ✓ Identifies and protects the Metropolitan Rural Area, restricting urban development
- ✓ Sustainability certification for new buildings in growth areas, strategic centres and employment hubs



Legend

- Strategic centres
- Growth and education precincts
- Strategic
- Local village
- Local village
- Local village
- Local village
- Local village



Housing

- ✓ Strategic principles for managing growth and change
- ✓ Local housing strategy to inform new planning controls to ensure the supply and mix of housing meets community needs
- ✓ Minimum 10% affordable rental housing for all planning proposals
- ✓ New housing to be supported by appropriate open space, transport and social opportunities that support health and wellbeing
- ✓ Place-based planning to build on valued characteristics and deliver well designed, age friendly places during the day and night
- ✓ Design excellence provisions in new planning controls



Jobs

- ✓ New planning controls to strengthen strategic centres and employment lands to deliver more jobs closer to where people live
- ✓ Enhanced local centres that serve the local population
- ✓ Supported for working locally, such as co-working spaces
- ✓ Supported key industries such as tourism and arts and creative industries
- ✓ Protected employment lands
- ✓ A new low carbon, high efficiency town centre at Frenchs Forest
- ✓ Support for establishing a local university



Connectivity

- ✓ Four frequent and efficient public transport corridors and improved walking and cycling connections
- ✓ Centres that priorities pedestrians over cars
- ✓ Support for smart technology that enables us to move around more efficiently
- ✓ Coordinated land use and infrastructure planning
- ✓ Collaboration to deliver great places

Figure 8 – Key elements of Towards 2040

CONSULTATION

Community engagement for Towards 2040 is outlined in the Community Engagement Report (Attachment 3) and supporting engagement reports. *Towards 2040* will be placed on public exhibition for a period of 44 days (approximately six weeks), which satisfies the minimum 28 day

requirement in the EP&A Act. The exhibition will be advertised on Council’s website and in the newspaper.

Copies of Towards 2040 will be available at Council’s customer service centres and online at Council’s ‘Have Your Say’ website. Engagement will include:

- Community information sessions in each ward
- Meetings with registered community groups in each ward
- briefing of all Council Strategic Reference Groups (SRGs).

TIMING

Following public exhibition, all submissions will be reviewed and *Towards 2040* will be reviewed and amended as appropriate.

The Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017 requires the LSPS to be placed on exhibition by 1 October 2019 and adopted by 31 March 2020.

The LSPS will be subject to regular reviews, with the minimum legislative requirement being a formal review at least every seven years.

LINK TO COUNCIL STRATEGY

The relationship between the LSPS and Council’s existing plan structure is illustrated in Figure 9.

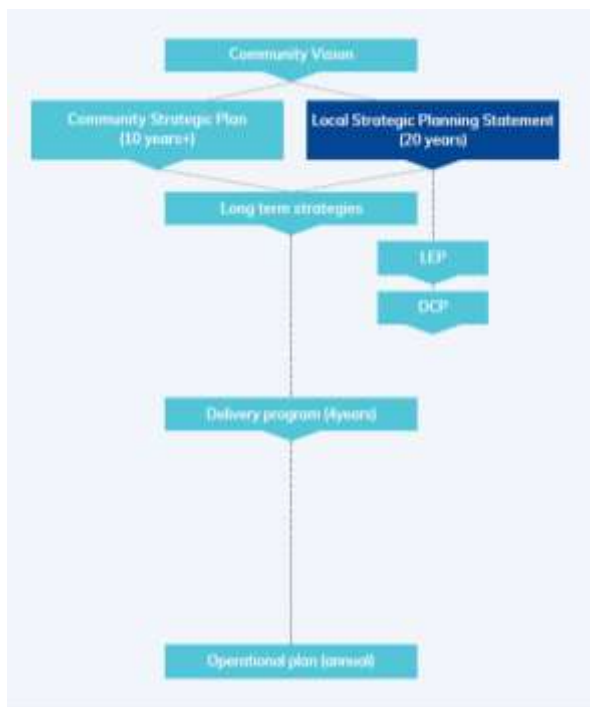


Figure 9 – Northern Beaches Council Plan Structure

Towards 2040 reflects the outcomes, goals and strategies in *Shape 2028* and also builds on Council’s broad policy and strategy framework. It has integrated the findings of community consultation to date across 47 council projects.

Towards 2040 is aligned with the community outcomes of *Shape 2028* as follows:

	<i>Shape 2028</i> community	Summary of alignment between <i>Towards 2040</i> and <i>Shape 2028</i>	Relevant <i>Towards 2040</i> planning
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	outcomes		priorities
a)	Protection of the environment	Towards 2040 supports protection of the LGA's environmental and recreational attributes including coast and waterways, bushland and biodiversity, scenic and cultural landscapes and the Metropolitan Rural Area. It supports increased tree canopy and implementation of a risk-based framework for waterway health.	P1, P2, P3, P4, P5, P6, P8
b)	Environmental sustainability	Towards 2040 provides a road map of land use planning actions to develop a pathway towards net zero carbon emissions through efficiencies in managing energy, water and waste. It also identifies opportunities to increase resilience to natural hazards.	P7, P8
c)	Places for people	Towards 2040 supports a place-based approach to deliver great places through design excellence that enhances local character and protects connections to heritage. It supports planning to achieve housing targets and support a diverse supply of housing to meet the needs of the community.	P10, P11, P12, P13, P14, P15, P16, P17, P18
d)	Community and belonging	Towards 2040 supports planning for community needs to enable the community to engage in activities that assist them to interact with others and to improve their health and wellbeing. Supporting an inclusive and socially connected community through education, arts and creative opportunities, community facilities and services and genuine engagement.	P12, P13, P14
e)	Vibrant local economy	Towards 2040 identifies the economic focus for strategic and local centres, with separate priorities for each of the five strategic centres to meet the employment targets set by the GSC.	P22, P23, P24, P25, P26, P27, P28, P29, P30
f)	Transport, infrastructure and connectivity	Towards 2040 integrates land use planning and transport by planning for development in areas well serviced by the existing transport network and setting out advocacy positions for transport to service existing and future populations. It also supports better walking and cycling options and reprioritising space for improved safety and livability.	P19, P20, P21
g)	Good governance	Towards 2040 will be monitored and implemented to align with reporting for <i>Shape 2028</i> through the existing Integrated Planning and Reporting Framework under the <i>Local Government Act 1993</i> .	Refer to implementation section of Towards 2040
h)	Partnership and participation	Towards 2040 identifies opportunities for partnerships with State agencies, councils, the community and other stakeholders to optimise	P9

		existing infrastructure, deliver new and upgraded infrastructure and align growth with infrastructure.	
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FINANCIAL CONSIDERATIONS

The immediate imperatives and short-term actions identified in Towards 2040 are funded within existing budgets and the delivery program. Medium and long-term actions will require consideration of funding in future budgets.

Implementation of Towards 2040 will result in operational costs to integrate this document with the Integrated Planning and Reporting (IP&R) framework and ongoing costs associated with monitoring and reporting.

SOCIAL CONSIDERATIONS

Towards 2040 supports improved access to education, community and recreational facilities to enhance community wellbeing. It supports an inclusive, healthy, safe and socially connected community whereby people can interact in great places that reflect local character, heritage and lifestyle. It supports arts, creative and innovative industries, sustainable tourism and night-time economy. *Towards 2040* will have a positive social impact by giving effect to *Shape 2028* and the District Plan.

ENVIRONMENTAL CONSIDERATIONS

Towards 2040 supports protecting and enhancing waterways, bushland and biodiversity, and scenic and cultural landscapes. It supports improved management of the Metropolitan Rural Area, increased urban tree canopy cover, green grid connections and high quality open space. It supports reduced carbon emissions and managing energy, water and waste efficiently, and adapting to the impacts of urban and natural hazards and climate change. Towards 2040 will have a positive environmental impact by giving effect to *Shape 2028* and the District Plan.

GOVERNANCE AND RISK CONSIDERATIONS

The relevant considerations for the draft LSPS, as outlined in Section 3.9 of the Environmental Planning and Assessment Action 1979, have been met.

If Council does not exhibit the draft LSPS by 1 October 2019, it will not accord with the Environmental Planning and Assessment (Savings, Transitional and Other Provisions) Regulation 2017.

ITEM 12.2	PUBLIC EXHIBITION OF THE AMENDMENTS TO FEES AND CHARGES 2019/20 ENVIRONMENTAL COMPLIANCE
REPORTING MANAGER	EXECUTIVE MANAGER ENVIRONMENTAL COMPLIANCE
TRIM FILE REF	2019/417939
ATTACHMENTS	NIL

SUMMARY

PURPOSE

To seek Council approval for proposed Fees and Charges associated with Environmental Compliance matters to be placed on public exhibition.

EXECUTIVE SUMMARY

Council's Environmental Compliance Unit regulates and enforces environmental and public health legislation to promote the public health safety and the natural environment of the Northern Beaches community.

It has become apparent that several fees and charges have been omitted or require minor amendment in the 2019/20 Fees and Charges. Environmental Compliance performs mandatory functions that must be undertaken and the current fees and charges document needs to reflect this.

The proposed fees and descriptions are shown in this report.

RECOMMENDATION OF DIRECTOR PLANNING AND PLACE

That:

- A. Council place the draft Fees and Charges 2019/20 for Environmental Compliance on public exhibition for a minimum of 28 days.
 - B. The outcomes of the public exhibition be reported to Council.
-

REPORT

BACKGROUND

Council's Environmental Compliance Unit regulates and enforces environmental and public health legislation to promote the safety of public health and the natural environment of the Northern Beaches community.

At the commencement of the 2019/20 financial year, it became apparent that a number of fees and charges have been either omitted or require minor amendments to the 2019/20 Fees and Charges.

Fees Omitted - 2019/20 Fees and Charges

Fee Type	Purpose	Units	Fee
Health Approvals	Application fee for approval to operate sewer/wastewater system not accredited by NSW Health and/or serves greater than 10 persons	Each	\$320
Health Compliance and Approvals	Application fee for Extension of Time for Environmental Health Notices	Each	\$70

Comments

Northern Beaches Council issues an estimated 40 'Approval to operate sewerage/wastewater system commercial/not accredited by NSW Health and/or serves greater than 10 persons' each financial year under section 68 of the Local Government Act 1993.

In addition to this, Council considers approximately 20 requests for 'Extensions of Time for Environmental Health Notices' each financial year.

A minor error resulted in these fees not appearing in the 2019/20 Fees and Charges despite being fees previously charged by Council.

Increased Fee- 2019/20 Fees and Charges

Fee Type	Purpose	Units	Fee
Health Compliance	Fee for clean-up, prevention and noise control notices	Each	\$563

Comments

An estimated 40 Clean-Up, Prevention and Noise Control Notices are issued under the Protection of Environment Operations Act 1997 each financial year. Under the POEO Act, a person issued with these notices is required to pay an administration fee.

This fee is regulated in the clause 99(k) of the Protection of the Environment Operations (General) Regulation 2009. The regulated fee for 2019/20 is \$563, which is an increase from \$550 in 2018/19. This amendment is required to bring the fee into line with the regulated fee amount.

Amendment to fees for Animal Management / Companion Animals

Fee Type	Purpose	Units	Fee
Animal Management	Animal under 6 months old not desexed	Per application	\$58
<i>To be replaced with the following fee and description</i>			
Animal Management	Non- desexed – not recommended (animal with written notification from a vet that it should not be desexed)	Per Application	\$58

Comments

The Office of Local Government Circular (19-09 / 12 June 2019 / A647951) which required Councils to update fees and charges for 2019/20, did not include the above amendment. However, the updated fees have now been published on the Office of Local Government website confirming this change in wording: <https://www.olg.nsw.gov.au/content/registration-fees>.

Fee Type	Purpose	Units	Fee
<i>Removal of the following fee and description</i>			
Animal Management	Late Fee (registration)	Per Application	\$16

Comments

This fee was initially published in the Office of Local Government Circular (19-09 / 12 June 2019 / A647951). However, the Office of Local Government have confirmed they are currently unable to charge this fee and will notify Council when the fee can be applied. At this stage a date cannot be confirmed, and therefore the fee should be removed from the current Fees and Charges Schedule.

TIMING

The draft amendments to the 2019/20 Fees and Charges will be publicly exhibited for a minimum of 28 days. The outcomes of the public exhibition will be reported to Council.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome Goal 19 Good Governance. The focus of this Strategic Plan Outcome is to be transparent and trusted to make decisions that reflect the values of the community.

FINANCIAL CONSIDERATIONS

It is not expected that there will be any significant impacts on forecast revenue arising from the proposed amendments.

SOCIAL CONSIDERATIONS

There are no social considerations.

ENVIRONMENTAL CONSIDERATIONS

Decreased risk of environmental impact by continuing required Environmental Health inspections.

GOVERNANCE AND RISK CONSIDERATIONS

There are no governance and risk considerations.

ITEM 12.3	PUBLIC EXHIBITION OF THE DRAFT NORTHERN BEACHES COMMUNITY PARTICIPATION PLAN (PLAN MAKING AND DEVELOPMENT ASSESSMENT)
REPORTING MANAGER	EXECUTIVE MANAGER STRATEGIC & PLACE PLANNING
TRIM FILE REF	2019/509086
ATTACHMENTS	1 ☞ Draft Northern Beaches Community Participation Plan (Included In Attachments Booklet) 2 ☞ Draft DCP amendments (Included In Attachments Booklet)

SUMMARY

PURPOSE

To seek approval to place the draft Northern Beaches Community Participation Plan and associated draft amendments to the Manly Development Control Plan 2013 (Amendment 13), Pittwater 21 Development Control Plan, Warringah Development Control Plan 2011 and Warringah Development Control Plan 2000 on public exhibition.

EXECUTIVE SUMMARY

Community participation is a crucial part of the planning process as it seeks to gather local knowledge, ideas and expertise to create better urban environments while protecting our natural environment and preserving local character. Council is committed to ensuring that community participation is undertaken in an open and transparent manner that provides all participants with an understanding of the process and the range of possible outcomes.

In 2018, the Environmental Planning and Assessment Act 1979 (EP&A Act) was amended to include a requirement for NSW planning authorities, including local councils, to have a Community Participation Plan (CPP) by 1 December 2019.

The draft Northern Beaches Community Participation Plan (Attachment 1) has been prepared to meet the EP&A Act requirements (Division 2.6 and Schedule 1). The draft CPP applies to Council's plan making and development assessment functions. This includes specifying Council's exhibition requirements for Planning Proposals, Development Control Plans, Contribution Plans, Local Strategic Planning Statements, Planning Agreements, Place Plans and Development Applications.

The draft CPP brings together notification and exhibition requirements for plan making and development assessment functions into a single document. This report also proposes draft Development Control Plan (DCP) amendments (Attachment 2) to delete the existing DCP requirements relating to the exhibition, advertisement and notification of development applications to avoid duplication and inconsistencies with the draft CPP.

RECOMMENDATION OF DIRECTOR PLANNING AND PLACE

That:

- A. Council place the draft Northern Beaches Community Participation Plan (Plan Making and Development Assessment) on public exhibition for a minimum of 28 days.
 - B. Council place the associated draft amendments to Manly Development Control Plan 2013 (Amendment 13), Pittwater 21 Development Control Plan, Warringah Development Control Plan 2011 and Warringah Development Control Plan 2000 on public exhibition for a minimum of 28 days.
 - C. The outcomes of the public exhibition be reported to Council.
-

REPORT

BACKGROUND

Community participation is a crucial part of the planning process as it seeks to gather local knowledge, ideas and expertise to create better urban environments while protecting our natural environment and preserving local character. Council is committed to ensuring that community participation is undertaken in an open and transparent manner that provides all participants with an understanding of the process and the range of possible outcomes.

In 2018, the Environmental Planning and Assessment Act 1979 (EP&A Act) was amended to require all NSW planning authorities, including local councils, to prepare a Community Participation Plan (CPP) outlining how Council is to engage with the community when carrying out planning functions. The CPP will make participation in planning clearer for the community of the Northern Beaches. It achieves this by setting out how and when community members can participate in the planning system, Council's planning functions and different types of planning proposals.

Council's community participation requirements are currently set out in multiple documents including statutory requirements, all Northern Beaches DCPs and internal procedures. The purpose of the CPP is to provide a single document that the community can access that sets out all of Council's community participation requirements under the planning legislation, including all minimum mandatory exhibition timeframes.

Council is required to publish the final CPP by 1 December 2019. The CPP will not relate to any other function of Council beyond planning. Council's broader approach to community and stakeholder engagement is detailed separately in the Northern Beaches Community Engagement Framework.

Draft Northern Beaches Community Participation Plan

The draft CPP has been prepared to meet the EP&A Act requirements (Division 2.6 and Schedule 1). The draft CPP applies to Council's plan making and development assessment functions. This includes specifying Council's exhibition requirements for Planning Proposals, Development Control Plans, Contribution Plans, Local Strategic Planning Statements, Planning Agreements, Place Plans and Development Applications.

The draft CPP contains a set of community participation objectives that have been developed having regard to section 2.23, clause 2 of the EP&A Act. These are:

- The community has a right to be informed about planning matters that affect it.
- Planning authorities should encourage effective and ongoing partnerships with the community to provide meaningful opportunities for community participation in planning.
- Planning information should be in plain language, easily accessible and in a form that facilitates community participation in planning.
- The community should be given opportunities to participate in strategic planning as early as possible to enable community views to be genuinely considered.
- Community participation should be inclusive and planning authorities should actively seek views that are representative of the community.
- Members of the community who are affected by proposed major development should be consulted by the proponent before an application for planning approval is made.
- Planning decisions should be made in an open and transparent way and the community should be provided with reasons for those decisions (including how community views have been taken into account).

- Community participation methods (and the reasons given for planning decision) should be appropriate having regard to the significance and likely impact of the proposed development.

The draft CPP outlines that Council's approach to community participation methods will be tailored based on the nature, scale and likely impact of the proposal being considered or assessed in accordance with Figure 1. Planning matters, including development assessment will usually fall within the 'inform' and 'consult' engagement levels. Strategic planning matters may also fall within the 'involve' and 'collaborate' engagement levels. Council will adjust the approach to suit the scale and nature of individual proposals and the level of community interest.

What	When	Examples
Inform We will tell you about plans/proposals and give you accurate and relevant information as they progress through the planning system.	As soon as possible following their lodgement, with updates at key milestones accurately captured.	Online Application Tracker tool; newspaper notices, media releases, council website, Your Say website, information sessions, discussion papers and technical reports.
Consult We will keep you informed, listen to and acknowledge your concerns and aspirations, and provide feedback on how your input influenced the decision.	Once plans or policies reach draft stage we will exhibit them and ask for your feedback.	Public exhibition, drop-in sessions, online surveys, meetings, newspaper notices, council website, Your Say
Involve and Collaborate We respond to the community's views by conducting targeted engagement to seek specific input reflecting the scale, nature and likely impact of the proposal.	Through submissions and feedback, we identify your key issues and concerns and conduct targeted engagement activities to find solutions to determine the way forward.	Public meetings, pop up events, community reference groups, strategic reference groups, feedback sessions and workshops.
Determination We will let you know the decisions regarding proposals and how your views were considered in reaching the decision.	In reaching a decision we consider your views and concerns, notify you of the decision and how community views were considered.	Online updates, letters to submitters, post exhibition reports, determination notices and notices of decisions in newspapers.

Figure 1: Community participation approach

In regards to exhibition timeframes, minimum mandatory and non-mandatory timeframes are identified which are based on the requirements of the EP&A Act and other statutory legislation.

For plan-making functions:

Minimum Mandatory Exhibition Timeframes	
Draft community participation plan	28 days
Planning proposals for local environmental plans	14 days for preliminary notification 28 days for exhibition or as specified by the gateway determination
Draft development control plans (DCP)	28 days
Draft contribution plans	28 days
Draft local strategic planning statements (LSPS)	28 days
Non Mandatory Exhibition Timeframes	
Planning Agreement	28 days
Place Plans	28 days

For development assessment functions:

Minimum Mandatory Exhibition Timeframes	
Development Application	14 days unless otherwise specified in this document
Designated Development	28 days
Environmental Impact Statement (which includes Fauna Impact Statement and Species Impact Statement) under Part 5 of the EPA Act (division 5.1 or 5.2)	28 days
Non Mandatory Exhibition Timeframes	
Development Application	21 days for applications that will be determined by the Sydney North Planning Panel
Modification of development consent that is required to be publicly exhibited by regulation	14 days
Re-exhibition of any amended application	14 days
Integrated development	28 days
Planning Agreement	28 days

No changes to the current exhibition requirements for plan making functions are proposed.

In regards to the exhibition of development applications, the draft CPP will be similar to the current requirements in all DCPs with the following changes:

- Electronic alerts will be available to any person registered to receive updates on exhibited applications.
- Some minor development applications (such as internal alterations to commercial and industrial developments) will not be exhibited. These are listed in the draft CPP.

Proposed amendment to all Northern Beaches Development Control Plans

The draft CPP will replace the exhibition, advertisement and notification of applications provisions within all Northern Beaches DCPs. Accordingly, the four current DCPs will need to be amended to remove these sections to avoid duplication and inconsistencies with the draft CPP. The changes will involve:

- Manly DCP 2013 (Amendment 13) – delete Part 2.
- Pittwater 21 DCP – delete Section A5.
- Warringah DCP 2011 – delete Section A.7.
- Warringah DCP 2000 – delete Part 1.

CONSULTATION

It is proposed to publically exhibit the draft policy for a minimum of 28 days. Community engagement will include information on a 'Your Say' project web page including an online submission form where community feedback can be submitted.

Exhibition of the draft CPP will be promoted through advertisements in the Manly Daily and emails to Council's community register.

TIMING

All feedback received during the public exhibition period will be considered for the draft CPP, after which the final policy will be reported back to Council before 1 December 2019 for consideration before its adoption.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcomes of:

- Good Governance - Goal 19(a): Demonstrate a high standard of transparency and accountability through community involvement and strong, timely reporting practices.
- Partnership and Participation - Goal 21(c): Undertake innovative and adaptive community engagement.
- Partnership and Participation - Goal 21(d): Improve community understanding of how decisions are made for the local area.

FINANCIAL CONSIDERATIONS

The recommendations of this report pose no financial impact on Council.

SOCIAL CONSIDERATIONS

Council recognises that communication with the community is a critical function that underpins understanding and awareness of the decisions of Council and importantly how Council is delivering on the Community Strategic Plan Outcomes and Goals. The draft CPP defines several principles to ensure that communication between Council and the community is informed by the internationally recognised 'Public Participation Spectrum' developed by the International Association for Public Participation (IAP2), which outlines five levels of public participation, which includes inform, consult, involve, collaborate and empower.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental impacts to consider in the draft CPP and associated draft amendments to the DCPs as the policy impact areas will continue to be addressed through existing operational guidance and the risk management framework.

GOVERNANCE AND RISK CONSIDERATIONS

Ensuring a robust, complete and up to date policy environment is key to Council's governance framework. There are no increased risks to the organisation imposed by the draft CPP. The draft CPP essentially promotes the integration of the exhibition and notification requirements of Council into a single document.

ITEM 12.4	INTERIM HERITAGE ORDER - 21 WHISTLER STREET, MANLY
REPORTING MANAGER	EXECUTIVE MANAGER STRATEGIC & PLACE PLANNING
TRIM FILE REF	2019/483968
ATTACHMENTS	1 ⇒ Council Meeting Report dated 23 July 2019 (Included In Attachments Booklet)
	2 ⇒ Robertson & Hindmarsh Pty Ltd Response dated 30 August 2019 (Included In Attachments Booklet)
	3 ⇒ Letter from Urban Partners dated 30 August 2019 (Included In Attachments Booklet)

SUMMARY

PURPOSE

To report on discussions held with the applicant and request that Council proceed to place an Interim Heritage Order (IHO) on the property known as 21 Whistler Street, Manly (Lot B DP 368451), to protect it from demolition during consideration of the statutory heritage listing process.

EXECUTIVE SUMMARY

The property at 21 Whistler Street, Manly is the subject of DA2018/1669, which proposes demolition of all existing structures and the construction of a 5-storey shop top housing development. The building on the site is not listed as a local heritage item under Manly Local Environmental Plan 2013. However, during Council's assessment of the DA the building was identified as having substantial heritage significance, meeting four of the criteria required to substantiate local heritage listing.

The existing building is considered significant due to its association with the first Mayor of Manly, Thomas Rowe and that the building formed part of the outbuilding complex of a large villa designed for his family that faced Belgrave Street. In addition to being the first Mayor of Manly, Thomas Rowe was one of the founders of the Institute of Architects. Very little survives of Rowe's body of work (between c 1868 and 1890) in Manly.

This matter was reported to Council's meeting on 23 July 2019, with a recommendation to place an Interim Heritage Order on the property to protect it from possible demolition during consideration of the statutory listing process. Council considered this matter and resolved as follows:

That this item be deferred and reported to Council for consideration at the 24 September 2019 Ordinary meeting to enable a review of documents that were submitted on 23 July 2019 on this matter and to enable further discussions with Council staff and the applicant.

The documents submitted by the Applicant on 23 July 2019 were reviewed by Council's heritage consultant. In addition to the review of the additional material the following actions have been undertaken:

- 5 August 2019 - a meeting was held with the applicant and their consultants.
- 27 and 28 August 2019 - further information was provided by the applicant.
- 28 August 2019 - another meeting was held with the applicant and their consultants.
- 2 September 2019 - further correspondence was submitted by the applicant. This included a letter from Urban Partners dated 30 August 2019, reiterating that their extensive heritage research indicated that the building did not reach the threshold for local listing and that the

best way forward was for heritage interpretation to be included within any proposed development of the site.

This latest heritage information from the applicant continues to refute that the site has sufficient heritage significance to warrant local heritage listing.

All information submitted by the applicant has been extensively reviewed by Council's heritage consultant, Dr. Scott Robertson of Robertson & Hindmarsh. Despite the extra information provided, Dr Robertson is still of the firm opinion that the site meets four of the established criteria for local heritage significance and therefore should be listed as a local heritage item in Manly Local Environmental Plan 2013. In the interim, it is recommended that Council place an Interim Heritage Order (IHO) over the property, to protect it from potential demolition, during this listing process.

Based on this expert heritage advice, it is recommended that Council proceed to place an Interim Heritage Order (IHO) on the property known as 21 Whistler Street, Manly (Lot B DP 368451).

RECOMMENDATION OF DIRECTOR PLANNING AND PLACE

That Council:

- A. Pursuant to section 25(2) of the Heritage Act 1977, make an Interim Heritage Order for 21 Whistler Street, Manly, being Lot B DP 368451 (the property) as the Council considers that a building on the property may, on further inquiry or investigation, be found to be of local heritage significance and that it is likely to be harmed.
 - B. Is satisfied that the building meets all conditions outlined in Schedule 2 of the Ministerial Order dated 22 April 2013.
 - C. Publish the Order in the NSW Government Gazette.
 - D. Following the publishing of the Interim Heritage Order in the Government Gazette:
 - a. notify the Chairperson of the Heritage Council of the making of the Order;
 - b. notify the owner of the making of the Order, the reasons for making the Order and its effect; and;
 - c. place a public notice in the Manly Daily, within 7 days of publication, informing the public of the making of the Order.
 - E. Note this Interim Heritage Order will lapse after six months from the date it is made, unless Council has resolved to place the item on the heritage schedule of Manly Local Environmental Plan 2013.
 - F. Advise the applicant for DA2018/1669 of this resolution.
-

REPORT

BACKGROUND

The property known as 21 Whistler Street, Manly (Lot B DP 368451) is not currently listed as a local heritage item within Schedule 5 of Manly Local Environmental Plan 2013, nor is it within the Manly Town Centre heritage conservation area.

A development application (DA) was lodged on 11 October 2018 for this site (DA2018/1669) which proposes demolition of all structures on site and the construction of a 5-storey shop top housing development. A Heritage Impact Statement was submitted with the DA which identified that the building had representative local heritage significance, but not enough to warrant heritage listing. The DA proposed photographic recording of the site prior to demolition and heritage interpretation as part of the new development.

During Council's assessment of the DA, the building was identified as having potential heritage significance and independent heritage advice was sought from two heritage consultants. Full Circle Heritage carried out an initial independent heritage assessment in April 2019 and determined that the building potentially met the threshold for local heritage listing, but that further comparative research was required to substantiate this.

Robertson & Hindmarsh was then engaged in June 2019 to provide further heritage advice and a comparative assessment report. This report concluded that the building on the site definitely met the criteria for local heritage listing, stating that it met four of the seven established listing criteria, being:

- Criterion (a) Historical significance
- Criterion (b) Associative significance
- Criterion (c) Aesthetic/ Technical significance
- Criterion (f) Rarity.

This report recommended local heritage listing of the existing building at 21 Whistler Street, Manly.

The existing building was considered significant due to its association with the first Mayor of Manly, Thomas Rowe and because the building formed part of the outbuilding complex of a large villa designed for his family that faced Belgrave Street. In addition to being the first Mayor of Manly, Thomas Rowe was one of the founders of the Institute of Architects. Very little survives of Rowe's body of work (between c 1868 and 1890) in Manly.

This matter was then reported (Attachment 1) to Council on 23 July 2019 with a recommendation to place an Interim Heritage Order (IHO) over the property, to protect it from demolition during consideration of the statutory listing process.

Council considered this matter and resolved:

That this item be deferred and reported to Council for consideration at the 24 September 2019 Ordinary meeting to enable a review of documents that were submitted on 23 July 2019 on this matter and to enable further discussions with Council staff and the applicant.

Review of Additional Information

The additional information submitted by the applicant on 23 July 2019, included a letter from their heritage consultants, Heritage 21, along with a peer review letter from Weir Phillips. These documents were forwarded to Council's heritage consultant, Dr Robertson from Robertson & Hindmarsh, for review and comment. A detailed response was received which concluded that these additional heritage reports did not contain the necessary level of historic research to be able to conclude that the site did not meet the threshold for heritage listing.

Council then met with the applicant on 5 August 2019. There was no agreement on the heritage significance of the property at this meeting, however the applicants agreed to provide further information. This additional heritage information was received by Council on 27 and 28 August 2019 and another meeting was held with the applicant on 28 August 2019. This additional information further argued that the building did not possess sufficient significance to warrant heritage listing. Possible interpretative options for the site were also tabled, one of which included partial retention of some of the original fabric.

Council's heritage consultant, Dr Robertson, has comprehensively reviewed the additional written heritage response from Heritage 21 dated 28 August 2019. The Robertson and Hindmarsh response (Attachment 2) concludes that none of the evidence provided changes the earlier opinion that the property at 21 Whistler Street meets the criteria for listing as a local item of environmental heritage under four of the established local heritage listing criteria, being:

- Criterion (a) Historic significance
- Criterion (b) Associative significance
- Criterion (c) Aesthetic/Technical significance
- Criterion (f) Rarity.

Subsequent to the additional meeting and supporting information provided on 28 August 2019, on 2 September 2019, the applicant submitted additional commentary, including a letter (Attachment 3) from Ted Byrne of Urban Partners. This letter outlined again the extensive heritage research undertaken by the applicant and their conclusion that the building did not reach the threshold for local listing. It indicated that the best way forward would be for heritage interpretation to be included within any proposed development of the site.

This additional information also included commentary on broader town planning considerations related to the objectives of the Environmental Planning and Assessment Act 1979.

The relevant legislation pertaining to Interim Heritage Orders is the Heritage Act, 1977 (the Heritage Act) and not the Environmental Planning and Assessment Act, 1979 (EP&A Act). Therefore, the commentary provided by the applicant relating to the objectives of the EP&A Act are not relevant considerations for an Interim Heritage Order under the Heritage Act.

The objectives of the EP&A Act relate to the current development application for demolition works and construction of a shop top housing development including strata subdivision (being DA 2018/1669), which does not form part of the consideration of this report.

Council's heritage consultant, Dr Robertson, has reviewed the additional letter from Urban Partners provided on 2 September, and reaffirms the previous assessment of the heritage significance of the property.

Therefore, the recommendation remains that Council seek to place an Interim Heritage Order over 21 Whistler Street and proceed to consider listing the property as an item of local heritage significance in Manly Local Environmental Plan 2013.

Recommendation

Based on advice received from Council's heritage consultant, Dr Robertson of Robertson & Hindmarsh, it is recommended that Council proceed with the statutory listing of this property as a local heritage item within Schedule 5 of Manly Local Environmental Plan 2013, which requires the preparation of a planning proposal.

Council can make an IHO in accordance with section 25 of the Heritage Act 1977, under the authorisation provided by Ministerial Order dated 22 April 2013 and gazetted on 12 July 2013, subject to all conditions of that Order being met.

All pre conditions of the Ministerial Order have been met, as outlined in the previous Council report (Attachment 1), and it is now recommended that Council proceed to make an Interim Heritage Order for the property at 21 Whistler Street, Manly.

CONSULTATION

Discussions have been held with the applicant in relation to the DA and two meetings have been held to specifically discuss heritage issues and Council's intention to proceed with an IHO.

No consultation is required to place an Interim Heritage Order (IHO) on a property. Council has authorisation under the Heritage Act 1977 to make IHO's, subject to a number of conditions.

TIMING

Once Council has resolved to make this Interim Heritage Order (IHO), it needs to be published on the NSW legislation website as soon as possible.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome Goal Protection of the Environment. The focus of this Strategic Plan Outcome is to aspire to protect the natural and built environment from the risks and impacts of global and local pressures.

The IHO seeks to protect the heritage values of the Manly area.

FINANCIAL CONSIDERATIONS

The proposed IHO is an operational matter for Council.

SOCIAL CONSIDERATIONS

Protection of the built heritage of the Northern Beaches has significant positive social impacts for the broader community. It provides opportunities for significant items from our history to be protected and preserved for future generations to enjoy, providing a valuable physical link to our past.

ENVIRONMENTAL CONSIDERATIONS

The IHO will not have a significant impact on the natural environment.

GOVERNANCE AND RISK CONSIDERATIONS

A Ministerial Order dated 22 April 2013 and gazetted on 12 July 2013, by the former Minister for Heritage, provided authorisation for Local Councils to make Interim Heritage Orders in accordance with section 25 of the Heritage Act 1977 and subject to a range of conditions outlined in Schedule 2 of the order.

The relevant conditions as outlined in Schedule 2 of the Ministerial Order have been met in the circumstance of 21 Whistler Street, Manly.

If Council does not proceed with the IHO, there is a significant risk the property will be demolished and lost.

13.0 TRANSPORT AND ASSETS DIVISION REPORTS

ITEM 13.1	OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF THE DRAFT MANAGEMENT OF BEACH AND WATER SAFETY POLICY
REPORTING MANAGER	EXECUTIVE MANAGER PARKS AND RECREATION
TRIM FILE REF	2019/502063
ATTACHMENTS	1 Management of Beach and Water Safety Policy

SUMMARY

PURPOSE

To report on submissions received as part of the exhibition and seek adoption of the Management of Beach and Water Safety Policy.

EXECUTIVE SUMMARY

Council exhibited a draft Management of Beach and Water Safety Policy for period of 28 days from 28 June to the 28 July 2019.

This Policy outlines the approach to the safe management of the beaches under Council's care control and management. The Local Government Act 1993 and Local Government Act Practice Note 15 guide the management and provision of water safety. The Policy further defines the principles that Council will apply to ensure the safe use of our beaches. The application of these principles will ensure Council provides the appropriate level of service to enable the community to use the beaches safely and ultimately enjoy the opportunities that these open spaces provide.

During the exhibition period, Council received five submissions relating to the principles and scope and application of the Policy. Where relevant amendments have been made to address the comments.

The report recommends the adoption of the draft Policy as amended and rescinding the former policies.

RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council

- A. Note the submissions received during the public exhibition process.
- B. Adopt the Management of Beach and Water Safety Policy.
- C. Rescind the following:
 - a. Beach Safety Policy
 - b. Professional Lifeguard Service Policy
 - c. Surf Life Saving Movement Policy
 - d. Beach Management Policy - sections only
 - e. Beach and Rockpool Management Policy - sections only.

REPORT

BACKGROUND

Council exhibited a draft Management of Beach and Water Safety Policy for period of 28 days.

This Policy outlines the approach to the safe management of the beaches under Council's care control and management. The Local Government Act 1993 and Local Government Act Practice Note 15 guide the management and provision of water safety. The Policy further defines the principles that Council will apply to ensure the safe use of our beaches. The application of these principles will ensure Council provides the appropriate level of service to enable the community to use the beaches safely and ultimately enjoy the opportunities that these open spaces provide.

CONSULTATION

The draft policy was on Council's 'Have Your Say' webpage from 28 June until 28 July 2019.

In this period there were ten downloads and five submissions were received. The comments raised and staff responses are summarised in the table 1.1 below.

The comments raised range from adding additional references to relevant legislation, ensuring Council provides a cost effective service, managing wildlife on the beaches and the Australian Slacklining Association requested to meet Council to discuss their emerging sport.

The Surf Life Saving Sydney Northern Beaches (SLSSNB) requested a number of changes to Policy to further acknowledge the role of the Surf Life Saving (SLS) volunteers. Council acknowledges the role undertaken by the SLS volunteers and their contribution to the safe management of the beaches across the Northern Beaches. The comments from SLSSNB are operational in nature and refer primarily to the implementation of the Deed of Agreement.

This document outlines service levels and standards agreed by the SLSSNB and the 21 Surf Life Saving Clubs with Council. Further details regarding the importance of the Deed of Agreement and the partnership between Council and the Surf Lifesaving groups has been added to the Policy.

Table 1.1 Summary of the comments from the Public Exhibition of the Draft Management of Beach and Water Safety June 28 – July 28 2019

	Submission summary	Staff assessment/ Recommendation
1	<p>1. Suggested referencing other relevant laws and legislation including Rock Fishing Safety Act 2016 and Companion Animal legislation.</p> <p>2. Include reference to Rock Fishing Safety Act 2016 as it permits Local Council officers to enforce the lifejacket requirements of the Rock Fishing Safety Act 2016.</p> <p>3. Best Practice and Beach Management principles/application could include providing appropriate all-weather lifeguard facilities/shelters for surveillance, monitoring and patrols.</p>	<p>Additional relevant legislation has been included in the Policy.</p> <p>Relevant Council staff have been delegated authority to enforce the Rock Fishing Safety Act 2016.</p> <p>Council is committed to providing all weather facilities for lifeguards and volunteers. A new and elevated lifeguard hut/ station was recently installed at Narrabeen Beach and a new facility is planned for Mona Vale this financial year.</p>
2	<p>The policy lacks any description of how the council will achieve its stated outcomes. The service level requirements should be reassessed to ensure services are available when needed, and not just based on 'swimming frequency' but other recreational users of the coastline such as rock fishing, paddling sports, and surfing.</p> <p>I would like to see that this policy ensure the provision of an efficient cost effective and leading edge service. Including market testing to ensure the council is delivering a cost effective solution to meet our needs. Tendering the various services should be considered.</p>	<p>The principles within the Policy outline Council's commitment to providing a responsive high standard service. Council manages the entire beach environment.</p> <p>Annual benchmarking is conducted to ensure the service is efficient and cost effective.</p>
3	<p>How is the council proposing to look after all of the wildlife that live at the beaches, in rock pools and cliffs? Disappointed that the wildlife is not mentioned.</p> <p>The various wildlife welfare and care groups including Sydney Wildlife, WIRES should also be included in this document.</p>	<p>Council is required under the Local Government Act (1993) to protect and enhance all functions associated with the foreshore environment.</p> <p>Council's beach staff and volunteers currently work closely with relevant groups including Sydney Wildlife, ORCA (Organisation for the Rescue and Research of Cetaceans), National Parks and WIRES as required.</p>

<p>4</p>	<p>Submission from Surf Life Saving Sydney Northern Beaches (SLSSNB).</p> <p>1. We appreciate that SLSSNB and our clubs have been recognised as collaborative partners in beach safety and that the policy commits to supporting.</p> <p>2. Support the overall policy request the following amendments:</p> <p>Point 6. Personnel training and qualifications – add volunteers so states staff and volunteers.</p> <p>Point 8 - Beach Management. More detail required provided regarding the assessment of beach bookings.</p> <p>Point 9. Communications - Along with Council, SLSSNB and our clubs play a key part in the communication of beach safety.</p> <p>Scope and Application</p> <p>Para 1 - should include a reference to "other service providers delegated responsibility for providing water safety under this policy"</p> <p>Para 3 - where the word Lifeguard is used it should also include volunteer lifesavers, i.e Lifeguards and volunteer lifesavers.</p> <p>Para 4 - SLSSNB is also a primary provider of surf safety community education reaching more than 16,000 school aged children each year via beach based programs and or classroom presentations.</p> <p>Para 5 - some reference should be made here to the Standard operation procedures of Surf Life Saving Australia and SLSNSW under which volunteer lifesavers operate.</p> <p>Whilst the Deed of Agreement (DoA) between Council an SLSSNB is noted in the Reference section, we believe that it should have some further explanation within the policy.</p>	<p>Noted.</p> <p>Council recognises the significant role undertaken by the SLS volunteers in keeping our beaches safe. A Deed of Agreement between SLSSNB and the Council outlines the service levels and standards of both parties.</p> <p>The Agreement plays a crucial role in how Council manages the beaches and provides water safety.</p> <p>The Deed of Agreement is acknowledged in the Policy.</p>
<p>5</p>	<p>Slacklining in Australia - slacklining is a recreational physical activity, which involves attaching a 1 or 2 inch wide webbing (slackline) between two anchors (trees, rocks) and balancing on it.</p> <p>Our community is growing and is in need of spaces to practice the sport. We would love to meet and discuss the relevant regulations and access issues.</p>	<p>Council will make contact to discuss slacklining as an emerging activity.</p>

TIMING

This Policy will take effect once adopted and is scheduled for review in September 2023.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Places for People Goal 9 - Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.

FINANCIAL CONSIDERATIONS

The provision of the service and any subsidies are included in the annual operational budget.

ENVIRONMENTAL CONSIDERATIONS

The capacity of the beach and surrounding areas is considered in the day-to-day operations of the beach safety service. Advice is sought from the lifeguard service in relation to the assessment of requests for use of the beaches and surrounding areas for activities and events.

SOCIAL CONSIDERATIONS

Our beaches and surrounding areas provide a wide range of recreational and social opportunities. This Policy aims to ensure Council undertakes all responsibilities and services effectively to facilitate safe enjoyment of such activities for our community.

GOVERNANCE AND RISK CONSIDERATIONS

This Policy will replace the following policies or part of:

- A. Beach Safety Policy (Former Warringah CCS-PL 610)
- B. Professional Lifeguard Service Policy (Former Pittwater No 24).
- C. Surf Life Saving Movement Policy (Former Pittwater No 52).
- D. Beach Management Policy (Former Manly B20) – only those sections related to lifeguards and beach management.
- E. Beach and Rockpool Management Policy (Former Pittwater No 88) only those sections related to lifeguards and beach management.

The remaining sections in the Beach Management Policy (Former Manly B20) and Beach and Rockpool Management Policy (Former Pittwater No 88) not covered by this Policy will be included in the Management of Open Space Usage Policy.

Policy

Management of Beach and Water Safety

Policy Statement

Council aims to facilitate the safe and enjoyable use of beaches and rock pools.

Council is committed to carrying out water safety functions and responsibilities to minimise the risk of injury or death. This includes providing public swimming facilities, patrols, lifesaving services, regulatory activities, education and community awareness programs.

Principles

Council will apply the following principles in managing the safety of the community using beaches and rockpools:

1. Risk management:

Council will take a risk management and evidence based approach to water safety to ensure appropriate mitigation strategies, lifesaving practices and community education programs are in place to address safety issues.

The identification, assessment and management of risk will determine which locations are provided with a lifeguard service, including both the scope and scale of the service. The provision of the service is subject to change pending the assessment of risk at any time.

2. Best practice

Council will adopt and implement best practice and continuous improvement to ensure that we provide a high standard service to the community. All processes and procedures will be reviewed and updated regularly to ensure Council remains up to date with industry standards and statutory and legal changes.

3. Compliance

Council will meet all relevant legislative and statutory requirements for beach and water safety management. The implementation of all relevant legislation includes the management of beach licence operators, beach events and compliance issues related to animals and crowd management.

4. Partnerships and collaboration

Water safety and rescue organisations and other community groups play a key role in promoting and providing water safety to the community. In the Northern Beaches the Surf Lifesaving Sydney Northern Beaches Branch, the individual Surf Life Saving Clubs and their volunteers are key partners. Council will collaborate, engage and work in partnership with these groups and others to provide the best possible service to our community.

5. Community support and engagement

Council will provide support to the Surf Lifesaving Associations and other community groups to facilitate the provision of high quality water safety services, programs and facilities. This support may include financial and staff assistance and the provision of goods, facilities, services and equipment.

This includes the annual Surf Life Saving Subsidy program, which provides funds to the Surf Clubs to assist in the purchase of rescue equipment and to the Surf Life Saving Sydney Northern Beaches Branch to help cover administration costs. Financial assistance

is also provided for the operations of the Surfcom Communications base at Fisherman's Beach.

6. Personnel training and qualifications

Council will ensure that the staff designated to operate the service are suitably qualified and trained. Staff will be required to have the lifesaving skills and qualifications necessary to adequately address the risks associated with our beaches and other swimming locations.

7. Community education and awareness

Council will work with the community to facilitate an awareness of water safety through the provision of education programs and day to day beach operations. Staff and volunteers will endeavour to raise the profile of beach and water dangers and educate the community on how these can be mitigated.

8. Beach Management

The beaches are managed to facilitate the amenity of the beach and enjoyment of users. At patrolled beaches, monitoring is undertaken to ensure the capacity of the beach is considered at all times, this includes involvement in the assessment and management of formal event bookings.

9. Communication

Council will use a range of communication forms to ensure that water safety messages are delivered in a timely and effective manner. This may include the use of permanent and temporary signage, electronic media forums, council web pages, educational materials and advertisements.

Scope & Application

This Policy applies to all employees, agents and officers of Northern Beaches Council, along with all Councillors.

Northern Beaches Council is responsible for the safety of beaches and waterway locations and the foreshore reserves under the care, control and management of Council. Where that care, control and management of lifesaving and other non-regulatory water safety functions is not fully delegated to another organisation Council remains responsible to the extent that care, control and management is with Council.

The primary role of the lifeguard service is to provide a safe swimming environment including establishing flagged swimming areas and surf craft prohibited zones, undertaking rescues, administering first aid and providing emergency life support and resuscitation. The lifeguards also undertake beach surveillance, enforce relevant legislation, oversee beach licence operators and manage beach and foreshore reserve events, compliance issues related to animals and crowds.

Council is also involved in providing education programs and improving community awareness of water safety and related waterways issues.

The day-to-day operation of the patrolled beaches is managed through the implementation of the Lifeguard Operations Manuals. These documents outline the levels of service and staff responsibilities at each location. There is considerable detail on each beach, emergency response procedures and regulation enforcement. Council reviews these manuals annually.

The Deed of Agreement between Council and Surf Life Saving Sydney Northern Beaches articulates the roles, responsibilities and service standards of both parties. This document and the partnership between the two groups is integral to Council's management of the beaches and provision of water safety.

References and related documents

Deed of Agreement Northern Beaches Council and Surf Life Saving Sydney Northern Beaches (2019)

Department of Local Government's Practice Note No. 15 – Water Safety

Department of Local Government Practice Note 15 lists other key guidance documents Council can use to help undertake water safety functions, including:

- Guidelines for Safe Pool Operations (Royal Life Saving Society of Australia)
- Signs as Remote Supervision (2014, Statewide Mutual)
- Australian Standard AS/NZS 2416.1:2010
- Water safety signs and beach flags – Specifications for water safety signs used in workplaces and public area (2010, SAI Global)
- Australian Standard AS/NZS ISO
- 31000:2009 Risk management – Principles and Guidelines (2010, SAI Global)
- Coronial reports and recommendations

Local Government Act 1993, Office of Local Government, NSW

Northern Beaches Council Annual Beach Services Lifeguard Operations Manual

Other relevant laws that Council should consider in carrying out water safety functions include the Civil Liability Act 2002, Public Health Act 2010, Companion Animal Act 1998 and the Environmental Planning and Assessment Act 1979.

Definitions

Event bookings – Council receives applications to hold events on public land, including beaches and surrounding areas. Beach and beach foreshore events can range from surf lifesaving events, surfing contests, school activities, markets and large events such as the music festivals and fireworks. Each application is assessed prior to approval. Beach Safety staff are involved in the event assessment process. Applications are not required for casual beach and rock pool use by individuals.

Evidence based approach - Evidence-based practice means the conscientious use of the best practices available. An evidence-based approach constantly looks at new research, studies, and re-evaluates practice based on findings.

Surf craft prohibited zone – An area where surf craft are not able to enter. Surf craft is a general term for watercraft operated by one or more persons that can be propelled by paddling, motor, wind or water current.

Responsible Officer

Executive Manager, Parks and Recreation

Review Date

Four years from adoption.

Revision History

Revision	Date	Change	HPE CM Ref
1	5 September 2019	Amendment to References and related document	2019/502063

ITEM 13.2	OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF THE DRAFT NAMING OUR RESERVES, FACILITIES AND ROADS POLICY
REPORTING MANAGER	EXECUTIVE MANAGER PARKS AND RECREATION
TRIM FILE REF	2019/497495
ATTACHMENTS	1 ↓ Naming Our Reserves, Facilities and Roads Policy

SUMMARY

PURPOSE

To report on submissions received as part of the exhibition and seek the adoption of the Naming Our Reserves, Facilities and Roads Policy.

EXECUTIVE SUMMARY

Council resolved in December 2018:

Council develop a Policy in relation to the naming of parks, reserves (including the facilities within these) and buildings and bring this back to Council for review.

Council exhibited a draft Naming Our Reserves, Facilities and Roads Policy for a period of 28 days from 28 June to 28 July 2019. This Policy aims to provide a consistent and transparent approach to naming our places and managing naming requests from the community. It proposes to use the Geographic Names Board (GNB) Policy and guidelines to guide the assessment of applications from the community to name a reserve, road or facility under Council's care control or management.

During the public exhibition period, Council received 18 submissions relating to the principles in the draft Policy and the criteria used to determine appropriate naming of reserves, facilities and roads. Summaries of the submissions are addressed in this report.

The report recommends the adoption of the draft Policy as amended and the rescinding of one existing policy and sections of another dealing with naming of reserves, facilities and roads.

RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council:

- A. Note the submissions received during the public exhibition process.
 - B. Adopt the Naming Our Reserves, Facilities and Roads Policy.
 - C. Rescind the following:
 - a. All parts of the Memorials, Plaques and Naming of Assets Policy (former Warringah) except section 2.5 relating to memorials and plaques.
 - b. Naming of Streets and Pathways (former Pittwater).
-

REPORT

BACKGROUND

Council at its meeting in December 2018, resolved that

Council develop a Policy in relation to the naming of parks, reserves (including the facilities within these) and buildings and bring this back to Council for review.

The draft Naming Our Reserves, Facilities and Roads Policy was considered at the Council meeting on 25 June 2019 for exhibition.

The draft Policy provides a consistent and transparent approach to naming our places and managing naming requests from the community. It proposes to use the Geographic Names Board (GNB) Policy and guidelines to guide the assessment of applications from the community to name a reserve, road or facility under Council's care control or management.

CONSULTATION

The draft Policy was exhibited on Council's 'Have Your Say' webpage between 28 June – 28 July 2019.

In this period, there were 22 document downloads of the draft Naming Our Reserves, Facilities and Roads Policy and Council received 19 submissions.

Assessment of submissions

Of the 19 submissions, six asked Council not to name after people especially if they had not contributed extensively to our community, five submissions requested that facilities, roads and reserves not be named after former politicians and five requested the use of more indigenous names.

The key issues raised and staff responses are summarised in the table below.

The majority of the submissions specifically commented on the naming of our reserves, facilities and roads in honor of people. The main concerns were primarily about ensuring that those people who are honored by naming a reserve, road and facility have made a genuine, long term and significant contribution to our community.

Principle 5 in the draft Policy notes that Council will provide opportunities for community engagement for naming proposals related to reserves and roads. This principle enables our community to comment about a specific proposal. To further strengthen this principle, it has been expanded to ensure that community engagement occurs for naming proposals relating to facilities. This now ensures that our community has an opportunity to comment on all naming proposals.

Principle 5 has been amended to:

Council will invite community comment on requests (subject to initial Council endorsement) for naming or renaming of Council owned and managed reserves, roads and facilities. Public exhibition will comply with Council's Community Engagement Framework.

There were a number of comments requesting that more indigenous words be used for naming our reserves, roads and facilities. The draft Policy adheres to the GNB Policy and criteria, which identifies the importance and value of indigenous names and encourages use of indigenous names particularly for geographical features. Principle 7 in the draft Policy further reiterates Council's preference to use aboriginal words, historical names or names of indigenous species for the naming of parks and natural areas. Where relevant Council will undertake the necessary research to validate a request for the use of proposals using these types of words.

Attachment 1 is a copy of the amended Naming Our Reserves, Facilities and Roads Policy recommended for adoption.

Summary of submission themes	Assessment/ recommendation by Staff
<p>Honoring individuals – the following were raised:</p> <ul style="list-style-type: none"> • Only name after people we will remember beyond five years • The quality of the contribution made should be acknowledged not just the quantity of the years of service. • Council’s Place Naming Policy should prevent and never be misused by Party Politics. • Naming of facilities after people who are still alive runs the risk of the individual bringing embarrassment to the people of the Northern Beaches. • Given the very partisan nature of politics, honoring a politician after they have retired or been rejected at the ballot box will of necessity be seen as offensive or as an endorsement by many. • Stop naming places after former councillors. Not many people in the community identify with former local politicians. • Those honored should have been role models and inspirations to their community and their impact should be large, not just on small pockets of the Northern Beaches. 	<p>The Geographic Names Board (GNB) outlines the criteria to assess a naming proposal to honor an individual. This is the criteria used across the state for any such requests.</p> <p>The Naming our Reserves, Facilities and Roads Policy reiterates that this criteria be used to name reserves and roads across the Northern Beaches. The Policy does however note that the GNB criteria will also be used for the naming of facilities with the exception people do not need to be deceased to receive this honor.</p> <p>The amendment to Principle 5 provides the community the opportunity to comment on all naming proposals.</p>
<p>Use of Aboriginal words – the following were raised</p> <ul style="list-style-type: none"> • Encourage honouring Indigenous language, people and historical Indigenous place names. • Aboriginal people would like to see the Naidoc theme of voice recognised in Darug language usage for naming. • Properly researched and appropriate aboriginal names should be used. • Consulting the appropriate Aboriginal groups and consider renaming some of the proposed Parks with an Aboriginal identity. 	<p>The Policy adheres to the GNB Policy and criteria, which identifies the importance and value of indigenous names and will consider all requests for indigenous names for reserves, roads and facilities.</p> <p>Although not listed in the Policy it is Council’s intention to research the use of any aboriginal words and where relevant liaise with key stakeholders.</p>
<p>Native flora and fauna names</p> <ul style="list-style-type: none"> • Promotes our precious natural environment. • Names of native species are inclusive, every person has a connection to local native species of plants bird and animals 	<p>Principle 7 indicates Council preference to use native animal and plant names for naming parks and natural areas.</p>

and they do not exclude groups of people.	
<p>Process</p> <ul style="list-style-type: none"> Q1. Think ease of navigation and don't name roads the same when separated by bush or other geological features i.e Washington Ave, Cromer Q2. Council requires a policy for the changing of suburbs or localities where affected residents or owners have an opportunity to make submissions if a proposal to change the area's name is under consideration. To ensure that we inform the GNB process. Q3. If a family decides their family name should be used to name a reserve, then all family members of that name should agree. 	<ul style="list-style-type: none"> A1. This will be considered as part of naming of new roads in the future. A2. The naming of suburbs and localities are not within the scope of this Policy however the concern is noted for consideration in the future. A3. Principle 5 where by name proposals are opened for comment will provide all interested parties to make a submission.
<p>General</p> <ul style="list-style-type: none"> Places should be named so they can be identified geographically or have some sort of meaning to the immediate environment 	<ul style="list-style-type: none"> Principle 6 specifically covers Council's preference to name those sites which attract visitors such as sportsgrounds with locality or geographical names to assist in navigating and addressing.
<p>Suggestion:</p> <ul style="list-style-type: none"> Overflow car park Kooloora Ave Freshwater should be named after the late Ron Beaumont, Ron worked for Council and was "caretaker " of Freshwater Beach Reserve for many years . He played for the Sea Eagles. 	<ul style="list-style-type: none"> A formal application for naming the car park can be submitted upon adoption of this Policy.

TIMING

The Policy will take affect once adopted, and is scheduled to be reviewed in September 2023.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Good Governance Goal 19 - Our Council is transparent and trusted to make decisions that reflect the values of the community.

FINANCIAL CONSIDERATIONS

Resourcing the processing of requests and the costs related to any community consultation and resultant signage can be met within the operational budget.

SOCIAL CONSIDERATIONS

Discussing a contribution that an individual has made to a community is an emotive and sensitive topic. Using the GNB guidelines and criteria for naming after individuals aims to provide objective criteria for both the Council and the community.

ENVIRONMENTAL CONSIDERATIONS

There are no environmental considerations.

GOVERNANCE AND RISK CONSIDERATIONS

The adoption of the Policy includes the rescinding of one policy and parts of another dealing with naming of reserves, facilities and roads, which are:

- a) naming of streets and pathways (former Pittwater)
- b) all parts of the Policy PL 360 Memorials, Plaques and Naming of Assets Policy (former Warringah) except section 2.5 Memorials and Plaques.

The Naming our Reserves, Facilities and Roads Policy does not cover memorials and plaques. It is proposed that a report will be presented to Council regarding the provision and management of memorials in the future.

This report is part of the harmonisation of existing policies, which will ensure a robust and transparent framework to guide decision-making.

Policy

Naming our Reserves, Facilities and Roads

Policy Statement

Northern Beaches Council aims to provide a consistent and transparent process for naming Council owned and managed reserves, facilities and roads.

This policy endorses Council's adherence to the Geographical Names Board (GNB) Place Naming Policy and process for the naming of reserves, facilities and roads.

It aims to provide further guidance and criteria to apply the GNB Place Naming Policy when for assessing and approving naming requests from the community.

Principles

1. Council will adhere to all relevant legislative and statutory requirements relating to the naming of reserves, roads and facilities.
2. Council will consider honouring individuals in the naming of reserves and roads if they have:
 - Been deceased for at least a year.
 - Made a highly significant contribution to the specific area or community. This will be measured against the GNB policy and includes the following:
 - a. *“Two or more terms of office on local government council.*
 - b. *Twenty or more years association with a local community group or service club.*
 - c. *Twenty or more years of association and service with a local or state government or organisation.*
 - d. *Action by an individual to protect, restore, enhance or maintain an area that produces substantial long-term improvements for the community.”*
3. The management and assessment of requests for the naming of facilities on Council owned and managed land including, but not limited to buildings, gardens, pools and grandstands will also be initially assessed according to the GNB Place Naming Policy and process (excluding the requirement for the individual to be deceased).
4. Those requests to name or rename reserves, facilities or roads that meet the GNB criteria or align to this Policy will be presented to Council for endorsement.
5. Council will invite community comment on requests (subject to initial Council endorsement) for naming or renaming of Council owned and managed reserves, facilities and roads. Public exhibition will comply with Council's Community Engagement Framework.
6. When naming sportsgrounds and major venues visited by many people from beyond Council's boundaries, preference will be given to locality or geographical names to assist in travelling to, addressing and locating the area e.g. Seaforth Oval or Careel Bay Playing Fields. Facilities including buildings and sporting infrastructure on these land areas will also be named according to the location and the purpose or function of the facility e.g. Cromer Community Centre.
7. When naming parks and natural areas, preference will be given to the use of historical names, Aboriginal words (e.g. Goombooya Reserve) and the names of indigenous species of plants, birds and animals (e.g. Angophora Reserve, Cabbage Tree Bay).

8. Aligned with the GNB Place Naming Policy, Council discourages the changing of long-term names as it can lead to address and location confusion, especially for electronic navigation (critical for emergency services). Council will only consider changes in well-established names in exceptional circumstances.
9. Council will provide the relevant signage (as per Council design guidelines) for any locations where a new name or name change has been approved.
10. Council is committed to communicating and informing the community of all approved changes to names. This may include additional signage and community notifications.
11. If a 'named' facility is disposed of and is not being replaced the 'name' of that facility will be retired.

Scope and Application

This Policy covers the naming of reserves, facilities and roads on land owned and managed by Council. The facilities on such land that can be named include, but are not limited to the buildings, gardens, pools, grandstands, pavilions and sporting infrastructure.

The naming of reserves and roads is governed by State legislation and Council must adhere to the process as defined under the GNB Policy, however the naming of facilities does not require formal GNB approval. Council may approve a name for a Council owned facility that does not meet the GNB criteria by resolution.

This Policy does not cover the naming of land or facilities for purposes of sponsorship, advertising or revenue raising.

All requests by the community to name or rename a reserve, facility or road will require the completion of an application form.

References and related documents

- *Local Government Act 1993*
- *Geographical Names Act 1966*
- *Geographical Names Board of NSW Policy, Place Naming (2018)*
- *Roads Act 1993 - Sect 162 Naming of public roads*

Definitions

Reserves: *In this Policy reserves include parks, sportsgrounds, road verges and other open spaces that are reserved for public use and managed by Council.*

Facilities: *In this Policy the facilities include any Council owned infrastructure on Council managed land that has been reserved for use by the public. This may include but is not limited to buildings, gardens, pools, grandstands, pavilions, sporting fields and sporting infrastructure such as cricket nets.*

Responsible Officer

Executive Manager – *Parks and Recreation*

Review Date

Four years from date of adoption.

Revision History

Revision	Date	Change	HPE CM Ref
1	5 Sept 2019	Amendment to Principle 5	2019/497495

ITEM 13.3	OUTCOME OF PUBLIC EXHIBITION AND ADOPTION OF LAGOON PARK LANDSCAPE MASTERPLAN
REPORTING MANAGER	EXECUTIVE MANAGER PARKS AND RECREATION
TRIM FILE REF	2019/387054
ATTACHMENTS	1 Lagoon Park Landscape Plan - Final

SUMMARY

PURPOSE

To consider adoption of the Lagoon Park Landscape Plan.

EXECUTIVE SUMMARY

There has been Council engagement with the local community to develop a Landscape Plan that balances the needs of local residents with the requirements of a district level park. A four week public exhibition of the draft Lagoon Park Landscape Plan received strong support from the community with the exception of the inclusion of a fence along the riparian area of Manly Lagoon. The Landscape Plan has been amended removing the permanent fence and instead there will only be temporary fencing to protect new riparian plantings. The fence will be removed once the new planting are established.

The Chief Executive Officer and Executive Manager, Parks & Recreation, also met with local residents to discuss the impact of the proposed lighting on the local community. It was agreed that over the next twelve (12) months, staff will work with neighbouring residents to investigate lighting options which meet Australian Standards and minimise the impact on local residents.

Significant feedback was received indicating a strong community desire to implement foreshore stabilisation works as the most pressing priority instead of installing pathway lighting. In recognition of this, the lighting to be undertaken with the main implementation project in the 2020/2021 financial year. The foreshore protection works will be undertaken in 2019/2020.

RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council adopt the Lagoon Park Landscape Plan.

REPORT

BACKGROUND

Lagoon Park is located in Manly along the southern shore of Manly Lagoon. It is characterised by its proximity to the water, high passive recreational use, popularity as an off leash dog park, well-liked playground area and provides a strong connection between Pittwater Road and Queenscliff Beach. Lagoon Park contains a number of mature trees, large grassed areas and is bordered by a large vegetated riparian corridor along the western two thirds of the foreshore.

Council undertook an intensive community engagement process in 2018 to seek community input into how they used the park, what issues they had with the park and how they wanted the park to be used and look like into the future. The results were used to develop the draft Landscape Plan which was placed on public exhibition during May and June 2019.

The key features of the Landscape Plan (Attachment 1) are:

- Extended and improved foreshore protection features.
- Upgraded pedestrian connections, including widening the shared path to a minimum of 2.5 metres.
- Construction of a 3.5m promenade between the playground and the foreshore.
- Reinforcement of riparian vegetation.
- Installation of lighting along the shared pathway that will switch off at 9pm. The shared path is a key link in the regional active transport corridor between Brookvale and Manly Central Business District.
- Consolidated and upgraded picnic area next to the playground.
- Better gateway treatments to create a sense of arrival and safer access to the park.
- Construction of a concrete path along northern foreshore of the Lagoon to create a loop.
- Additional tree planting.

CONSULTATION

Council undertook community engagement through the month of May and into June 2019. Council provided the opportunity for the community on the final Landscape Plan through:

- Letterbox drop to nearby residents and owners.
- Advertising through the Manly Daily, Council's website, social media, signs on site and the community engagement register.
- Two drop in sessions held on site.
- Key stakeholder meetings with residents and community groups.

In total 196 formal submissions were made and approximately 45 people attended the drop in sessions. A summary of the key issues raised during the community engagement is below:

Issue	Response
Proposal for a permanent fence along the riparian zone was strongly opposed.	The proposal for a permanent fence has been removed from the final Landscape Plan. When riparian planting is undertaken a temporary fence will be used to help protect the plants during establishment but will be removed once the plants are established.
Shared path lighting will encourage more vandalism, light spill into homes and is not necessary	The lighting is crucial for Council's active transport network to function optimally. The only realistic opportunity for an off road shared path from Brookvale B-Line stop, Warringah Mall and Health Centre to the Manly Central Business District is through Lagoon Park. The plan address concerns around the lighting by restricting the hours of use to 5am to 9pm and by ensuring the poles will be positioned so that there is no spill into adjoining residences.
General support for pathway connections, foreshore area and picnic upgrades	Noted
Foreshore treatment should be prioritized ahead of lighting installation	Foreshore protection works should take precedence in 2019/2020. Lighting will be scheduled for 2020/21 financial year.
New trees will interrupt views	Council will ensure any new trees planted will not interrupt views through the park.

The Chief Executive Officer and Executive Manager, Parks & Recreation, also met with local residents to discuss the impact of the proposed lighting on the local community. It was agreed that over the next twelve (12) months, staff will work with neighbouring residents to investigate lighting options which meet Australian Standards and minimise the impact on local residents.

TIMING

Pending the adoption of the Landscape Plan Council will shortly start work on detailed design for the foreshore stabilisation works and intends on commencing construction in the 2019/20 financial year.

Council has budgeted to undertake other priority items in 2020/2021; the works will include:

- Upgrades to foreshore area.
- Upgrades to playground area.
- Installation of additional fitness equipment.
- Installation of shared path lighting.
- Construction of proposed gateway and threshold treatments.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome of Places for People:

- Goal 8 - Our neighbourhoods inspire social interaction, inclusion and support health and wellbeing.

- Goal 9 - Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.

FINANCIAL CONSIDERATIONS

Council has budgeted \$90,000 for the proposed foreshore stabilisation works and will undertake these works in 2019/2020. Council has also budgeted \$570,000 to undertake other priority actions from the plan in 2020/2021.

SOCIAL CONSIDERATIONS

Lagoon Park is a popular district level park that attracts many people to the area. The proposed upgrades included in the Landscape Plan will deliver a satisfactory level of service from this park for the community and address some key safety and environmental concerns.

ENVIRONMENTAL CONSIDERATIONS

The strong desire of the community not to fence the lagoon has been recognised and this element has been removed from the plan. It is important however that new riparian plantings are given the best chance of survival. This will be achieved through the installation of temporary fences around new plantings until they are established.

GOVERNANCE AND RISK CONSIDERATIONS

Council will manage procurement, design and construction risk in line with adopted policies and procedures. Significant community engagement took place throughout the development of the Landscape Plan.

DESIGN OBJECTIVES

- To improve connectivity and accessibility to and within the reserve, including new pedestrian and bicycle routes, and to provide for both pedestrians and cyclists as long as it is key active transport link.
- Improve cohesion, amenity and management of existing facilities to cater for the diverse range of active and passive recreation users, including those who are using existing cycling, fitness, playground, children's play, dog play etc.
- To protect, stabilise and improve the quality of the lagoon riparian foreshore and waterbody.
- Improvements to complement the local landscape character and heritage values of this significant open space corridor.

CONCEPT DESIGN FEATURES

- Create pedestrian gateway into reserve with formalised pedestrian (only) pathway connection from Pioneer Road (1.5m wide coloured concrete), new park / wayfinding signage, sandstone log bollards and enhanced garden bed plantings.
- Reconnect works to our park including re-planting, stormwater and drainage works to address ponding.
- Provide gateway treatment to existing shared path entry including new signage, bollards, and maintaining to delineate slow down area in car park.
- Provide a consistent 2.5 metre wide shared pathway and narrow liningmarking to comply with Australian Standards.
- Installation of light poles along the extent of the shared path network through the reserve. The new lighting is to meet PL lighting standard for pedestrian areas (lighting between 3am and 5pm daily). Ensure no spill onto residential backyard.
- Proposed native shade tree planting to fill gaps along the shared path corridor. Species to match existing.
- Enhance existing fitness area with additional equipment, signage and lighting. Provide a new sandstone retaining wall surround providing separation from pedestrian pathway.
- Install grouped tree planting in mulched beds to delineate extent of overflow parking and/or events.
- Re-plantings of aquatic vegetation along foreshore for habitat including indigenous tree, groundcover, & sedge plantings. Install temporary fencing to help plant establishment.
- Protection fencing and gates to vegetated riparian contact Hinkler Park.
- Proposed pedestrian pathway connection (crushed sandstone) providing edge to vegetated riparian zone.
- Undertake gasp improvements to high-use areas.
- Re-use existing BBQ and new picnic tables, BBQ and food preparation areas to the site. Provide new garden beds, garden bed plantings, and an outdoor seat walk surrounded to provide separation from pathways.
- New 3.5m wide coloured concrete shared path along beach foreshore picnic area.
- Re-align section of existing playground fence to provide wider sandstone area.
- Implement a combination of soft engineering / sandstone works along beach foreshore edge to address erosion and safety issues, retaining edge (Paper A & B refer to final Plan, Precedent Images and Section) to maintain grassed lawn area with beach access points for users and car/moving equipment.
- Undertake beach nourishment and flood management works.
- Improve pedestrian gateway, entries to reserve and playground including bollards, signage, furniture, bike parking & bins.
- Install pedestrian threshold (raised or on grade) and widened footpath connection to main beach crossing.
- Future pedestrian connection (coloured concrete) along northern edge of lagoon foreshore to create loop.
- Control wheelchair access point.

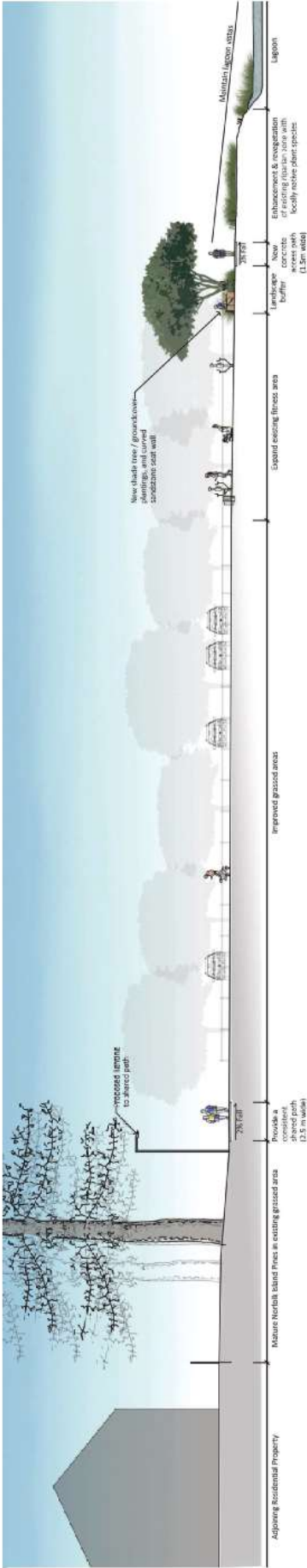
LEGEND

- Existing trees
- Proposed tree planting
- Low shrubs, grass and groundcover
- Grassless Areas
- Provide a consistent 2.5 metre wide shared pathway
- New 3.5 metre wide shared path
- 1.5 metre wide shared path
- Light pole
- Sandstone seat wall
- Barbecue Area
- Waste bin station
- Timber seating

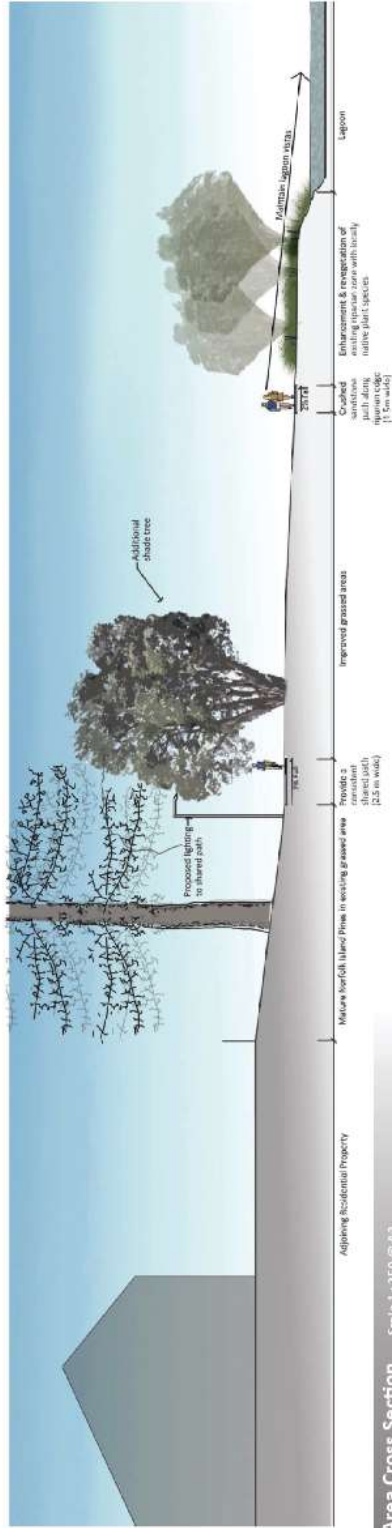


PRECEDENT IMAGES

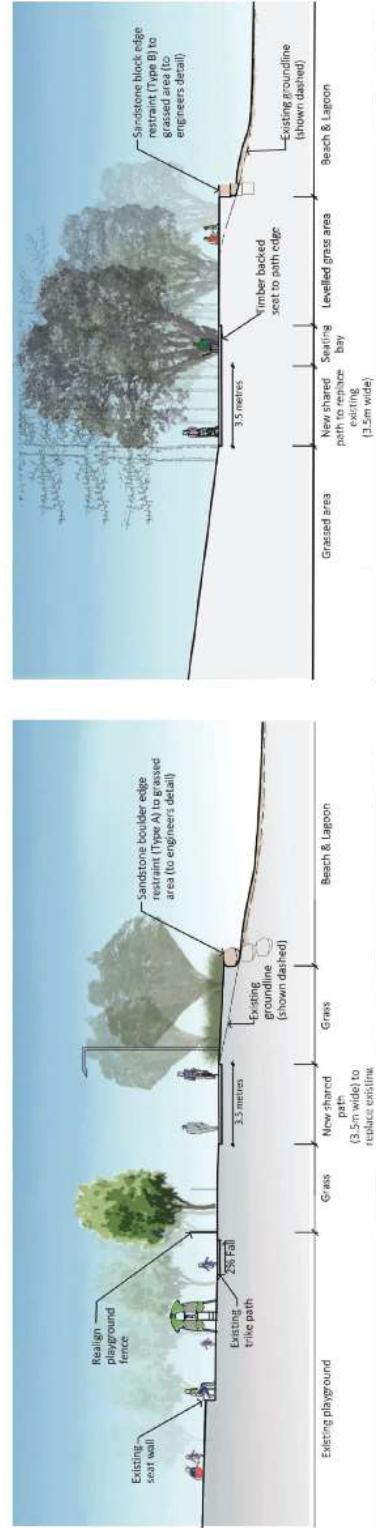




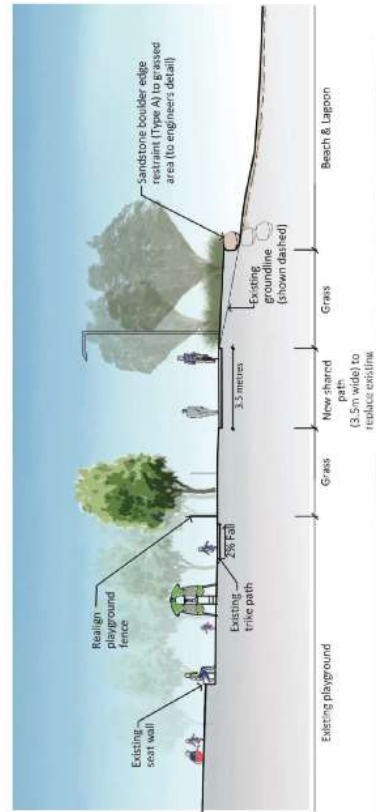
A - A Fitness Area Cross Section Scale 1 : 250 @ A3



B - B Path Connections & Grassed Area Cross Section Scale 1 : 250 @ A3



C - C Playground & shared path Cross Section Scale 1 : 200 @ A3



D - D Levelled grass terrace & shared path Cross Section Scale 1 : 200 @ A3

ITEM 13.4	UPDATE ON FEASIBILITY OF FUTURE CONVERSIONS OF SPORTSFIELDS TO SYNTHETIC
REPORTING MANAGER	EXECUTIVE MANAGER PARKS AND RECREATION
TRIM FILE REF	2019/387055
ATTACHMENTS	1 ↓ Careel Bay Playing Fields, Avalon

SUMMARY

PURPOSE

To update Council on the results of further feasibility into the potential conversion of Kitchener Park, Mona Vale and Careel Bay Playing Fields, Avalon to synthetic.

EXECUTIVE SUMMARY

Council resolved on 27 November 2018 to include the conversion of Miller Reserve, Manly Vale in the Delivery Program, now in design phase, and to undertake further feasibility assessment of converting Kitchener Park and Careel Bay Playing Fields to synthetic. As noted in the previous report to Council, both sites have some significant constraints and the focus of the latest feasibility work has been on resolving these issues.

The feasibility assessment has concluded that the conversion of the southernmost fields at Careel Bay Playing Fields (Field 3) to synthetic is the preferred option based on cost and minimising impact on stakeholders, this would provide a full synthetic senior field and two synthetic junior fields, with a total area of approximately 1.1 hectares. Developing synthetic fields at Kitchener Park is problematic due to a large Sydney Water main potable supply pipe running diagonally across it. While it would be possible to encapsulate or divert this water main both options would significantly increase the cost of the project and take much longer to construct. The anticipated cost to undertake the construction at Careel Bay Field 3 is \$2,255,837 which includes a contingency for additional stabilisation of this former landfill site.

RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That:

- A. Council include the conversion of the Careel Bay Playing Fields (Field 3) to synthetic in the 2020-2024 Delivery Program.
 - B. Council continue to explore opportunities for future conversions including working with the Department of Education, and report back to Council when opportunities arise.
-

REPORT

BACKGROUND

Council resolved on 27 November to undertake further feasibility assessment of converting Careel Bay Playing Fields (or part thereof) and Kitchener Park to synthetic.

A thorough investigation process has been undertaken at both Kitchener Park and Careel Bay Playing Fields. The investigation included engaging geotechnical engineers to undertake testing on both sites and a Water Services Coordinator to negotiate the potential construction of a synthetic sportsfield at Kitchener Park with Sydney Water. A summary of the investigations is below:

Site	Issue	Resolution
Kitchener Park	Sydney Water critical asset running diagonally across field.	<p>Sydney Water has provided three options to Council:</p> <ul style="list-style-type: none"> • Completely indemnify Sydney Water against any damage to the water main and indemnify Sydney Water against potential future damage to the synthetic. This option is not acceptable as the liability for potential repair to the water main and potential consequential loss from businesses effected by a loss of water is too high. • Encapsulate the joints of the pipe. This will add significantly to the cost of the project and the length of time required to undertake the project. While this would ensure that pipe would be virtually maintenance free under the synthetic, there would still be a high risk during construction of damage to the water main. • Divert the water main. This eliminates the risks mentioned above but would cost several million dollars to accomplish and would require the closure of the car park at Kitchener Park for a considerable length of time.
	Medium flood risk	The site has been identified as being a medium flood risk. This risk can be designed out at additional cost to construction however, it will be difficult to do this and not increase the flood risk further downstream in Mona Vale Golf Course.

Site	Issue	Resolution
Careel Bay Playing Fields	Former landfill – contamination and stabilisation	<p>Council has undertaken further investigation of the Careel Bay Playing Fields. Unfortunately, Careel Bay fields 1 and 2 have some putrescible waste and are generally unstable. While both sites could be converted infrastructure would be required to passively vent landfill gas, and significant amounts of material would need to be excavated and disposed of at a suitably licensed restricted waste facility. This would add greatly to the cost of the project.</p> <p>Field 3 has a much more stable base having been filled with mostly construction waste. The nature of this site is that it is likely that a relatively normal conversion process could be undertaken with an allowance in the budget for additional stabilisation if required. No contaminants were identified in geotechnical testing.</p>

Both locations are well served by public transport while Careel Bay Playing Fields has greater car parking capacity to service the new fields.

Careel Bay Playing Fields has the additional benefit of having the other fields available to offset the loss of the Field 3 during construction. This would not be possible at Kitchener Park and the whole site would be lost from use for potentially up to 18 months while the water main is encapsulated or diverted and then the synthetic sportsground is constructed.

CONSULTATION

Council has undertaken consultation with the Manly Warringah Football Association who have agreed that ideally the next synthetic conversion project take place at a ground servicing the north eastern part of the Local Government Area.

If approved Council will commence stakeholder engagement to develop a concept design for the site.

TIMING

If approved the project would be included the 2020-2024 Delivery Program. It would be expected that the design and environmental approval process would be undertaken in the 2022-2023 financial year with delivery following in 2023-2024. It is anticipated the project will take up to 12 months to construct.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome Places for People Goal 9 – Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.

FINANCIAL CONSIDERATIONS

Council has estimated the cost of the project at Careel Bay Playing Fields based on recent similar projects. It is anticipated that the total cost of the project will be approximately \$2,056,000.

However, the geotechnical investigation identified that a bridging subgrade layer may be required if the subgrade cannot achieve the bearing required for the construction of a synthetic sports field. This will not be able to be determined until all the grass and top soil is removed from site and proof rolling commences. For this reason, an additional \$200,000 will be included in the budget to allow for the potential bridging layer over the base course.

SOCIAL CONSIDERATIONS

The Northern Beaches Sportsground Strategy identified there is a 24 hectare gap in the provision of sportsfields on the Northern beaches. Full size synthetic sportsfields offer an additional 19 hours per field in capacity when compared to the sustainable use of natural fields and are a preferable method of bridging the service gap. The provision of a synthetic field in the Avalon area will provide the local community an all-weather playing field.

Organised sports provide the community with opportunities for increased physical activity and the also promote social cohesion and connectedness.

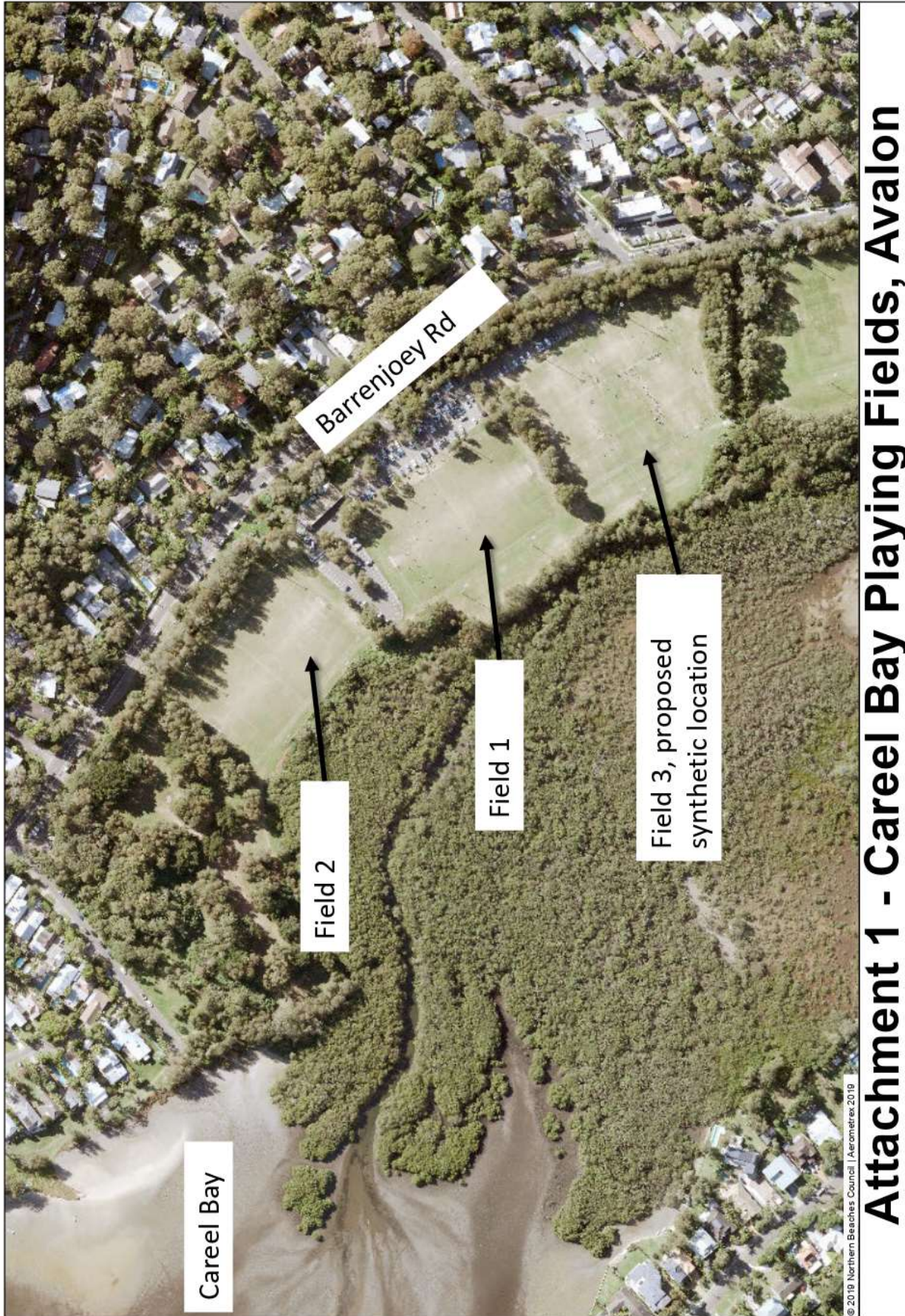
ENVIRONMENTAL CONSIDERATIONS

While there is an increase in urban heat island effect created by synthetic sportsfields, they also eliminate the need for herbicides, pesticides and fertilisers from entering the catchment and the environmental issues these pollutants cause. Locating a synthetic sportsfield at Careel Bay Playing Fields would also lead to a decrease in leachates from the former landfill from entering Careel Bay itself.

Council is strongly advocating to the industry that current grass and infill recycling technology being used in the United States needs to be available in Australia to sustain the industry in the long term as Council does not support the disposal of the wearing surface of the sportsfield to landfill at the end of its useful life.

GOVERNANCE AND RISK CONSIDERATIONS

Council will continue to work closely with stakeholders to develop a fit for purpose facility that also provides benefits to the wider community.



ITEM 13.5	ADOPTION OF AMENDMENTS TO THE OCEAN BEACHES PLAN OF MANAGEMENT (AVALON NETBALL COURTS)
REPORTING MANAGER	EXECUTIVE MANAGER PARKS AND RECREATION
TRIM FILE REF	2019/387056
ATTACHMENTS	1 ⇒Final Concept Plan - Avalon Beach Netball (Included In Attachments Booklet) 2 ⇒Avalon Beach Reserve Recategorisation Public hearing Report (Included In Attachments Booklet) 3 ⇒Ocean Beaches Plan of Management - Chapter 14 - Avalon (Included In Attachments Booklet)

SUMMARY

PURPOSE

To adopt the recommended amendments to the Ocean Beaches Plan of Management to facilitate the installation of netball courts at Avalon Beach.

EXECUTIVE SUMMARY

Council resolved to undertake community engagement on amendments to the Ocean Beaches Plan of Management to facilitate the construction of hardcourt netball courts at Avalon Beach. Through the community engagement process, including a formal public hearing facilitated by an independent moderator, it was clear that while there is support for the re-categorisation of land to sportsground however, there was concern about the amount of hard surface proposed. As a result, Council has amended its proposed concept plan (Attachment 1) to remove the two hard surface netball courts on the eastern side of the creek. To meet demand for hard courts in northern Pittwater Ward, Council will continue the arrangement at Newport Beach car park and investigate installing Australian Standard lighting to ensure it is safe for this purpose.

If approved the project will proceed immediately to detailed design, procurement and construction.

RECOMMENDATION OF DIRECTOR TRANSPORT AND ASSETS

That Council:

- A. Resolve to re-categorise the land in figure 14-4 of the draft Ocean Beaches Plan of Management – Avalon Beach from Park and general community use to Sportsground.
 - B. Adopt the proposed amendments to the Ocean Beaches Plan of Management and the amended Concept Plan.
-

REPORT

BACKGROUND

The Northern Beaches Sportsground Strategy, adopted in 2017, identified a critical shortfall in capacity for sport on the Northern Beaches. Sport is a vital component of the Northern Beaches community. Not only does it encourage members of the community to engage in physical activity, it also provides an important conduit for the community to come together. Both of these outcomes are becoming increasingly important as society's behaviour becomes more sedentary and isolated.

The Sportsground Strategy specifically identifies the need for additional hardcourts to service the needs of netball users in the northern end of the Pittwater Ward. The two clubs that operate from here have over 500 members combined and currently have to use grass courts or car parks to train without Australian Standard floodlighting. Higher level teams travel as far as Curl Curl to find appropriate facilities. They also hire the courts at Avalon Recreation Centre.

It was proposed to address this situation through the installation of four hardcourts and a half basketball court at Avalon Beach Reserve. The selection of the location followed a technical review of available sites, including Old Barrenjoey Road Netball and Careel Bay, and consultation with key stakeholders.

Following community engagement, it is now proposed to install two hard courts on the western side of Careel Creek with a bridge to connect these hardcourts to the eastern side and a half-court basketball court adjacent to the skate park to consolidate the hard surface together. It is also proposed to formalise one natural turf court on the eastern side of Careel Creek. The two hardcourts, half-court basketball and the natural turf court are proposed to be lit to Australian Standards.

CONSULTATION

Community engagement was undertaken over 42 days. In this time approximately 20 people attended the Public Hearing, moderated by Parkland Planners (Attachment 2), and another 50 people attended a drop in session on site held on 20 July 2019. Council has also received 83 formal submissions. The general sentiment was strong support for improved facilities for netball players in northern Pittwater Ward however, there was equally strong concern for the introduction of more hard surfaces at this location. The key issues raised and staff responses are summarised below:

Issue	Response
Support for hard netball surfaces for northern Pittwater Ward	Noted.
Support for basketball half court to provide young people with another constructive outlet.	Noted. The half-court basketball courts works well with the skate park and will be relocated to be adjacent to it. Due to the strong support for basketball facilities in Avalon one of the hard surface netball courts will have a dual use post installed that caters for netball and basketball.
Concern about introduction of hard surfaces at Avalon Beach	Council proposes to reduce the number of hard courts by two with only the two proposed netball courts on the western side of Careel Creek being hard surface. The court on the eastern side of the Careel Creek will be grass and the half-court basketball court will be relocated to be next to the skate park to consolidate the hard

Issue	Response
	surfaces in this area together.
Additional traffic and parking requirements not addressed.	The netball courts are a training facility as Manly Warringah Netball Association operates a centralised competition model on weekends from John Fisher Park, North Curl Curl. As such, there will be no additional parking or traffic pressure introduced on weekends in Avalon. Training is usually conducted during the week, at night in winter after business have closed. Observations of the Avalon Beach car park at this time indicates that it is not highly utilised and will provide more than adequate parking for the proposed two hardcourts. In addition, the site is well connected to North Avalon and Avalon via existing active transport connections.
Light spill from lights will create visual pollution.	Lighting on the proposed courts will meet the Australian Standard for Obtrusive Lighting which requires light spill to be limited to 10 lux at the property boundary and will be controlled to turn off no later than 9.15pm.
Do not support the categorisation of sportsground on the eastern side	The categorisation of sportsground on the eastern side of Careel Creek will permit the installation of floodlighting and the establishment of one grass netball court and half-court basketball court

Council has also directly consulted key stakeholders in the area including Avalon Preservation Association, Clareville Beach Avalon Beach Residents Association, Peninsula Netball Club and Avalon Surf Lifesaving Club on the amended proposal.

Avalon Surf Lifesaving Club & Peninsula netball Club are supportive of the proposed re-categorisation of park to sportsground whereas the Avalon Preservation Association and Clareville & Bilgola Plateau Residents' Association do not support the re-categorisation of the grass area on the eastern side as sportsground.

TIMING

Council intends to undertake the design and construction of the two new hardcourts, half-court basketball, bridge and lighting system immediately following the adoption of the proposed amendments. It is anticipated all elements will have substantially commenced by December and be completed this financial year.

LINK TO COUNCIL STRATEGY

This report relates to the Community Strategic Plan Outcome Places for People Goal 9 – Our community is healthy, active and enjoys a broad range of creative, sporting and recreational opportunities.

FINANCIAL CONSIDERATIONS

The estimate for the project is \$520,000 including contingency, which is within the budget of \$562,000. A condition of the State Government Grant is that the project is substantially commenced by 31 December 2019.

SOCIAL CONSIDERATIONS

Sport plays a vital part in the physical well-being of the Northern Beaches Community and also the social fabric of the community. Facilitating fit for purpose netball facilities at an appropriate location will not only benefit the netball clubs but will also provide other potential users an opportunity to play and connect rather than pursuing more isolated sedentary pursuits such as pickle ball.

ENVIRONMENTAL CONSIDERATIONS

Council will manage the environmental risk of pollutants from construction entering the Careel Creek catchment through the use of appropriate erosion and sediment controls. The undesirable Norfolk Hibiscus plants will need to be removed as part of the works as their spores can cause respiratory and eye distress. They will be replaced with endemic species. Council has reduced the number of proposed hardcourt courts to two and a half.

GOVERNANCE AND RISK CONSIDERATIONS

Council will undertake the procurement of contractors and manage the design and construction risks through our standard policies and procedures.

15.0 NOTICES OF MOTION

ITEM 15.1	NOTICE OF MOTION NO 31/2019 - ACCESS TO QUEENSCLIFF HEADLAND (STAIRS AT STUART SOMERVILLE BRIDGE)
TRIM FILE REF	2019/504519
ATTACHMENTS	1 ↓ Council Meeting Report 28 May 2019 - Item Number 13.1 - Access to Queenscliff Headland (Included in Attachment Booklet)

Submitted by: Councillor David Walton

MOTION

That:

- A. Council note the condition assessment undertaken by staff of the stairs at the northern end of Queenscliff (Stuart Somerville) Bridge.
 - B. The minor renewal of the stairs at the Northern end of Queenscliff (Stuart Somerville) Bridge, including the installation of a new handrail (to be coordinated with ramp design to avoid redundant work) and repair of damaged treads, be prioritised and added to the Footpath Renewal program.
 - C. Council endorse Option 1 attached – footpath on north side of Greycliffe Street, as the preferred concept option to improve accessibility to Queenscliff Headland for the design and investigation works to be considered as part of the 2020/21 budget.
-

BACKGROUND FROM COUNCILLOR DAVID WALTON

On 18 December 2018, Council resolved:

That:

- A. *Council staff prepares a report on:*
 - a. *The present condition of and adequacy of community accessibility of the public stairs at the northern end of the Queenscliff (Stuart Somerville) Bridge, part of the Northern Beaches Coastal Walk. This should include the safety and practicality of alternative equitable access routes to these stairs.*
 - b. *What action would be appropriate to bring the stairs to acceptable accessibility NSW standards and other legislative requirements of the Northern Beaches Council.*
 - c. *What design options could be available, in consultation with Mr Paul Oates and the Queenscliff community, to improve accessibility for wheelchairs, parents with prams, bike riders with difficulty carrying a bike up steep and long stairs, and/or other people with accessibility issue.*
 - d. *What funding options would be available to improve the accessibility of these stairs, including NSW and Federal Government grants, existing Section 94 contributions funds and /or improved prioritisation of the Northern Beaches coastal walk capital expenditure.*
 - e. *What criteria was used to assess priority capital expenditure on the Northern Beaches Coastal Walk and what ranking if any did equitable access receive. If*

any priority ranking exists, did the priority ranking system including the following criteria: frequency of use (pedestrian count), availability of alternative safe and convenient equitable access, prioritise Manly to Palm Beach (South to North), lack of impediments (land ownership, heritage, topography, services).

- f. *The Council investigates the cost of building an accessible inclinor next to the Queenscliff stairs and researches possible grant funds available for its construction.*

B. The report is brought back to Council within four months.

CHIEF EXECUTIVE OFFICER REPORT

The minor renewal works of the stairs at the northern end of Queenscliff (Stuart Somerville Bridge), has been programmed to be undertaken over the next few months.

The resident group associated with this proposal has been unsuccessful in obtaining grant funds for item C. As a result no funds are currently available in the forward 4 year budget for the design investigation and development for this project.

Should Council endorse Option 1, footpath on north side of Greycliffe Street, as the preferred option to improve accessibility to Queenscliff Headland with a view to the investigation and design works to being undertaken in 2020/21. Council will need to consider the redesign and investigation works as part of the 2020/2021 budget.

ITEM 15.2	NOTICE OF MOTION NO 32/2019 - DEMENTIA FRIENDLY COUNCIL
TRIM FILE REF	2019/517454
ATTACHMENTS	NIL

Submitted by: Councillor Roslyn Harrison

MOTION

That:

- A. Briefing be provided to Council that evaluates Council being accredited as a Dementia Friendly organisation through staff training and appropriate identification at key customer locations.
 - B. The wider goal of providing appropriate access to Council's range of services including community awareness and signage be included for consideration on Council's Social Plan and where appropriate Asset Management Plans
-

BACKGROUND FROM COUNCILLOR ROSLYN HARRISON

Dementia is the term used to describe the symptoms of a large group of illnesses which cause a progressive decline in a person's functioning. It is a broad term used to describe a loss of memory, intellect, rationality, social skills and physical functioning. There are many types of dementia, including Alzheimer's disease, vascular dementia, frontotemporal dementia and Lewy body disease. Dementia can happen to anybody, but it is more common after the age of 65.

Australian Statistics

- Dementia is the second leading cause of death of Australians.
- In 2016 dementia became the leading cause of death among Australian females, surpassing heart disease which has been the leading cause of death for both males and females since the early 20th century. In 2017, dementia remained the first leading cause of death in females, and the third leading cause of death in males. Overall, accounting for 13,729 deaths.
- Females account for 64.5% of all dementia related deaths.
- In 2019, there is an estimated 447,115 Australians living with dementia. Without a medical breakthrough, the number of people with dementia is expected to increase to 589,807 by 2028 and 1,076,129 by 2058.
- Currently an estimated 250 people are joining the population with dementia each day. The number of new cases of dementia will increase to 318 people per day by 2025 and more than 650 people by 2056.
- Three in 10 people over the age of 85 and almost one in 10 people over 65 have dementia.
- In 2019, there is an estimated 27,247 people with younger onset dementia, expected to rise to 29,353 people by 2028 and 41,249 people by 2058.

- An average of 36 people died per day where dementia was the underlying cause of death in 2016. Of the 13,126 people that lost their lives, 8,447 were female.
- In 2019, it is estimated that almost 1.5 million people in Australia are involved in the care of someone living with dementia.

The impact of dementia in Australia

- In 2018, dementia is estimated to cost Australia more than \$15 billion. By 2025, the total cost of dementia is predicted to increase to more than \$18.7 billion in today's dollars, and by 2056, to more than \$36.8 billion.
- Dementia is the single greatest cause of disability in older Australians (aged 65 years or older) and the third leading cause of disability burden overall.
- People with dementia account for 52% of all residents in residential aged care facilities.

Research funding

- In 2015, the Federal Government provided an additional \$200 million for dementia research over five years, significantly boosting funding for Australia's dementia research sector to more than \$60 million per annum.
- The Federal Government established the National Health and Medical Research Council's National Institute of Dementia Research to ensure research in dementia is coordinated, funded and communicated.
- One of the pressing issues is to build capacity in the dementia research sector by supporting students and early career dementia researchers. The Dementia Australia Research Foundation supported by donations from the public, plays a major role in this effort and funds a number of new and early career researchers through scholarships and project grants.

International statistics

- Dementia affects almost 50 million people worldwide, which is predicted to increase to 131.5 million people by 2050.
- Every three seconds someone in the world develops dementia.
- Two out of three people globally believe there is little or no understanding of dementia in their countries.
- The total estimated worldwide costs of dementia were US\$818 billion in 2015.
- If dementia were a country, it would be the world's 18th largest economy.

ITEM 15.3	NOTICE OF MOTION NO 33/2019 - SMART PARKING SYSTEMS
TRIM FILE REF	2019/527779
ATTACHMENTS	NIL

Submitted by: Councillor Sarah Grattan

MOTION

That staff provide a report to the October ordinary council meeting with options to run a trial of smart parking systems at five locations across the Northern Beaches, including one in the Manly area.

BACKGROUND FROM COUNCILLOR SARAH GRATTAN

Last year Council adopted our MOVE Transport Strategy ('the strategy'). The strategy has five key themes, the fifth being '*smart parking management*'. Smart was defined in the vision as '*leveraging new technologies to improve network outcomes as well as the adaptability, responsiveness and flexibility of the network*'.

In the strategy, six Smart Parking Future Directions were agreed:

1. Develop local parking management plans for town and village centres including higher turnover parking in areas of high demand.
2. Regularly review local parking management for high visitations places such as beaches, parks and recreational areas.
3. Ensure parking management approach is balanced, fair and equitable.
4. Deliver new and innovative parking, storage solutions and technology to improve information and experiences.
5. Provide on-street and off-street dedicated parking for shared mobility providers, cycling, motorcycles and charging stations for electric vehicles.
6. Basing parking fees and charges to encourage public transport use and walking and cycling to reduce road congestion

To implement these smart future directions, it is time for Council to investigate the use of emerging technologies to introduce smart parking systems across the Northern Beaches. These aim to improve the customer experience by directing people to available spaces, encourage parking turnover, and provide the necessary data to allow Council staff to tailor parking management to meet the future needs of both residents and visitors.

To facilitate development of the most appropriate solution for the overall Northern Beaches, several types of technology could be trialed in several locations to test the data capture and management systems.

Management of parking demand and supply is problematic in a number of areas across the Northern Beaches, but in particular the Manly town centre. Detailed feedback on residential parking in Manly has been collected and collated in relation to the recent review of the Manly resident parking schemes. A trial of smart parking technology will provide additional data as to the benefits, costs and help manage some of the pain points experienced by residents and visitors to Manly.

ITEM 15.4	NOTICE OF MOTION NO 34/2019 - PROTECTION OF LITTLE PENGUINS
TRIM FILE REF	2019/529090
ATTACHMENTS	NIL

Submitted by: Councillor Sarah Grattan

MOTION

- A. Retain sections in the Manly Local Environmental Plan/Development Control Plan that protect Little Penguins and long nosed bandicoots at North Head in the upcoming Northern Beaches Local Environmental Plan/Development Control Plan.
 - B. Write to the Hon. Matthew Kean, MP, State Minister for Energy and Environment, and James Griffin, MP requesting:
 - a. Listing of Little Penguin as a Serious And Irreversible Impacts (SAIL) species entity in the NSW Biodiversity Conservation Act 2016.
 - b. Addition of Prescribed (Additional Biodiversity) Impacts that are relevant to the assessment of Little Penguins to Section 6.1 of the Biodiversity Conservation Act Regulations 2017.
 - c. Extension of the Penguin Areas of Outstanding Biodiversity Value (AOBV) areas of known penguin breeding areas as per the attached map including additional areas as identified by Council staff.
 - C. Brief Councillors within two months on options for increasing protection of Little Penguins and their habitat including education programs and development guidelines.
-

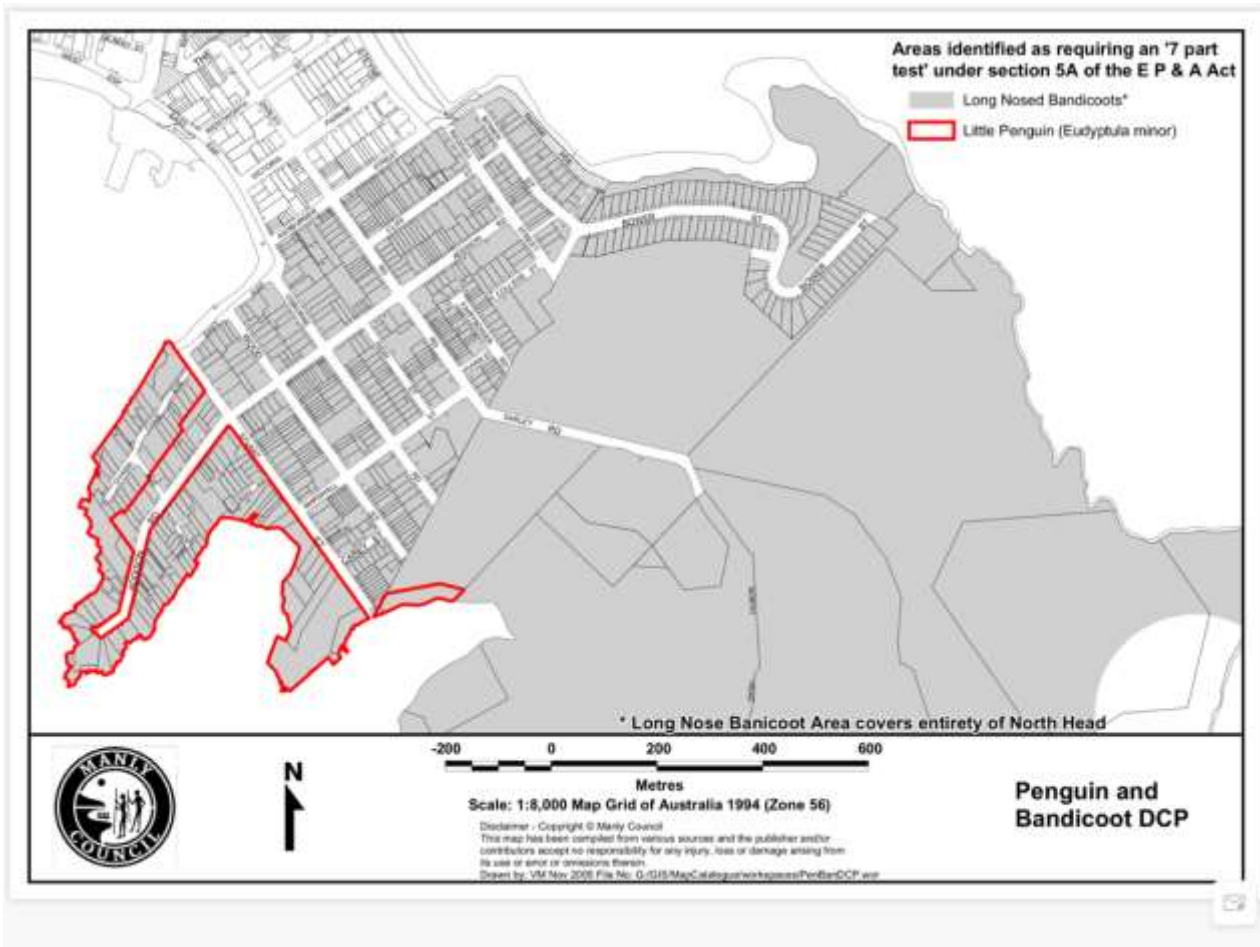
BACKGROUND FROM COUNCILLOR SARAH GRATTAN

The population of Little Penguins of Manly has had a recent decline and their habitat is under continued threat from increased human activity and development. The population is now just 28 breeding pairs, due to a 30% decline in the last 12 months. The Little Penguins of Manly are the only colony of Little Penguins breeding on the mainland in NSW. There is a very real possibility that the Little Penguins become extinct on our watch. Little Penguin nesting sites need to be protected at all times, not just during breeding season. Interference with their nests negatively impacts the ability for penguins to safely return. Little Penguins return to successful breeding sites year in, year out so long as those sites remain accessible and undisturbed. This has significant implications for our dwindling population, as proposed developments and other changes will inhibit that behaviour (known in the scientific literature as 'natal philopatry').

Prior to the new Biodiversity Conservation Act 2016, there were two types of mapped area for the Little Penguin habitat at Manly. One is included in Council's planning controls (Manly DCP Penguin and Bandicoot map and Section 5.4.2, Threatened Species and Critical Habitat Lands, see 1st map below). The other is a smaller mapped area covered by NSW State legislation (Threatened Species Conservation Act Critical Habitat map and legislation, see 2nd map below) requiring a Species Impact Statement assessment report and concurrence from the Office of Environment and Heritage (OEH) for development applications (DAs) in the affected area. Both maps applied to DAs in Manly.

Local Environment Plan (LEP) and Development Control Plan Map

Following amalgamation, the Northern Beaches Council needs to develop a new Local Environment Plan (LEP) and Development Control Plan (DCP) for the new Council area. In the interim, the former Council area LEP and DCPs apply. The controls that apply in the former Manly area have a very strict view on the protection of Little Penguin habitat and have an area identified in the DCP (see map below) that requires an assessment to determine if a Species Impact Statement needs to be undertaken under S5A of the Environment Planning and Assessment Act 1979.

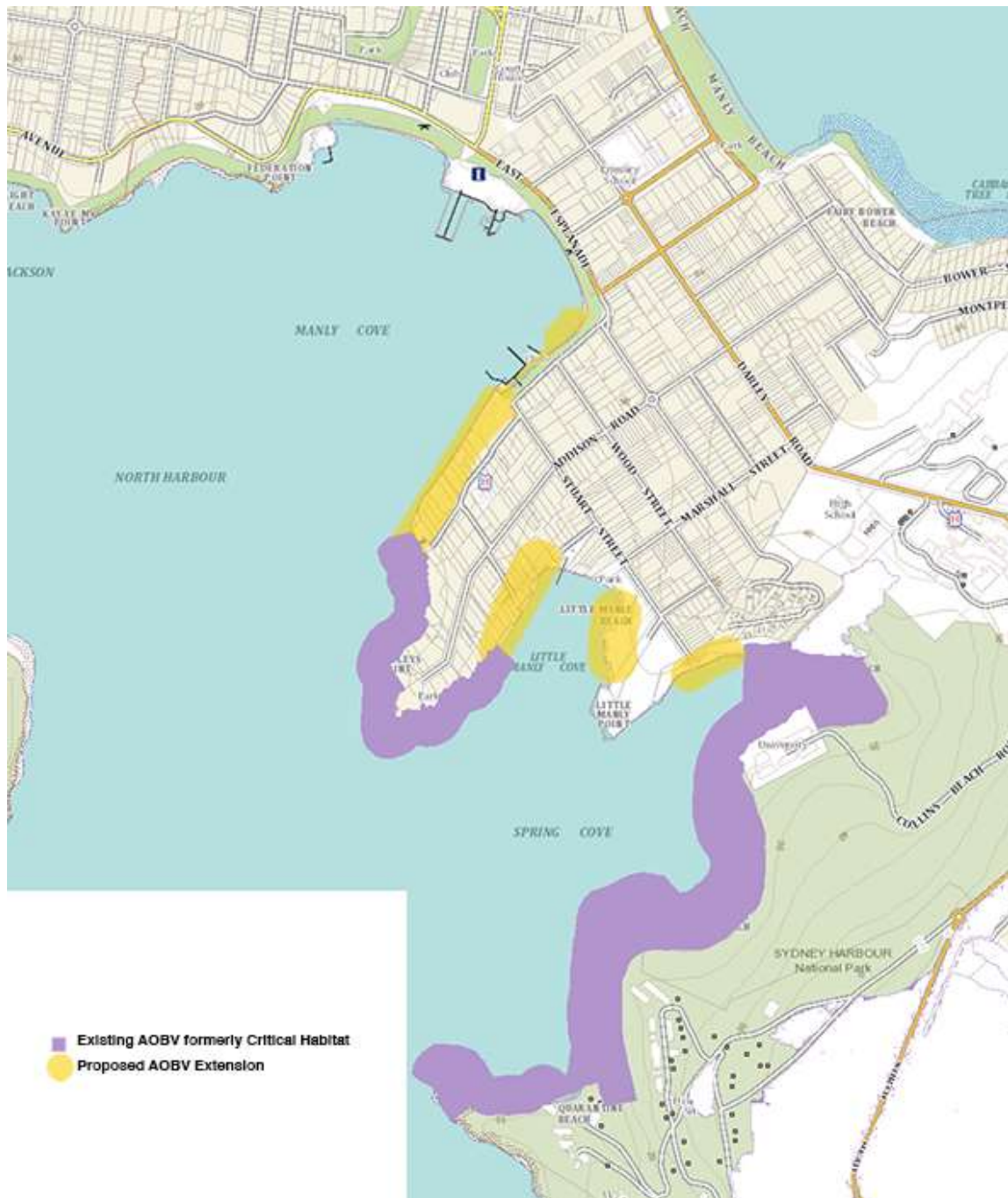


New Biodiversity Conservation Act

At around the same time as amalgamation, new legislation the Biodiversity Conservation Act 2016 commenced. This saw Critical Habitat area was transferred to an Area Of Outstanding Biodiversity Value (AOBV) and requires a Biodiversity Development Assessment Report (BDAR) to assess the impact of the proposal, determine if the application should be refused or to determine how many offset credits are required. The problems with the application of this legislation are discussed below.

The Little Penguin critical habitat area (and current AOBV Map) covers a different area than that in the Manly DCP map (see attached maps). The AOBV area has other consequences other than requiring assessment for DA's (such as restriction on fishing and dogs and harming penguins and nests separate to the DA process) and it may not be extended by the State government as requested due to these other requirements. The DCP area is needed in case these additional AOBV areas are not added and as a buffer area around the outside of the AOBV area to require a less level of assessment (only a 5 part test instead of a BDAR assessment). At a minimum, NBC needs to maintain the DCP areas and investigate whether the zones should be extended.

A.



Letter to the Environment Minister and MP, James Griffin

The Biodiversity Conservation Act 2016 has replaced the previous Threatened Species Conservation Act 1995. Little Penguins are currently not listed as a Serious and Irreversible Impacts (SAIL) entity in the Biodiversity Conservation Act 2016. This needs to be remedied, as without the addition of Little penguins to the list, the impact of Development Applications to Little Penguins cannot be assessed for Serious and Irreversible Impacts in accordance with the new Biodiversity Conservation Act 2016.

Little Penguins are eligible to be listed as an SAI entity as they meet 2 of the 4 principles under the Biodiversity Conservation Regulation 2017. They now have a very small population size of 56 mature individuals (which is below the required 250 mature individuals) and there has been a 30% decline in the last year. Little Penguins also have a very limited geographic distribution which is much less than the required 10km².

Serious And Irreversible Impacts (SAII)

The Little Penguin population at Manly needs to be added to the list of species listed as potential SAI entities on the Biodiversity Offsets Scheme (BOS) Website and the Threatened Biodiversity Data Collection (TBDC) database, that is associated with the Biodiversity Conservation Act and add the subsequent threshold in the TBDC. This can be done by the Environment Minister.

Addition of Prescribed (Additional Biodiversity) Impacts that are relevant to the assessment of Little Penguins.

Prescribed (Additional Biodiversity) Impacts, that are relevant to the Little Penguin, need to be added to section 6.1 in the Biodiversity Conservation Regulation 2017 and clarity needs to be provided in the Biodiversity Assessment Methodology document on how to add, avoid and assess prescribed impacts and the allocation of offset credits for development applications. This will enable the determining authority to apply the part of the Act that assesses non-native vegetation impacts caused by Development Applications and will allow determination of appropriate Biodiversity Offsets for impacts in areas where Little Penguins occur. Without this part of the legislation being used, the penguin nesting sites can't be protected by the current legislation.

Extension of the Penguin AOBV area areas to cover known penguin breeding sites

There are several areas of important penguin habitat including nest sites that are not included within the existing Areas of Outstanding Biodiversity Value (AOBV) mapped area. The omission of these areas is likely to be detrimental to the continued survival of the Little Penguin population at Manly. See the attached Map.

Council to look for better protection for penguins

The particular issue of protection of Little Penguin habitat and nesting areas is vitally important to the local community. This iconic species has a high level of public interest and educational value and many of the local schools use the penguins as part of their curriculum called "Project penguin".

Given their importance to our local community and indeed their importance as part of our local environment, Council should look in detail at the range of factors contributing to the decline of the local population and partner with the State Government to refocus efforts in terms of advocacy, awareness, regulation and planning controls to address this as soon as possible.

A full briefing should be provided to Councillors within 2 months to explore what more can be done to improve the current situation including guidelines for new development, bolstering the great work that our penguin volunteers currently do, and a broad community education program.

ITEM 15.5	NOTICE OF MOTION NO 35/2019 - CPR TRAINING AND DEFIBRILLATORS
TRIM FILE REF	2019/529275
ATTACHMENTS	NIL

Submitted by: Councillor Candy Bingham

MOTION

That Council:

- A. Identify suitable locations on the Northern Beaches where defibrillators should be installed, and prepare a roll-out program of devices to be installed over the next five years.
 - B. Seek grant funding for the purchase and installation of the defibrillators, and to provide CPR training to the community.
 - C. Promote training in CPR and defibrillator use.
 - D. Promote the location of publicly accessible defibrillators on the Northern Beaches.
-

BACKGROUND FROM COUNCILLOR CANDY BINGHAM

In Australia, 25,000 people die from an out-of-hospital sudden cardiac arrest each year. It does not discriminate and can happen to anyone, with five Australians under 35 years of age dying each week from sudden cardiac arrest. There have been a number of publicised incidents in the last 12 months on the Northern Beaches including at Narrabeen Lagoon and Shelly Beach.

In Australia only 9% of people who have an out-of-hospital cardiac arrest survive, whereas the world record survival rate for sudden cardiac arrest is 62%, held by Seattle, USA. The main reason for the difference is that 75% of Seattle's population are CPR friendly and they have greater public access to defibrillators, whereas less than a third of Australians are CPR friendly.

ITEM 15.6	NOTICE OF MOTION NO 36/2019 - CAT MANAGEMENT
TRIM FILE REF	2019/532055
ATTACHMENTS	NIL

Submitted by: Councillor Stuart Sprott

MOTION

That Council:

- A. Note that domestic cats pose a threat to our local wildlife if they are not managed responsibly and that Council has limited compliance options available under the Companion Animals Act 1998.
 - B. Undertake a community awareness campaign through our social media channels and our website to encourage responsible cat ownership across the Northern Beaches.
 - C. Write to relevant State Ministers to seek support for improvements to the NSW Companion Animals Act that would enable better regulation of roaming domestic cats.
 - D. Write to neighbouring Councils encouraging them to undertake awareness raising and advocacy as outlined above.
 - E. Incorporate appropriate measures into the Draft Bushland and Biodiversity Policy to reduce the impact of domestic cats while still supporting responsible cat ownership.
 - F. Brief Councillors within six months on other potential options to better support our community in understanding the behaviour of their cats and how they can reduce the risk to local wildlife.
-

BACKGROUND FROM COUNCILLOR STUART SPROTT

There are an estimated three to six million feral cats and estimated 3.3 million domestic cats or owned cats in Australia, but these numbers are impossible to confirm and may be much higher. Cats are the second most popular domestic pet in Australia and 29% of houses own one. A quarter of the 3.3 million domestic cats are semi dependent but not owned by humans.

It is hard to say but it has been said that feral cats kill an estimated four native animals a night, that is a staggering total of 8 billion native animals killed every year. It is estimated 377 million birds are killed by cats every year, which is over one million birds every day in Australia, or 3-4% of our total bird population. These numbers are not sustainable. In the UN World Extinction Report, cats are noted as a major threat to our environment and threatened species, especially in Australia.

We are extremely lucky to live here on the Northern Beaches and lucky to have a large and varied amount of natural bushland and wildlife. Biodiversity and the environment rank extremely high in all the surveys that Council conducts, and our community expects that their Council takes a leading role in protecting these important issues and natural assets.

It is a misconception that cats need to roam the neighbourhood, or cats only kill at night. It has been proven that inside cats live longer and cats can kill day and night and are extremely efficient at it. The list of native animals that cats kill is long and varied and a lot are on the endangered animal list.

We need to develop better ways of managing our cats and how they impact our wildlife. To do this I am asking that we work with other councils and State and Federal Governments to improve existing controls, make sure our policies help us take action when we need to, but most importantly work with our residents to educate and support them in responsible cat ownership.

16.0 QUESTIONS WITH NOTICE

ITEM 16.1	QUESTION WITH NOTICE NO 17/2019 - DALWOOD CHILDREN'S HOME PLANNING PROPOSAL
TRIM FILE REF	2019/527239
ATTACHMENTS	NIL

Submitted by: Councillor Sarah Grattan

QUESTION

In August 2014, the former Manly Council received a letter from NSW Health regarding undeveloped land at Dalwood Children's Home at Seaforth regarding agreement for zoning as E2 Environmental Protection. This letter was referenced in August 2014 by the Manly Daily reporter John Morcombe reporting on 2 September 2014 in the below article:

<https://www.dailytelegraph.com.au/newslocal/northern-beaches/no-residential-development-at-manly-hospital-site-after-it-closes/news-story/fe2411333b959a6af5d51b98f23e5fbf>

The former Manly Council finally received a letter from NSW Health in August (2014). NSW Health also agreed to undeveloped land at the Dalwood Children's Home at Seaforth being zoned E2 Environmental Protection.

- A. Please provide Council with a copy of this 2014 letter from NSW Health to Manly Council.
- B. Why has NSW Health proposed a change in the need for the high quality E2 land in Gurney Crescent to be rezoned to the lower standard E4 Environmental Living?
- C. Can Council please request from NSW Health a copy of the Trust Deed for Dalwood Homes Trust and the current names of the Trustees.
- D. What was the specific purpose of the Dalwood Homes Trust? Was it established for the specific purpose of delivery of services to children?
- E. Can the land identified for Rezoning and sale fit within the purpose of the Dalwood Homes Trust?
- F. What documents are contained in Council's Dalwood Homes' records (inherited from the former Manly Council)?
- G. What documents are held by Council regarding the Dalwood Homes Trust? In particular, former Manly Council files regarding the legal position of the trust.
- H. How much has Northern Beaches Council spent on the rehabilitation of Gurney Reserve, Seaforth?
- I. Residents report significant wildlife in the area of Gurney Reserve and Dalwood Homes site - including lyre-birds, wallabies and echidnas. What impact would redevelopment of the Dalwood Homes site have on the wildlife corridor from the national park along Bantry Bay to Gurney Reserve.

17.0 RESPONSES TO QUESTIONS WITH NOTICE

ITEM 17.1	RESPONSE TO QUESTION WITH NOTICE NO 13/2019 - REVENUE FROM FINES
TRIM FILE REF	2019/491349
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

In view of Channel 9's A Current Affair segment on 19 August 2019 concerning Northern Beaches Council Revenue from Fines, could the following information please be advised:

- A. How many Penalty Notices were issued by Council in the last financial year?
- B. What is the total amount of funds received in the last financial year and can these please be broken down by category of Fines eg Parking, Building etc?
- C. How many Fines in the last financial year have been successfully appealed to the OSR or Court?

RESPONSE

Penalty Infringement data from the last financial year (2018-19) indicates:

- A. Council issued 61,358 Penalty Infringement Notices.
- B. Council received \$8,344,787 in funds from Fines. This can be categorised as follows:

Category	Amount Received \$
Fines - Parking	7,743,219
Fines - Other	303,689
Fines - Health	87,295
Fines - Fire Safety	61,370
Fines - Building Compliance	55,398
Abandoned items	53,112
Fines - Pollution	36,744
Fines - Pool Barriers	3,960
TOTAL	8,344,787

Council has paid a total of \$1.184m in processing fees to Revenue NSW, where \$1.175m was related to processing fees for parking fines.

- C. 4,075 fines were successfully appealed to Revenue NSW, and Council is currently awaiting a response from Manly Local Court with regard to the number of fines successfully appealed at the Court over the last financial year.

ITEM 17.2	RESPONSE TO QUESTION WITH NOTICE NO 14/2019 - CAMPER VANS CAMPING IN RESIDENTIAL STREETS
TRIM FILE REF	2019/489810
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

Following complaints from residents to Council of backpackers and others camping in residential streets in camper vans with subsequent risks to public health and safety and also preventing residents from being able to park, what can Council do to stop this?

RESPONSE

There are no legislative provisions available to Council to stop a person staying overnight in a vehicle, except where signage is clearly displayed advising that this activity is prohibited, or where there is a breach of any timed parking restrictions.

The parking of camper vans in local streets is only prohibited where applicable enforcement signage is present. Where signs are erected, Penalty Infringement Notices can be issued to deter the activity. If vehicles are over 4.5 GVM and/or 7.5 metres long, and subject to the vehicle being classified as a heavy vehicle, a one hour rule applies for that vehicle to be parked in a location, and an exceedance of this timeframe would be a breach under the Road Rules Act 2004.

In areas where there is no time restrictive signage Council's Traffic unit would need to consider the circumstances of erecting signs and the matter would require approval from Council's Traffic Committee.

ITEM 17.3	RESPONSE TO QUESTION WITH NOTICE NO 15/2019 - CAR PARKING STRATEGIES FOR COLLAROY, DEE WHY AND NARRABEEN
TRIM FILE REF	2019/497346
ATTACHMENTS	NIL

Submitted by: Councillor Vincent De Luca OAM

QUESTION

Noting advice prior to amalgamation that Car Parking Strategies were being developed for Collaroy, Dee Why and Narrabeen could I please be advised of the following:

- A. Have the Car Parking Strategies for Collaroy, Dee Why and Narrabeen been completed and when will they go out for public consultation?
- B. What strategies has or will Council introduce to facilitate parking for residents in Collaroy, Dee Why and Narrabeen particularly in summer with numerous visitors to the beaches?
- C. What is the status of the Oaks Avenue, Dee Why Car Park and does Council still intend to sell this land and if so, when?
- D. Is Council planning ahead and considering developing more public car parks in the intensified unit areas of Dee Why, Collaroy and Narrabeen, if not, why not?
- E. Noting that there are parking restrictions in the Winbourne Rd, Brookvale car park that have been rarely enforced by Council resulting in cars parking all day and most business surrounding that car park adversely affected, many going broke and now many vacancies in commercial properties there, what can Council do to properly enforce the parking restrictions in that car park?
- F. Following Council receiving complaints about car parking in Garden St and Powderworks Rd, Narrabeen, how many submissions has Council received for and against its proposed timed parking restrictions and when will this issue be reported to the elected Council for determination?

RESPONSE

- A. Council's Transport Network Team has previously developed a localised parking plan for the Collaroy Beach commercial area, which was approved by Council in March 2019 and will be implemented when sea wall construction is completed in time for the summer 2019/20 peak season.
- B. Narrabeen and Dee Why car-parking strategies were placed on hold until the Northern Beaches Parking Plan has been placed on public exhibition and adopted by Council. The draft Northern Beaches Parking Plan is currently being finalised and is expected to be presented to Council for endorsement to be placed on Public Exhibition later this year.
- C. Council will have the adopted localised Parking Plan in place at Collaroy for this summer period. Council will be trialling additional signage and demand management options at Dee Why and Narrabeen over summer as an engagement activity for the overall Parking Plan. The program will include use of variable message signs, improved directional signage, and community information around other travel options instead of driving. This will form part of the engagement plan as part the report to Council on the Parking Plan.

- D. The future of this site will be investigated further when Council considers its overall Northern Beaches Council Property Strategy including any future staff accommodation requirements.
- E. Council has a number of car parking areas in Dee Why, Collaroy and Narrabeen that provide time limited spaces servicing the commercial precincts nearby. The development of these car parks over time has in part been funded by Developer Contributions where sites have been unable to provide parking on-site. At present there are no plans to provide additional freely available parking by Council in Dee Why, Collaroy or Narrabeen. New developments such as those in Dee Why provide available parking for customers at the rates required by Council's Planning controls. These spaces add to the availability of short term high turnover parking which in turn makes centres more accessible and successful and are separate to those spaces required for the residents of these developments.
- F. Winbourne Road public carpark has approximately 75 car parking spaces. The current restrictions are as follows:
- 3P - Mon to Fri – 8am to 6pm
 - 2P – Sat – 8am to 1pm
 - Sunday – No restrictions.

Council Rangers will increase patrols of this carpark to a daily routine for a period to monitor compliance.

The majority of the 22 submissions received object to the current proposal with only one of the submissions proposing a change to reduce time limits.

Based on consultation outcomes, an updated proposal will be presented to the business. The updated proposal is to provide three short term parking spaces adjacent to the café and restaurants only. The remaining spaces will remain as is.

ITEM 17.4	RESPONSE TO QUESTION TAKEN ON NOTICE NO 03/2019 - ITEM 11.1 - SUPPORTING COMMUNITY SOLAR UPTAKE
TRIM FILE REF	2019/498151
ATTACHMENTS	NIL

Taken on notice at the Council meeting on 27 August 2019 from: Councillor Pat Daley OAM in relation to Item 11.1 – Supporting Community Solar Uptake

QUESTION

Who are the recycling companies who can cater for the recycling of solar panels?

RESPONSE

The two recycling facilities for solar panels are:

- Reclaim PV Recycling in Lonsdale, South Australia
- EcoActiv in Canterbury, Victoria.

ITEM 17.5	RESPONSE TO QUESTION TAKEN ON NOTICE NO 04/2019 - ITEM 13.1 - MANLY PARKING PERMIT SCHEME
TRIM FILE REF	2019/498255
ATTACHMENTS	NIL

Taken on notice at the Council meeting on 27 August 2019 from: Councillor Pat Daley OAM in relation to Item 13.1 – Manly Parking Permit Scheme.

QUESTION

What was the significance of the one parking sticker for the whole of the local government area (introduced shortly after amalgamation) and what impact has that had on the parking dilemma in Manly?

RESPONSE

The one Northern Beaches Parking Permit, allows all Northern Beaches ratepayers to park at the beaches and enjoy the local amenity.

The beachfront in Manly generally has a restriction of two hours with a pay and display ticket or four hour for Northern Beaches Parking Permit. This provides a higher turnover rate than that of other beaches in the Local Government Area. Typically, the parking along the Manly beach front has a higher level of enforcement than some other areas to encourage turnover, given the demand for parking in Manly between Queenscliff and South Steyne.

The changes in parking arrangement after amalgamation related to the Beach Parking Permit, have not added significantly to the current parking issues relating to the resident parking schemes.

18.0 MATTERS PROPOSED TO TAKE PLACE IN CLOSED SESSION

RECOMMENDATION

That:

- A. In accordance with the requirements of Section 10A of the *Local Government Act 1993* as addressed below, Council resolve to close the meeting to the public to consider and discuss:
- a Item 18.1 RFT 2019/192 - Major Works for Balgowlah Oval Amenities Design and Construction on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) *Local Government Act 1993*].

This report discusses details of tender submissions and the disclosure of this matter in open meeting would, on balance, be contrary to the public interest in maintaining openness and transparency in council decision-making because the disclosure of this information would prejudice the commercial position of the person who supplied it.
 - b Item 18.2 Expression of Interest - Conduct Review Panel - 2019/190 on the basis that it involves the receipt and discussion of information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business [10A(2)(c) *Local Government Act 1993*].
 - c Item 18.3 Response to Question Taken on Notice No 05/2019 - Rescission Motion for Cleaning Services Contract - KPMG Fee on the basis that it involves the receipt and discussion of commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it [10A(2)(d(i)) *Local Government Act 1993*].
- B. The resolutions made by the Council in closed session be made public after the conclusion of the closed session and such resolutions be recorded in the minutes of the Council meeting.
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19.0 REPORT OF RESOLUTIONS PASSED IN CLOSED SESSION

In accordance with Part 15 of the Code of Meeting Practice, resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson as soon as practicable. The resolution must be recorded in the publicly available minutes of the meeting.



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